

PDF Accessibility Workflow/Decision Tree

This decision tree is especially helpful when determining how to make a scanned, not-text document accessible

When you are starting with a scanned PDF file

Start your workflow with the electronic source file as much as possible. OCR scanning a paper version of the document (paper to text) will not create a shortcut to an accessible document. It typically creates a lot of accessibility issues to fix because the OCR scanner is doing a lot of guesswork of the document structure.

Note: This workflow can also be followed for any Microsoft Office file

Do you have the electronic source file?

a. Yes

1. Make sure you follow [Accessibility of Word Documents Quick Guide](#)
2. Next - [Convert to PDF](#)
3. Finally - [Run Adobe Acrobat Accessibility Check](#)
4. Publish PDF document

b. No – Is the file essential to keep on the site?

1. Yes

1. Can you make it into a webpage?

- a. **Yes** – contact your agency’s website contact for publishing as a webpage
- b. **No** – OCR scan (paper to text)

1. [How to make a scanned document accessible](#)

2. Publish PDF document

2. Can you recreate the Word source file?

- a. **Yes** – See 1a. above
- b. **No** – OCR scan (paper to text)

1. [How to make a scanned document accessible](#)

2. Publish PDF document

2. No – Delete file

