

Document/PDF Accessibility Workflow/Decision Tree

This decision tree's primary purpose is to help you decide what to do when:

1. You only have a paper version of a document
2. Determining whether something should be converted to PDF or converted to a webpage

Start your workflow with the electronic source file as much as possible.

OCR scanning a paper version of the document (paper to text) typically creates a lot of accessibility issues to fix because the OCR process is doing a lot of guesswork about the document's structure.

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

Do you have the electronic source file?

- **Yes**
 1. Make sure you follow [Microsoft Word 365 Accessibility one-page quick guide](#)
 2. Next - Convert to PDF
 3. Finally - [Run Adobe Acrobat Accessibility Check](#)
 4. Publish PDF document
- **No** – Is the file essential to keep on the site?
 1. **Yes**
 - a. **Can you make it into a webpage?**
 1. **Yes** – contact your agency's website contact for converting to a webpage
 2. **No** – OCR scan document (convert paper to text)
 - a. [Considerations and requirements for working with scanned documents](#)
 - b. Publish PDF document
 - b. **Can you recreate the Word source file?**
 1. **Yes** – See 1a. (Can you make it into a webpage?)
 2. **No** – OCR scan document (convert paper to text)
 - a. [Considerations and requirements for working with scanned documents](#)
 - b. Publish PDF document
 2. **No – Delete file**