

## 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**