

Converting PDF Files

Online Accessibility Series

Overview: PDF files are the most problematic file format when it comes to accessibility for individuals with vision loss. If you are creating your own Word document and want to save it as a PDF file, please refer to **Creating Accessible Word Documents and PDF Files**. This document refers to working with PDF files obtained from other sources, such as publishers, library, or paper documents that have been scanned.

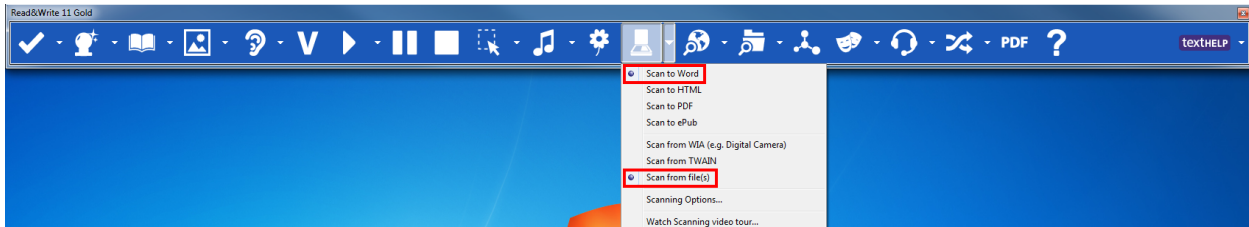
- 1) You will need a copy of a software program called *Read & Write Gold*. It is available for free through the Disability Resource Center, which has purchased a site license for the university. To arrange a time to have a copy installed on your computer, contact Colleen Gettys (colleen.gettys@louisville.edu or 502.852.6938) at the DRC.



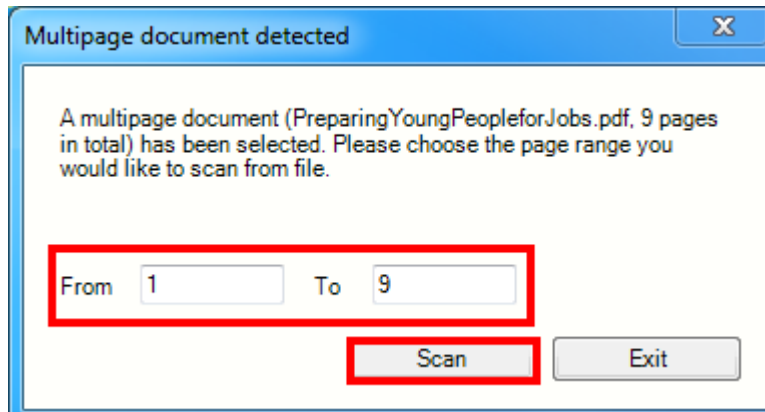
- 2) Open *Read & Write Gold*. You will see a tool bar like the one above.



- 3) *Read & Write Gold* has many useful tools, but this document focuses on the **Scan** tool, which looks like a desktop scanner.
- 4) Click the down arrow to the right of the **Scan** icon.



- 5) Select Scan to Word and Scan from file(s).
- 6) Click on the Scan icon (not the arrow).
- 7) Browse for the PDF file that you need to convert and click Open.



- 8) *Read & Write Gold* will ask you which pages you would like to scan. If you want to scan the whole document, leave the page numbers that are in the boxes and click **Scan**.
- 9) When *Read & Write Gold* is done scanning the file, you will be prompted to create a new file name and location for the file to be saved.
- 10) Once the conversion is complete, the new file will automatically open in Microsoft Word.
- 11) Now you can edit the document and format it to be accessible. Refer to the **Creating Accessible Word Documents and PDF Files** document for step-by-step instructions in how to make the Word document accessible, and how to save it as an accessible PDF file.
- 12) If you have any questions, Beth Case (beth.case@louisville.edu or 502.852.7689) is available for assistance.