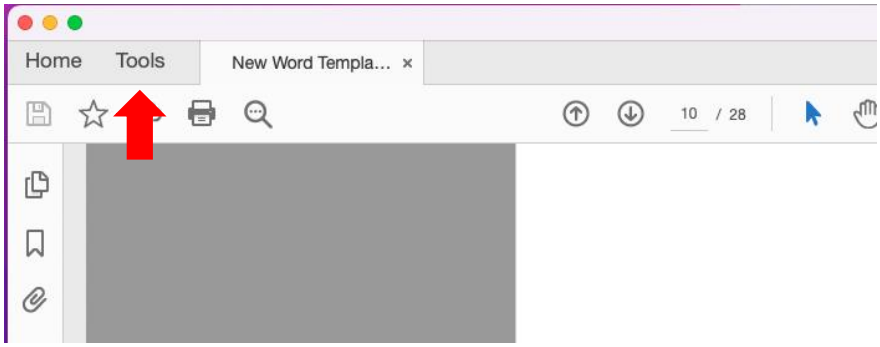
GUIDE TO INSERTING REPRINT MATERIAL

WITH ACCESSIBILITY STANDARDS

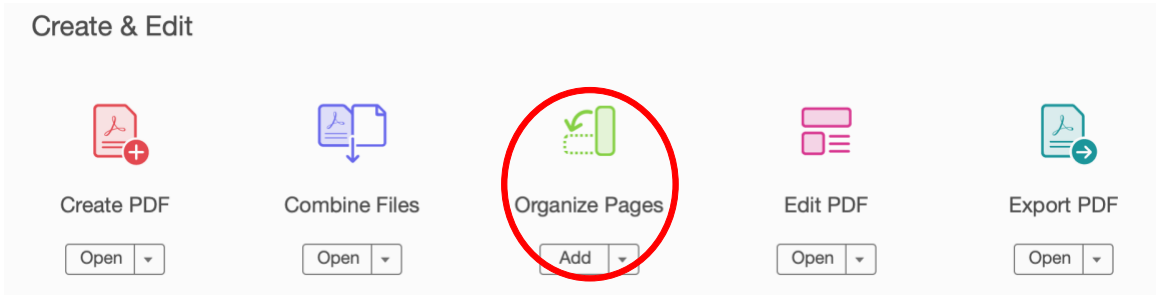
ADDING A REPRINT PDF INTO MICROSOFT WORD

Some methods for inserting PDFs into Microsoft Word causes pages to be interpreted by screen readers as images. This guide walks through the steps to insert reprinted material in a way that maintains the structure of the original PDF. Note that you will need to add alternate text and bookmarks for these sections to the PDF afterward. This cannot be done concurrently in Microsoft Word.

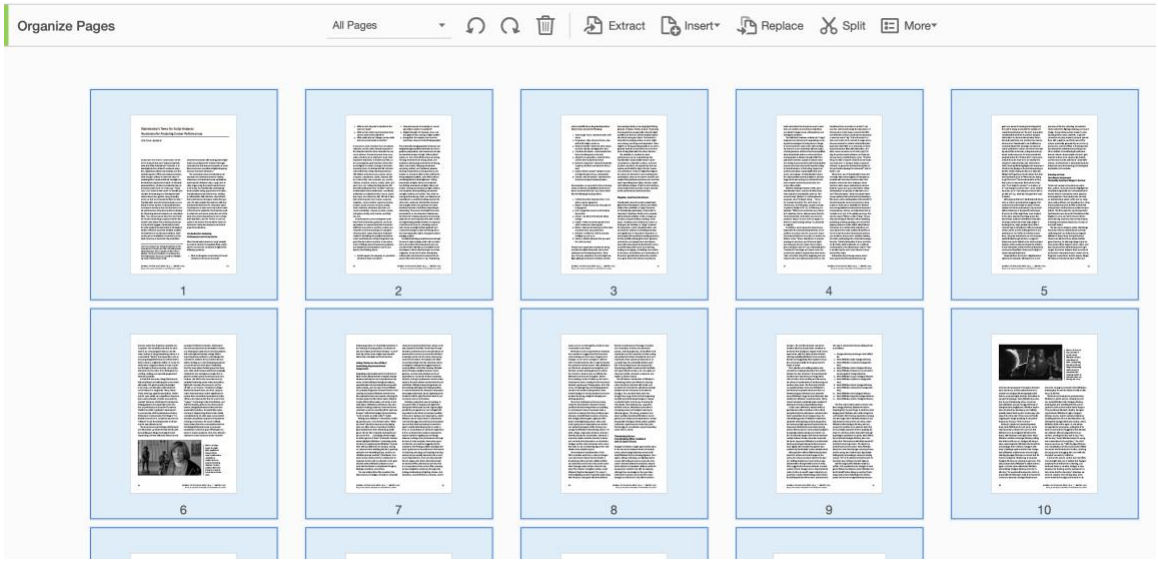
Start in Acrobat Professional with the PDF you'd like to insert open. You will need to split the PDF into separate files for each page. Begin by clicking the Tools tab at the top of the page. You can see its location marked with a red arrow below.



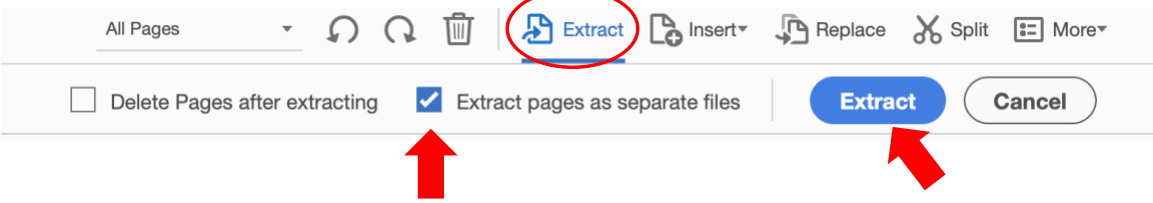
From there, scroll until you see the Organize Pages option. Click this icon (circled below).



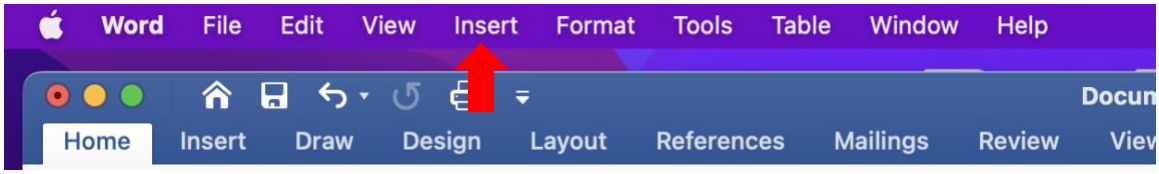
This will show you all of the pages in the PDF. Click the first page to select it. Shift + click the last page to select all pages. Blue boxes will surround each selected page, as seen below.



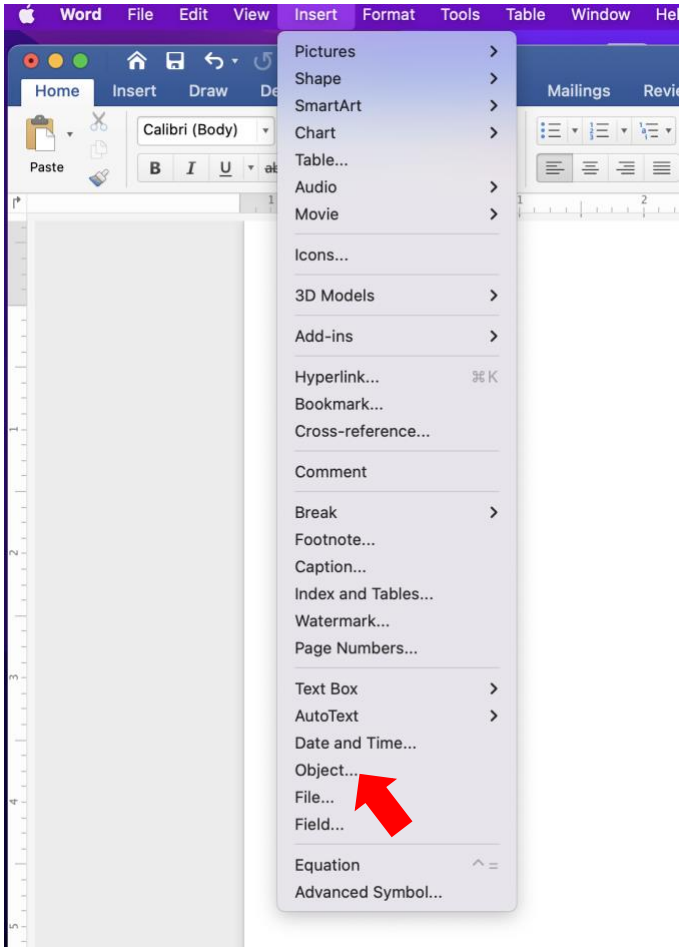
At the top of the page, click the Extract option, as circled below. Make sure you then click to check the box to Extract pages as separate files, indicated by the arrow. After you have made those selections, click on the large Extract button, indicated by the arrow. A save menu will then pop up. Select where you would like to save the split PDF files and click save.



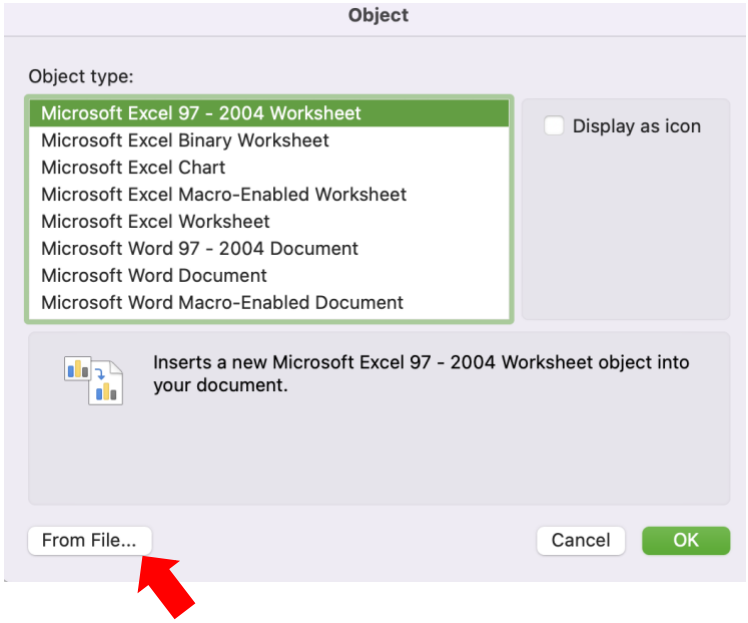
Move over to working with your Microsoft Word document. You should be on the blank page that you are going to insert the first page of the PDF on. From the main Word menu at the top of the page (outside of the document), choose the Insert menu, marked with the arrow below.



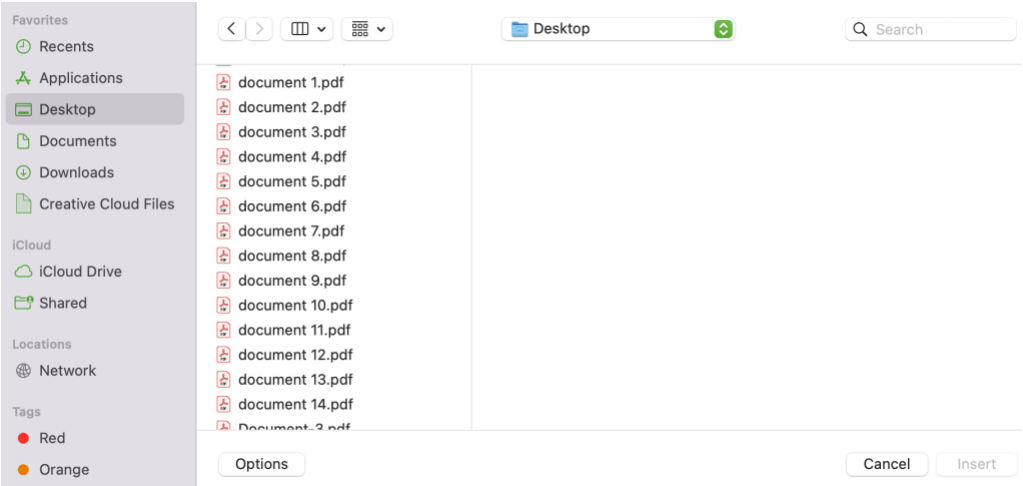
From the drop down menu, choose the Object option, marked with the arrow below.



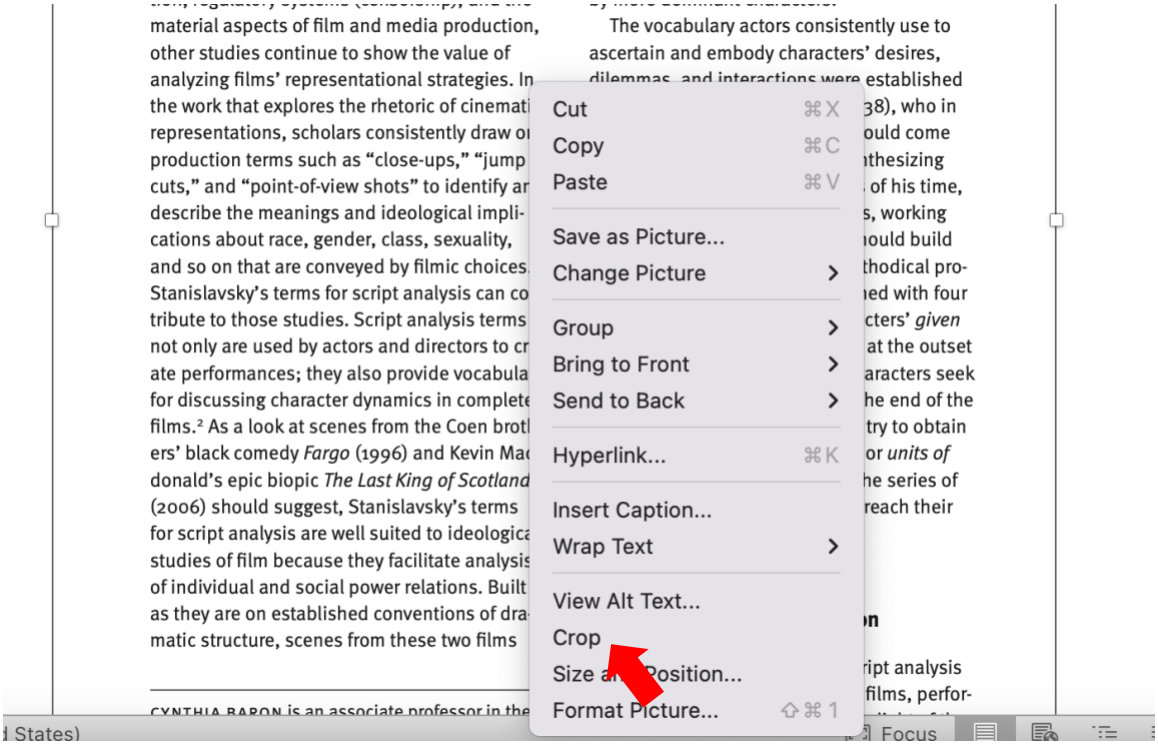
This will bring up a pop up menu. Click on the From File box at the bottom, indicated by the arrow.



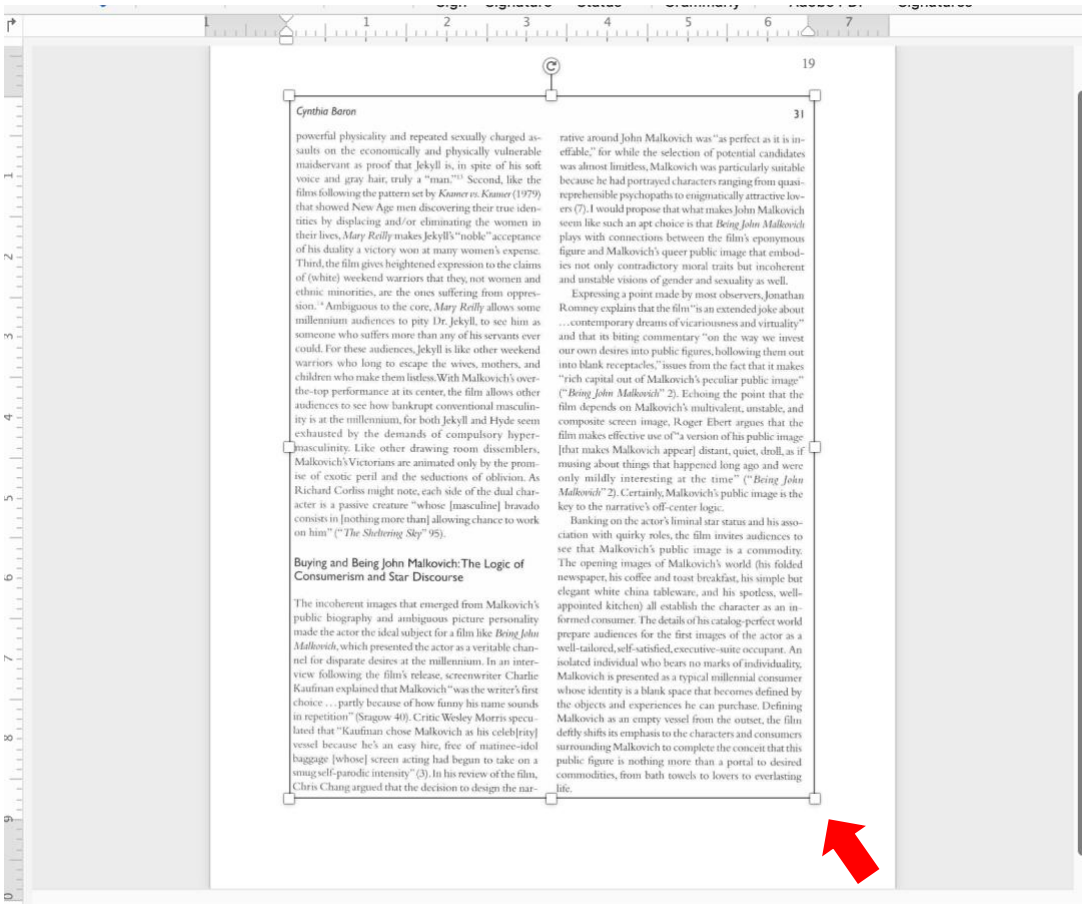
From the next menu, select the file for the first page from the PDF.



This will insert the page into your Word file. Note that it still functions as an image here. It will not after exporting to a PDF. Also note that some pages may have rather large white margins. It is strongly advised that you crop all pages to fit better within the existing margins. To do so, right click on the image of the page. Select the Crop option as shown with the arrow below. From there, you can move the bars on all four sides of the image to remove excess white space.



Adjust the page within the margins. Clicking and dragging the bottom right corner to resize the page will increase the size of the text, shown by the arrow below. You should make the text as large as possible, staying within the margins of the document (top/bottom: 1", left/right: 1.25"). If your inserted page does not fill the entire left/right margin, center the page.



Repeat the insertion process for each of the pages of your PDF. When the Word file is exported to a PDF, these pages will no longer be interpreted as images. You will need to label the alternate text for figures and tables in Acrobat. You will also need to add the necessary bookmarks. Instructions for these steps can be found in the Adobe Acrobat Accessibility Guide.