Using Adobe Acrobat Pro DC to Make a Simple PDF Accessible

SANTA ROSA JUNIOR COLLEGE

ZER0 DEFECTS

Leila Rand and Corrine Haverinen, ©2017

Make sure you have the correct tools:

- Open your PDF in Adobe Acrobat Pro DC.

- Go to the Tools tab.

- Under the Protect & Standardize section, make sure Accessibility is added (it will say "open" if it is already added). If it's not, click on the drop down and choose "add".

- Under the Customize section, make sure Action Wizard is added, or add it.

- Go back to the tab for your document.
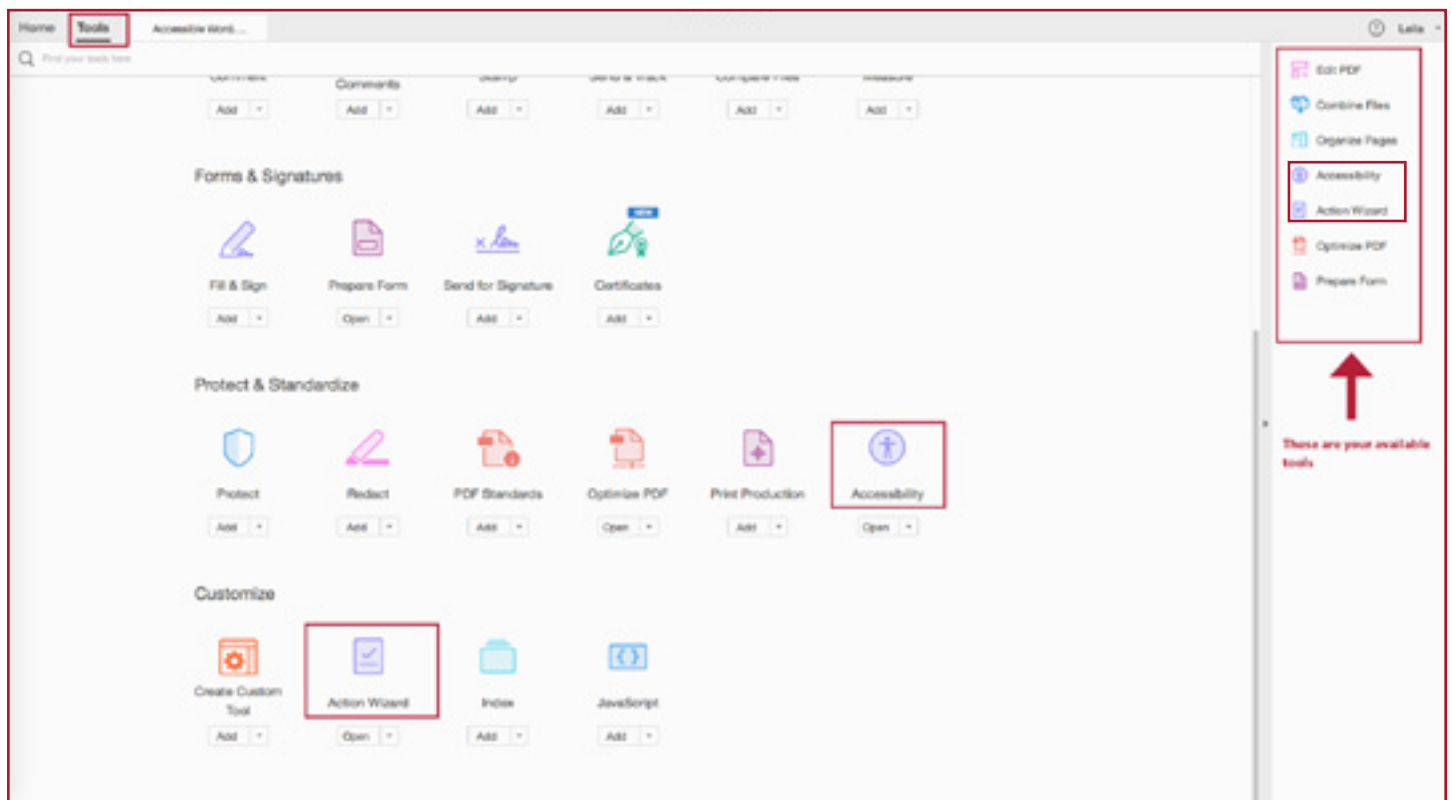
Make Accessible:

- Go into the Action Wizard Tool

- Choose "Make Accessible"

- Click "Start"

- If your document is missing a title, uncheck "Leave As Is" and add the title. If the title is correct, leave it checked

- Ignore the rest of the items in this box, and click "OK"

- If the document is in English, click "OK" for Document Language, etc. This will fix a scanned document

- Skip the step for fillable forms (if the doc is a fillable form, contact Leila in IT)

- Hit "OK" for Reading Language, if the document is in English

- Hit "OK" for detecting figures (images)

- For each figure it finds, add alternative text if the image is important to understanding the content in the document. If the image's purpose is just to make the document look better, check the box for "decorative figure" and don't add alternative text. Click the forward arrow until all images have been addressed, and hit "Save & Close." If it is hard to see the image, click Save and Close. You will be able to add the alternative text later, manually.

- Hit "Start Checking" and Acrobat will run a full accessibility check.

- **If you have any headings tagged, those tags will be stripped out by this tool. You need to go back and make them headings again in the Reading Order tool.**
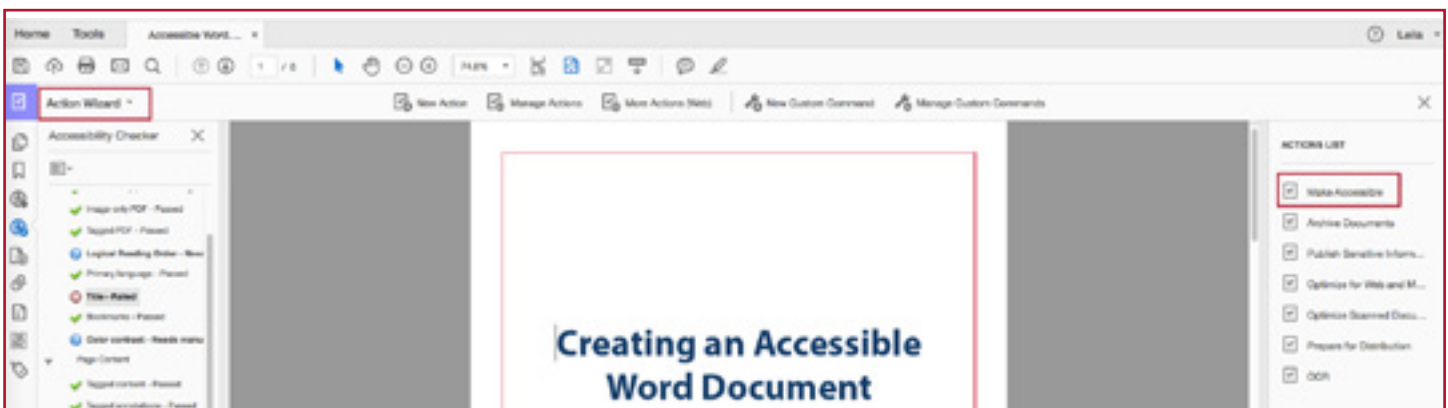
Reading or Running a Full Accessibility Check:

In the right Tools sidebar, choose "Accessibility", then "Full Check"

A dialogue box will pop up:

- Check whether you want an accessibility report created, and if so, where to have it saved

- Choose your page range

- Choose "Document" as the category under Checking Options, and make sure all the options are checked

- Click "Start Checking"
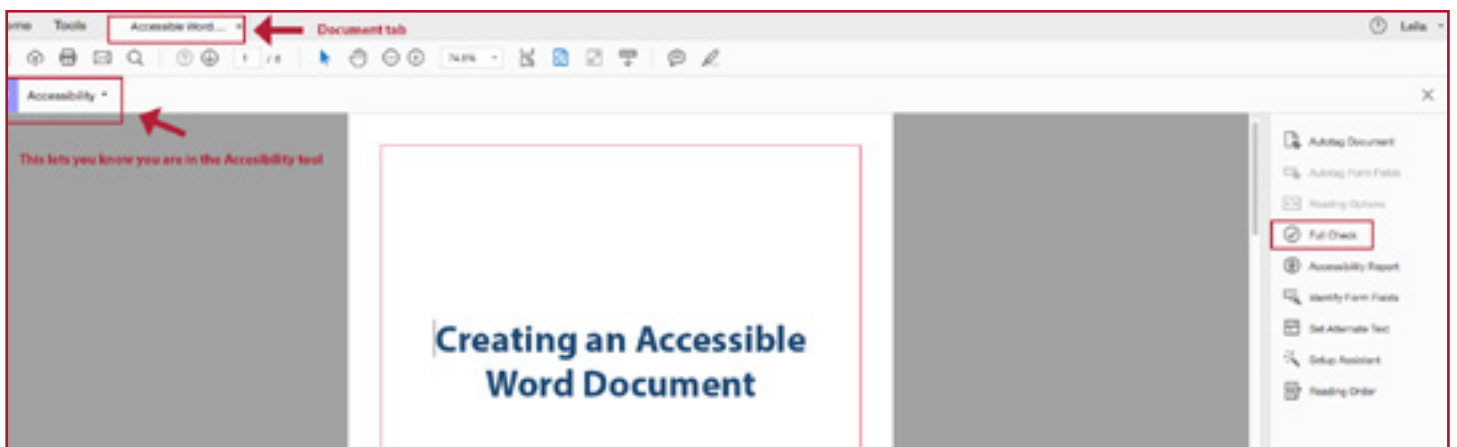
Your results will appear on the left sidebar. The two issues under "Document" with blue question marks will always appear - they are telling you to manually check the logical reading order of the document, and the color contrast.
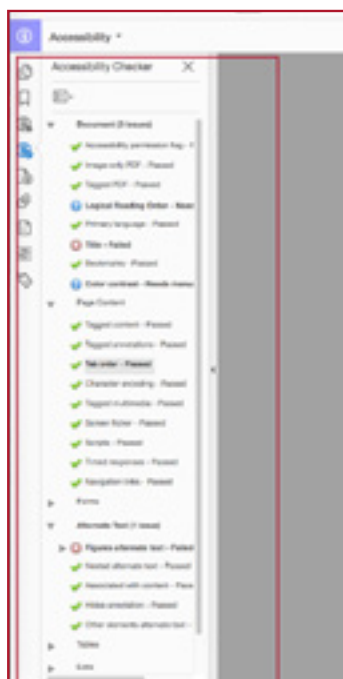
Notice the issues in red, if there are any.

If you get a Title error, you can fix it by going to File>Properties and filling in the title.

If you get an **Alternative Text issue,** you can either go to Accessibility>Set Alternate Text and follow the instructions, or right click on the figure in the Reading Order tool.

If you get the **Heading issue** "appropriate nesting", check headings in the document. You should have at least a Heading 1. See using the Touch up Reading Order tool below.
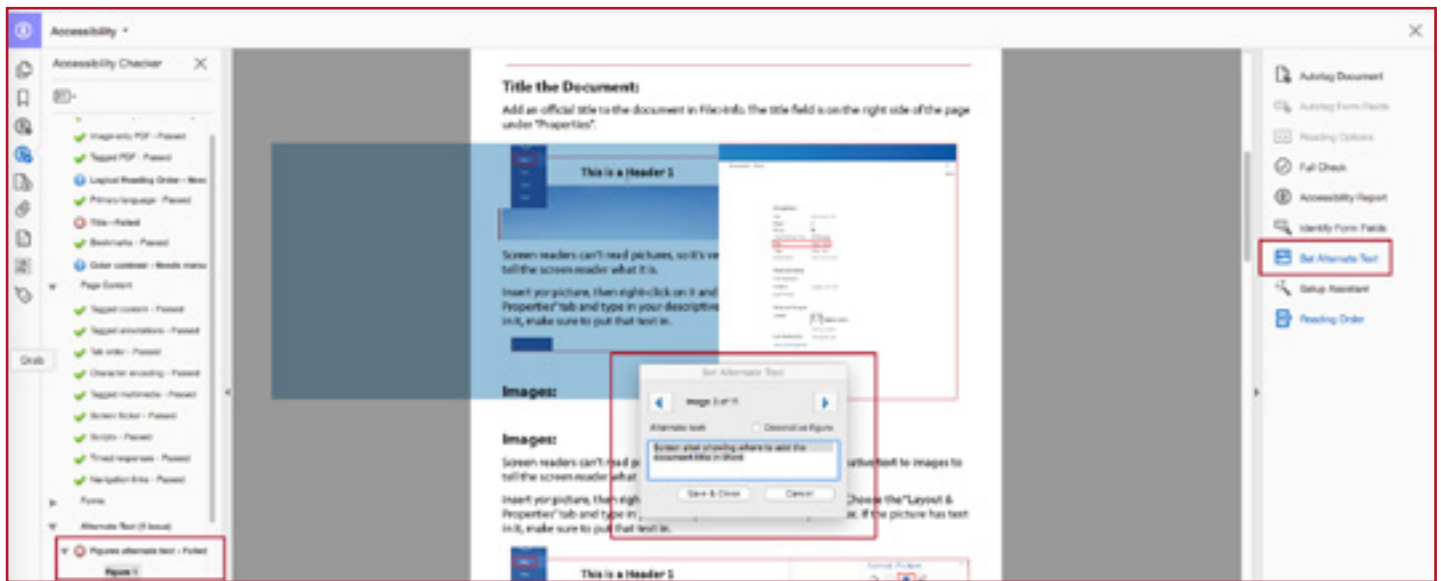
If you get **Table errors**, you can go into the Table Editor to fix them:

- Accessibility>Reading Order>Touch Up Reading Order dialogue box
- Click on the table in question and click on "Table Editor"
- Right click on the cell in question and choose "Table Cell Properties"
- If it should be a header cell, choose Header Cell and choose the proper scope (None, Row, Column or Both). Hit "OK".
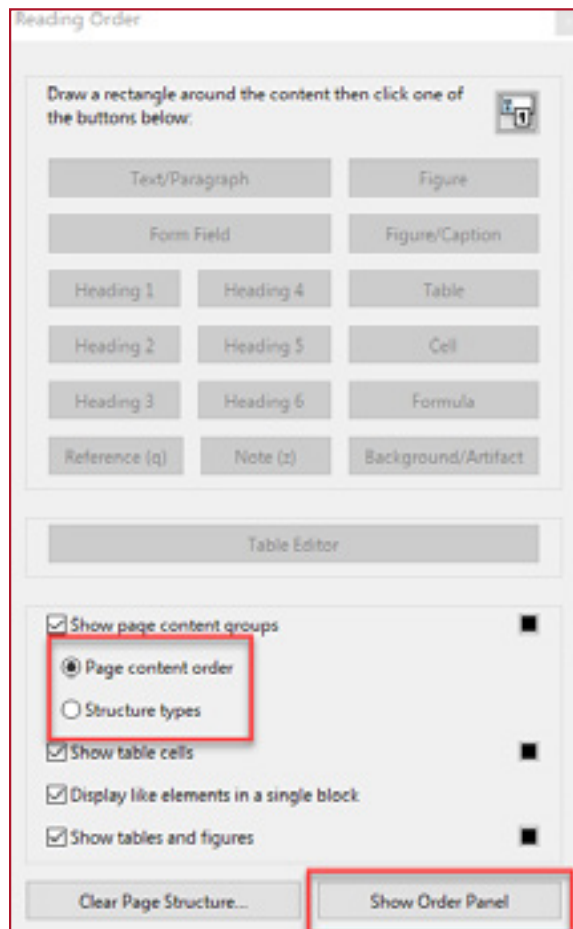
If you get a **Lists error**, you will likely need to fix the list in the original document.
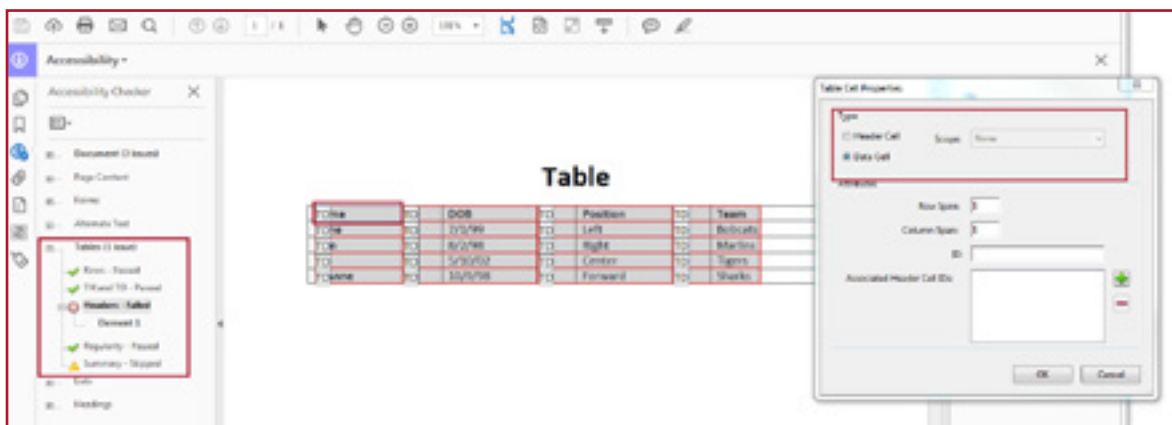
**To manually check the logical reading order** (which you **MUST** do), or if you get one of these errors:

Document>Tagged PDF
Page Content>Tagged Content or Tab Order

You will need to open up the Reading Order panel (Accessibilty tool>Reading Order).

- To make sure the reading order is correct (so that the screen reader will read the page elements in the order they are intended to be read), choose "Page content order". Each element will have a number, which represents its order on the page. If you need to fix the order, click "Show Order Panel". You can manually move elements down and up to their proper position. Please note it doesn't work well when you move an element to the top or bottom of the list.

- To make sure the content structure types are correct, choose "Structure types." "P" means regular text. "H1" means "Header 1". "Lbl" means list. If you want to change a "P" to an "H2" for example, click on the "P" in question, and when it's highlighted, click on "Heading 2".

- Sometimes it will be easiest to start over with the structure types on a page **(never when a table is involved!)**. In that case, in the Touch Up Reading Order panel, you can "Clear Page Structure" and draw rectangles around each element to assign the correct type. You will need to play with this to get it working well. Then use the left Order Panel to put items in the proper order.
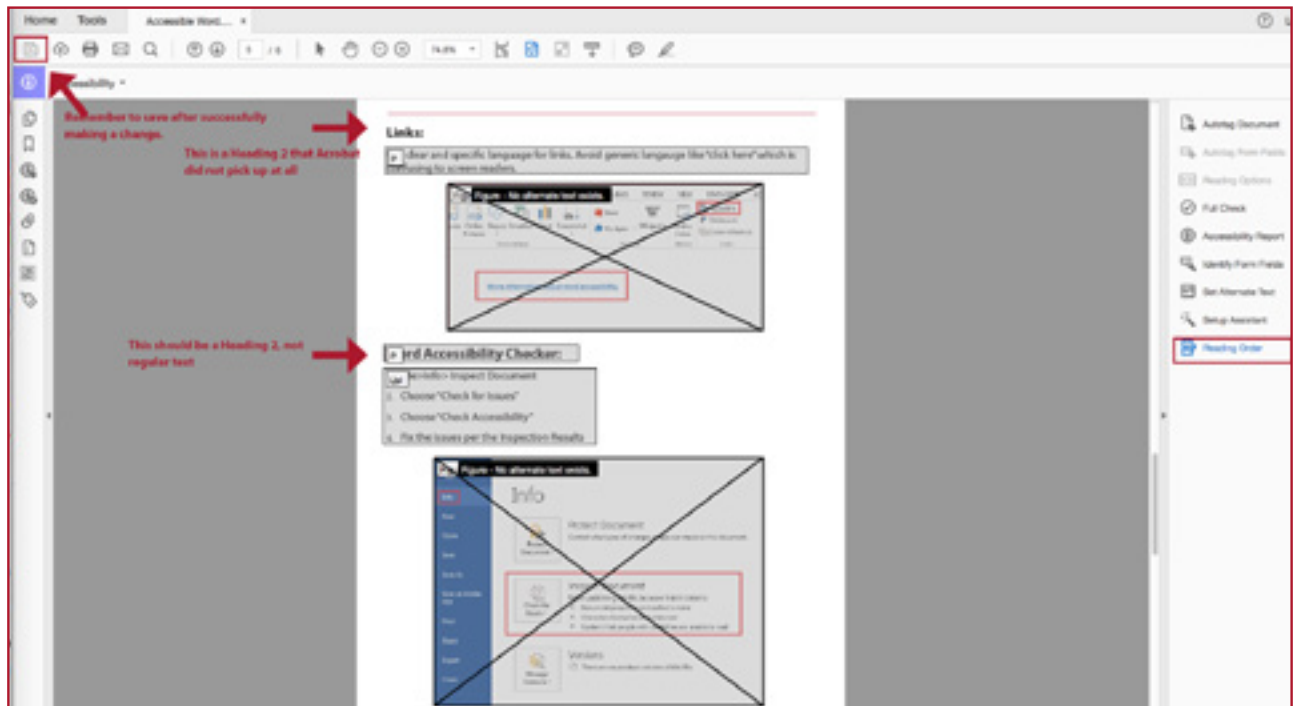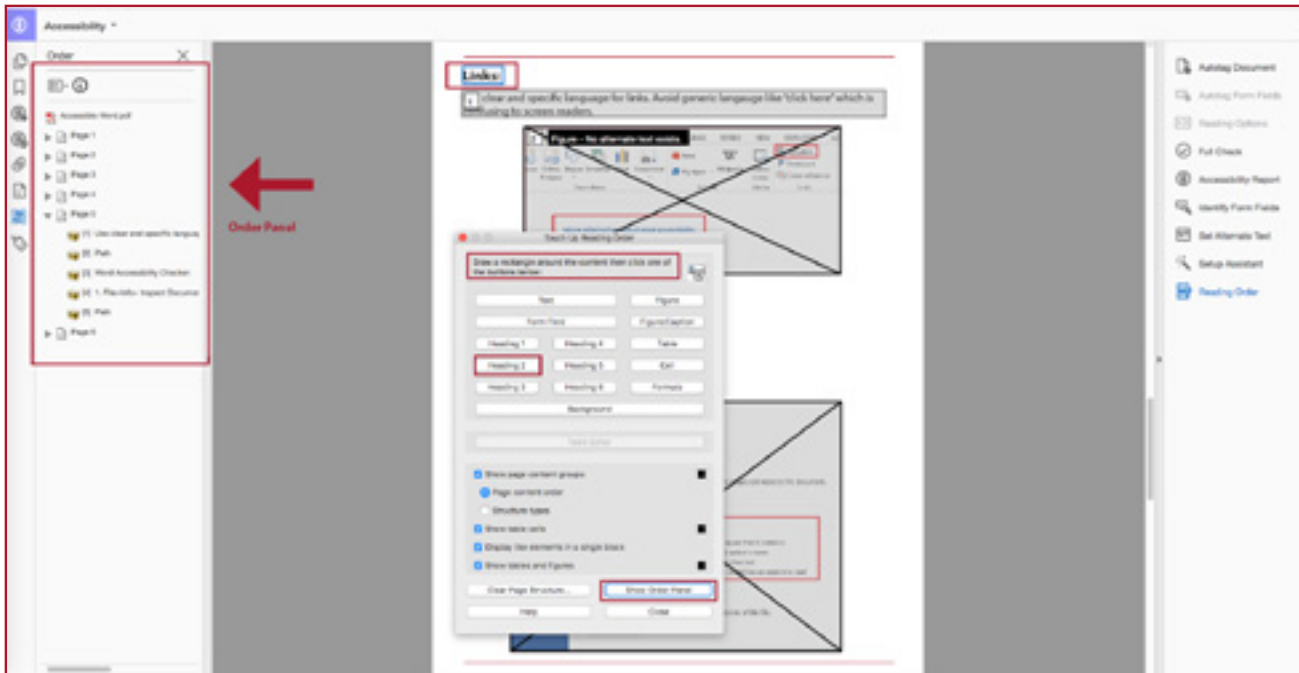
Make sure to save your document when you have it in good shape!
There are no Undos! Use File>Revert and save frequently.

More resources:

Right click on an error in the accessibility report to get to a page that explains the issue

Adobe Acrobate Accessibilty info:
http://www.adobe.com/accessibility/products/acrobat.html

Self-Paced Accessibility Courses from CCC/@one:
https://cccaccessibility.org/training/self-paced-accessibility-courses