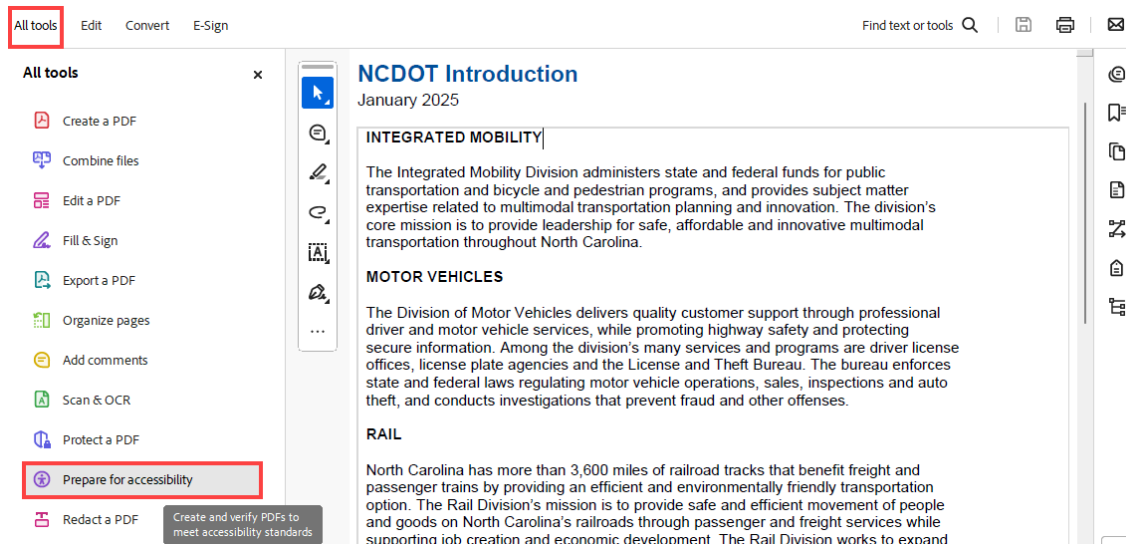


Adobe Acrobat PDF Accessibility Tools Overview

- **Prepare for accessibility:** A predefined action automates many tasks, checks accessibility, and provides instructions for items that require manual fixes. Quickly find and fix problem areas.
- **Check for accessibility:** It verifies whether the document conforms to accessibility standards, such as PDF/UA and WCAG 2.0.
- **Open accessibility report:** It summarizes the findings of the accessibility check. It contains links to tools and documentation that assist in fixing problems.
- **Reading options:** It includes settings for the available reading options.
- **Fix reading order:** You can use the Reading Order tool to examine the structure, reading order, and contents of a PDF.
- **Save as accessible text:** It allows you to read the saved text file in a word-processing application. It also enables you to emulate the end-user experience of readers who use a braille printer to read the document.

How to Verify Accessibility in PDF

Use Adobe Acrobat not Acrobat Reader to verify PDF accessibility standards and Guidelines (WCAG) 2.1 and PDF/UA.



Word PDFs are accessible based on the Tags Word has added to the PDF.

To verify the PDFs accessibility, you can use the built-in Adobe Checker tool.

Adobe Acrobat is required to verify accessibility.

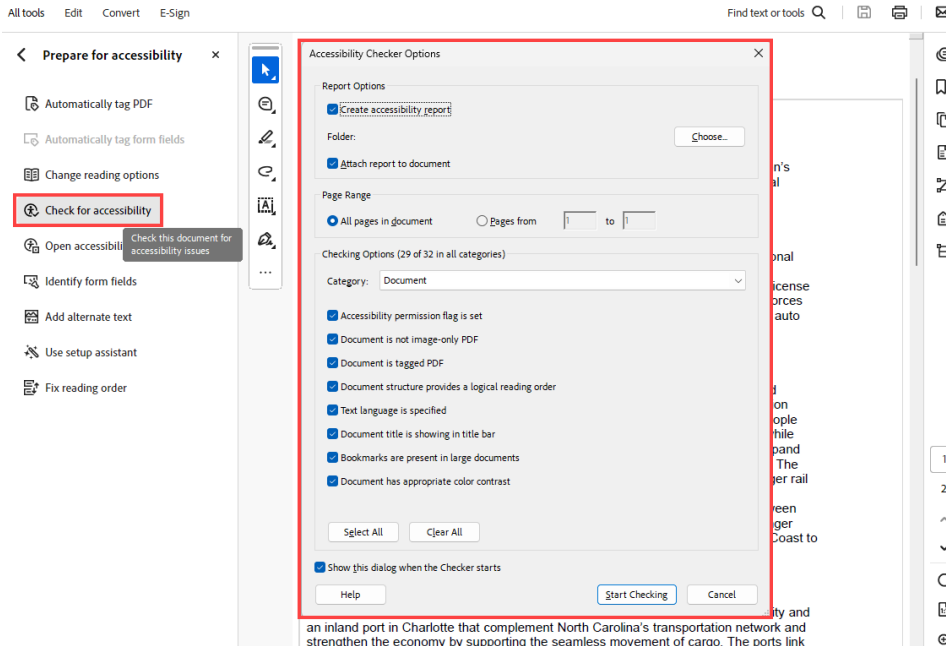
Check Accessibility of PDFs

You can use the [Prepare for accessibility](#) tool to check and make a PDF accessible. It prompts you to address accessibility issues, such as a missing document description or title. It looks for common elements that need further action, such as scanned text, form fields, tables, and images. You can run a Prepare for accessibility action on all PDFs except dynamic forms (XFA documents) or portfolios.

1. Open the PDF, and then, from the global bar in the upper left, select All tools, select View more, and then select Prepare for accessibility.

Prepare for accessibility panel with a list of available actions appear on the left panel.

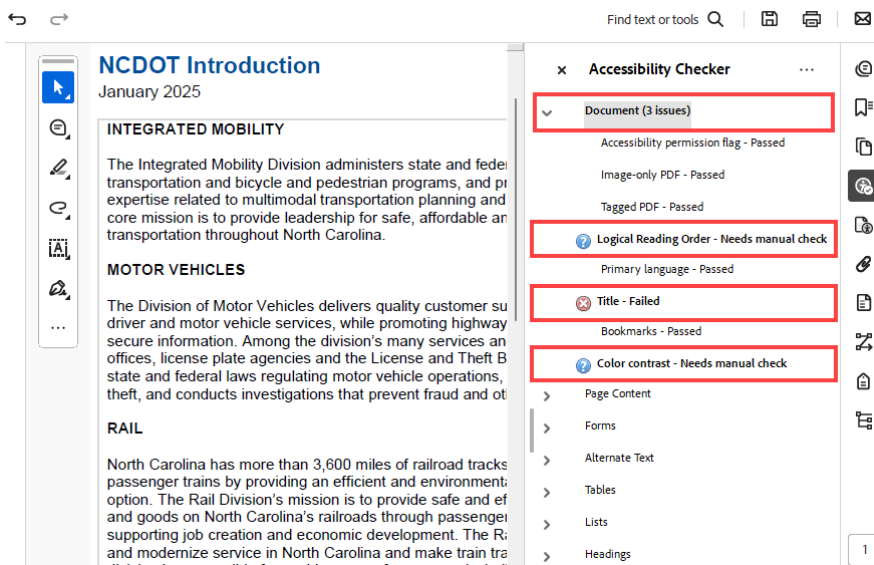
2. From the left panel, select Check for accessibility.



From the Accessibility Checker Options dialog, select the options as required and then select Start Checking.

The default options cover all Adobe Acrobat accessible properties.

3. Once the check is complete, it displays a panel on the right that lists the accessibility issues. Select each issue type drop-down to view the details and make fixes, as suggested.



In this example we see that 3 issues were found in the PDF document.

It is not uncommon to see that several issues did not cross over from the word document.

Adobe Acrobat has tools to verify and fix these issues.

See the list of status messages and quick fix options below.

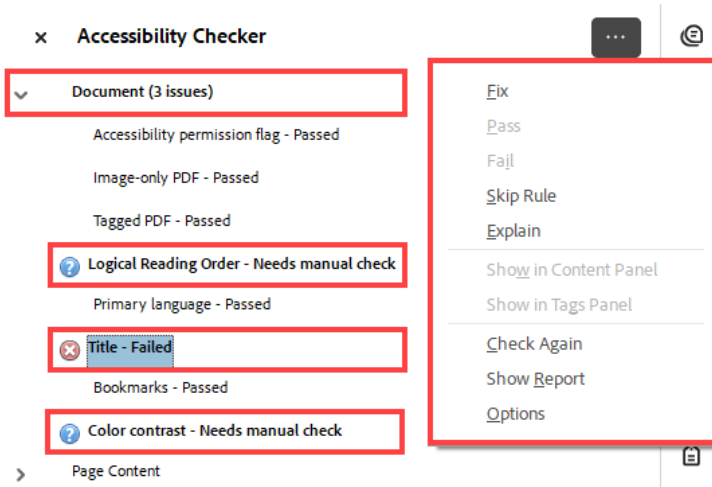
Since the Accessibility Check feature does not distinguish between essential and nonessential content types, some reported issues may not affect readability. We suggest that you review all issues to determine the ones that need correction.

The report displays one of the following statuses for each rule check:

- **Passed:** The item is accessible.
- **Skipped By User:** Rule was not checked because it wasn't selected in the Accessibility Checker Options dialog box.
- **Needs Manual Check:** The Full Check/Accessibility Check feature couldn't check the item automatically. Verify the item manually.
- **Failed:** The item didn't pass the accessibility check.

Quick Fix Accessibility Issues

To fix a failed check after running the Prepare for accessibility check, select ellipsis in the Accessibility Checker panel on the right and select one of the following options from the context menu:



- Fix: Adobe either fixes the item automatically or displays a dialog box prompting you to fix the item manually.
- Skip Rule: Deselects this option in the Accessibility Checker Options dialog box for future checks of this document and change the item status to Skipped.
- Explain: Opens the online Help where you can get more details about the accessibility issue.
- Check Again: Runs the checker again on all items. Choose this option after modifying one or more items.
- Show Report: Displays a report with links to tips on how to repair failed checks.
- Options: Opens the Accessibility Checker Options dialog box, so you can select which checks are performed.

Full Accessibility Issues Report

1. To view a complete report, select Open Accessibility report in left panel. It displays detailed report in the right panel.
2. You can click on each rule link in the report, and it will take you to Adobe Accessibility website where detailed information on these accessibility rules and how to fix them.

The screenshot shows the Adobe Acrobat interface. On the left, the 'Prepare for accessibility' panel is open, with 'Open accessibility report' highlighted by a red box. On the right, the 'Accessibility Report' panel is displayed. It shows the filename 'NCDOT Introduction-Test.pdf' and a summary of the report. A red box highlights the summary statistics: Needs manual check: 2, Passed manually: 0, Failed manually: 0, Skipped: 3, Passed: 26, Failed: 1. Below the summary is a 'Detailed Report' table with columns 'Rule Name', 'Status', and 'Description'. The table lists several rules, with a red box highlighting the 'Title' rule which is 'Failed'.

Rule Name	Status	Description
Accessibility permission flag	Passed	Accessibility permission flag must be set
Image-only PDF	Passed	Document is not image-only PDF
Tagged PDF	Passed	Document is tagged PDF
Logical Reading Order	Needs manual check	Document structure provides a logical reading order
Primary language	Passed	Text language is specified
Title	Failed	Document title is showing in title bar
Bookmarks	Passed	Bookmarks are present in large documents
Color contrast	Needs manual check	Document has appropriate color contrast

3. Once you have the Accessibility issues resolved you can save your PDF Document.

How to Create Accessible Adobe Acrobat PDF Documents – Video 6 min.

In this video, you will learn the basic steps to make a PDF accessible. This includes using a fully accessible Microsoft Word Document and saving it as a PDF. Then using Adobe Acrobat Professional, you will learn how to create bookmarks, adjust the page numbering, set the page properties, and run the accessibility checker.



Accessible PDFs