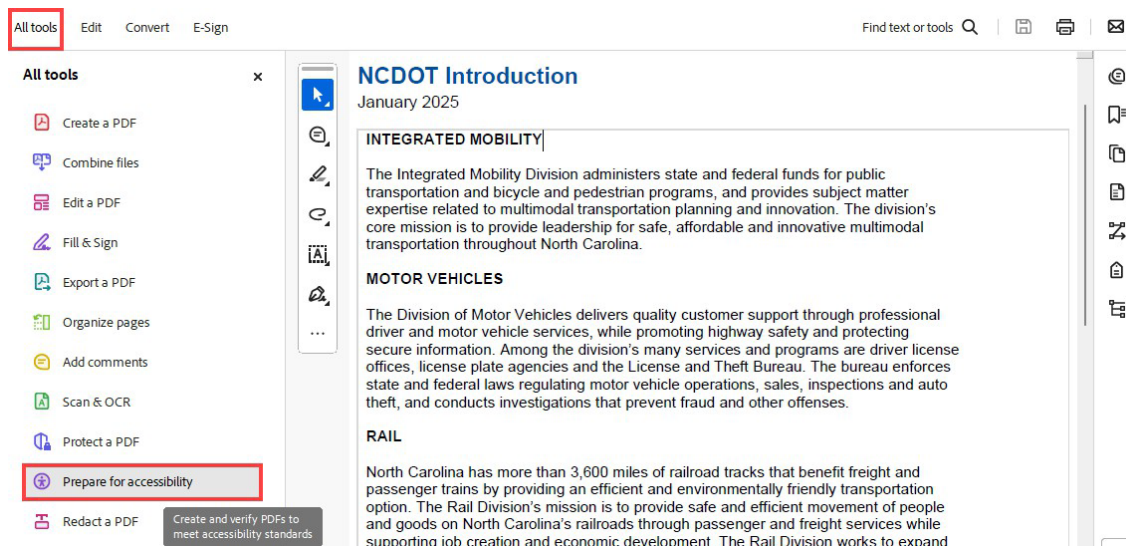


# Adobe Acrobat PDF Accessibility Tools Overview

- **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.

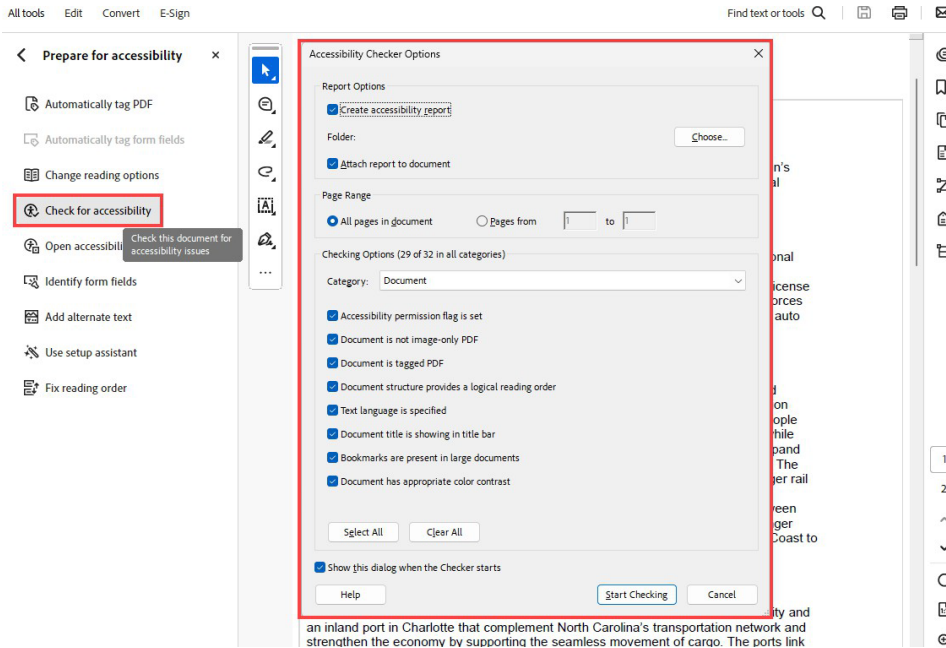
## Check Accessibility of PDFs

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.

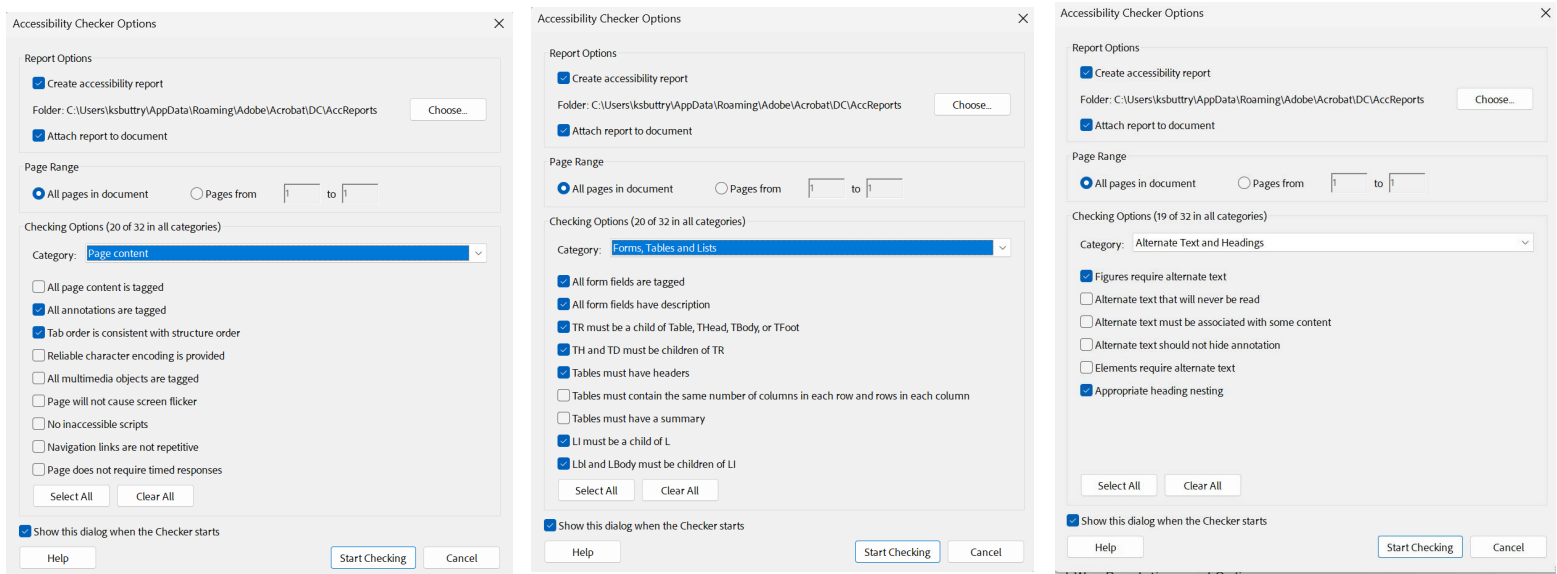


From the Accessibility Checker Options dialog, select the options as required and then select Start Checking.

The default options cover all Adobe Acrobat accessible properties.

Bookmarks are present in larger documents is a Recommended setting and is not required but is good to have for larger PDFs.

Click on the drop-down arrow next to Document to set the settings on the other 3 sections.

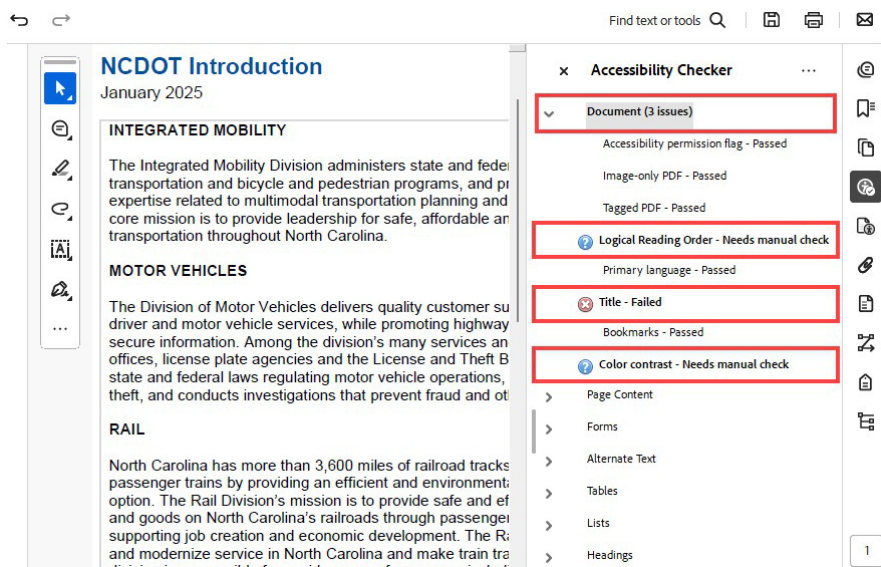


These settings are based on the Required settings from **Adobe Acrobat Accessibility Checker – Section 508 & WCAG Compliance Checklist** (see table below). We only need to check and fix the Required settings. However you can use the Select All button on each section to choose all the settings to cover the Required and Recommend Settings so your document meets all the accessibility settings.

## Adobe Acrobat Accessibility Checker – Section 508 & WCAG Compliance Checklist

Category	Item to Check	WCAG Reference	Required vs Recommend
Document	Accessibility permission flag	WCAG 2.1 – 1.3.1	Required
Document	Document is tagged PDF	WCAG 2.1 – 1.3.1	Required
Document	Primary language is set	WCAG 2.1 – 3.1.1	Required
Document	Document title is set	WCAG 2.1 – 2.4.2	Required
Document	Bookmarks for >21 pages	WCAG 2.1 – 2.4.1	Recommended
Alternate Text	Images have alternate text	WCAG 2.1 – 1.1.1	Required
Alternate Text	Figures alt text associated	WCAG 2.1 – 1.1.1	Required
Page Content	Tagged annotations	WCAG 2.1 – 1.3.1	Required
Forms	Field descriptions (tooltips)	WCAG 2.1 – 3.3.2	Required
Page Content	Tab order is correct	WCAG 2.1 – 2.4.3	Required
Tables	Headers identified	WCAG 2.1 – 1.3.1	Required
Tables	Headers associated with cells	WCAG 2.1 – 1.3.1	Required
Tables	Caption provided	WCAG 2.1 – H39	Recommended
Tables	Summary provided	WCG Technique Advisory	Recommended
Lists	Lists properly tagged	WCAG 2.1 – 1.3.1	Required
Headings	Headings properly nested	WCAG 2.1 – 1.3.1	Required
Document	Logical reading order	WCAG 2.1 – 1.3.2	Required
Document	Color contrast (manual check)	WCAG 2.1 – 1.4.3	Required

- 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.

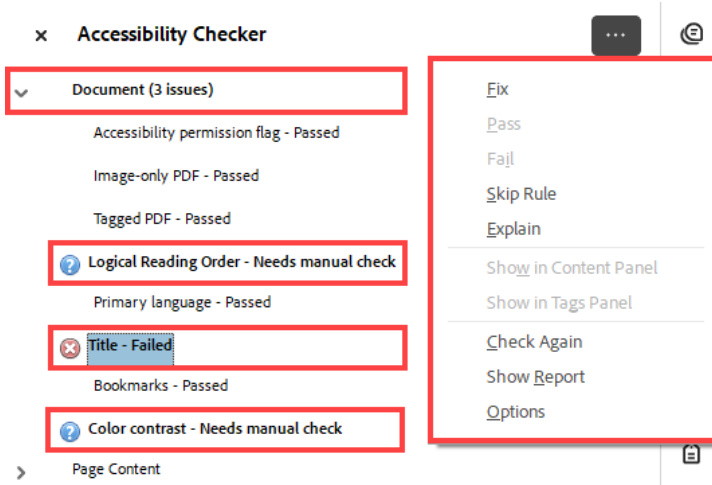
Since the Accessibility Check feature does not distinguish between essential and nonessential content types, some reported issues may not affect readability. We suggest that you review all issues to determine the ones that need correction.

**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.

**Accessibility Report**

Filename: NCDOT Introduction-Test.pdf

Report created by: [Enter personal and organization information through the Preferences > Identity dialog.]

Organization:

**Summary**

The checker found problems which may prevent the document from being fully accessible.

- Needs manual check: 2
- Passed manually: 0
- Failed manually: 0
- Skipped: 3
- Passed: 26
- Failed: 1

**Detailed Report**

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

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