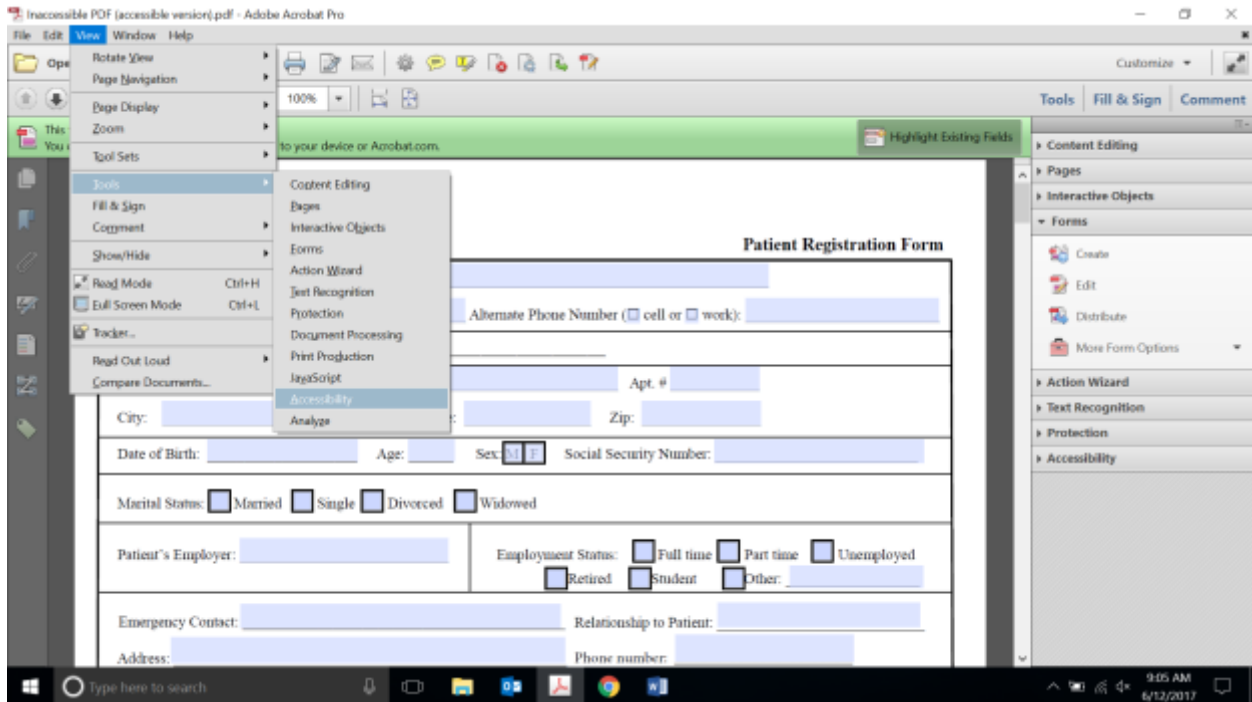
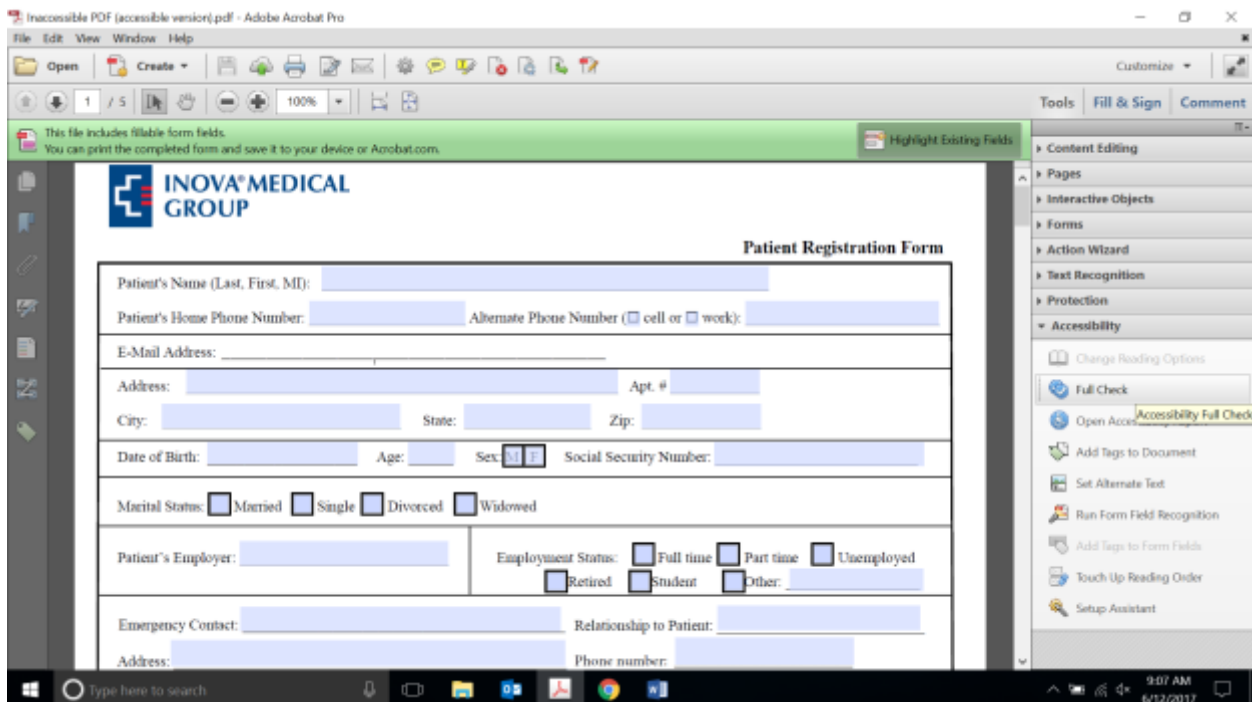


Using Adobe Acrobat to Enhance PDF Accessibility

Before you begin, you must turn on the Accessibility toolbar, by going to the “View” tab, holding your mouse over the “Tools” option, and clicking “Accessibility” out of the Tools options. This is demonstrated in the screenshot below. The accessibility toolbar will now appear with the other tools, such as “Content Editing” and “Forms” on the right pane.

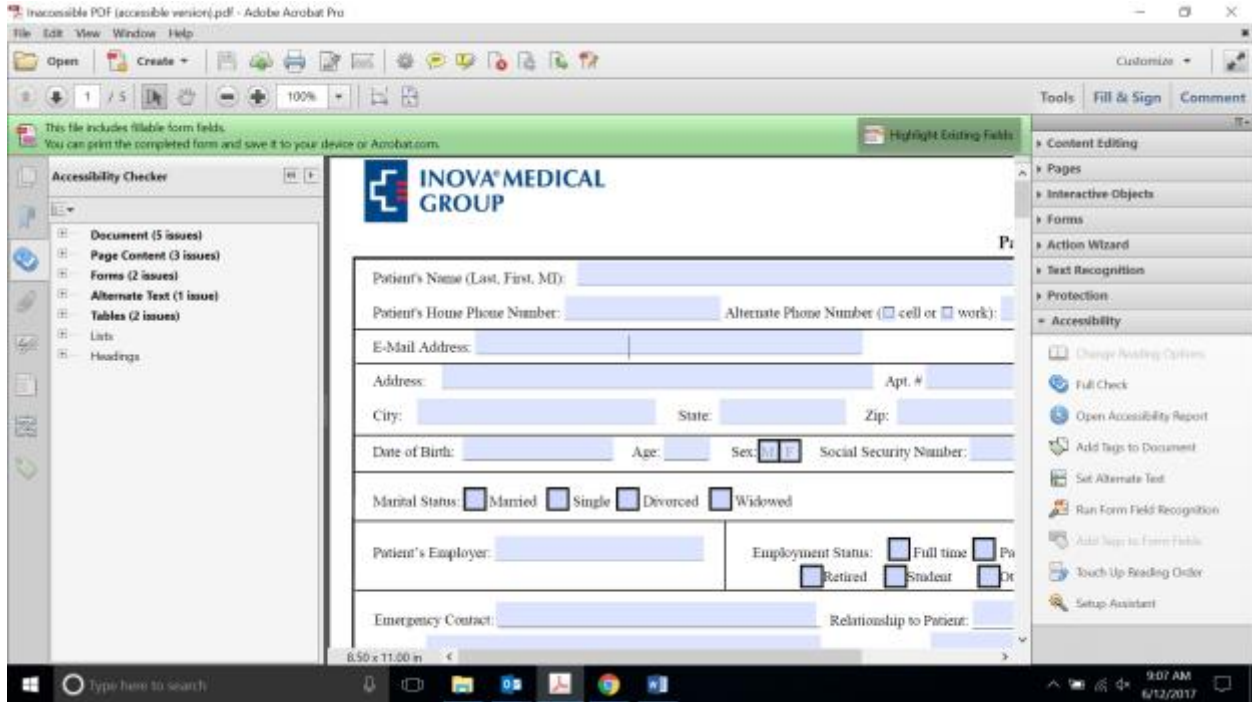


Next, you can use the accessibility toolbar to run a full check of the PDF’s accessibility. You can do this by clicking on the accessibility toolbar, and then selecting the Accessibility Full Check. See in the screenshot



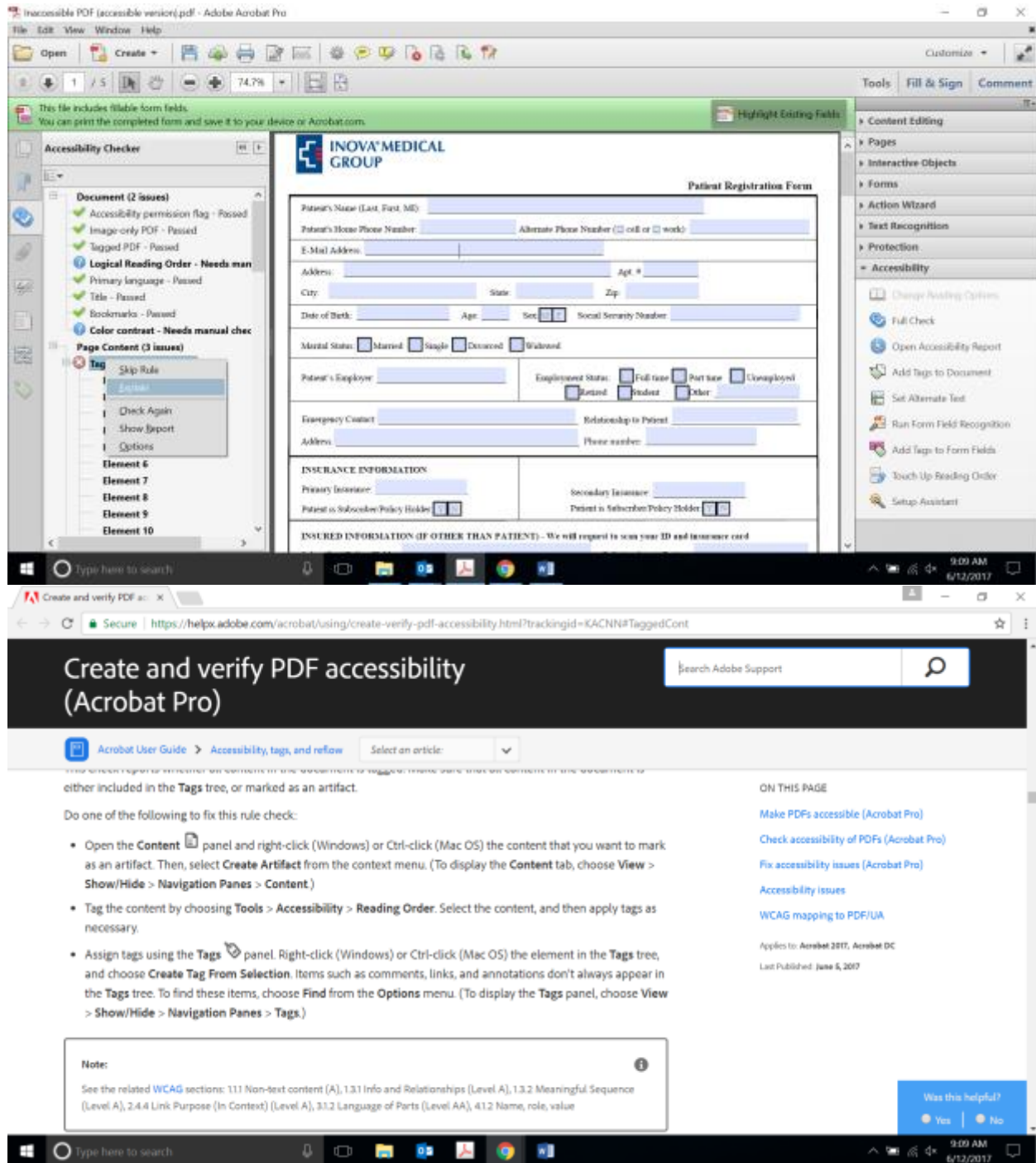
above. Clicking this will then bring up a dialog box. When the dialog box pops up, press “Start Checking” to learn about your PDF’s accessibility.

Once you have checked your PDF’s accessibility, it will bring up a pane on the left that shows you different aspects of your PDF’s accessibility in areas such as Document, Page Content, Forms, Alternate Text, Tables, Lists, and Headings. You can click the plus-sign next to each of those areas to learn more about the accessibility issues with each area. See the screenshot below.



If there is an issue with accessibility, you can right click on the problem area and press “Explain,” which will provide you an explanation of what may be the problem by taking you to the Adobe website for more information. This is illustrated in the two screenshots below.

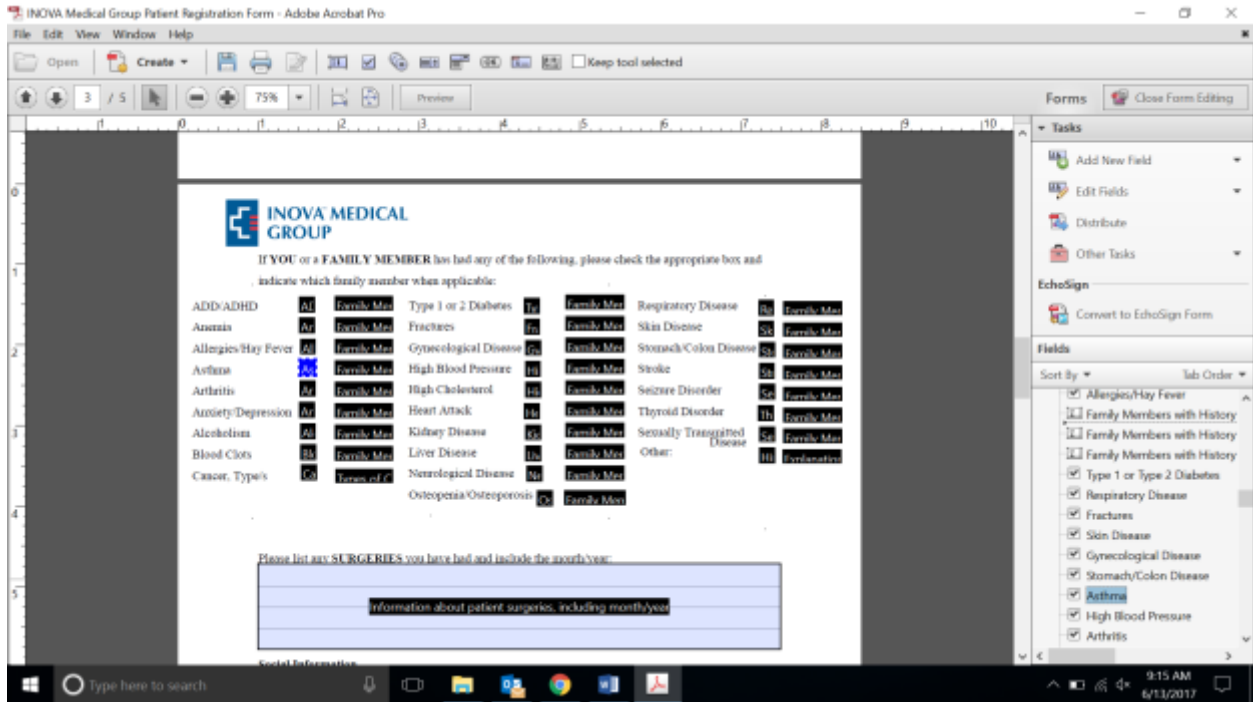
The website will have information on a variety of common pitfalls in PDF accessibility, and will provide information on how to fix those problems.



Touching Up Reading Order

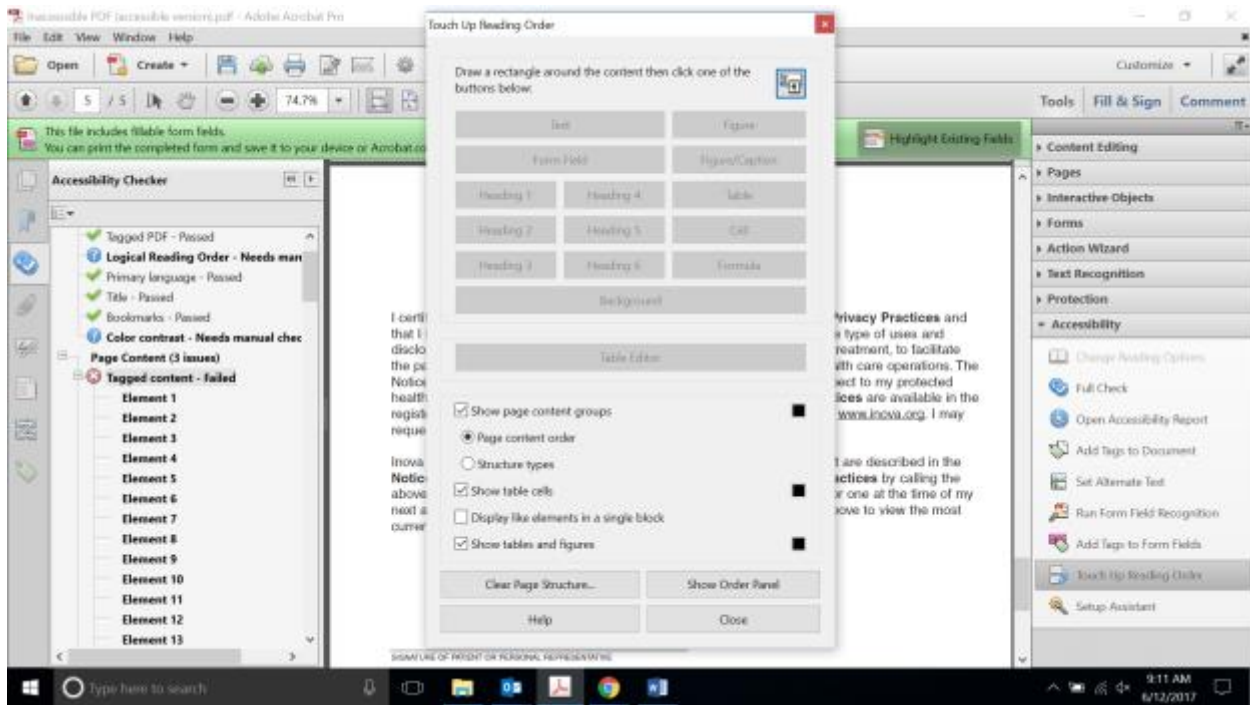
1. Tab Order

To touch up the tab order, you will go to the Tasks toolbar and click "Edit Fields". You can then go to each field, tab through them, and make sure that the program tabs through them in the appropriate sequential order. If they don't tab appropriately, you can use the right side of the toolbar to drag and drop fields into the appropriate order. See the screenshot below for illustration.



2. Reading Order

To more broadly touch up the reading order, you can go to the Accessibility toolbar and press "Touch Up Reading Order". This will bring up a dialog box, as seen in the screenshot below, which will allow you to change the page structure, or show the order panel. The order panel shows the current reading order of the page in a pane on the left side.



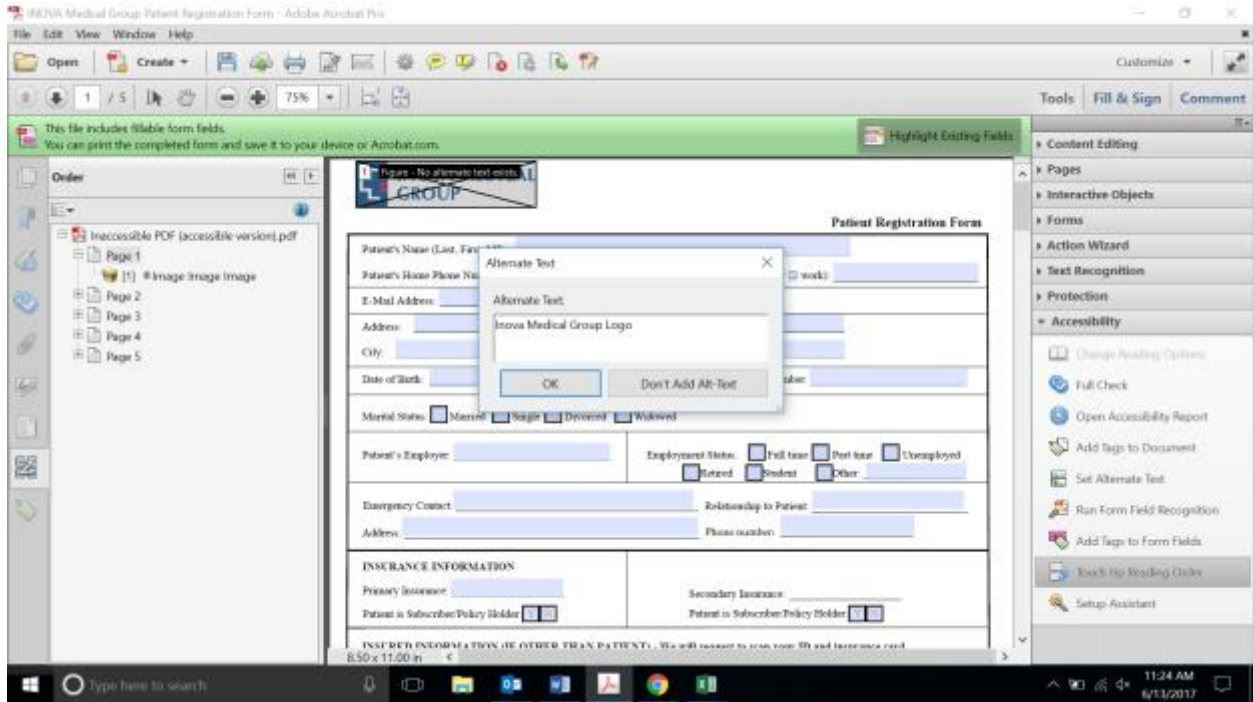
By clicking the Show Order Panel option, you will open the current structure and reading order for the entire document. It is important to make sure that your document is well organized before you turn it into a PDF, because if there is a major problem with the reading order in your PDF, it may be difficult to rectify in Adobe. Since Adobe Acrobat is not a content creator in nature, but rather a PDF editor, it is difficult to manipulate the document's structure as comprehensively as you could in a content creator, such as Microsoft Word.

Much like editing Tab Order, the reading order can be manipulated in a drag and drop fashion on the order panel pane.

3. Tagging

You can also tag untagged items using the "Touch Up Reading Order" option. To do so, you will need to drag a box to surround the untagged item. Once it is surrounded, you can click the option that best fits the type of content that you are tagging—text, figure, form field, heading, table, cell, etc. You can auto-tag your document by going to the Accessibility toolbar and selecting "Add Tags to Document". This will automatically tag all of the content in your document, though you will need to individually select figures, tables, etc., to add alternative text.

Once you have selected what type of content it is and the item is tagged, you will then want to go and enter alternative text for figures, tables, and more. You can do this with the Touch Up Reading Order dialog box open by right clicking on the tagged content, selecting "Edit Alternative Text," and then typing the alternative text into the dialog box. See the screenshot below for illustration.



Resources:

WebAIM.org

<https://helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html?>