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WEB AND I.T. ACCESSIBILITY

Accessible Document Practices in Adobe Acrobat

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Adobe Acrobat lets you create documents in Portable Document Format (PDF) from a variety of sources. Acrobat PDFs are easy to distribute, and remain faithful to the design and layout of the original.

Here are a few tips and tricks to help you provide more accessible PDF documents for your students and others.

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Start with Accessible Source Documents

The Portable Document Format is a destination form for documents created in a variety of source applications. In many cases, documents are created in Microsoft Word, PowerPoint, Adobe InDesign, and other authoring applications. These documents may carry accessibility features with them when they are exported to PDF.

PDFs come from a variety of sources, and not all PDFs will include the features necessary to ensure that they can be put to use by all users.

PDF Accessibility Checks

- Check to see whether the document is scanned
- Check whether and how the document is tagged
- Check navigation, bookmarks, tab order, page order
- Check document properties: security, language, title
- Check and address alternative text
- Check tables, forms, media and other embedded objects
- Touch Up Reading Order (TURO)



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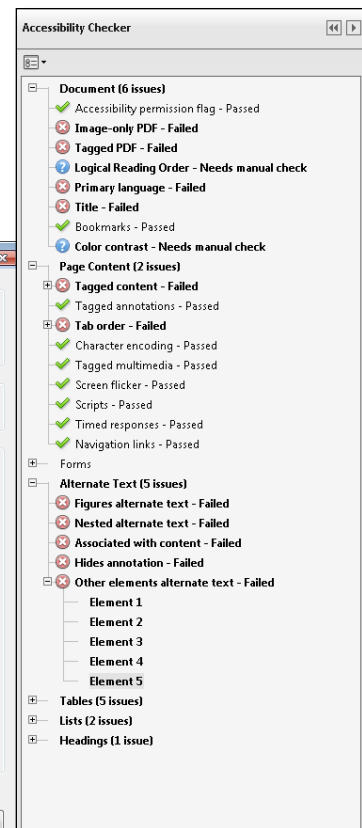
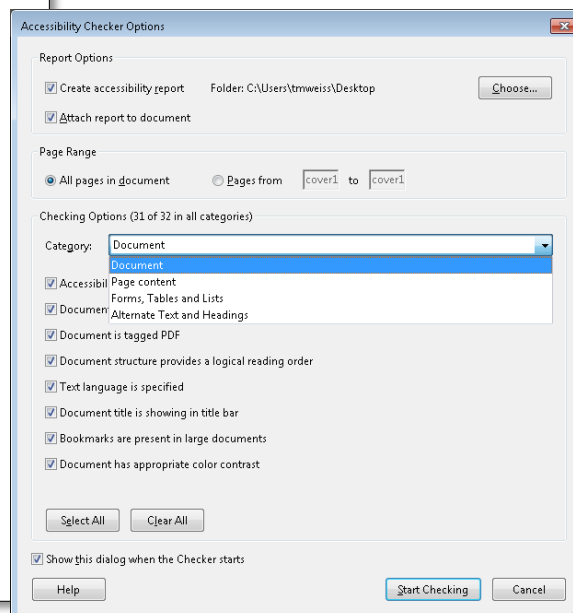
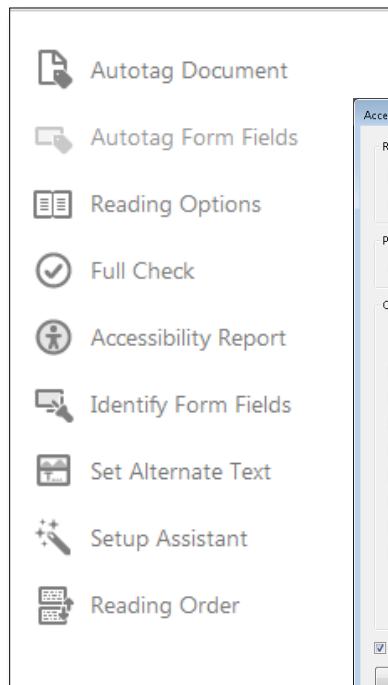
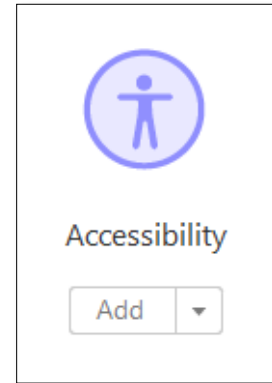
Acrobat Accessibility Checker

Acrobat's accessibility checker checks up to 32 accessibility factors in your document. You can select options in four categories and view the resulting report.

Note: The first time you use Acrobat DC's Accessibility tools, you need to issue the command through the Tools menu (View→Tools→Accessibility). Now, the Accessibility tools are available in the Tools pane.

You can run accessibility checks using the "Full Check" command, and the results will appear in an Accessibility Checker panel for review.

Some accessibility issues can be remediated using the Make Accessible wizard (see below), and some can be addressed via Reading Order, Add Tags, and other tools. The most effective way to remediate an inaccessible PDF is to make changes in the source document where possible.





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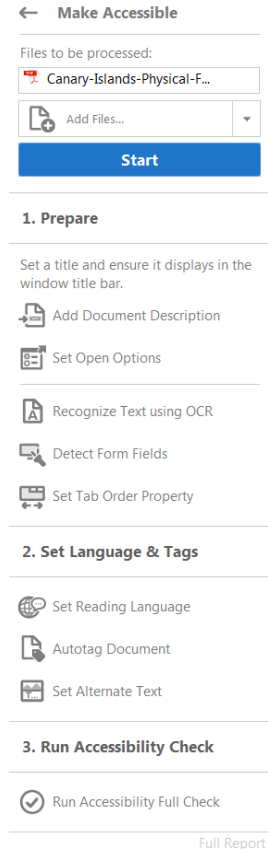
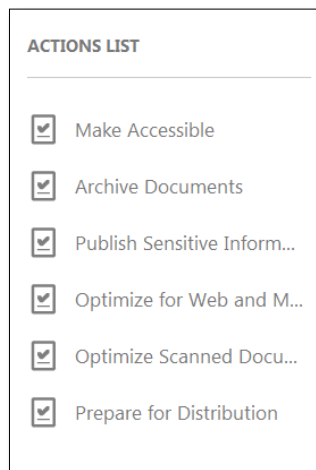
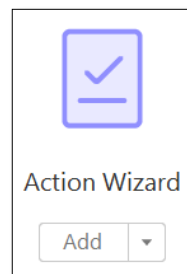
Use the Make Accessible Wizard

The Make Accessible Wizard is one of the Action Wizards available in Acrobat DC. The "Make Accessible Wizard" guides you through a series of actions that can mitigate the barriers found in some PDF documents. This tool is a good place to start remediating an existing PDF, but you may still need to manually modify some tags to normalize the structure of your document.

The Make Accessible Wizard provides an automated means of adding tags and other accessibility features to your document. For best results, you should review the tags, title, and other information to make sure it meets the needs of your document and your users. Note also that the Make Accessible Wizard will overwrite any accessibility features you may have previously included in your document.

To run the Make Accessible Wizard

- From the Tools pane, select the Action Wizard
- In the Actions list, select "Make Accessible"
- For each step in the Make Accessible Wizard, provide appropriate information
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Adding Tags to an Untagged Document

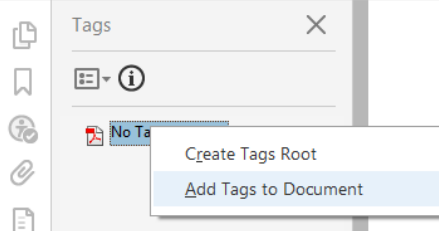
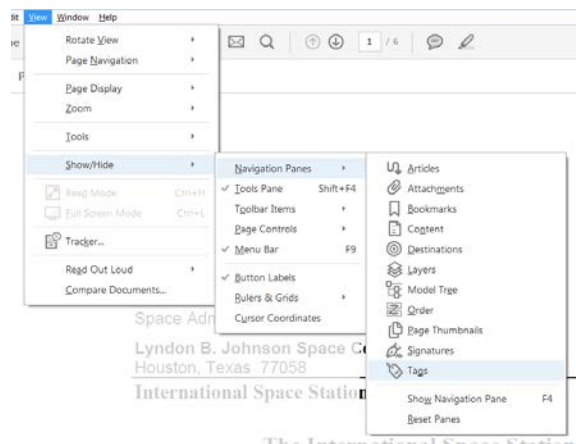
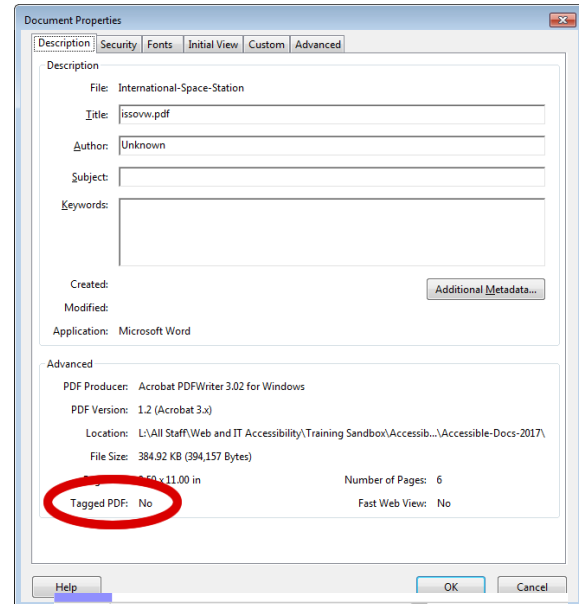
Tags add structure and semantic meaning to elements in your PDF, which means that users of assistive technology can more easily determine what an element does, what it means, and how it might relate to the rest of your document. Headings, paragraph markers, figure and image designations, lists, tables, and artifacts are all examples of tags.

First, you need to determine whether your document is tagged. This information is found in the File menu, under Properties. Select the “Description” tab, and check in the “Advanced” property set.

Add Tags

If the document is not tagged, you can add tags.

- Select the “VIEW” menu
- Select “Show/Hide”
- Select “Navigation Panes”, and then “Tags”
- If the “Tags” pane reads “No Tags Available”:
 - Right click on the “No Tags” icon; select Add Tags to Document
 - Use the Make Accessible Wizard to add tags



Check your Tags panel

This method places tags in your document, but you still may need to manually check your tags to make sure your document is properly structured.



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Manage Reading Order

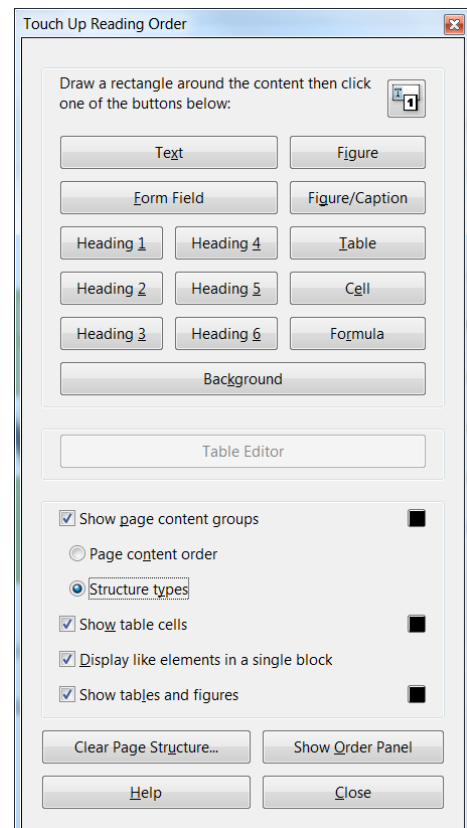
As with other document formats, you can greatly improve navigation and access in PDF by providing a logical reading order and robust semantic structure. Screen reader users are able to traverse a document effectively using headings; other users may benefit from Bookmarks navigation. The Reading Order panel lets you view your document's reading order, and update tags for headings alt text, table structure, and other aspects of your document.

If you created your PDF from a well-developed source document, you should already have a robust heading structure in place. With the Reading Order panel, you can take advantage of up to six heading levels.

The Reading Order tool is located in the Accessibility tools pane.

Touch Up Reading Order

- Select "Reading Order" from the Accessibility tools pane
- To view your document's reading order, select the "Show Order Panel" button
- If you want to start fresh with your page structure, select the "Clear Page Structure" button
- Draw a rectangle around any element you wish to update, and select the button that describe that element
- For elements that you want to exclude from the reading order, select "Background" to create an Artifact.





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Provide Alternative Text for Figures and Images

As with other document formats, PDF permits the use of alternative text (ALT text) with embedded images and figures. Photographs, illustrations, charts and graphs, logos, and diagrams are a few examples of embedded images that rely on ALT text to convey their meaning to assistive technology.

To edit or add ALT text in Acrobat, you need to select the image (or *figure*) for which you want to provide the text.

Select an image from the tags tree

- Reveal the tags navigation pane (View→Show/Hide→Navigation Panes→Tags)
- In the Tags pane, locate the Figure tag for which you want to provide ALT text
- Right click on the Figure element and select properties
- Enter your ALT text for this element

