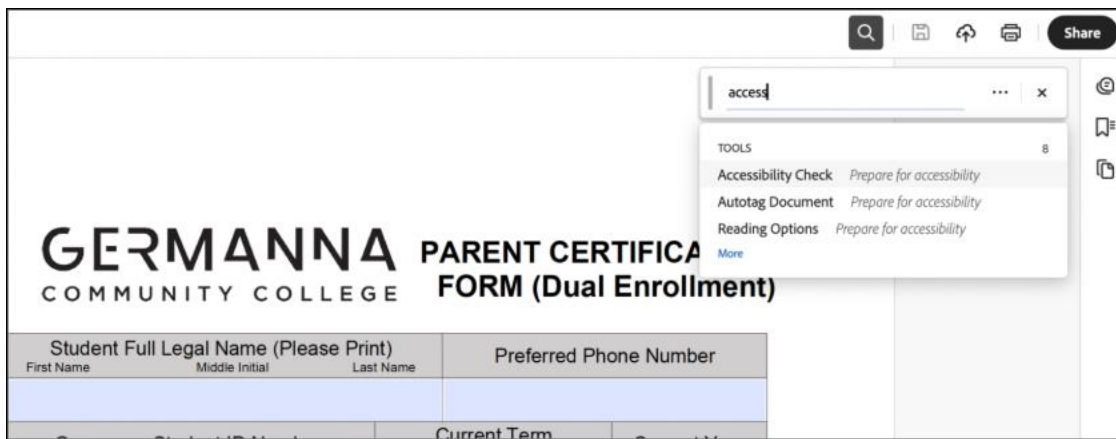


Digital Accessibility Resources

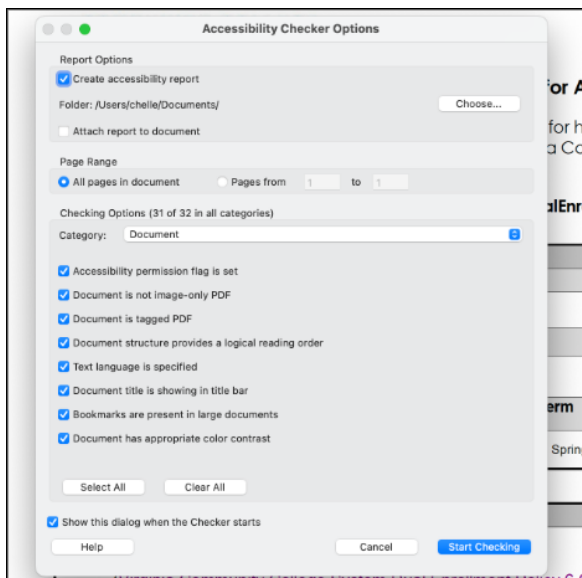
Checking Accessibility Using Acrobat Pro

Note: If you have documents showing many accessibility errors, you may find that it's easier to recreate them and check accessibility as you compose.

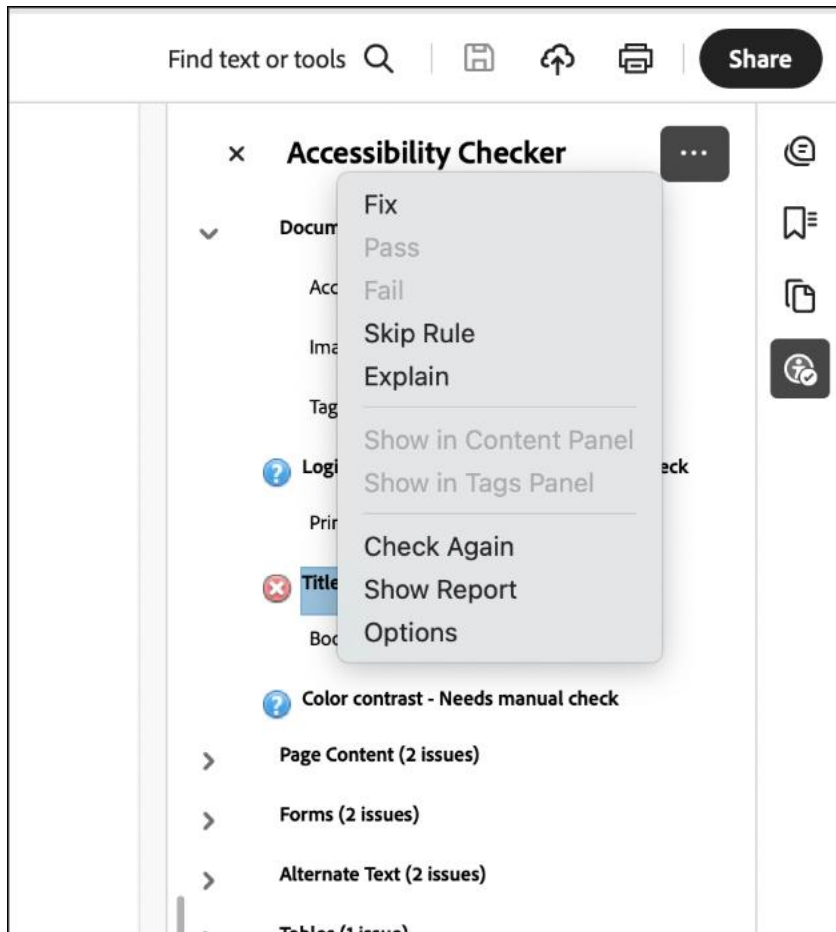
1. In Acrobat Pro, search for **Accessibility Check** and click on it. You can also get there by choosing **Prepare for Accessibility** under **All Tools**.



2. In the dialog box that appears, keep all checked options checked and click **Start Checking**.



3. A list of issues will appear on the right. Expand each arrow and click on an issue to highlight it. Then, under the three-dot menu (...), choose **Fix**. Follow any prompts provided to fix the issue.



4. In some cases, you may not see **Fix** as an option. In that case, try right-clicking on the error. In that menu, you should see the option **Explain**.

If you click on that, you'll be taken to a specific section of [adobe.com](https://adobe.com/accessibility)'s accessibility knowledgebase, which will explain more about what the error is and provide detailed instructions on how to fix it.

Verifying the reading order and color contrast

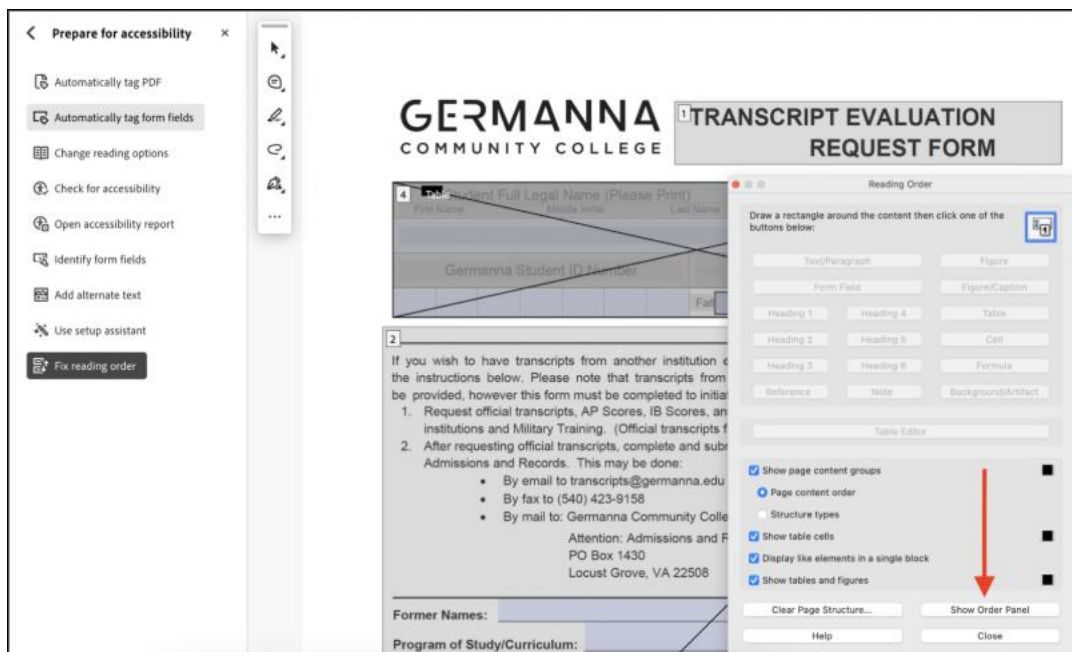
These items need to be verified manually.

Reading Order

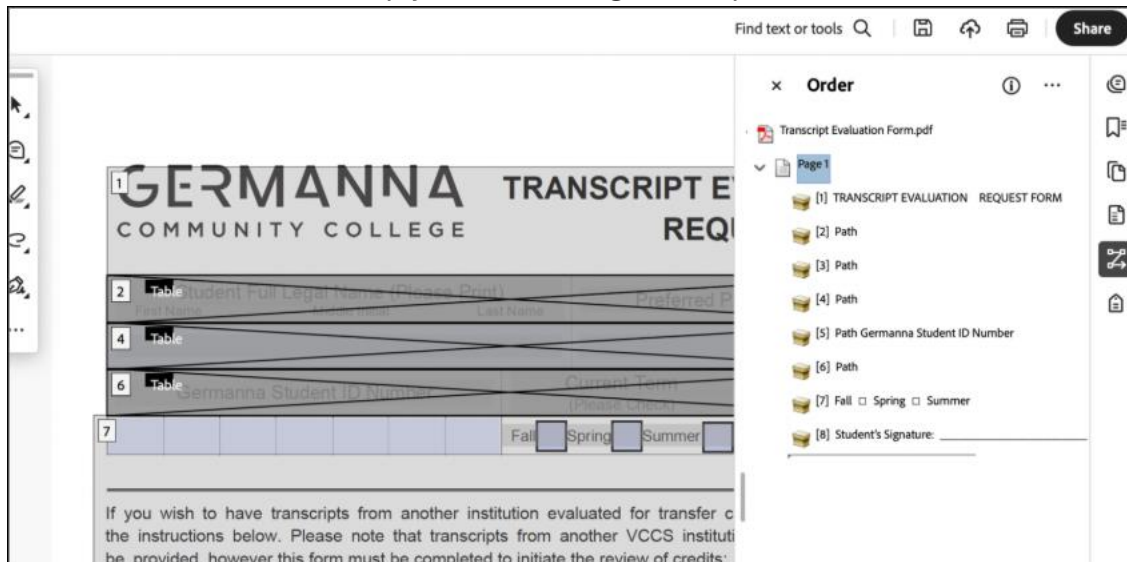
1. Under **Prepare for Accessibility**, choose **Fix reading order**.

Each of the document elements will appear tagged with a number. This number indicates the order in which a screen reader will read the contents of the page aloud.

You can adjust the reading order by labeling each element as a standard heading, figure, table, cell, etc., as shown in the dialog box. You can also reorder elements by clicking on **Show Order Panel**, as indicated by the red arrow in the image below:



Within the Order Panel, simply click and drag items up or down to reorder them:



Color Contrast

We recommend using black text on a white background in your documents to ensure accessibility.

You can check to see whether your background and foreground colors are accessible using free tools such as this one: <https://accessibleweb.com/color-contrast-checker/>

All elements (both small and large text) must pass level AA to be considered compliant.

Top 5 Accessibility Errors in PDFs

1. Missing or Incorrect Tags

Problem: No tag structure makes documents unreadable by screen readers.

Fix: In Acrobat, use 'Autotag Document' under Accessibility tools. Review and adjust tags manually.

2. Images Without Alt Text

Problem: Images lack descriptions.

Fix: Right-click image > 'Edit Alt Text' (Office). In Acrobat, use 'Set Alternate Text' tool.

3. Incorrect Reading Order

Problem: Screen readers follow wrong sequence.

Fix: In Acrobat, use 'Reading Order' tool to adjust flow. In Office, use Accessibility Checker.

4. Improperly Tagged Headings and Lists

Problem: Headings/lists are visual only.

Fix: Apply proper heading/list styles in Office. In Acrobat, edit tags in Tags pane.

5. Tables Without Proper Markup

Problem: Tables not tagged or missing headers.

Fix: In Office, use 'Header Row' and table tools. In Acrobat, check and edit tags for rows/headers.

Tips & Tricks

1. Be sure to check your document in its final format. An accessible Word document will not necessarily become an accessible PDF automatically.
2. Simplicity is key. Use black text on a white background, accessible fonts, and basic layouts reading from the top down, rather than left to right.
3. Tables are not your friend! Tables without header rows, tables with merged cells, and tables with different numbers of rows per column (or columns per row) are not accessible and are often time-consuming to remediate.
4. Leave plenty of space between document elements to enable screen readers to easily detect the proper reading order.

More Digital Accessibility Resources

- [Video: Remediating an Inaccessible PDF in Adobe DC](#)
- [Adobe Knowledgebase: Create and Verify PDF Accessibility in Acrobat Pro](#)
- [Access for All: Creating Partnerships at the University of Mary Washington](#)