

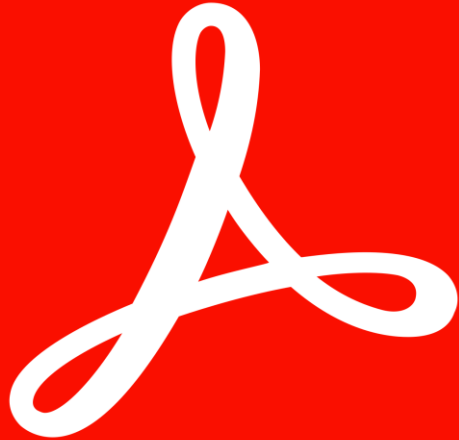


CREATING ACCESSIBLE
**PDF DOCUMENTS USING
ADOBE ACROBAT PRO**

PDF Accessibility Training Objectives

- Get a basic understanding of creating an accessible PDF.
- Identify the accessibility tools available within Adobe Acrobat Pro.
- Use the built-in tools and features of Adobe Acrobat Pro.

What is a PDF and what are the benefits?



- PDF is an abbreviation that stands for Portable Document Format. It's a versatile file format created by Adobe that gives people an easy, reliable way to present and exchange documents - regardless of the software, hardware, or operating systems being used by anyone who views the document. - *Adobe*
- PDF docs can contain links and buttons, form fields, audio, and video. They can be signed electronically and can easily be viewed on Windows, MacOS, iOS and Android.
- Some benefits of a PDF are; universal compatibility, can secure and protect your data, great for sharing and collaborating, graphic integrity and small file size.

Accessibility Importance of a PDF

- Accessibility is beneficial to all. Access to information is made easier for those with and without impairments because to accessible design.
- Making sure your PDF is accessible will allow your complete audience to interact with and benefit from the material you are developing.
- It is important that we make documents accessible to everyone to provide equal access and equal opportunity to people with disabilities.

Reader, Acrobat Pro?

-
- Accessibility features in Acrobat Pro and Acrobat Reader fall into two main categories: features that enhance the reading of PDF documents and features to create accessible PDFs. To create accessible PDF documents, use Acrobat Pro, not Reader.
 - **Acrobat Pro** enables you to perform tasks, such as editing reading order, or editing document structure tags that are necessary to make some PDF documents and forms accessible.
 - For this training we will be using **Acrobat Pro**.

It's Always Better To Start Off With An Accessible Document!

- Many programs such as Word, InDesign, PowerPoint, Excel and Illustrator can export to PDF.
- Some of these programs can export accessibility information like tags, alt-text, links and reading order to the PDF.
- It's always better to start off with an accessible document!



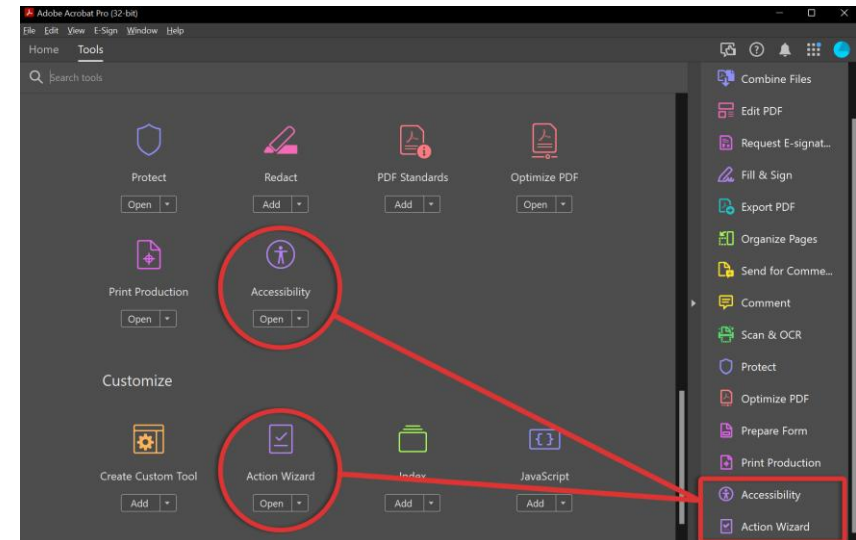
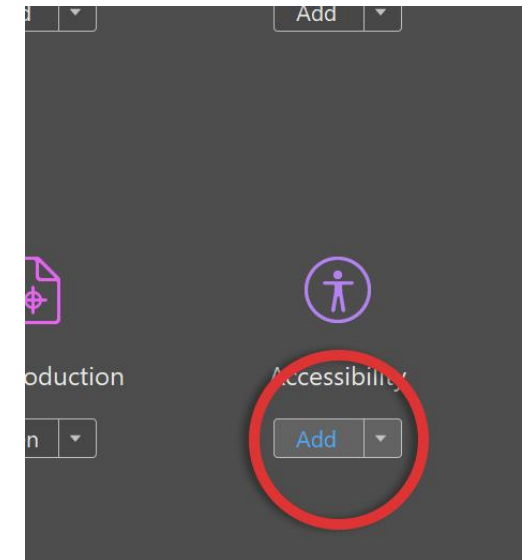
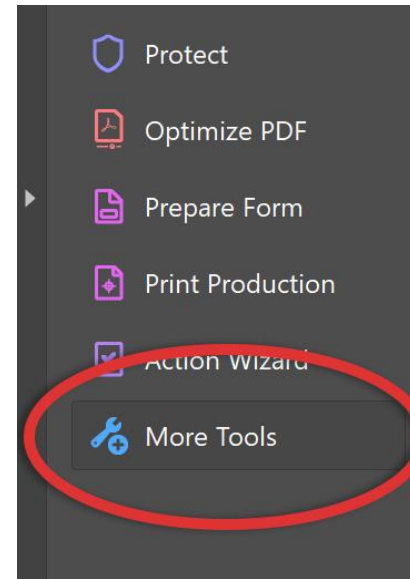
General Guidance Before Exporting

- Use built-in styles (e.g., Heading 1, Heading 2) for structure
- Add alt text for all images, charts, and figures
- Use real text (not images of text)
- Ensure proper reading order
- Add table headers for any data tables
- Use meaningful link text (e.g., avoid “click here”)

Accessibility Tool Setup

Make sure you add the tools you need to the pane.

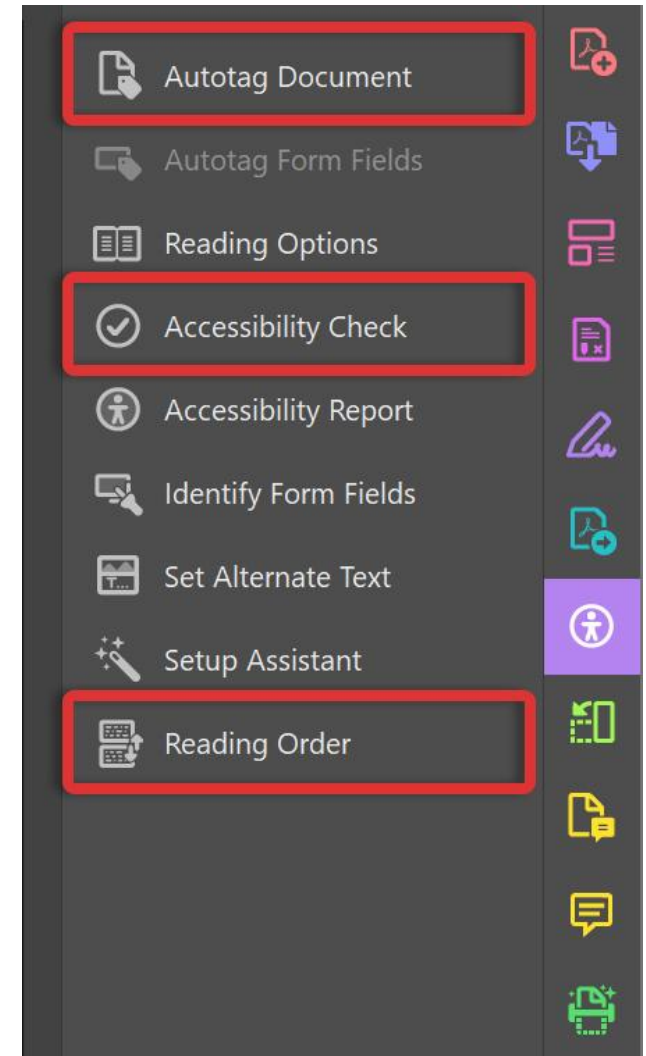
- Action Wizard
- Accessibility



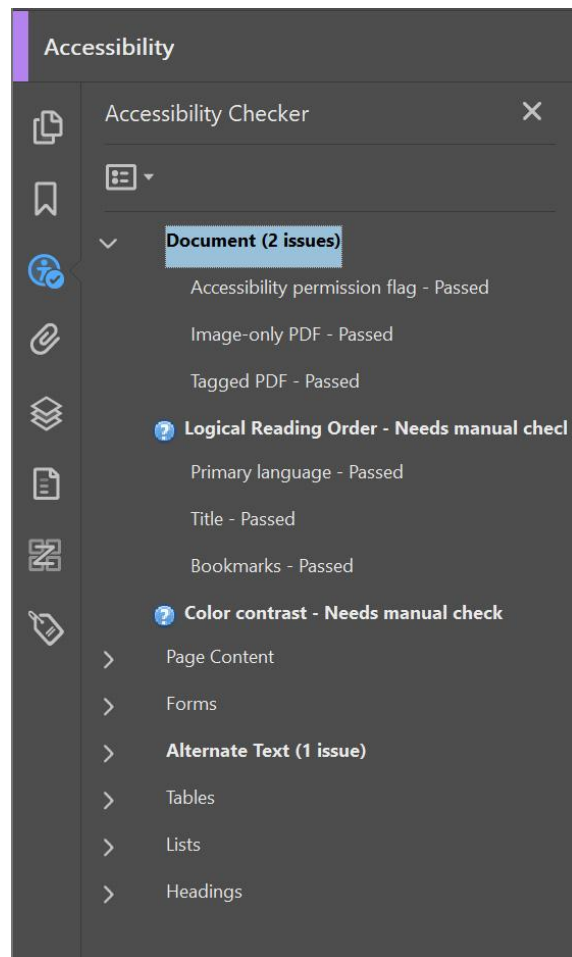
Accessibility Menu

Settings to build accessible PDFs

- Autotag Document
 - Automatically detect and add tags to your document.
- Accessibility Check
 - Acrobat checks your document for accessibility errors and gives you a breakdown of your document's accessibility.
- Reading Order
 - The Reading Order tool can help you manually tag your document and edit the reading order.



Accessibility Checker



The **Accessibility Checker** provides breakdown of your document's accessibility issues.



Logical Reading Order and **Color Contrast** will always be listed for you to check manually.

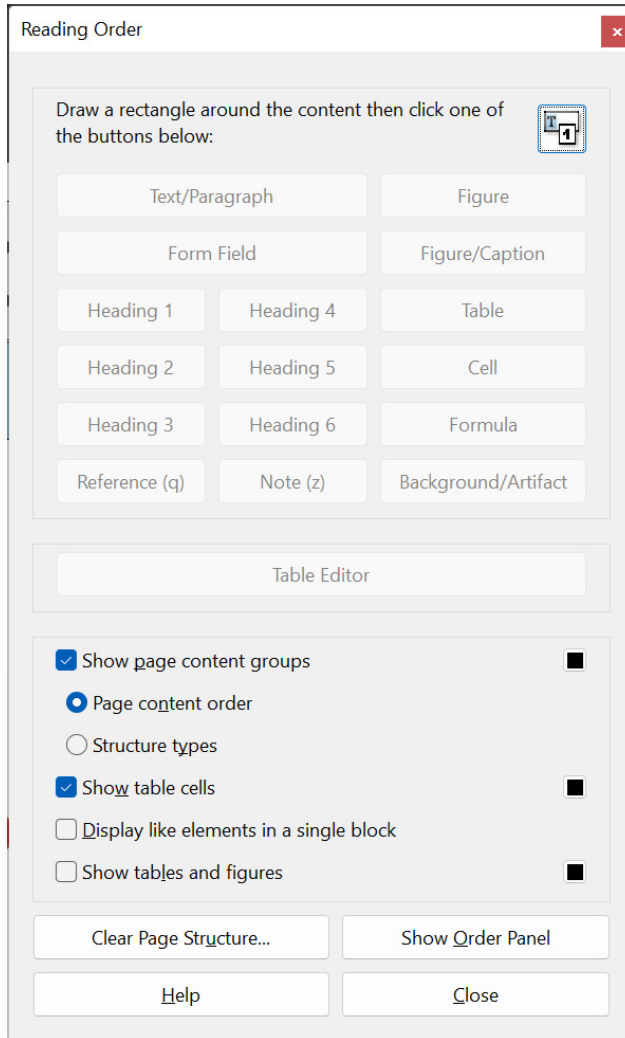


You can set the **Primary Language** here and **Title** if prompted.



Alternate Text can be set here for your images as well as marking an image as decorative.

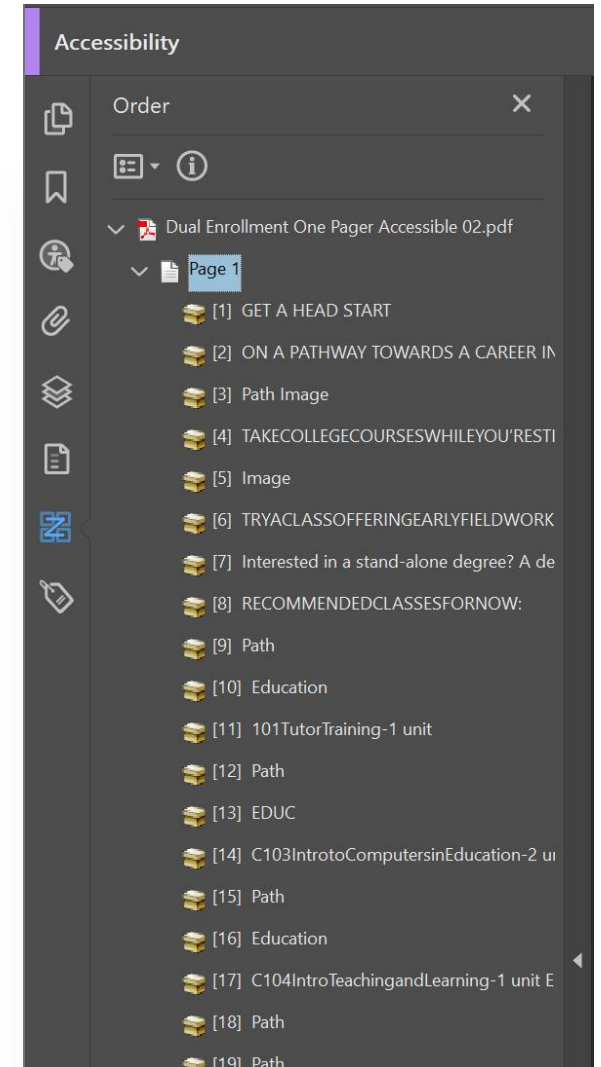
BAD CONTRAST GOOD CONTRAST

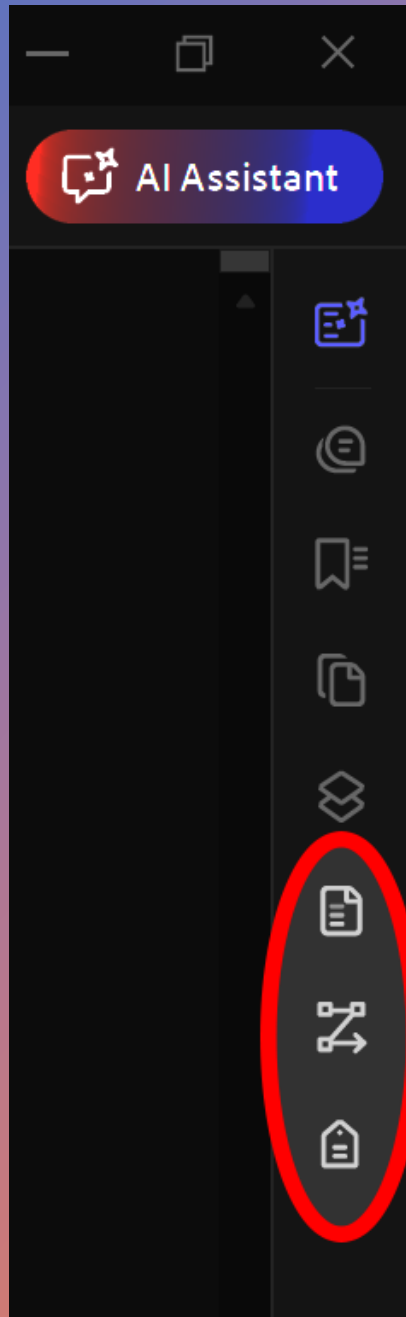


Reading Order

Tagging your document for accessibility

- With the reading order tool you can highlight and tag elements in your document.
- The reading order shows you how the document will be read to screen readers.
- You will be able to edit the reading order of your document in the reading order tab in the tools pane.





Panels

- **Content Panel:** The Content Panel shows the internal structure of the PDF, displaying individual elements like text, images, and objects in a hierarchical format.
- **Order Panel:** The Order Panel displays the sequence in which text, images, tables, and other elements are read by screen readers.
- **Accessibility Tags Panel:** The Accessibility Tags Panel is a tool that provides a detailed view of the tags structure in a PDF, which is critical for ensuring the document's accessibility. Tags in a PDF serve as labels or markers.

Images and Alt-Text



The face of a Bottlenose Dolphin

- It is important to add alternative text to images in the document so that they can be read by a screen reader.
- Make it brief and descriptive.
- Images are tagged as “Figure”
- Does it add to the narrative of the content?
- Decorative images can be tagged as “Background/Artifact”

PDF Accessibility Tips

Making a PDF accessible can be difficult, tedious and complex

- Always save your PDF as you go, Acrobat can become unstable when editing
- If content disappears, change the reading order or arrange the order in “Edit PDF”
- Remove empty tags
- Use a common font

