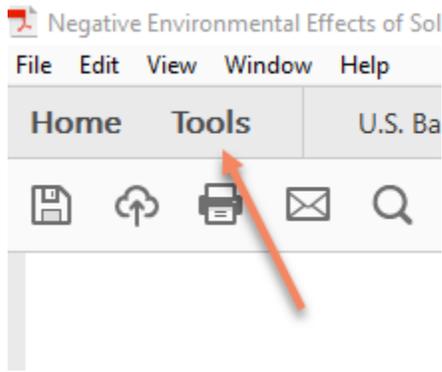
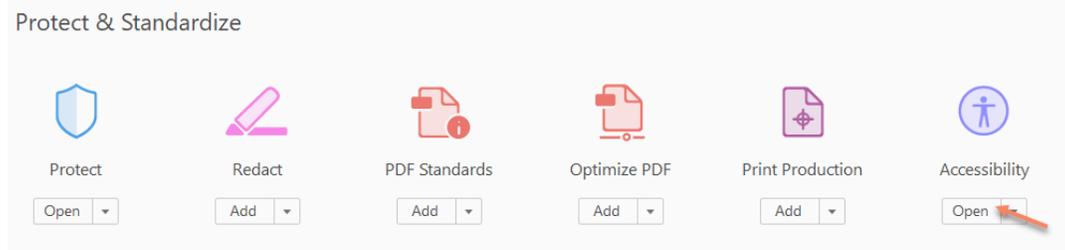


Checking and Correcting Accessibility in a PDF

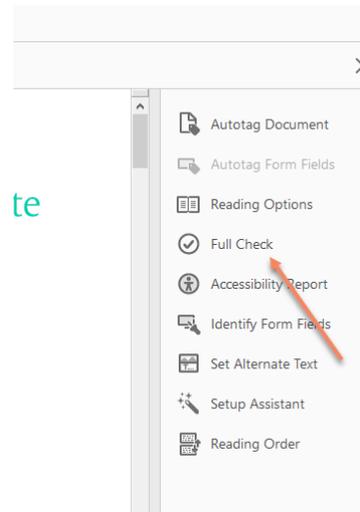
1. Open the document you want to check using Adobe PDF DC.
2. Go to **Tools** in the upper left of the screen.



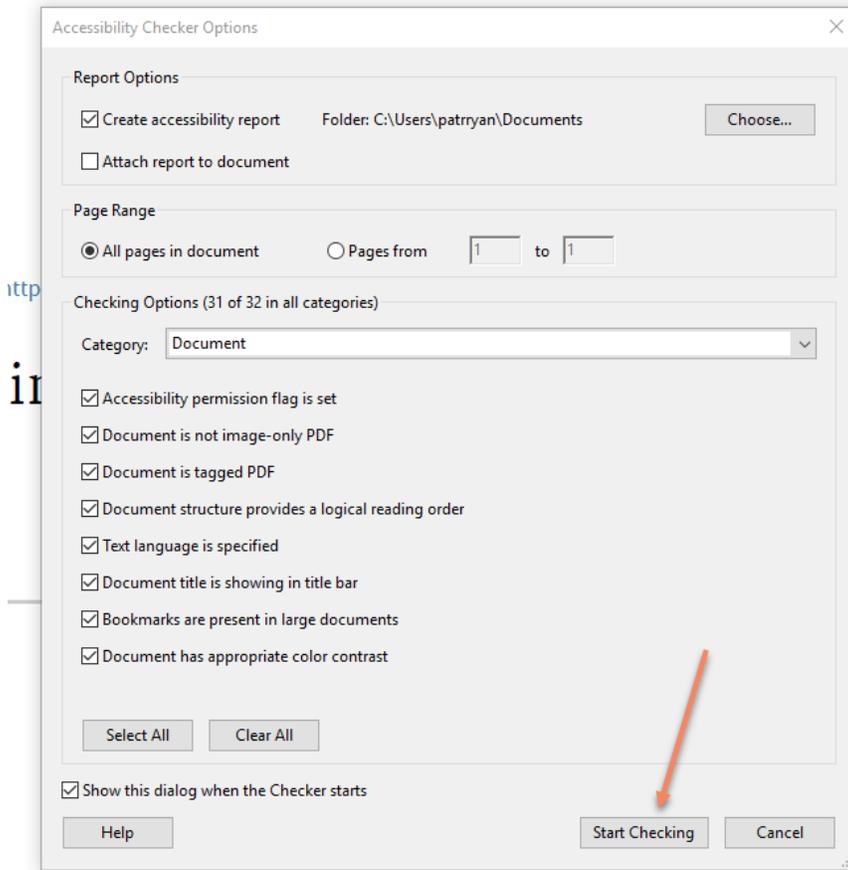
3. Under **Protect & Standardize**, click **Open** under the **Accessibility** icon.



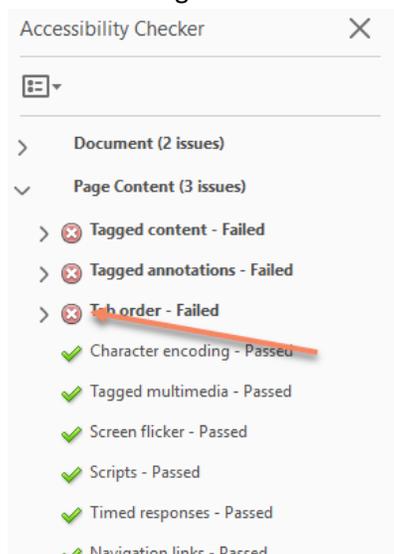
4. A menu will appear on the right side of your screen with the components of the accessibility checker. Select **Full Check** from the menu.



5. A menu will pop up showing options. Press **Start Checking** in the menu.



- The check will run and the Accessibility Checker will open on the left side of the document showing any errors that need to be addressed. Areas with errors will be bolded and have the number of issues in parenthesis. Click the dropdown next to any area with errors to begin fixing them. Errors will be shown by a red circle with an X through it and the word **Failed** next to the error. See image below.



- Go through and correct each of the errors.

- a. Right click the item that is showing **Failed**. When you do so, you will see options to fix it (listed below).
 - i. **Fix** – This option appears if Adobe is able to fix the item automatically or walk you through fixing it with a dialog box.
 - ii. **Skip Rule** – Generally, you shouldn't select this option unless necessary.
 - iii. **Explain** – Brings up the Adobe help page which can show you what the error is and how to fix it.
 - iv. **Check again** – If you think that you fixed it, you can check again to verify that everything has been done (runs the full checker again).
 - v. **Pass and Fail** – These can be used for items that you manually check, like logical reading order.
- b. Some common issues in PDF documents:
 - i. **Logical reading order** – Check in the tags panel to ensure that everything is listed in the order that it should be.
 - ii. **Title** – To check this:
 - 1. Go to **File** then **Properties** then **Description**.
 - 2. Enter a Title in the text box.
 - 3. Click **Initial View** at the top of the menu and verify that **Document Title** is listed under the **Show** drop-down list (it is sometimes saved as **File Name** which needs to be corrected).
 - 4. Press **Ok** to save.
 - iii. **Tagged PDF** – You can autotag the document with Adobe, however, it is important to check the tags, as they often need some adjustments (e.g., headers).
 - iv. **Figures alternate text** – Make sure that all images have alt text. When you click fix, you should see the images get highlighted and a text box open that you can add in an alt text description.
 - v. **Tables** – You may get an error that table rows and headers failed. All tables need to have a header row. This can be corrected in the tags panel by changing the first row to a header (from TD to TH) for the tag. Table Regularity is another error that you may see. Verify that each row has the same number of columns underneath it.
 - vi. **Lists** – If there are lists in your document, make sure that they are tagged properly:
 - 1. **LI** – parent tag
 - 2. **Lbl** (bullet) and **LBody** (text of the list) should fall underneath the parent tag.
 - vii. **Headings** – Headings need to be nested properly. For this, just think of a logical order (just like you would an APA document). You start with heading 1, and the next to appear under it should be heading 2. You can either go back to a heading 1 at that point, have another heading 2, or a heading 3, but not jumping to a heading 4. This is logical, but sometimes when Adobe autotags the document, it puts the headings in the wrong order.

- c. When in doubt, go to the [Adobe Help Page](#) or Google your challenge. There are some great resources out there. Still can't figure it out, reach out to our Accessibility team in eLearning for guidance!