



OFFICE OF THE CHIEF INFORMATION OFFICER

PERFORM FULL ACCESSIBILITY CHECK

INTRODUCTION

Running an accessibility check on a PDF document ensures that it is usable by all individuals, including those with disabilities. This check helps identify and fix issues that could hinder access to the content, such as improper tagging, missing alt text for images, poor color contrast, or unreadable text for screen readers. By ensuring accessibility, you make the document more inclusive and compliant with accessibility standards like WCAG (Web Content Accessibility Guidelines) and ADA (Americans with Disabilities Act). It helps ensure that everyone, regardless of their abilities, can access and understand the content.

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SETTING UP THE DOCUMENT PROPERTIES

There are three parts to setting the basic document properties:

1. Setting the Document Title
2. Setting PDF Metadata to Use the Document Title
3. Setting the Language in PDF

Performing these steps first when opening any PDF document will help resolve the most common errors before you start the remediation process.

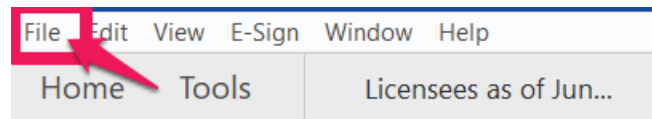
DOCUMENT TITLE

SETTING THE DOCUMENT TITLE

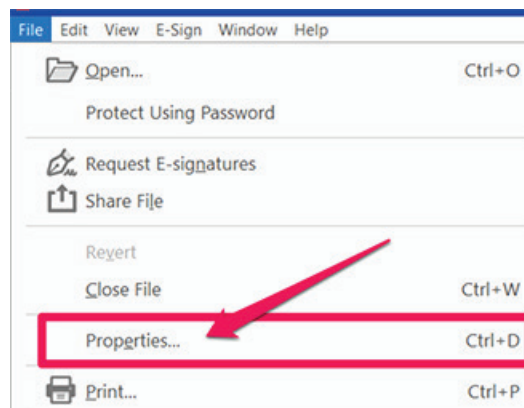
First check if the document has a document title. If it doesn't add the title. If the source document (such as Word, Excel, or PowerPoint) includes a title, the PDF will typically carry it over. Otherwise, you will need to add a title to the PDF. Follow the steps below to determine if the document title has been set properly.

Older Versions of Adobe Acrobat

1. Click on "File" at the top of the menu bar.

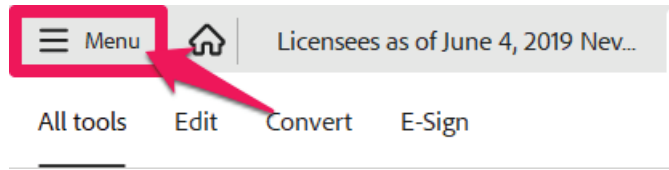


2. Select "Properties" to open the Document Properties window.

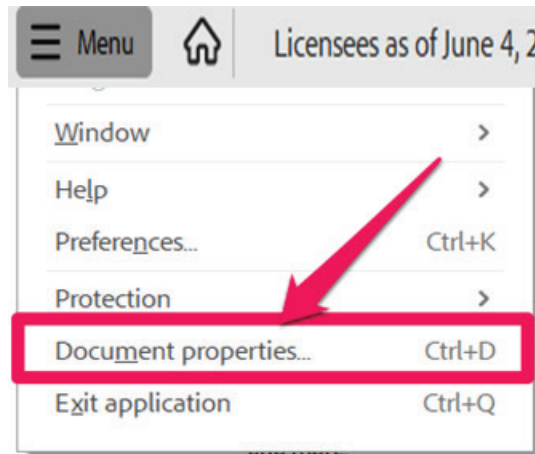


Newer Versions of Adobe Acrobat

1. Click on "Menu" at the top left of the window.

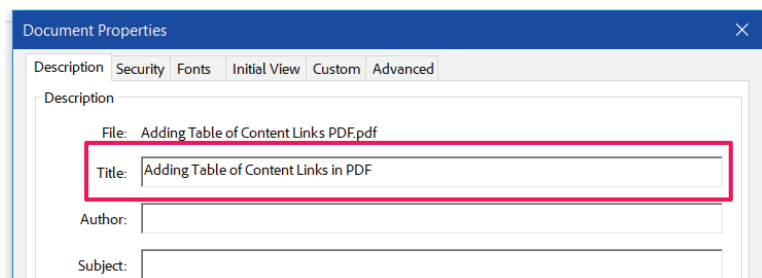


2. Select "Document Properties" to open the Document Properties window.



3. View the Description tab to determine if the document has a title and/or if the title is an appropriate description of the document. If the title is accurate, proceed to next section. If the title is not there or is not accurate, proceed to step 4.

Note: Steps 3 and 4 are the same in both older and newer versions of Adobe Acrobat



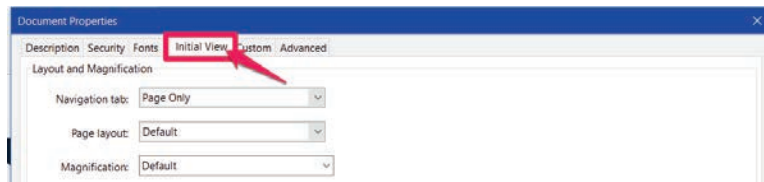
4. If there is no title, or if the title does not provide an accurate description of the document click in the Title field and select any text in it. Type in the new accurate document title.

SETTING PDF METADATA TO USE THE DOCUMENT TITLE

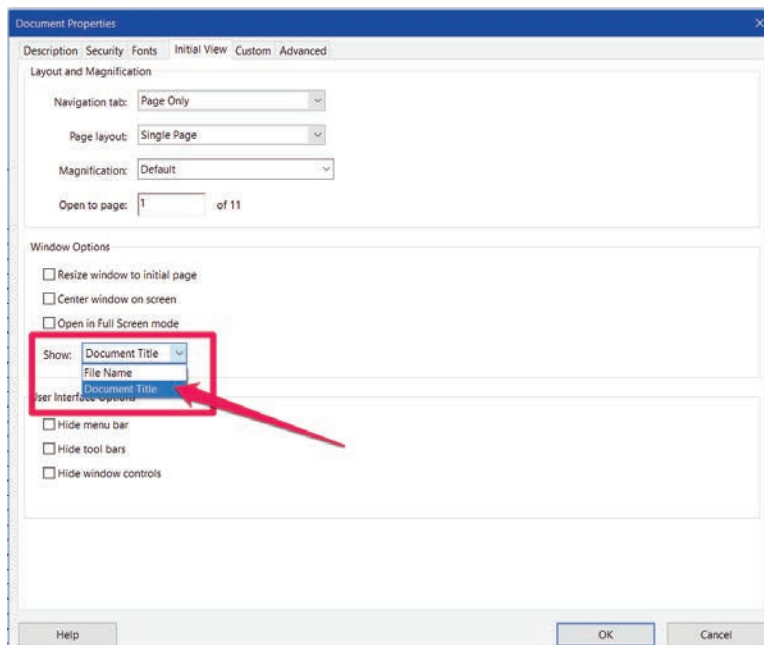
When adding a title to the document, the metadata must be updated to reflect the new document title instead of the file name.

Note: These steps are the same in both older and newer versions of Adobe Acrobat.

1. Make sure you are still in the Document Properties. See last section for guidance.
2. Click on the “Initial View” tab.



3. If the “Show” dropdown menu is set to “File Name” change this to “Document Title”



SETTING THE LANGUAGE IN PDF

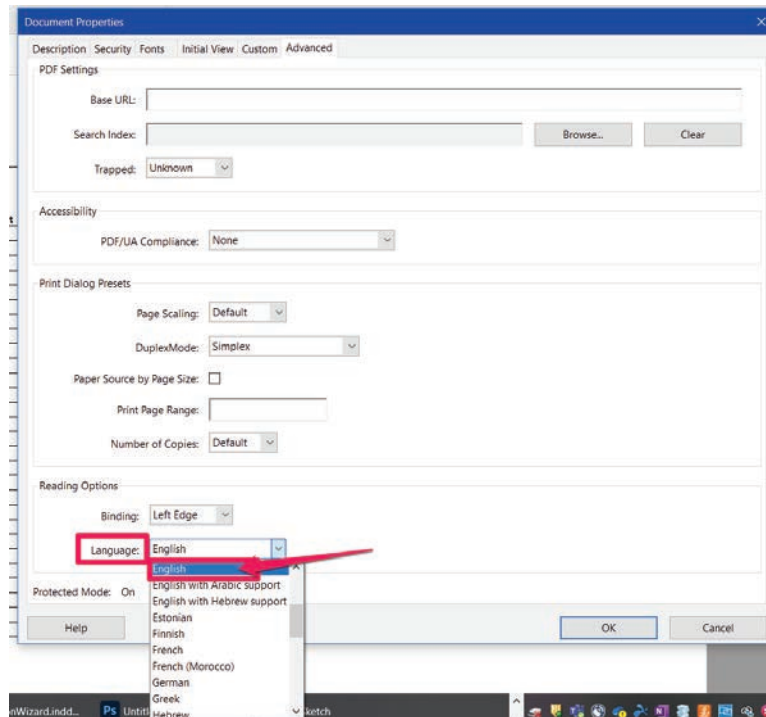
Screen reader technology will read the document to the user in the language set for the document. A document can only have one language setting. The steps to set the correct language in a PDF are:

Note: These steps are the same in both older and newer versions of Adobe Acrobat.

1. Click on the “Advanced” tab in the Document Properties window.



2. Choose the “Language dropdown” and change it to the correct language. In this case “English.”



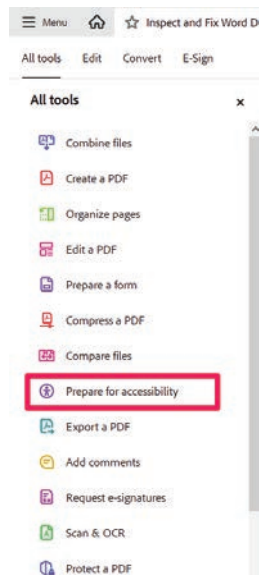
3. Click the “OK button to save any changes to the PDF title or language.

FULL ACCESSIBILITY CHECK ON DOCUMENT

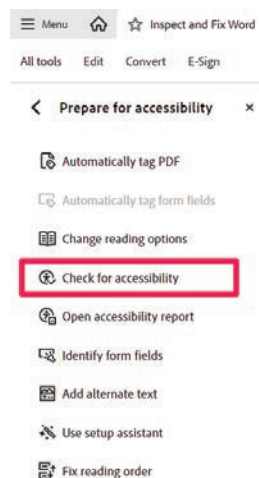
FULL ACCESSIBILITY CHECK - NEWER VERSIONS OF ADOBE

The first step is to conduct a comprehensive (full) Accessibility Check to identify any errors that need to be addressed in the Content Tool in the All Tools Menu on the left. This menu is displayed by default on the left side of the page.

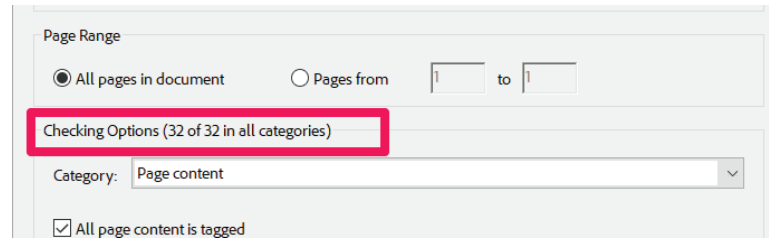
1. Locate the All Tools menu on the left and click the Prepare for accessibility button.



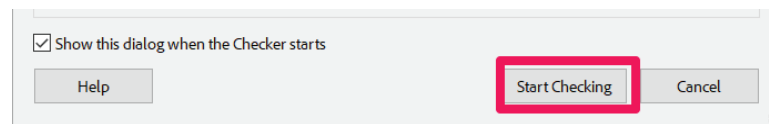
2. Click on Check for accessibility



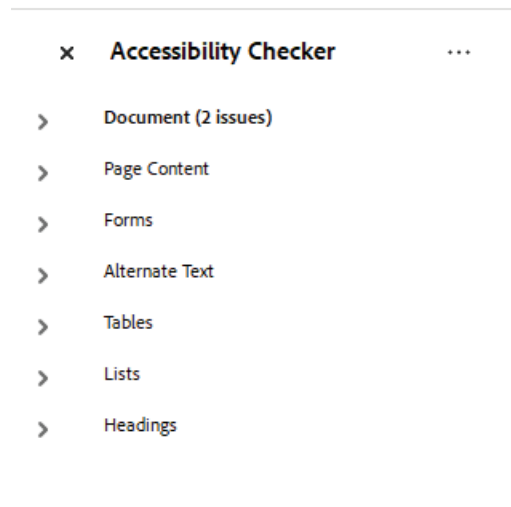
3. In the Accessibility Checker Options dialog box, under Checking Options, click on the Select All button. Checking Options should show (32 of 32 in all categories). Use the default "All Pages" to check all pages or select a page range to check on individual sections of a document.



4. Click the Start Checking button.



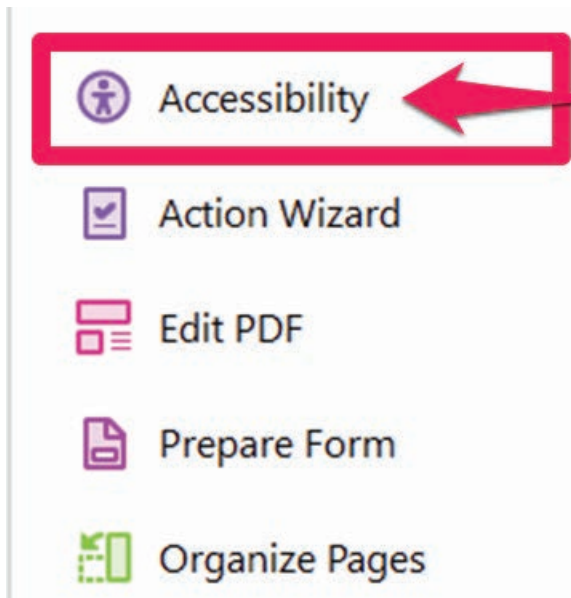
5. The Accessibility Checker panel will appear on the right side of the document. Expand the arrows to see the accessibility issues.



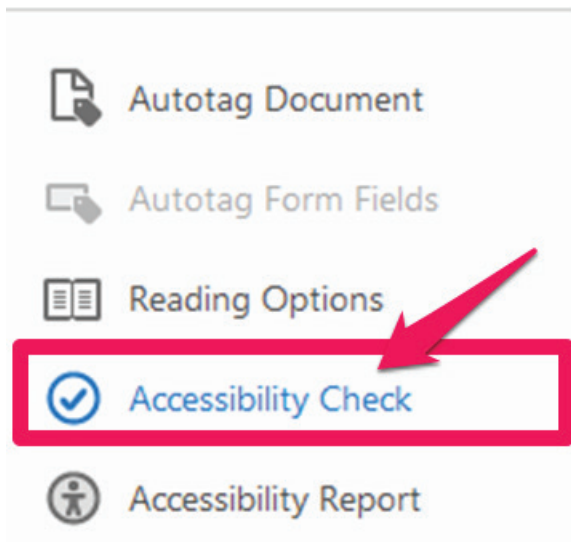
FULL ACCESSIBILITY CHECK OLDER VERSIONS OF ADOBE ACROBAT

The first step is to conduct a comprehensive (full) Accessibility Check to identify any errors that need to be addressed in the Content Tool on the left tool menu.

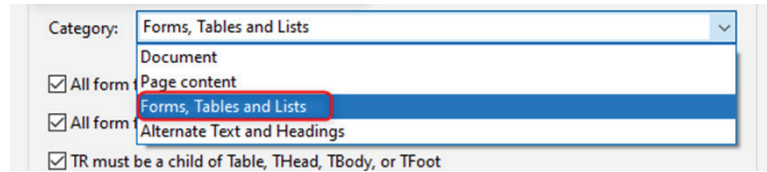
1. Use the Accessibility Tool on the right side of the document tool menu.



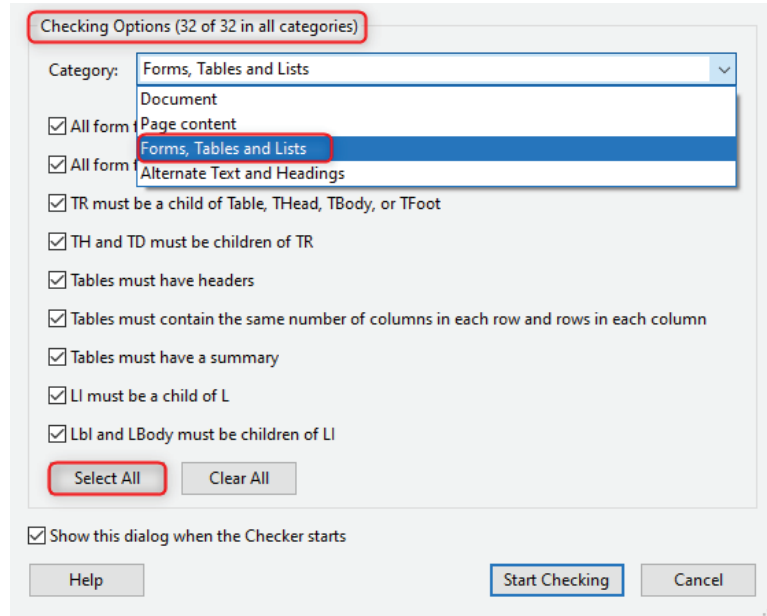
2. Select the Accessibility Check tool in the Accessibility tool to see if there are any errors.



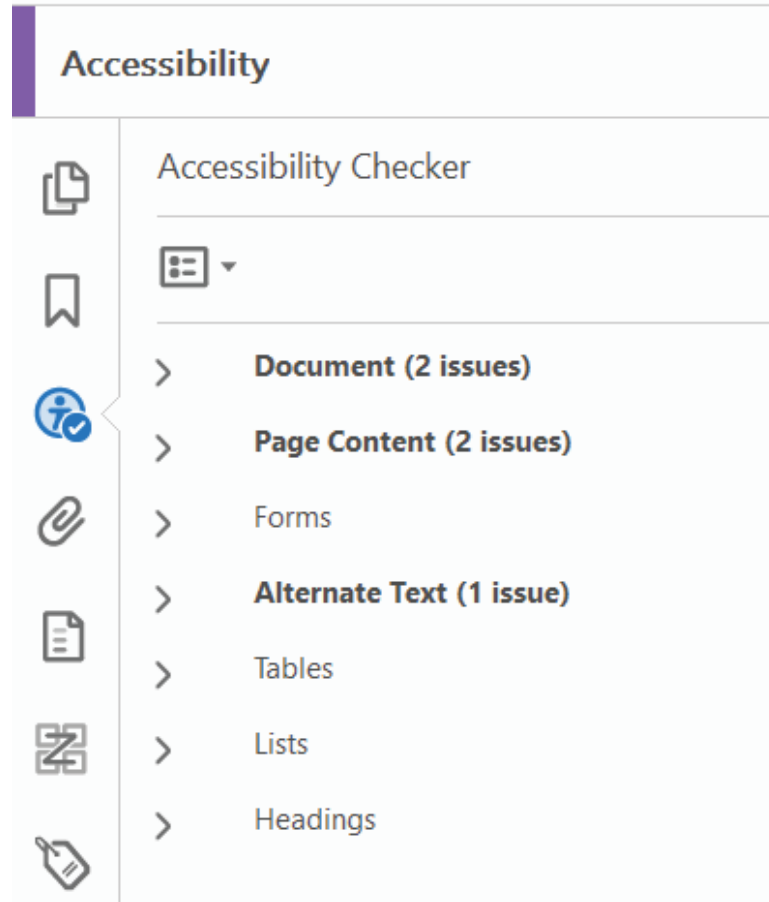
3. Verify that the Category drop-down is set to "Forms, Tables and Lists".



4. In the Accessibility Checker Options dialog box, under Checking Options, verify that it shows (32 of 32 in all categories). Then click on Start Checking.



5. The Accessibility Checker panel will appear on the left side of the document. Expand the arrows to see the accessibility issues.



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