IDENTIFY AND FIX ERRORS IN PDF DOCUMENT

INTRODUCTION

Identifying and fixing accessibility issues in PDF documents is important because it ensures all users, including those with disabilities, have access and can engage with content, promoting equal opportunities. By addressing accessibility issues, you create a more equitable and effective communication environment for all users.

TABLE OF CONTENTS

Click a title below to go to the destination page.

There are three parts to setting the basic document properites:

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.

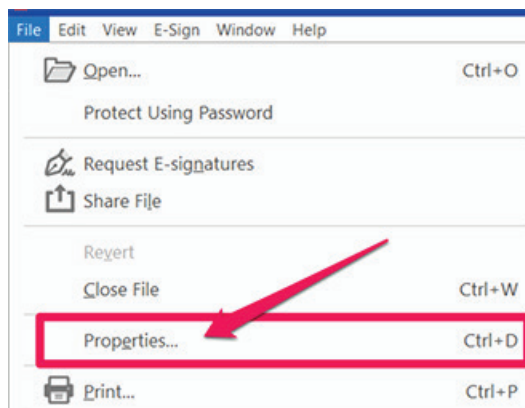## Document Title

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

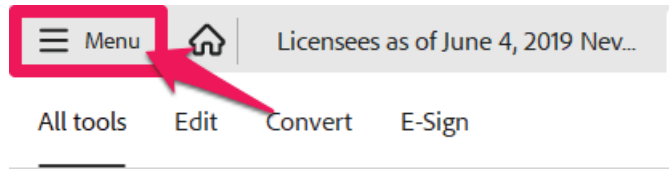1. Click on "File" at the top of the menu bar.
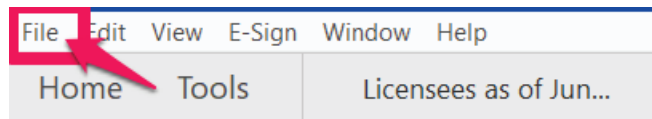
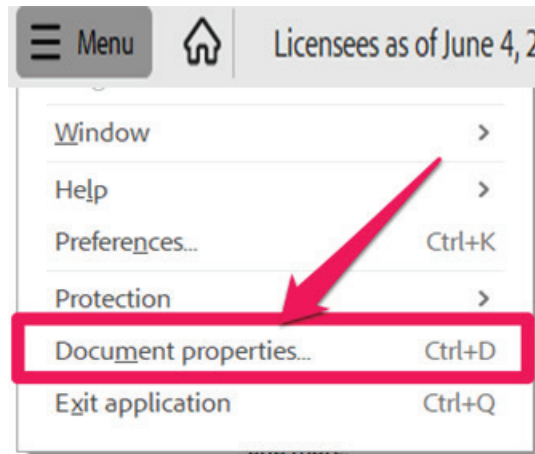2. Select "Properties" to open the Document Properties window.

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
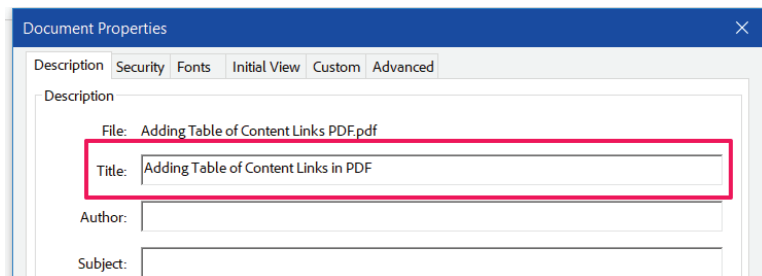

4. If there is no title, or if the title does not provide an accurate description of the document click in the Title field and select any text in it. Type in the new accurate document title.

# 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.
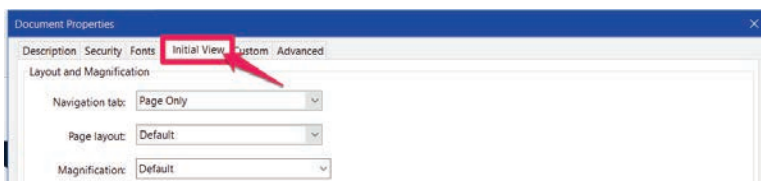
3. If the "Show" dropdown menu is set to "File Name" change this to "Document Title"
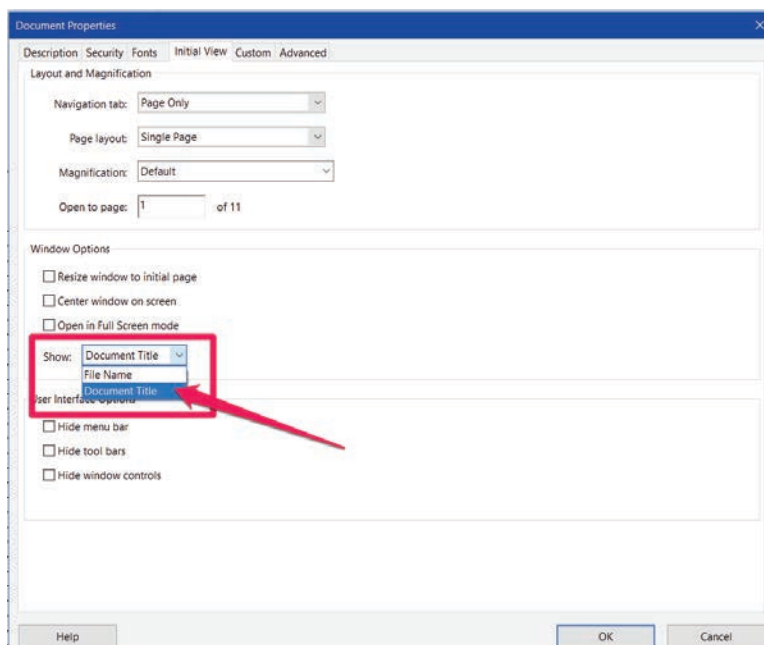
Setting the Language in PDF

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."
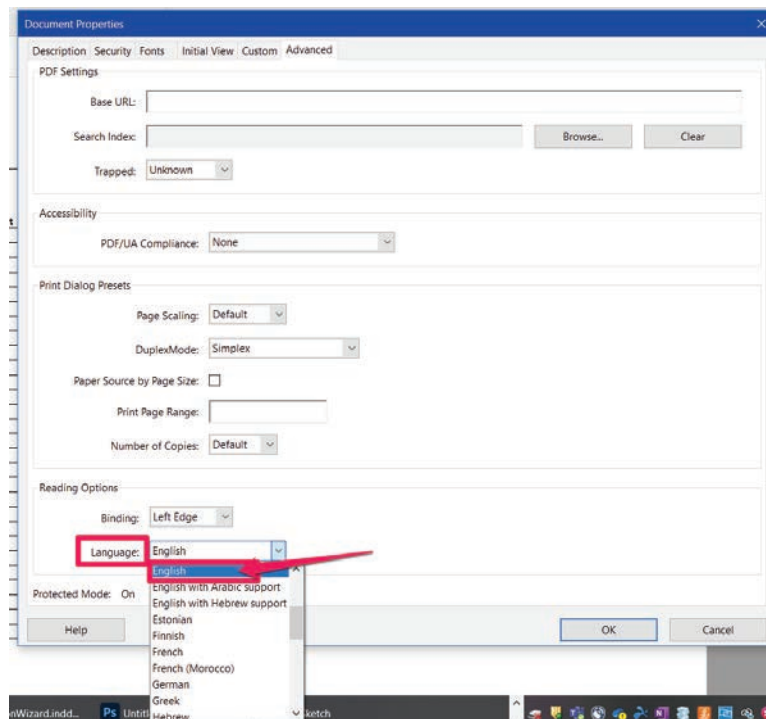
3. Click the "OK button to save any changes to the PDF title or language.
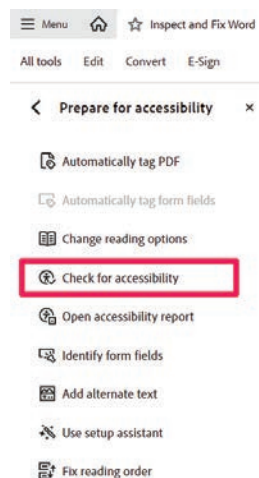
FULL ACCESSIBILITY CHECK ON DOCUMENT

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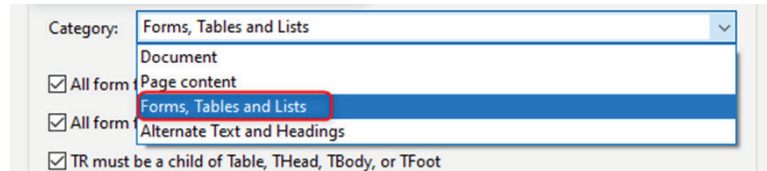
1. Locate the All Tools menu on the left and click the Prepare for accessibility button.
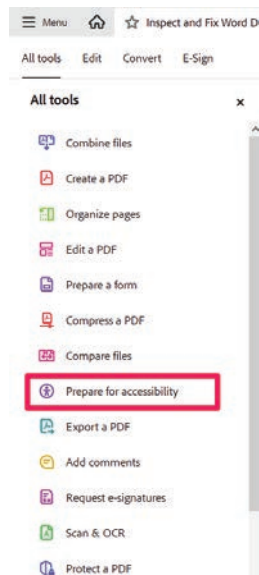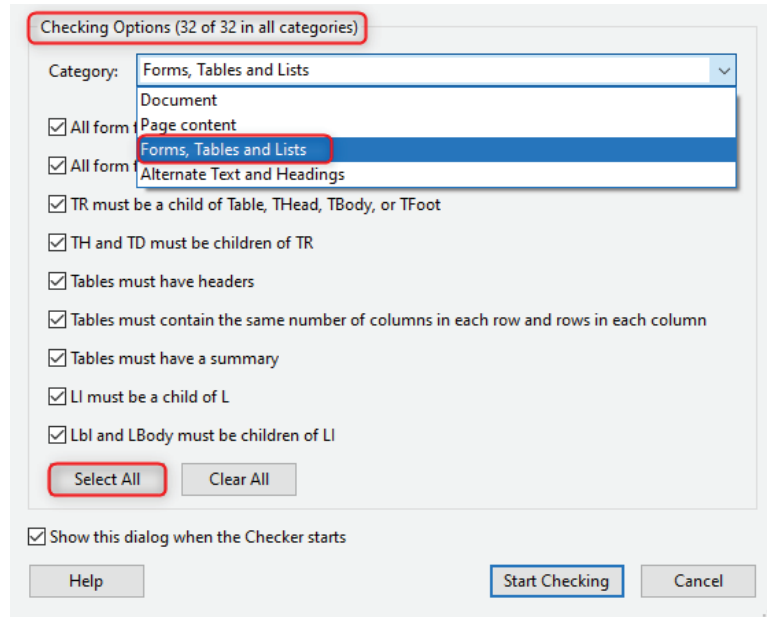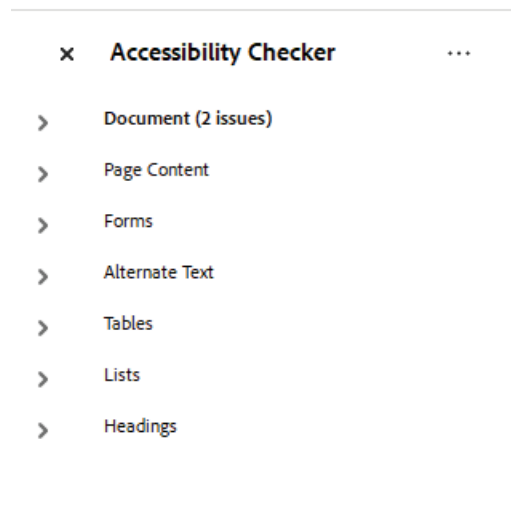
2. Click on Check for accessibility

3. 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.
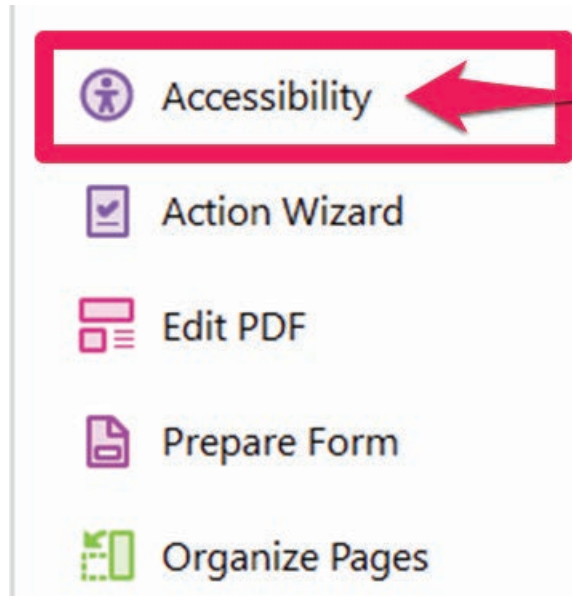

5. The Accessibility Checker panel will appear on the right side of the document. Expand the arrows to see the accessibility issues.

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.

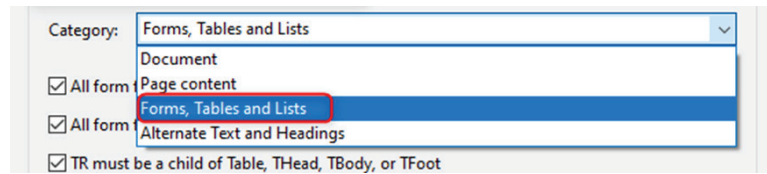1. Use the Accessibility Tool on the right side of the document tool menu.

2. Select the Accessibility Check tool in the Accessibility tool to see if there are any errors.
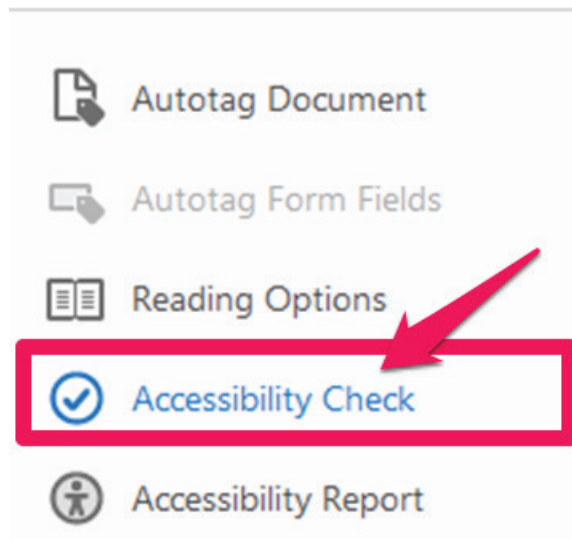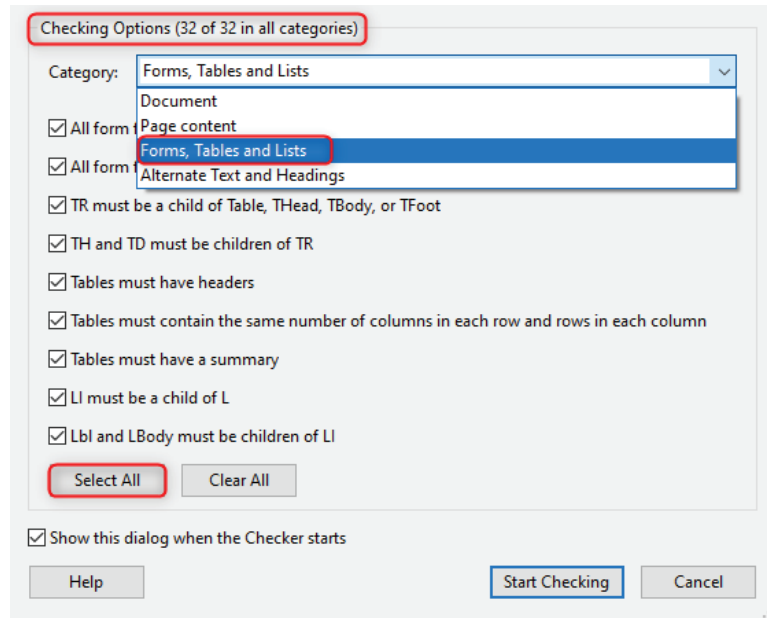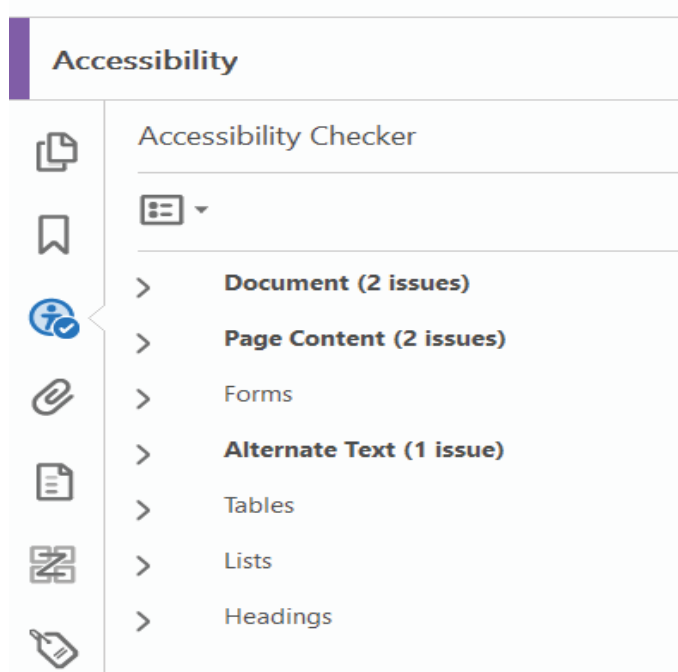
1. Verify that the Category drop-down is set to "Forms, Tables and Lists".

2. 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.

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

Identify and Fix Errors in Document

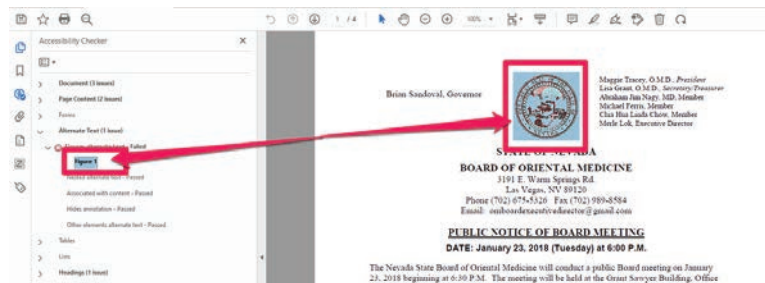## Finding all Errors on PDF Page

Running the Accessibility checker will give results of all errors found throughout the entire document. To make a document compliant, all errors must be corrected.

1. In the Accessibility Checker panel, click on the "element" or "Figure" and the PDF error will be highlighted on the page.

Newer Versions of Adobe
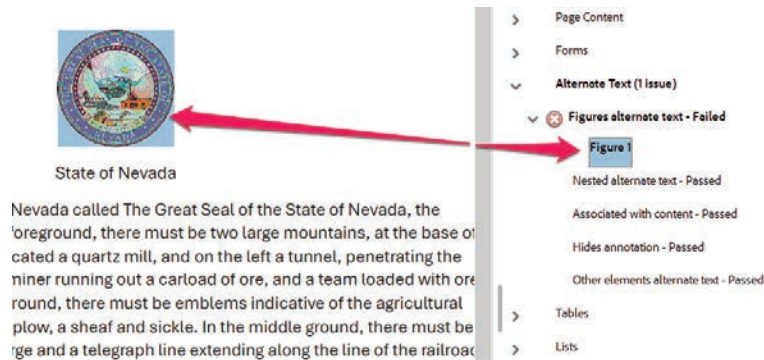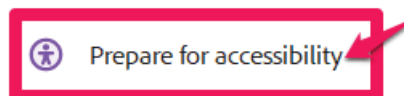
Older Versions of Adobe

Tagging Images

All images, Tables and Unidentified content must be tagged in a PDF document to make it compliant. Screen reader technology will read an image and the image description is what is read back to the user.

1. In newer versions of Adobe, click on the Prepare for accessibility tool on the left side of the screen. In older versions of Adobe, click the Accessibility button on the right side of the screen.
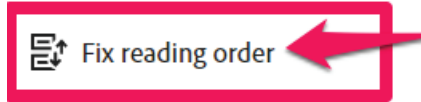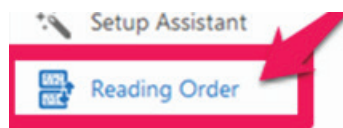
Newer Versions of Adobe

2. In newer versions of adobe click on the "Fix reading order" tool in the Prepare for accessibility panel on the left side of the screen. In older versions of Adobe, click on "Reading Order" tool in the Accessibility panel on the right side of the screen.
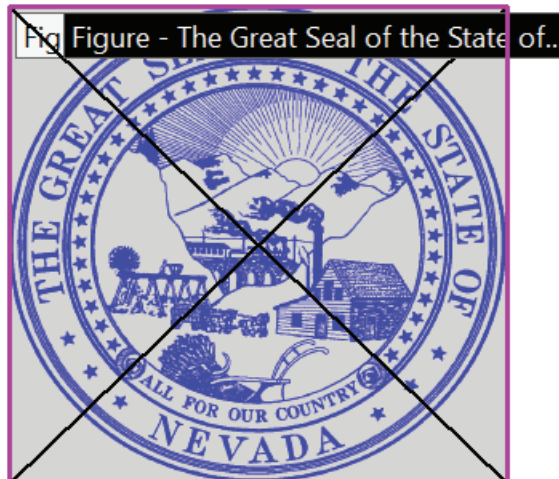
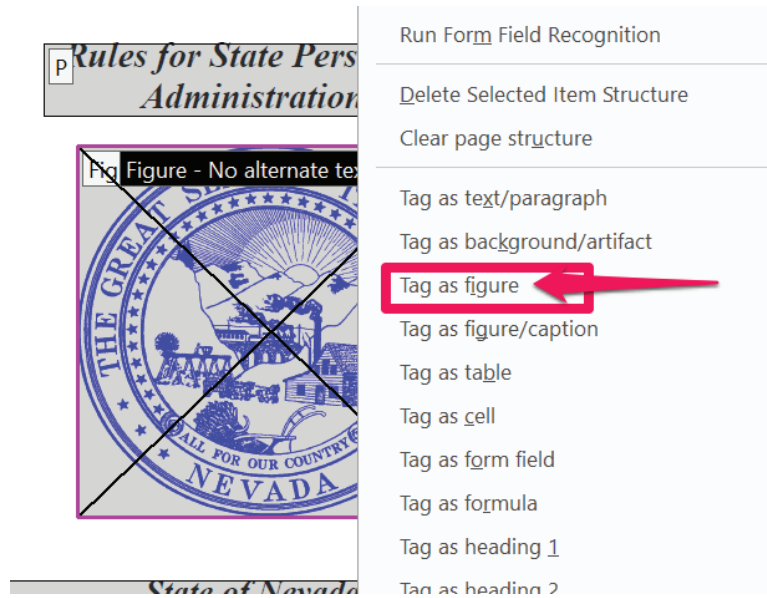**Newer Versions of Adobe**

Older Versions of Adobe

The following steps are the same in both newer and older versions of Adobe

3. Click and drag with the mouse and draw a box to enclose the image until it is highlighted by the light-colored box around the image.
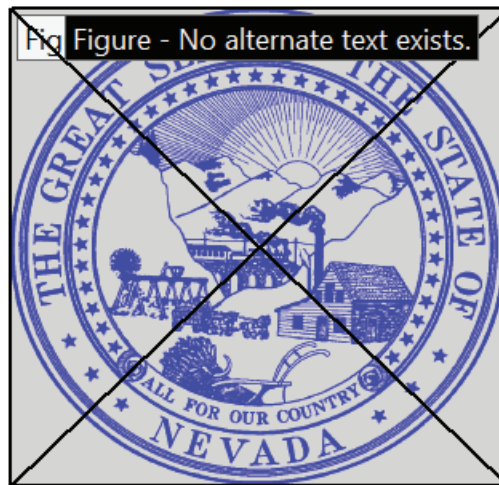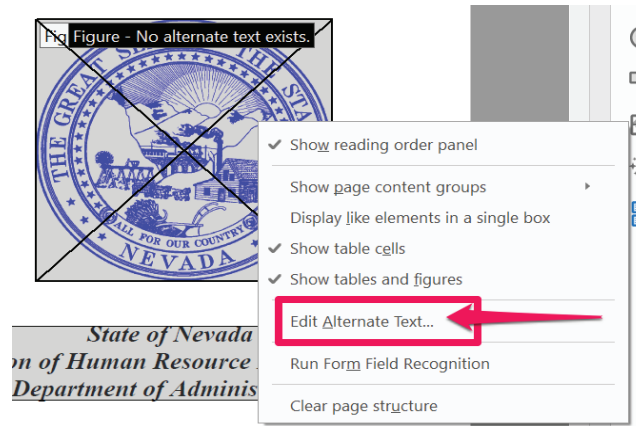
4. Right click and select "Tag as figure".

Alternative Text

Alternative text should be provided with all visual content: pictures, clip art, tables, shapes, groups, charts, embedded objects, ink, and videos.
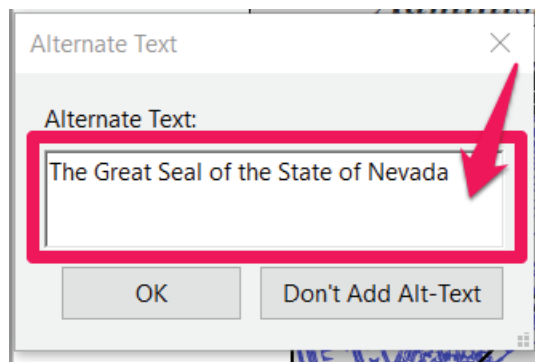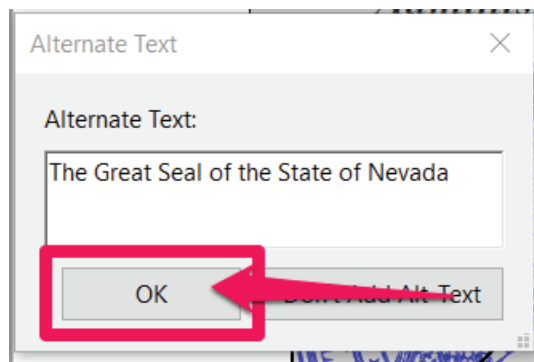
1. Right click on the figure

2. Select "Edit Alternate Text" from the pop-up menu.

3. Add a description in the Alternate Text box for the figure.

4. Select "OK" to save changes.

5. Run a full accessibility check to verify all issues have been resolved.