

Acrobat tools make it easy to create accessible PDFs and check the accessibility of existing PDFs. You can create PDFs to meet common accessibility standards, such as Web Content Accessibility Guidelines (WCAG) 2.0 and PDF/UA (Universal Access, or ISO 14289). The simple, guided workflow lets you do the following:

Make PDFs accessible: A predefined action automates many tasks, checks accessibility, and provides instructions for items that require manual fixes. Quickly find and fix problem areas.

Check accessibility: The **Full Check** tool verifies whether the document conforms to accessibility standards, such as PDF/UA and WCAG 2.0.

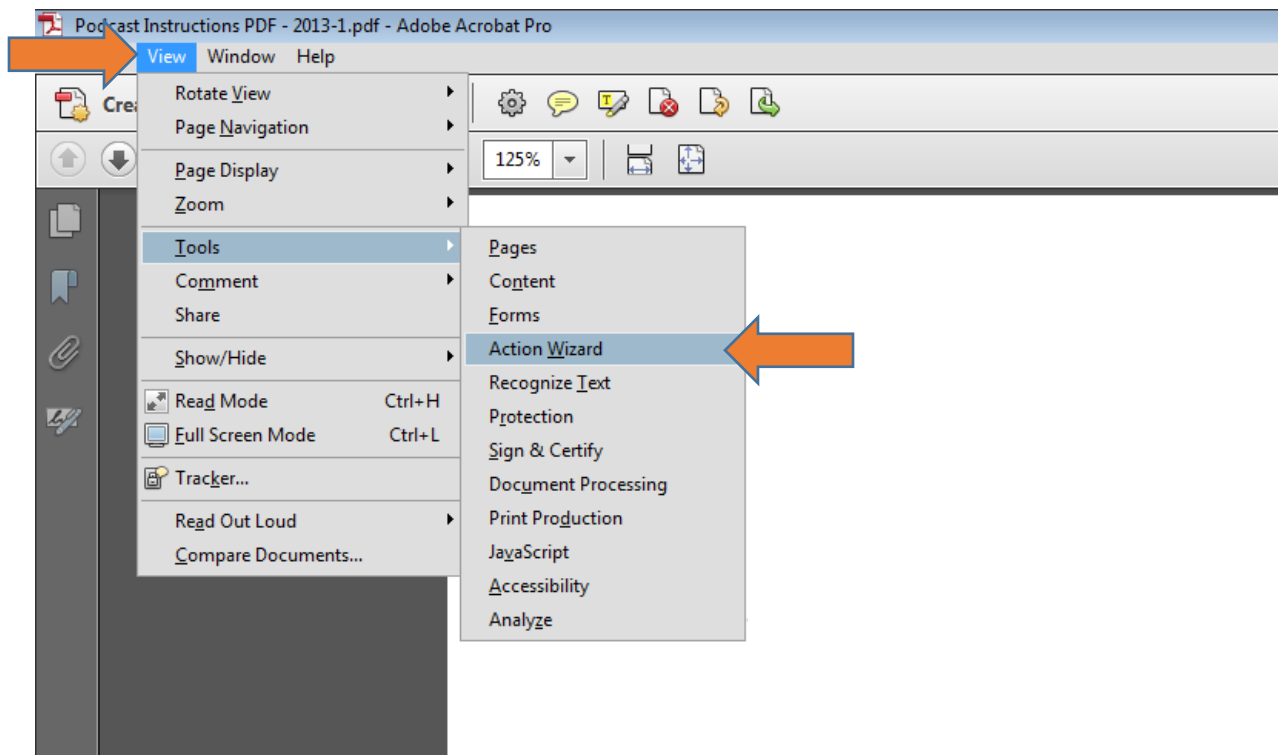
Report accessibility status: The **Accessibility Report** summarizes the findings of the accessibility check. It contains links to tools and documentation that assist in fixing problems.

Make PDFs accessible (Acrobat Pro)

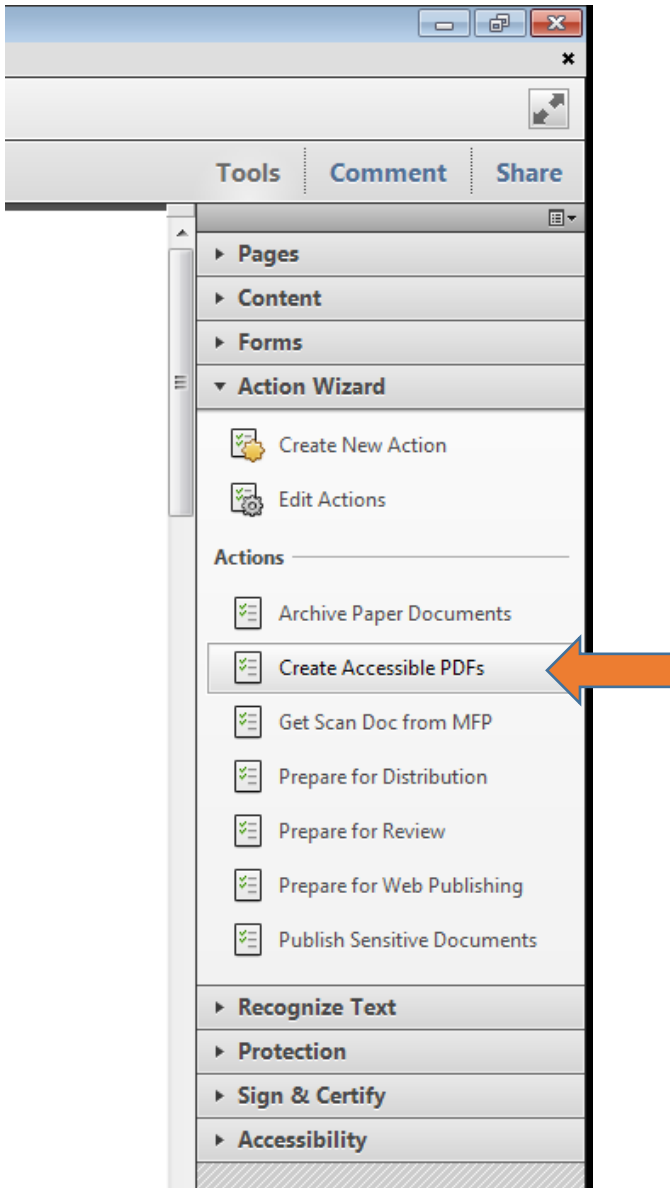
The **Create Accessible PDFs** action walks you through the steps required to make a PDF accessible. It prompts to address accessibility issues, such as a missing document description or title. It looks for common elements that need further action, such as scanned text, form fields, tables, and images. You can run this action on all PDFs except dynamic forms (XFA documents) or portfolios.

1. Choose **View>Tools > Action Wizard**.

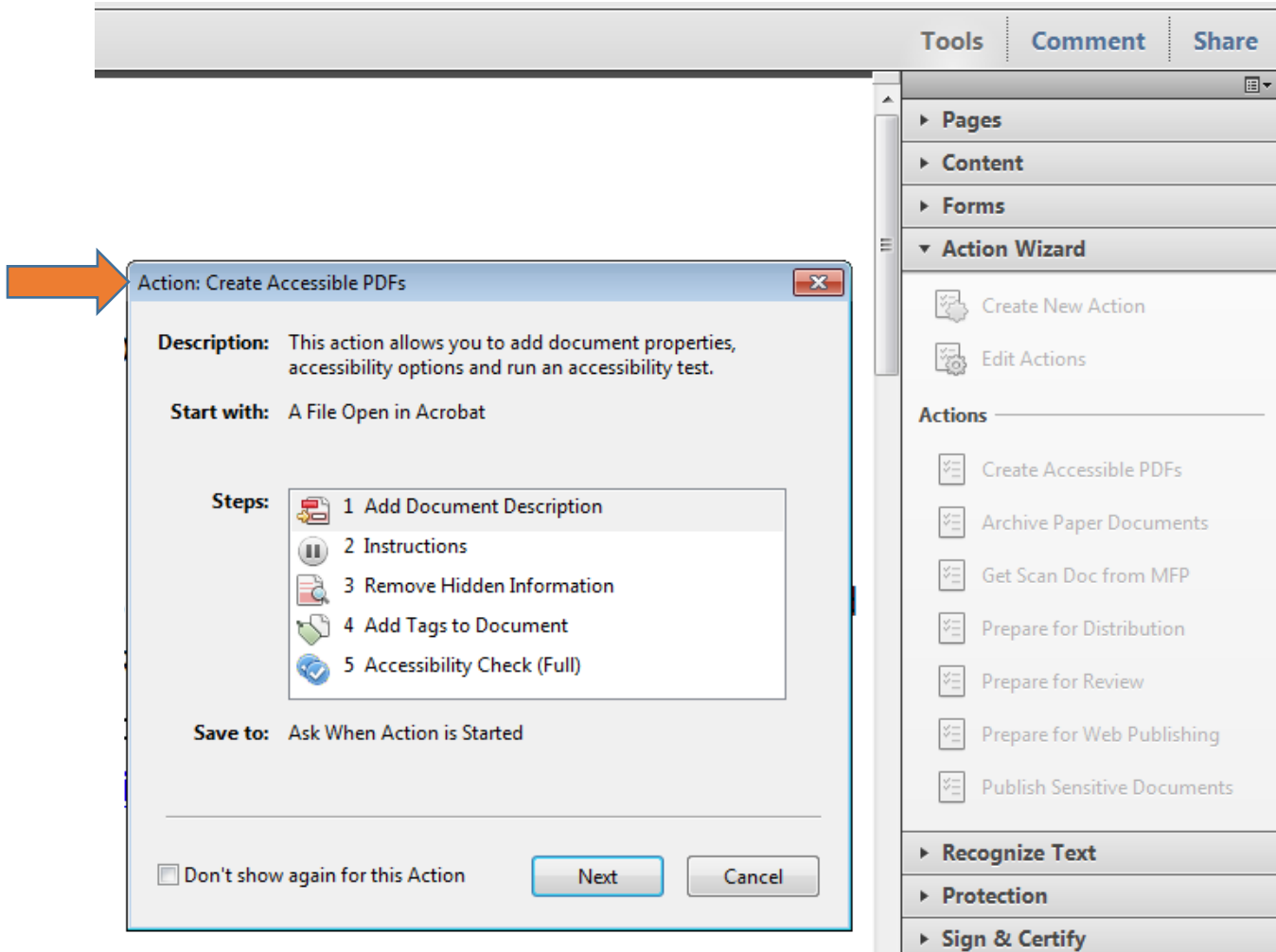
The Action Wizard toolset is displayed in the secondary toolbar.



2. From The Action List, click **Create Accessible PDFs**.



3. The Create Accessible PDFs dialogue box is displayed. Click Next, and follow the prompts to execute the action.

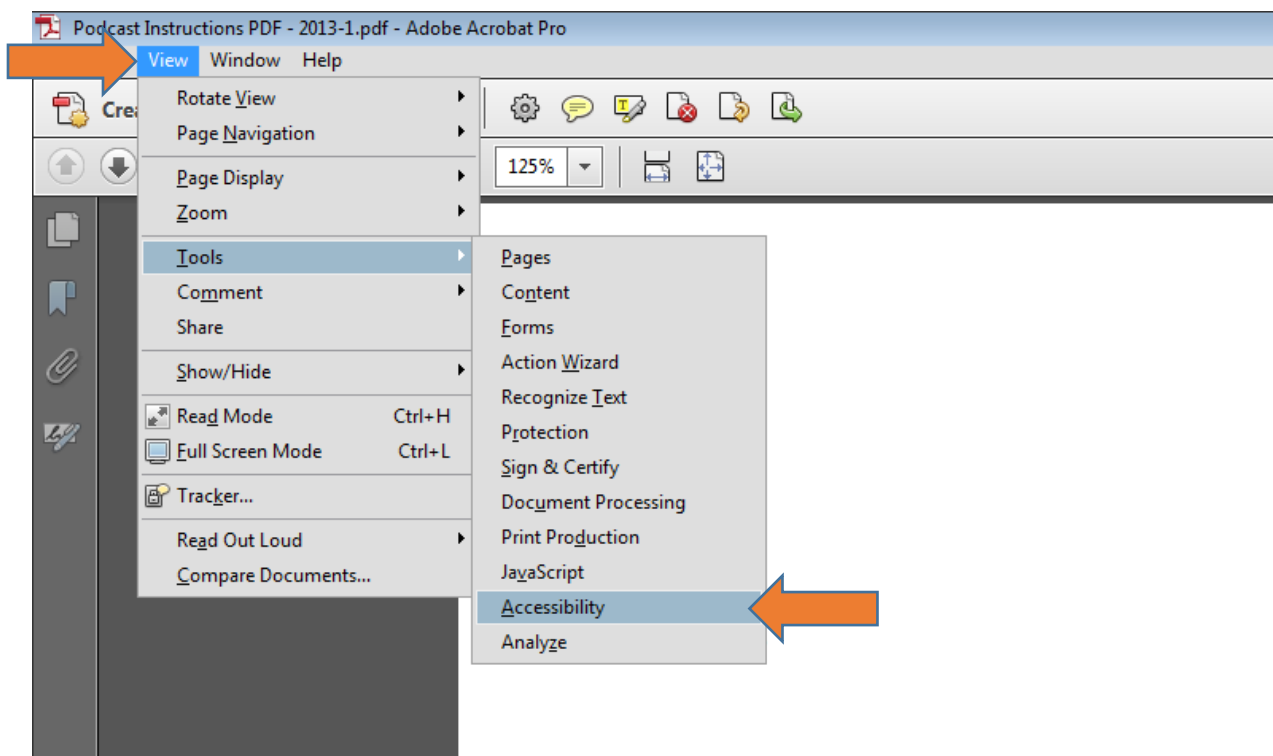


Check accessibility of PDFs (Acrobat Pro)

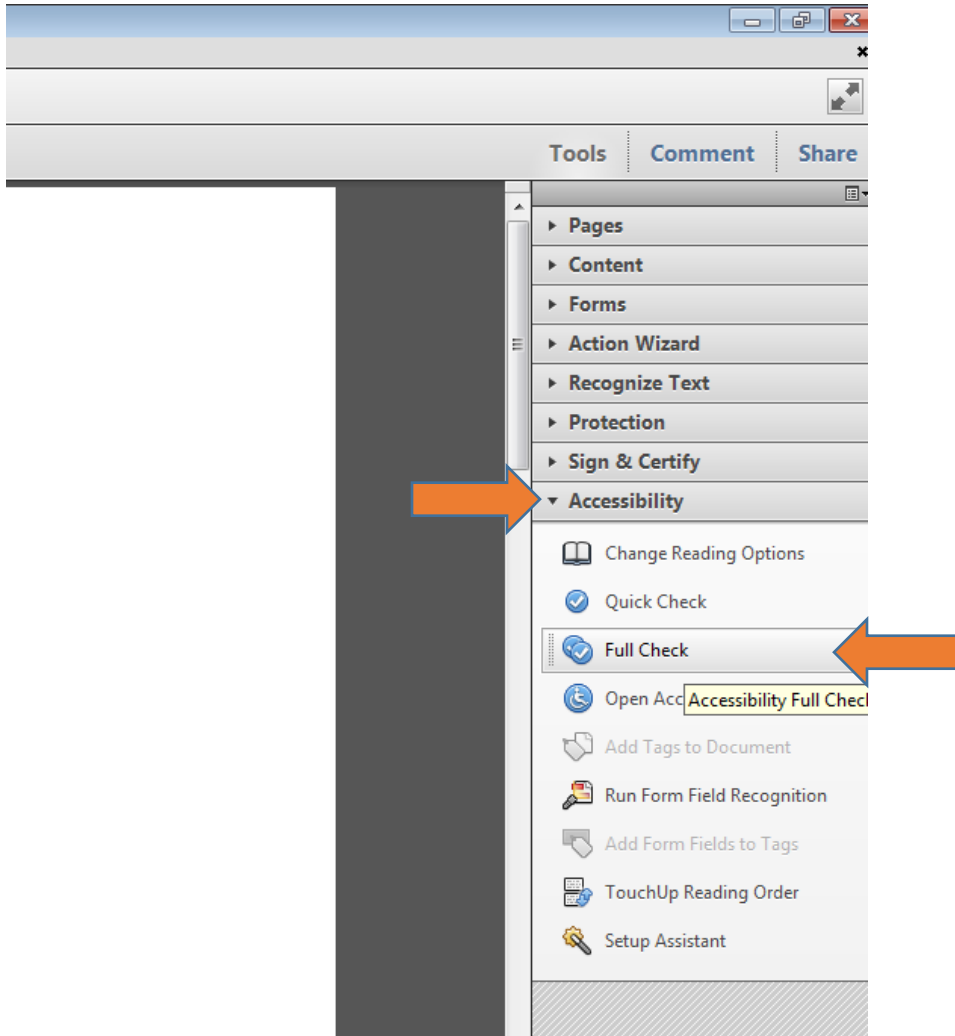
A good way to check the accessibility of a document is to use tools that your readers will use. Even if you do not have access to those tools, Adobe Acrobat provides an automated way to check the accessibility of a PDF file. The **Full Check** feature in Acrobat checks a PDF for many of the characteristics of accessible PDFs. You can choose which accessibility problems to look for and how you want the results reported.

1. Choose **View>Tools > Accessibility**.

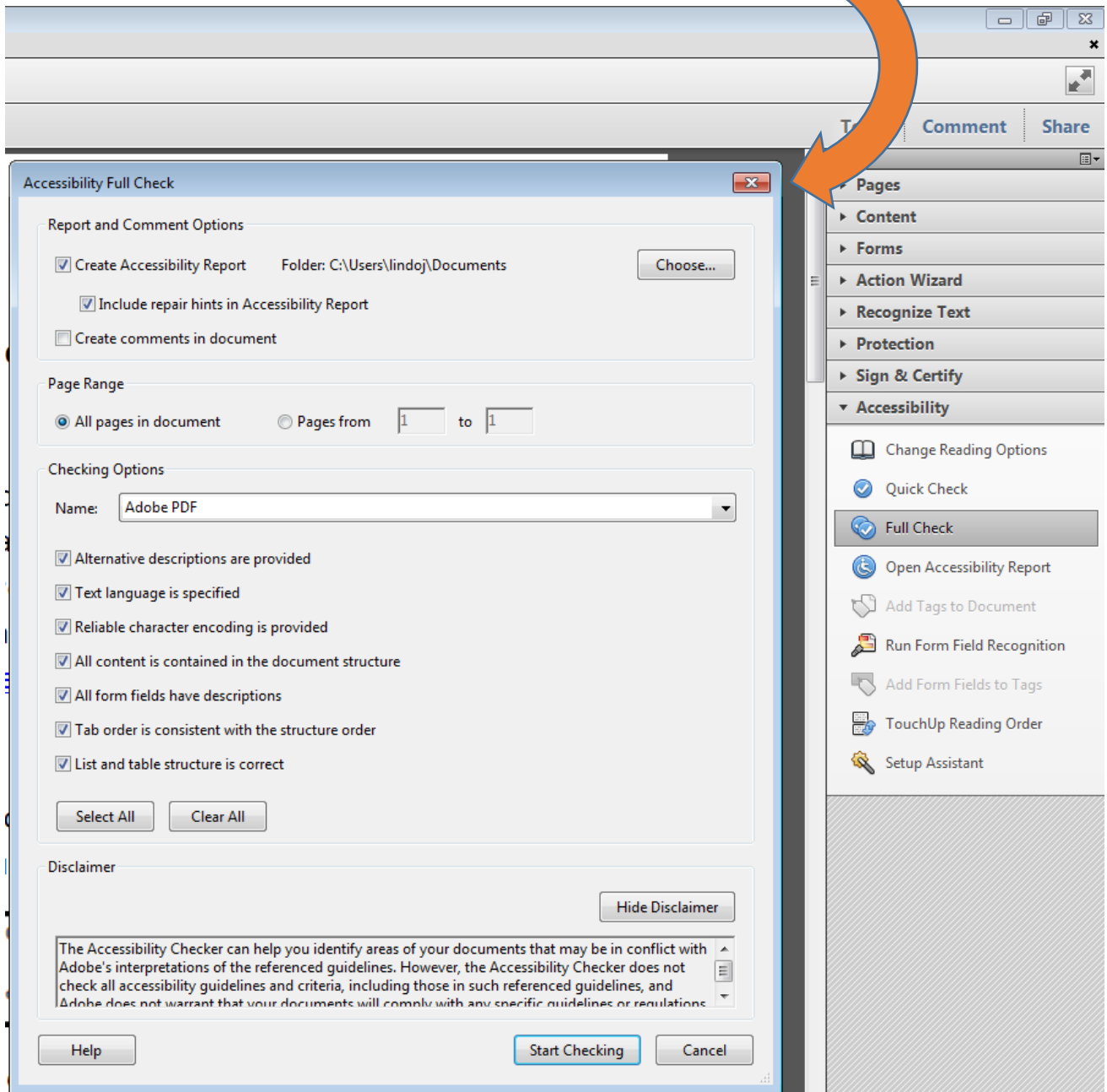
The Accessibility toolset is displayed in the secondary toolbar.



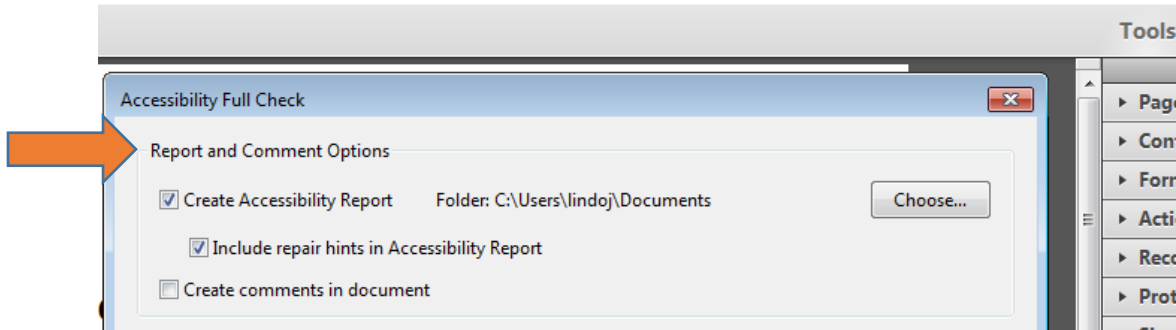
2. In the secondary toolbar, click **Full Check**.
The Accessibility Checker Options dialog box is displayed



The Accessibility Full Check Options dialogue box is displayed.

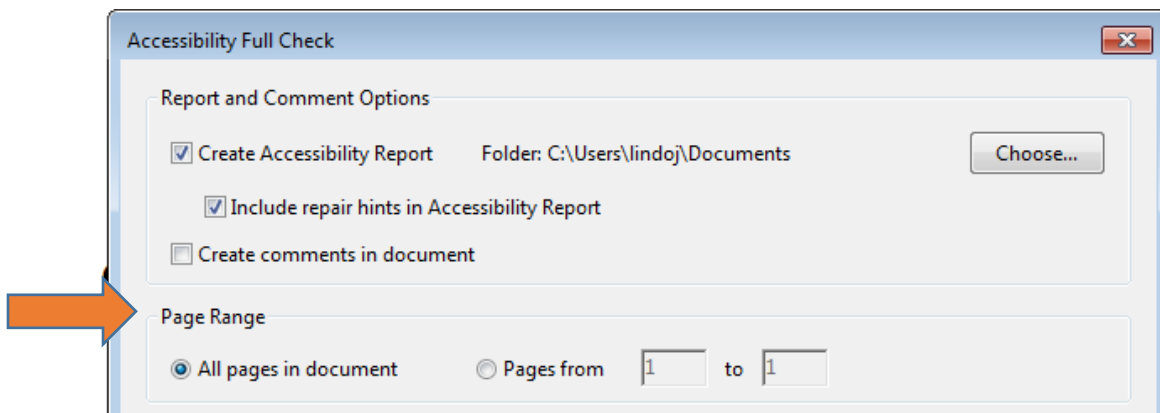


3. In the **Report and Comment Options** section, select options for how you want to view the results. You can save the results as an HTML file on your system, or attach the results file to the document itself.




4. Select a page range if you prefer to check individual pages of a document.

Note: When you have a large document, running a full check one page at a time can be more efficient.



5. Select one or more of the **Checking Options**

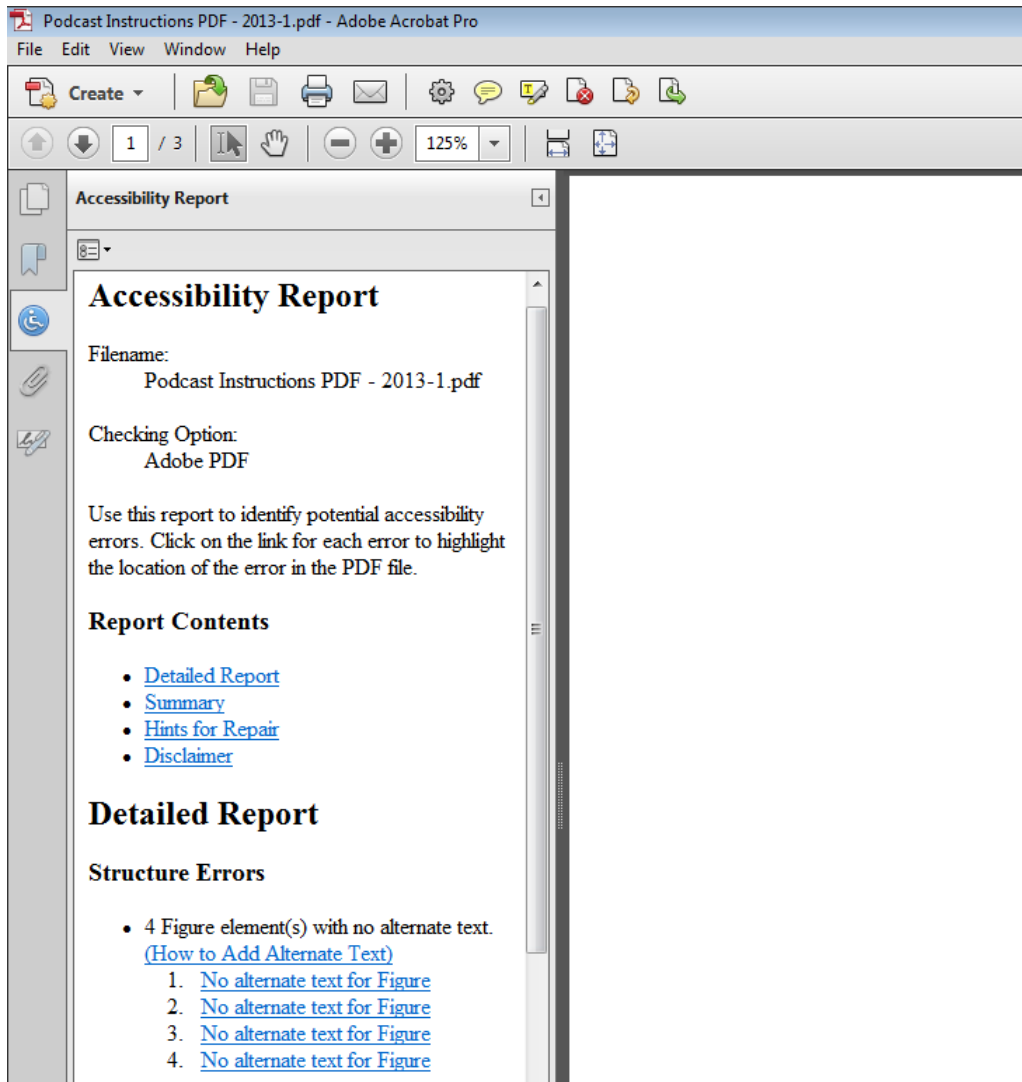


Checking Options

Name:

- Alternative descriptions are provided
- Text language is specified
- Reliable character encoding is provided
- All content is contained in the document structure
- All form fields have descriptions
- Tab order is consistent with the structure order
- List and table structure is correct

6. Click **Start Checking**. The results are displayed in the **Accessibility Checker** panel on the left, which also has helpful links and hints for repairing issues. If you created a report in step 2, the results are available in the selected folder.



Because the **Full Check** feature cannot distinguish between essential and nonessential content types, some issues it reports won't affect readability. It's a good idea to review all issues to determine which ones require correction.