

**(WINDOWS)**

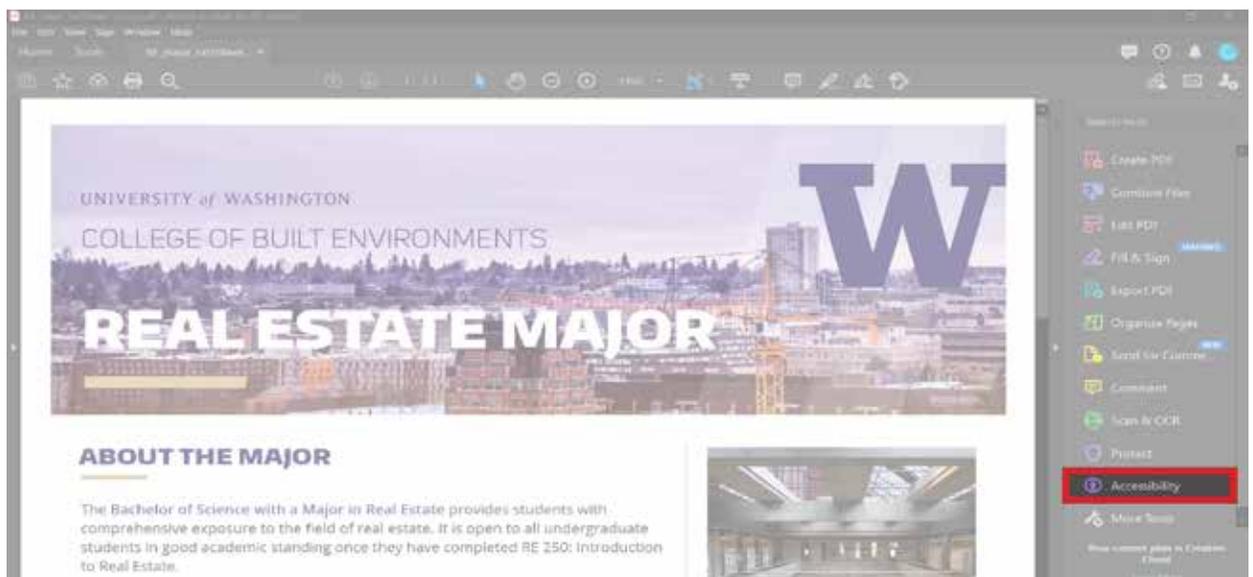
# ACCESSIBILITY TAGGING IN ADOBE ACROBAT

Accessibility tagging should be done in other programs before they are exported as PDFs as that should produce the best result. However it is often easier to fix accessibility tagging reading order in Adobe Acrobat after the fact if it was not integrated well into the original document. It is also useful if you do not have access to the original files which were created in a different format. Basic steps and tips for this process are outlined below using an example document from our Graphic Design Project Service:

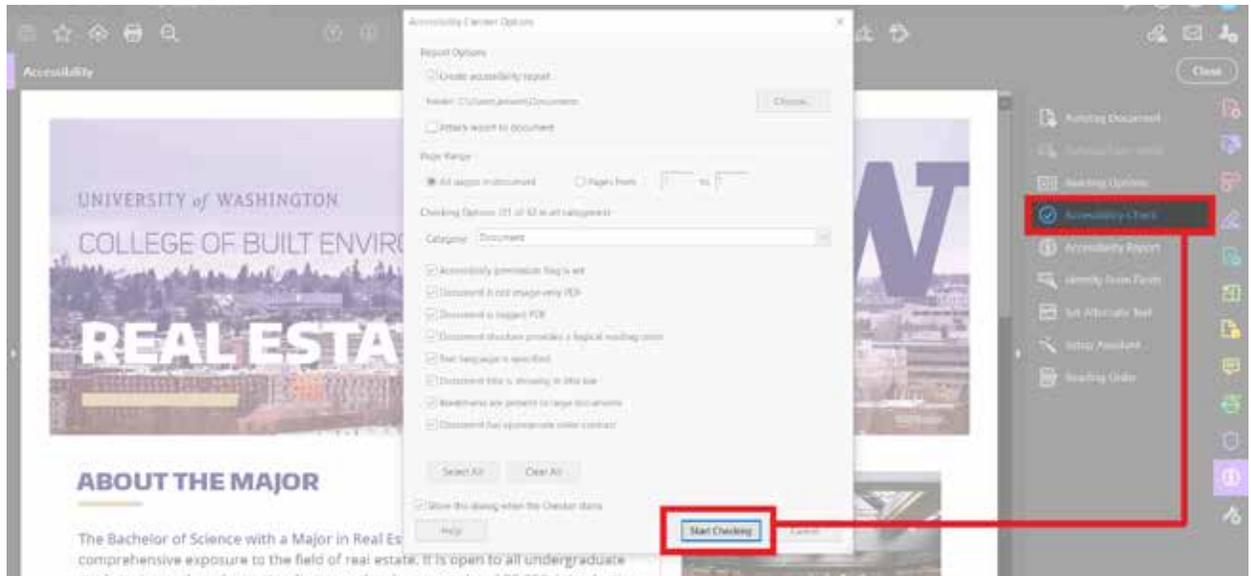
## ACROBAT AUTOMATIC ACCESSIBILITY CHECK FEATURE:

It is useful to perform the Adobe Acrobat Accessibility Check at least once when first opening the PDF and once when all edits have been made to ensure that the PDF has passed all accessibility settings that have been checked. It is also useful to use the Accessibility Check feature after making changes to the document features that affect the accessibility settings to monitor if sections that previously failed the check have now passed.

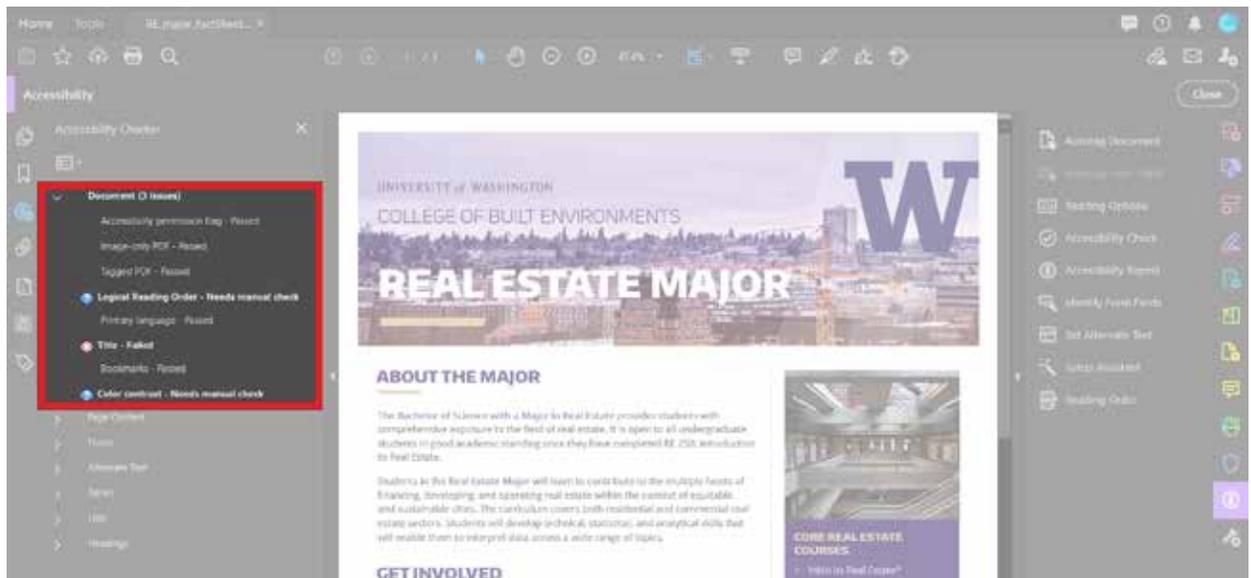
1. Open the PDF in Adobe Acrobat and click on the Accessibility toolset in the Tools menu. (if it is not already shown when you open the PDF document then select **View > Tools > Accessibility**).



- From the Accessibility toolset, in the secondary toolbar, select **Accessibility Check** and in the dialog box which pops up select **Start Checking**.



- On the left hand side the **Accessibility Checker** panel will appear and list any issues with the PDF's accessibility settings.



- Each section of the report will show the following options:

**Passed** - This section has passed the Accessibility Check.

**Skipped by User** - This section was not selected to be checked in the Accessibility Checker Options dialog box.

**Needs Manual Check** - This section requires the user to perform a manual check as the Accessibility Check feature does not check automatically.

**Failed** - This section has failed the Accessibility Check.

- For sections that have failed the Accessibility Check, right click on the issue to see the options available to resolve the issue. The following options may show up:

**Fix** - Adobe Acrobat will either fix this issue automatically or prompt a dialog box where the issue can be fixed (an example is when alternative text for figures has not been tagged and can be entered in the prompted dialog box).

**Skip Rule** - This option will deselect the section to be checked in the Accessibility Checker Options box for future checks of the document and does not resolve the issue, instead changing its status to “Skipped”.

**Explain** - This option will pull up the Adobe Acrobat Help for more details about the issue and how to resolve it.

**Show Report** - This option will display a detailed report of the issue with links to tips that can potentially resolve the issue.

**Options** - This option will prompt the Accessibility Checker Options box where the checks performed can be selected or edited.

3. Three issues that will commonly need to be addressed are:

**Logical Reading Order - Needs manual check, Title - Failed, and Color contrast - Needs manual check.** The logical reading order and color contrast issues will need to be checked manually and fixed according to the University of Washington’s IT Accessibility Guidelines. The University of Washington’s IT Accessibility Checklist can be found at: <https://www.washington.edu/accessibility/checklist/>. Once they have been manually checked according to the guidelines, they can be resolved by right clicking on the issue and then selecting **Pass**.

7. The title issue can be fixed by going into **File > Properties** and entering a title for the document in the “Title” field and then selecting **Okay**. Once a title has been added to the document Adobe Acrobat may not recognize that this step has been completed and the issue can be resolved by right clicking on the issue and selecting **Fix**.

## USING THE READING ORDER TOOLSET:

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1. Select the **Reading Order** toolset in the Tools menu (where the **Accessibility Check** feature is located) to prompt the **Reading Order** dialog box. This dialog box can be used to add or edit existing accessibility tagging. The dialog box instructs: “Draw a rectangle around the content then click one of the buttons below” referring to the different tags available. Tags should be chosen according to logical reading order and the University of Washington’s IT Accessibility Guidelines. The following are the tags available with their description:

**Text/Paragraph** - Use this tag if the content selected is a main body of text.

**Form Field** - Use this tag if the content selected is a form field.

**Headings 1-6** - Use these tags if the content selected is a heading. They should be ordered according to the level of heading that it is in the document (as shown in the example document below).

**Reference (q)** - Use this tag if the content selected is referencing another part of the document that is related (such as an asterisk or superscript number which references a footnote or endnote).



- When dragging elements to the correct logical reading order, depending on how the document was structured in its original program, sometimes elements will disappear if dragged to a different position (but will sometimes reappear if dragged back to the original position). This means that it is important to save often during this process so ensure that a backup exists!
- There are two ways to re-tag an element. The first is to right-click on the element in the tags panel and in the drop down menu that prompts to select a different tag. The second is to select from the same prompted drop down menu in the first step and to select **Delete Selected Item Structure**. The first option is best to use when the tag for the content selected is incorrect and the section option is best to use when tags are overlapping or do not contain all of the content that should have been included in the tag.
- It is also possible to delete the tagging for the entire PDF by selecting **Clear Page Structure...** option from the **Reading Order** dialog box and then to re-tag all elements of the PDF using the **Reading Order** dialog box.

## USING THE AUTOTAG DOCUMENT TOOLSET:

- The **Autotag Document** toolset can be used if the document has no existing accessibility tagging but may still require editing using the above process outlined for the **Reading Order** toolset. This feature will allow Adobe Acrobat to automatically tag the document and to produce a report on which existing elements need to be edited in order to pass the **Accessibility Check**.

