

Fillable Forms - Adobe Acrobat Pro

MISA AODA Web Accessibility Toolkit



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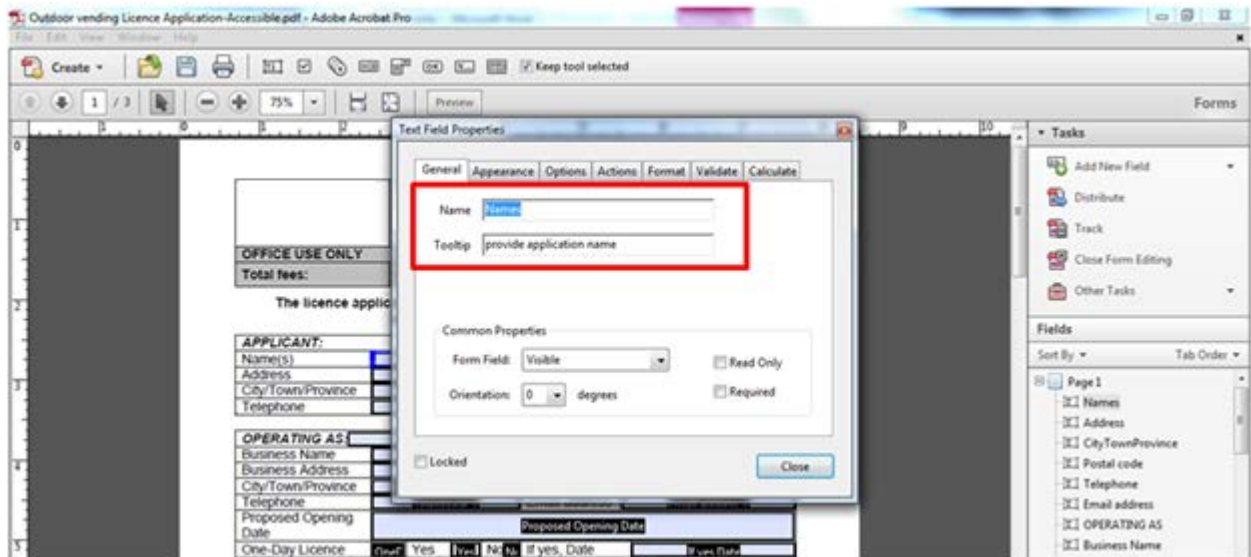
Creating Accessible Fillable Forms Microsoft Word 2010 and Adobe Acrobat Pro X and XI

Step 1: Format Your Report in Word 2010 and Check Accessibility

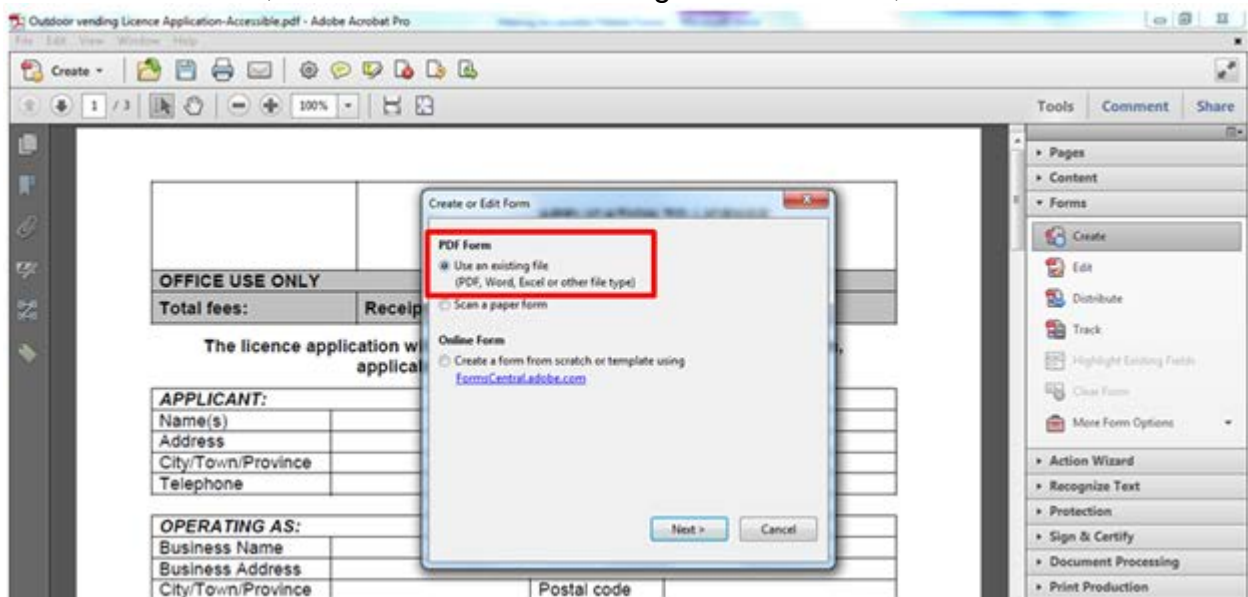
Follow steps in Creating Accessible Reports.

Step 2: Make PDF Document into Fillable Form

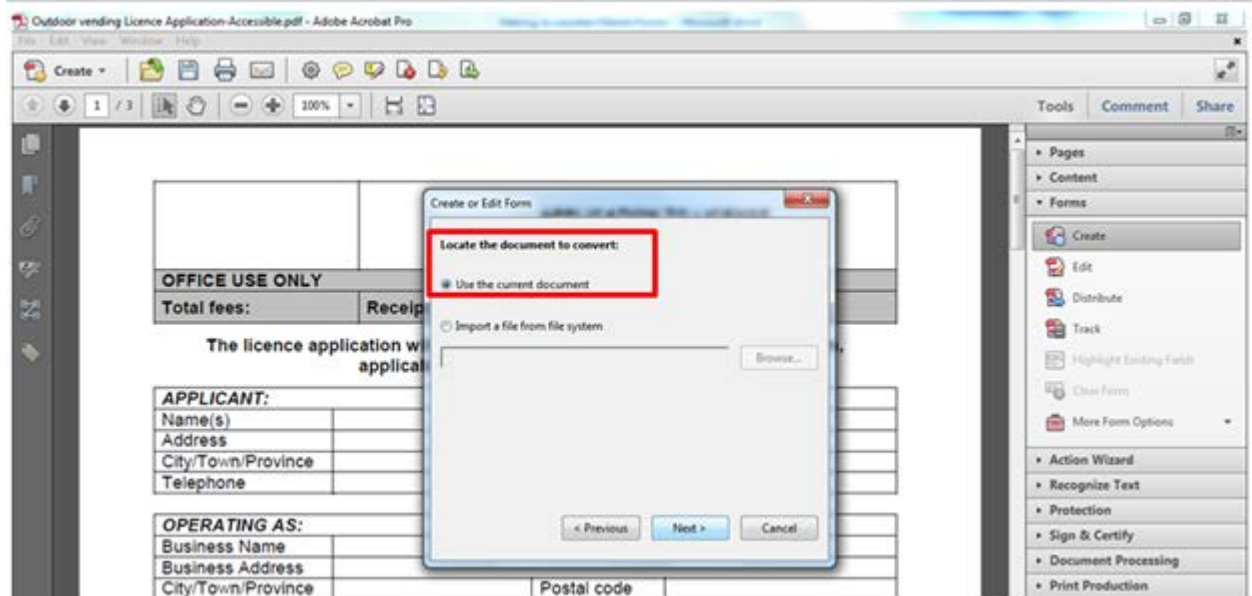
1. Click the Tools button, then the Forms button, and then Create.



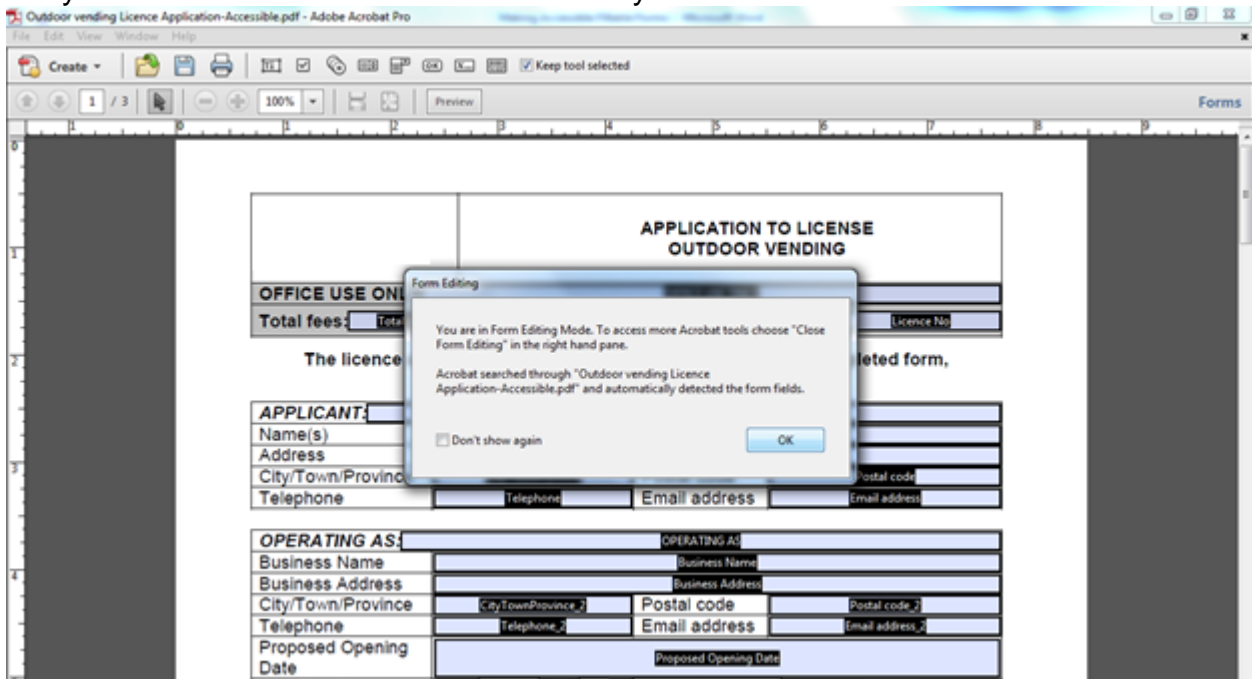
2. On the first screen, make sure "Use an existing file" is selected, then click Next.



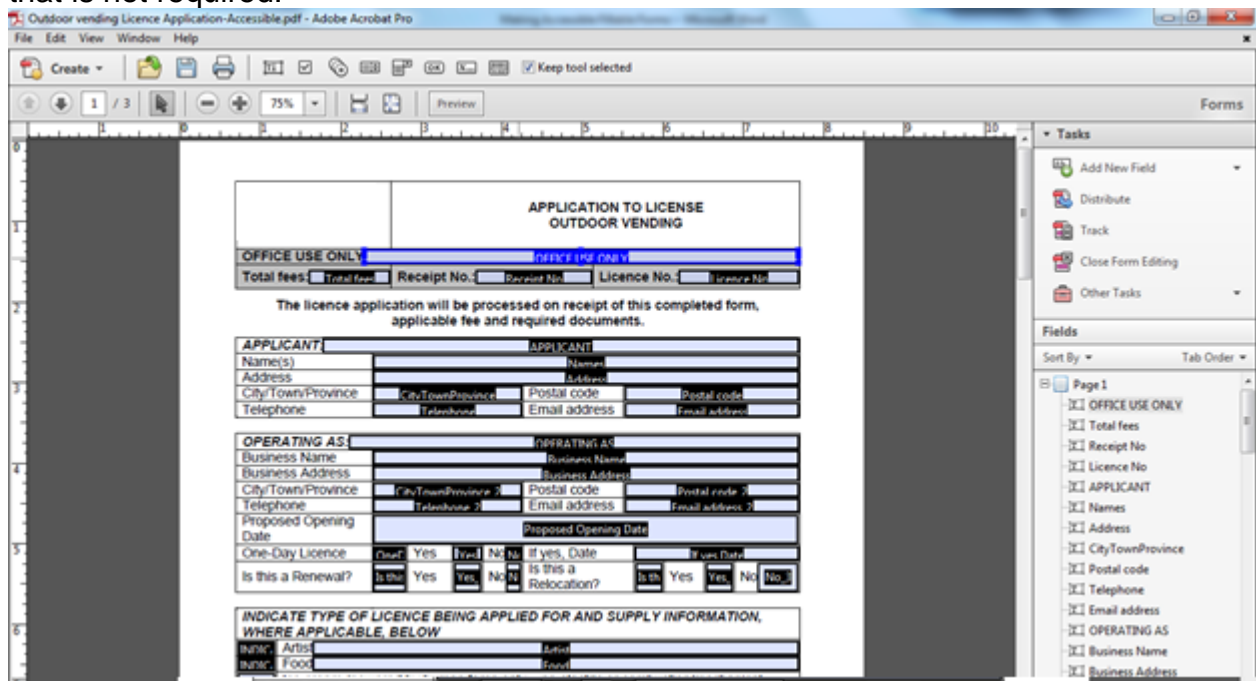
3. On the next screen, make sure "Use the current document" is selected, then click Next.



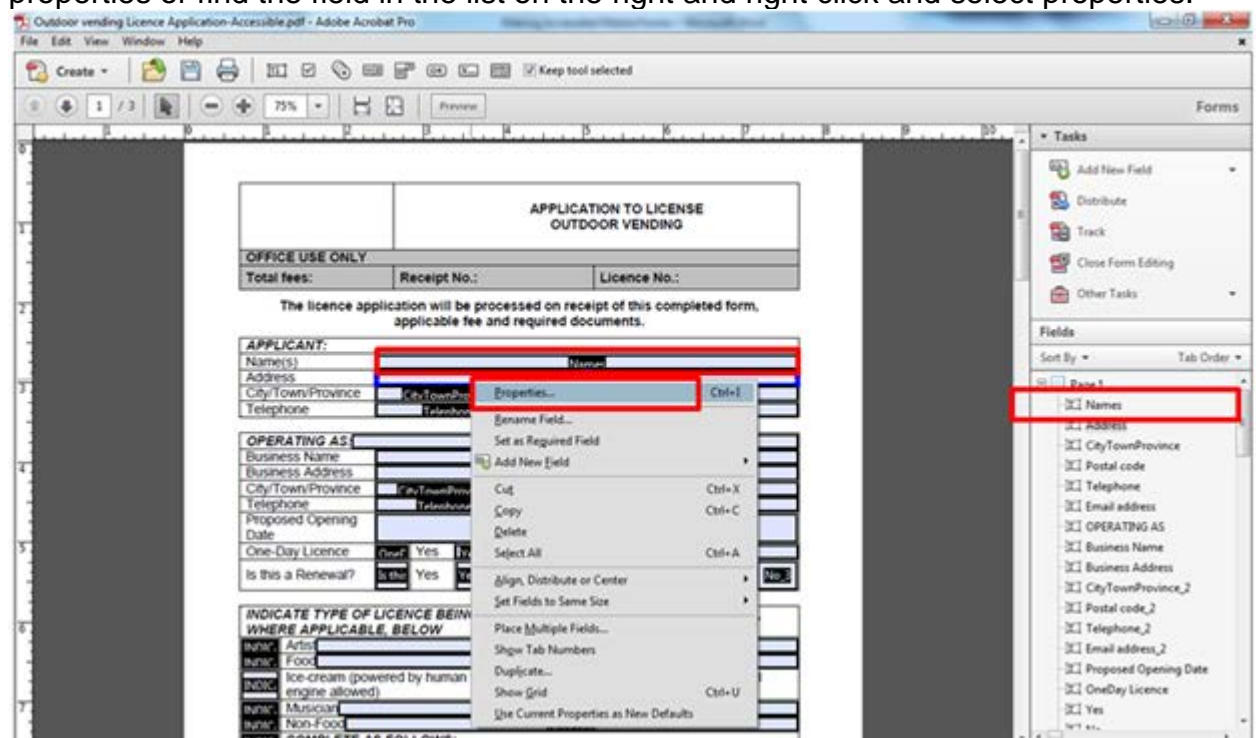
4. Acrobat attempts to recognize all the fillable fields in your form. It's not 100%. You will likely need to edit a few of the fields manually.



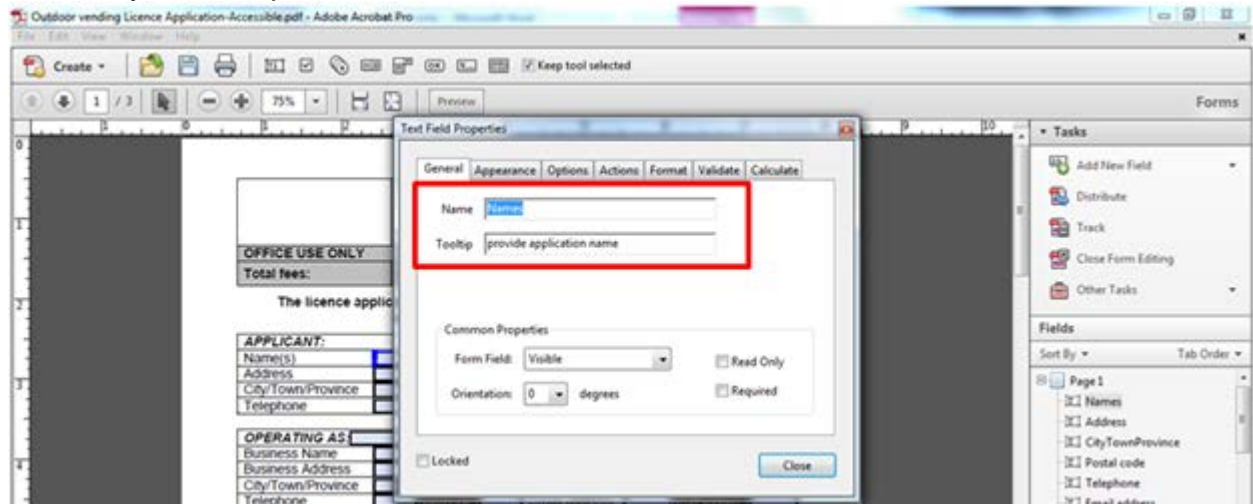
- If you see a form field that was added incorrectly, click on it (it will highlight in blue) and press the Delete button on your keyboard. This will not delete the form, just the field that is not required.



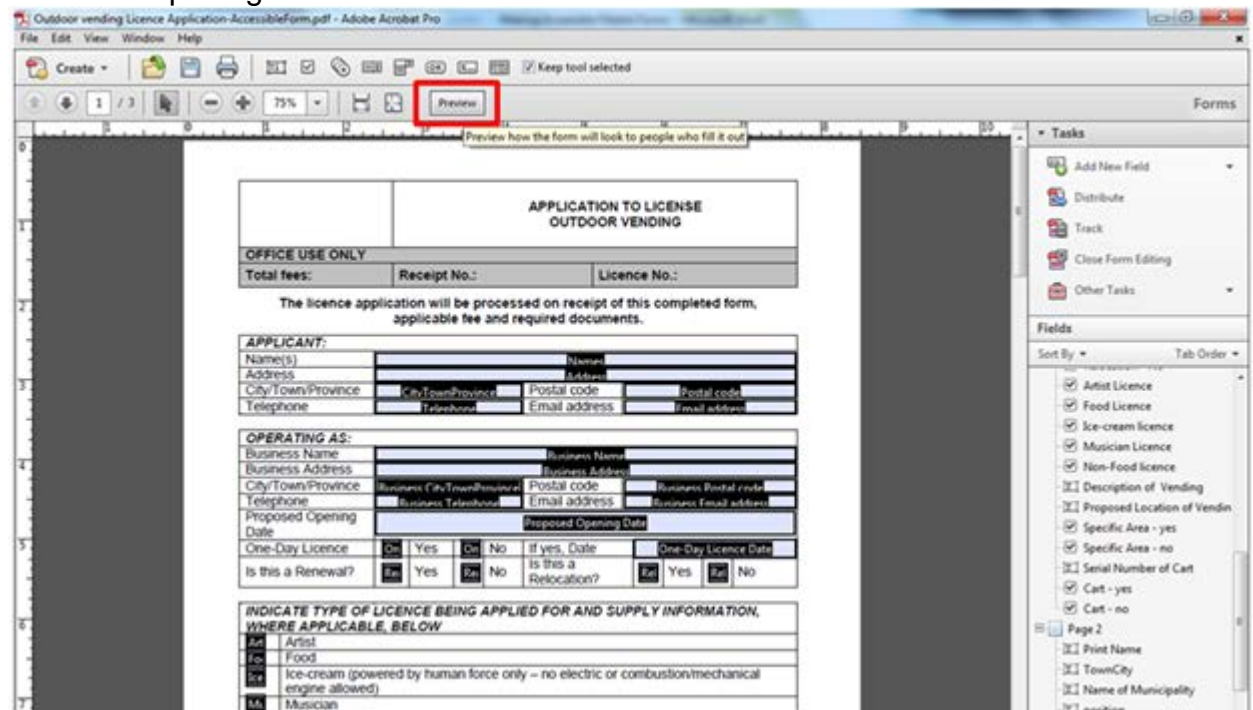
- Review/revise field properties. Click on the field and either right click on it and select properties or find the field in the list on the right and right click and select properties.



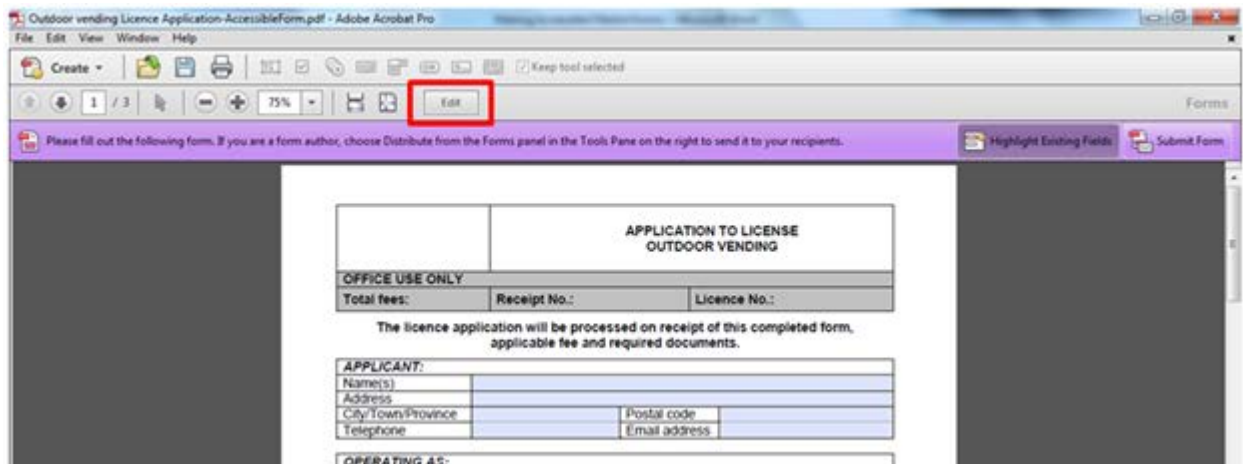
7. Change the name of the field if necessary and change the tooltip so the user knows what they need to provide.



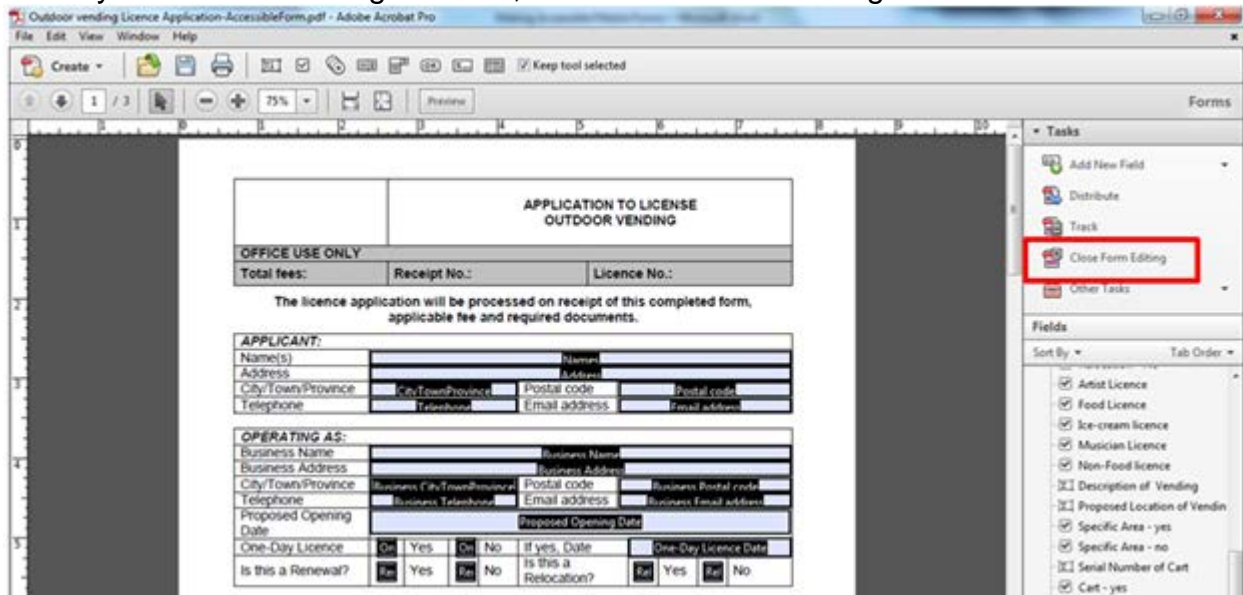
9. When you feel your form is ready, click "Preview" to see how it appears to someone who is completing it.



10. If you want to or need to make additional changes, click "Edit" to return to the form editor.



11. When you are done editing the form, click "Close Form Editing"

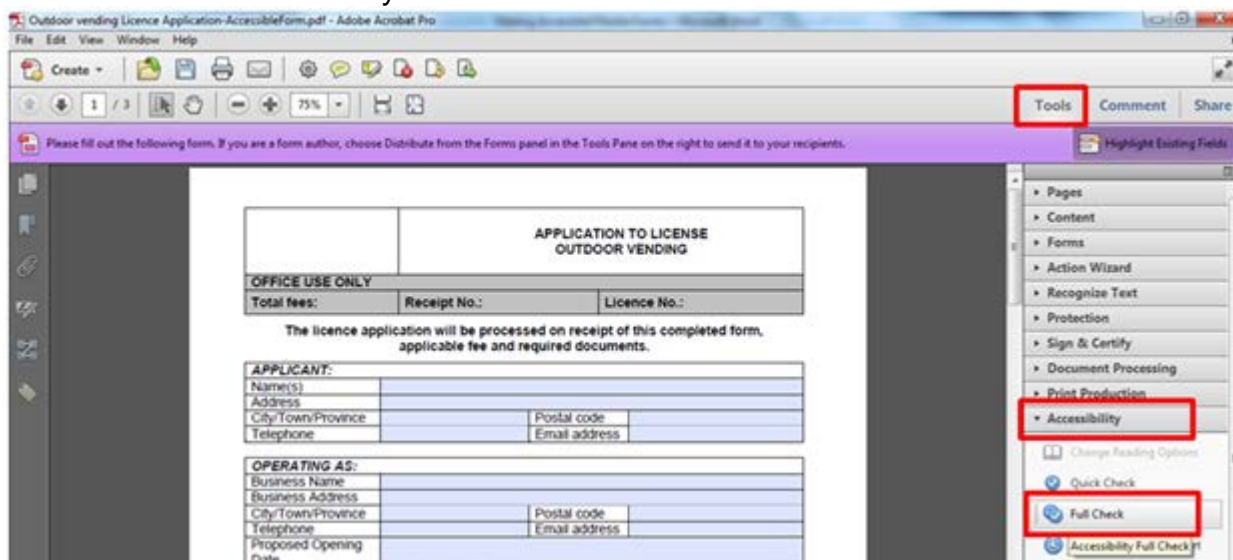


12. File -> Save and save your finished form.

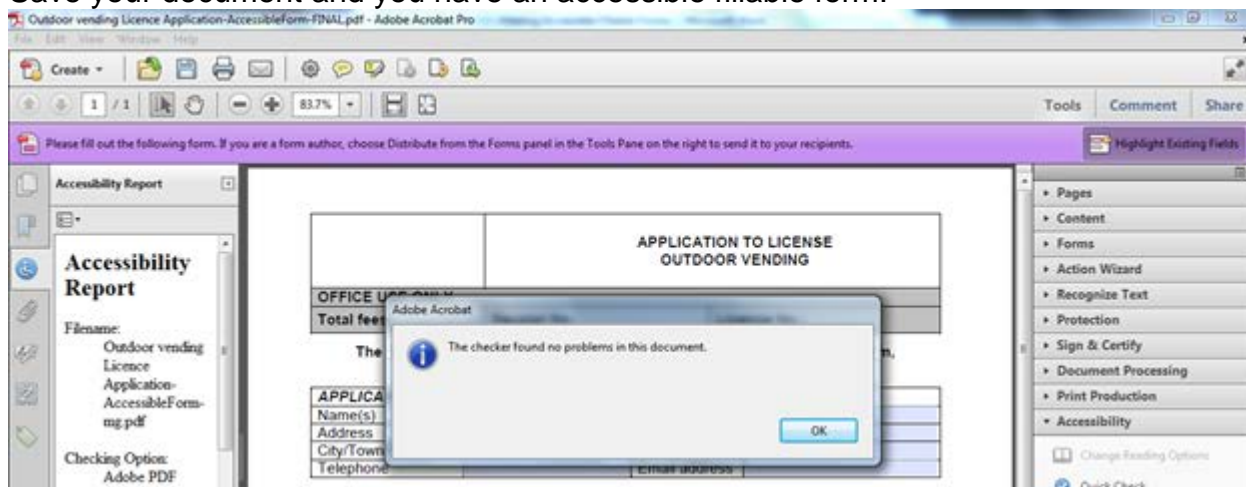
Step 3: Make Your Fillable Form Accessible Using Acrobat Pro

Adobe Acrobat PRO (9, X or XI versions) allow you to add additional accessibility options, and run an accessibility check in Adobe Acrobat.

1. Click on Tools>Accessibility>Full Check.



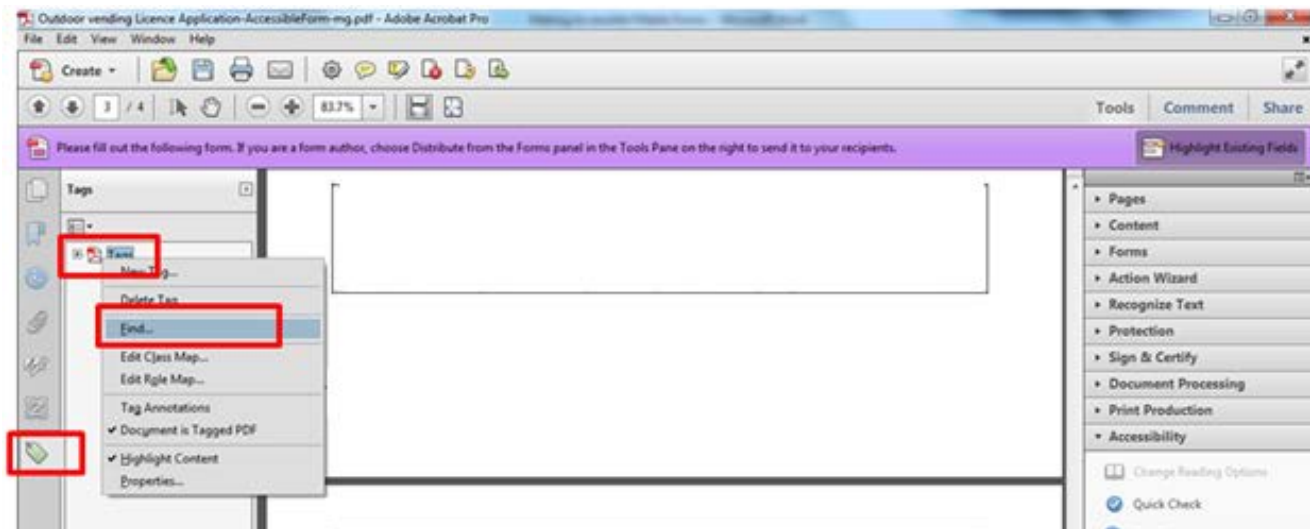
2. Follow instructions on the screen.
3. A panel on the left side of your screen will appear, highlighting any Errors, Warnings, and Tips regarding the content of your page.
4. Fix the any errors and warnings. There are a couple of examples on the following page. Check accessibility again until you receive a message that there are no accessibility issues in your document.
5. Once all errors and warnings have been resolved you will receive the below message. Save your document and you have an accessible fillable form.



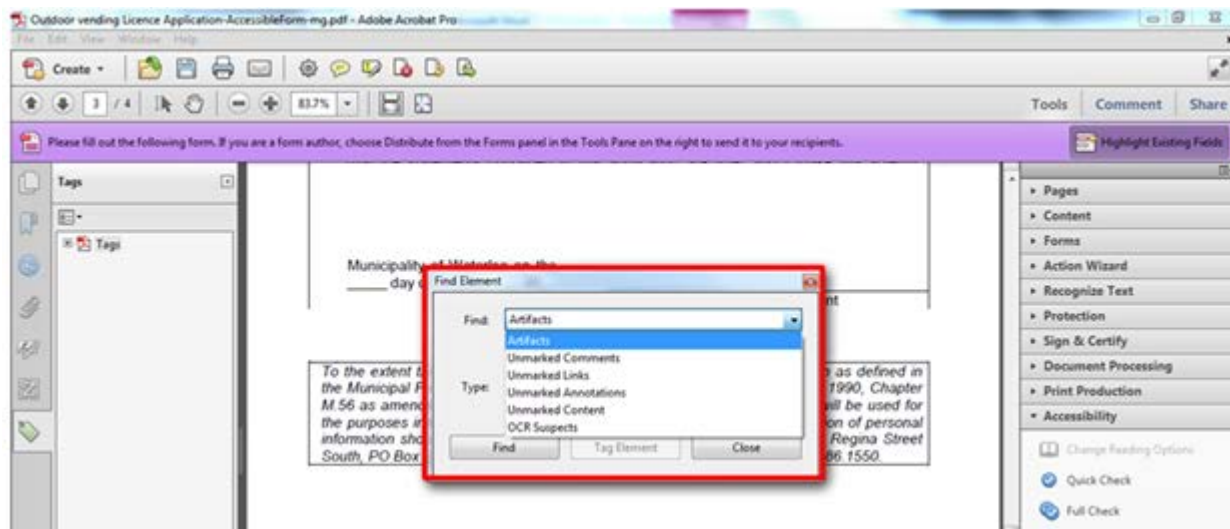
Example Accessibility Errors

- All of the text on this page lacks a language specification.
- None of the comments or other types of annotations on this page are contained in the structure tree.

To find these items, select the tag in the left column, right click on tags and select “Find”



Select from the dropdown and click Find. As an item is highlighted, click Tag Element. Select the appropriate type and enter name.



Step 4: Review Document Out Loud in Acrobat Pro

1. View>Read Out Loud
2. Select from drop down options.