

# Adobe Acrobat Pro XI

MISA AODA Web Accessibility Toolkit



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## Creating an Accessible Documents in Adobe Acrobat Pro XI

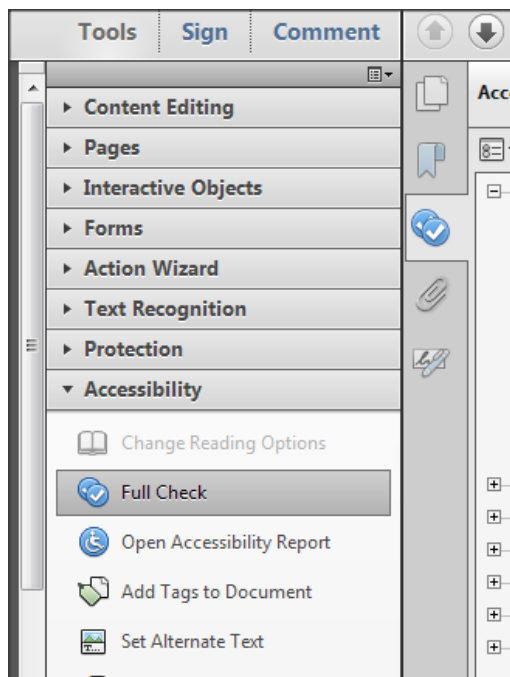
Use Microsoft Word to create your document and save as a PDF.

### Step 1: Accessibility Full Check

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Adobe Acrobat PRO XI allows 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. Check accessibility again until you receive a message that there are no accessibility issues in your document.



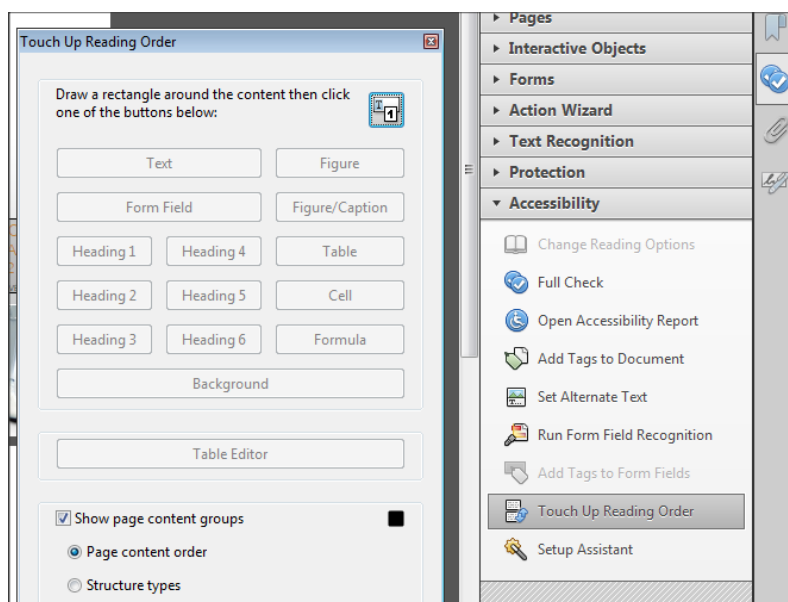
## Common Accessibility Errors

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### Logical Reading Order

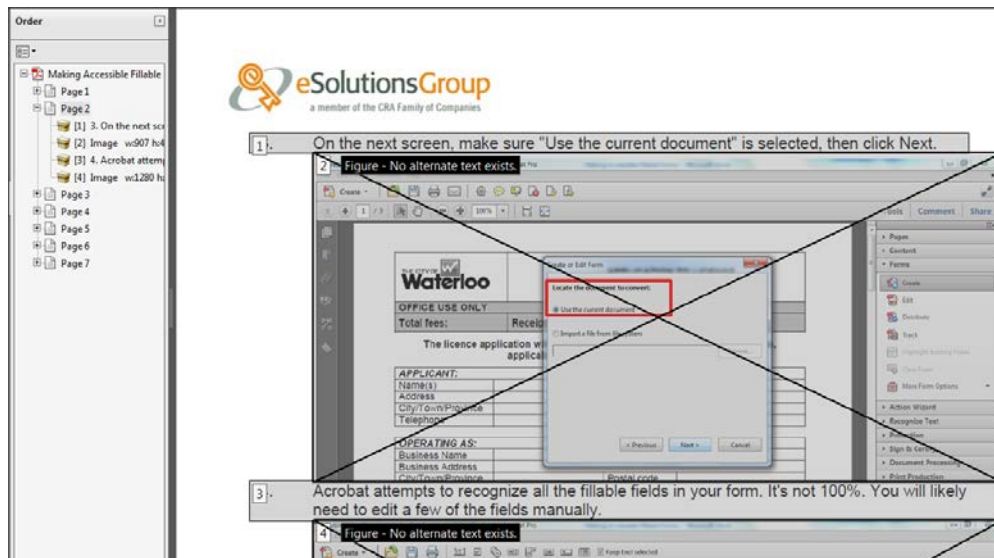
The Accessibility Checker will look for Logical Reading Order. Determine if this is correct by going to:

1. View
2. Show/Hide > Navigation Panes
3. Order

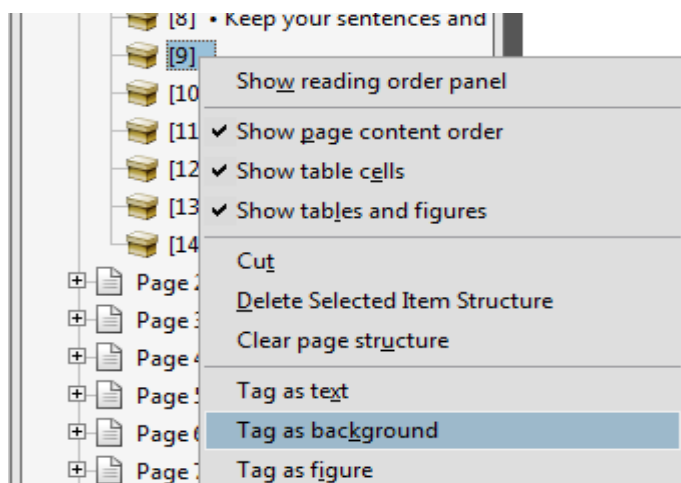


Use the Touch Up Reading Order Panel to tag elements as required.

1. Tools
2. Accessibility
3. Touch Up Reading Order



Tag empty elements as background.



Once you are sure your document reading order is correct, mark "Logical Reading Order" as "Pass".

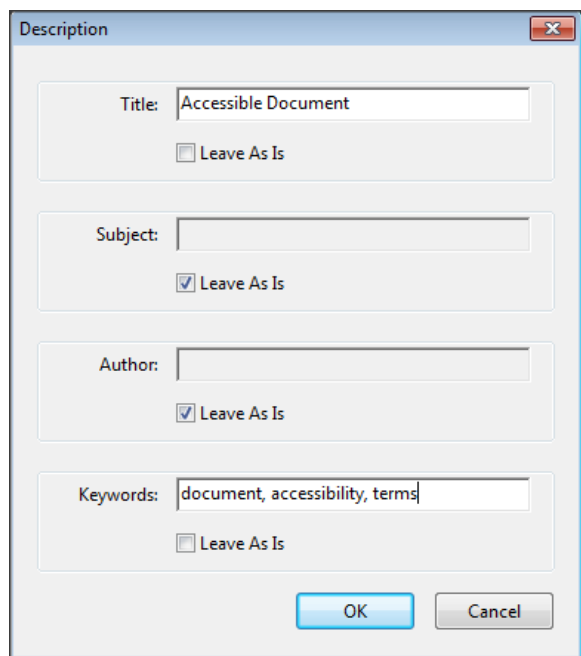
## Set Primary Language

If the Primary Language has Failed, right click on the error and select “Fix.”

A dialogue box will appear to select the appropriate language for your document.

## Title

Your document is required to have a title. Right click on the error and select “Fix” to update the title. It is also a good idea to include Keywords and update the other fields as much as possible for Search Engine Optimization.



The screenshot shows a 'Description' dialog box with the following fields and options:

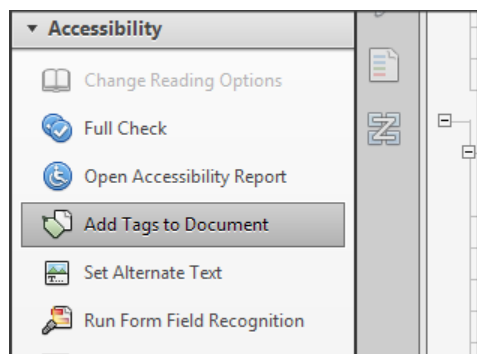
- Title:** Accessible Document  
☐ Leave As Is
- Subject:**   
☒ Leave As Is
- Author:**   
☒ Leave As Is
- Keywords:** document, accessibility, terms  
☐ Leave As Is

Buttons: OK, Cancel

## Page Content Error

### Tagged Content – Failed

If your tagged content has failed, choose the “add tags to document” option in the Accessibility Panel.



Once you have reviewed your document and have a complete set of checkmarks along the left hand side of the report, your Accessibility Check has been completed.

## Table Summary

Provide a summary of the content in a table to allow customers with adaptive technologies the option to decide whether or not they want to read through the content in the table or skip past it to the next section of the page. Any abbreviations used in the table should be explained in the summary.

With the Touch Up Reading Order Tool open, right click on your table and select Edit Table Summary.

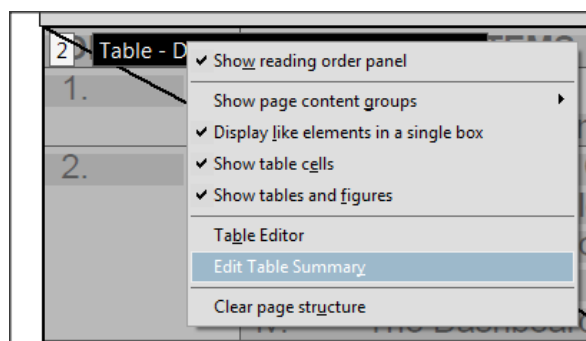


Table descriptions should answer the question “what is the table’s purpose and how is it organized?” (e.g. A sample order form with separate columns for the item name, price and quantity”).

## Optional: Review Document Out Loud in Acrobat Pro

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

## Step 2: Save PDF in Acrobat Pro

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1. Click on File>Save As.
2. Name your pdf file appropriately.
3. Select "Save as *PDF*" from the "Save as *type*" drop-down menu.
4. Click on Save.