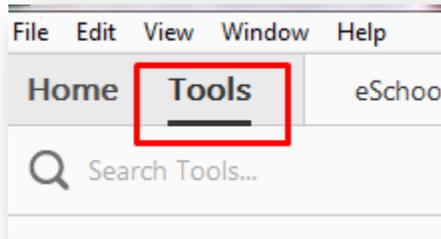
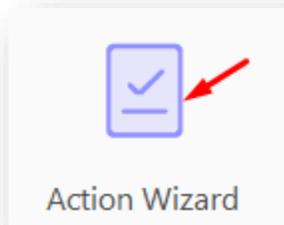


# Adobe Acrobat Pro DC Basic Accessibility Check

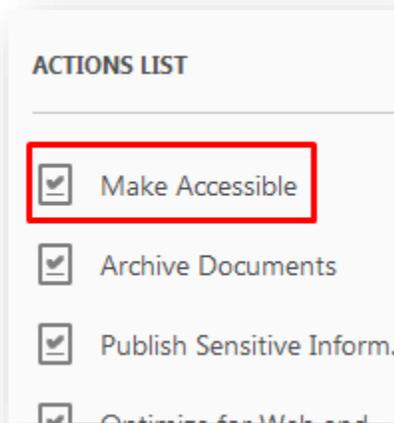
1. Open PDF Document
2. Click Tools in the top menu bar



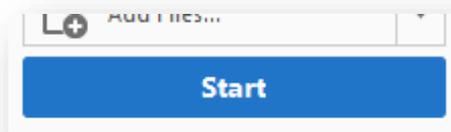
3. Under Customize Click the Action Wizard icon



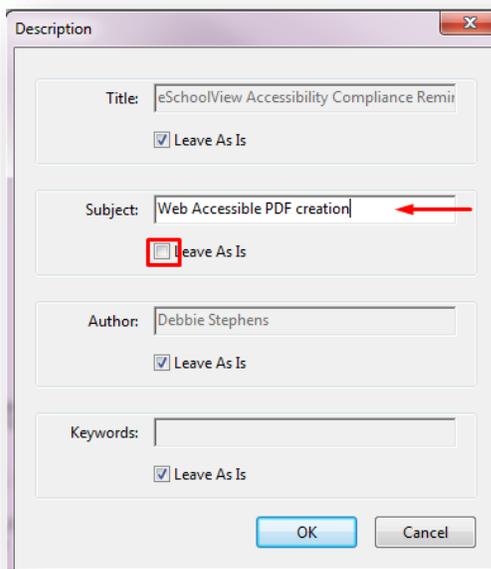
4. Under ACTIONS LIST to the right click Make Accessible



5. Click the blue Start button

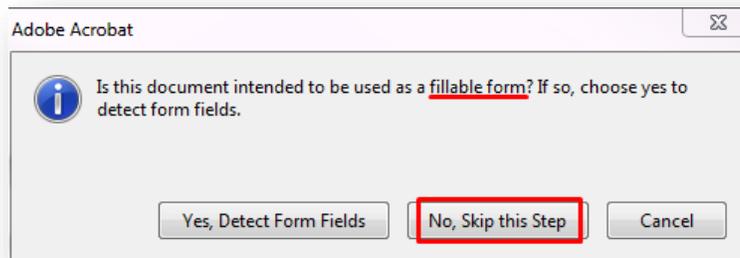


6. In the Description window, uncheck any fields that need additions or changes. Click OK



7. In the Recognize Text- General Settings window leave the defaults. Check Ok

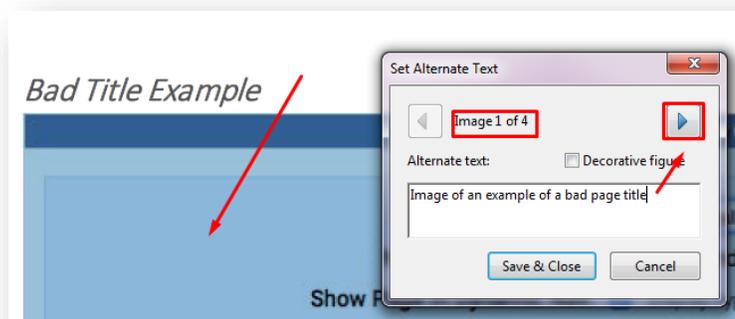
8. If the document is NOT a fillable form, click No, Skip this Step



9. Set Reading Language – English- OK

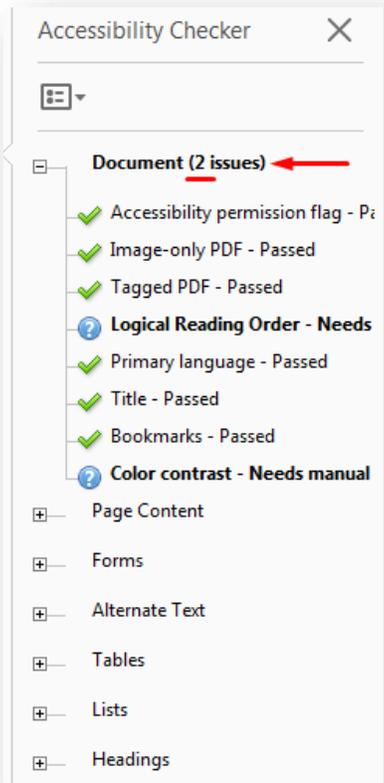
10. Now time to detect any images or figures that need Alt Text. Click OK

11. In the Set Alternative Text window the number of images needing text will display. Each image will highlight one at a time. Type the Alternative Text in the space provided then click the next arrow. Keep going until all images have Alt Text. Click Save and Close



12. Now the Accessibility Checker Options will display. Leave the defaults and click Start Checking

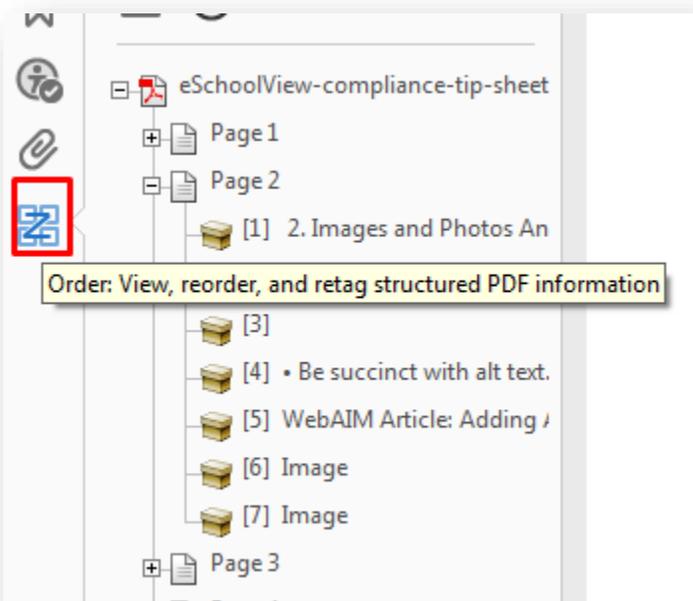
13. The Checker opens on the left and in this example is showing 2 issues



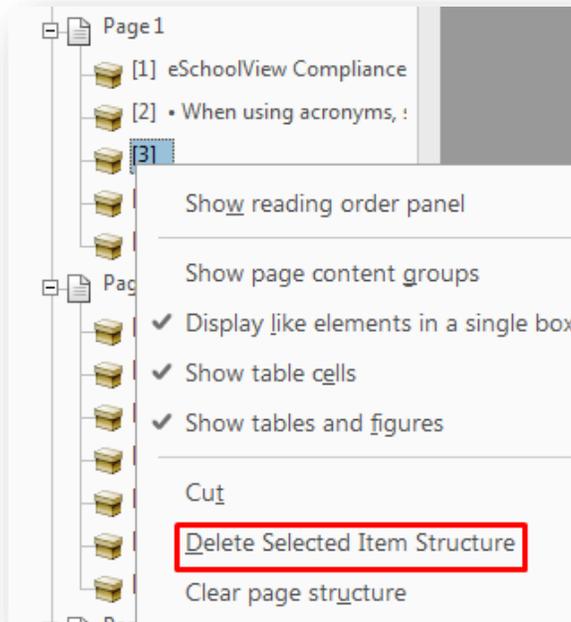
14. There are no errors, but the Checker indicates the Reading Order needs checking

LOGICAL READING ORDER:

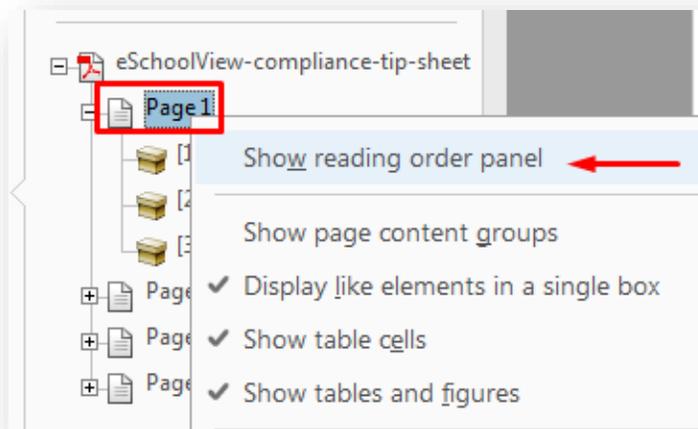
1. Click the Z icon at the far left



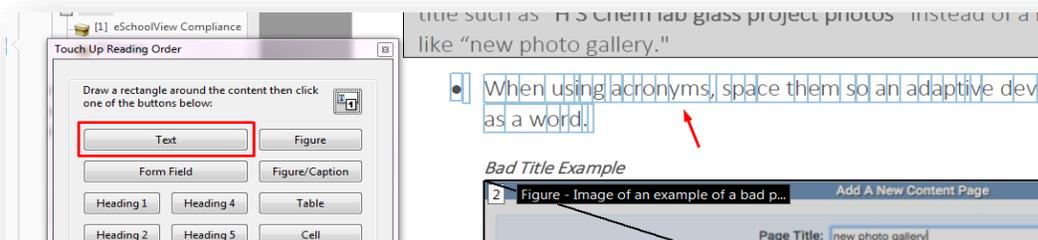
2. The order of all text and images will display. You may need to sort, add or delete.
3. To DELETE an area, right click on the item number and choose Delete Selected Item Structure



4. To ADD an area to the reading order, right click on the Page number and choose Show reading order panel

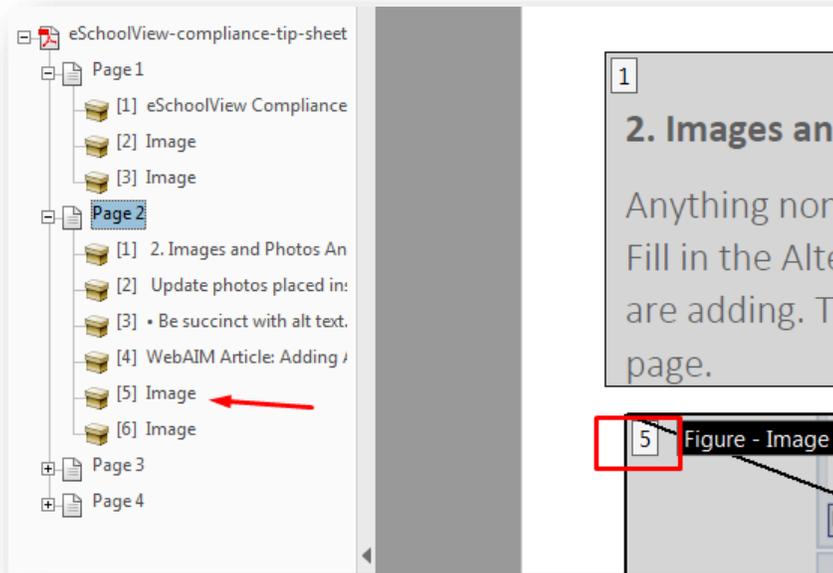


5. Click and drag the reading area you want to create (be sure to give it enough selection space), then click Text

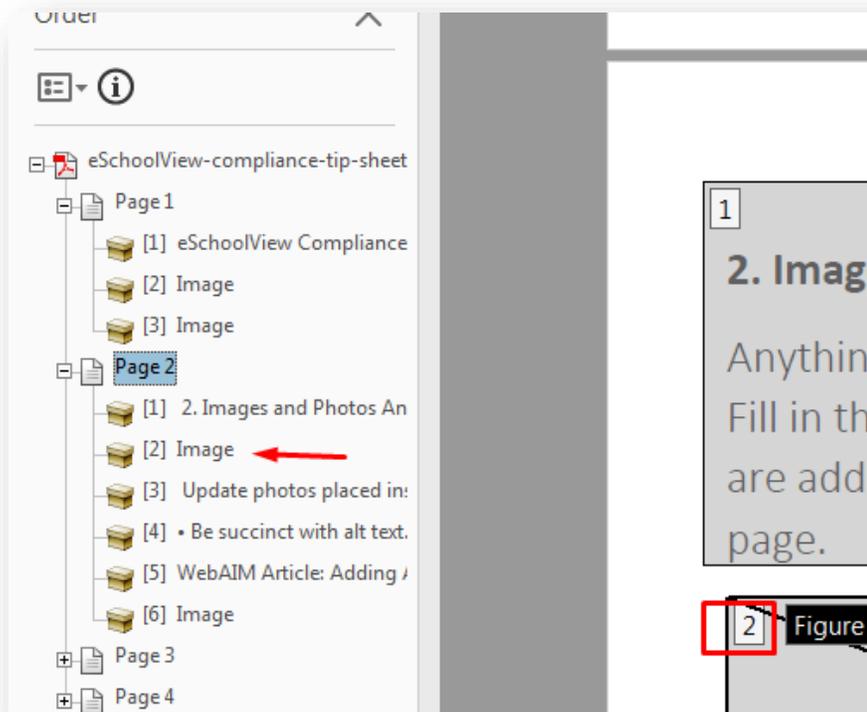


6. To REORDER some items, click and drag the number of the reading area to the correct position:

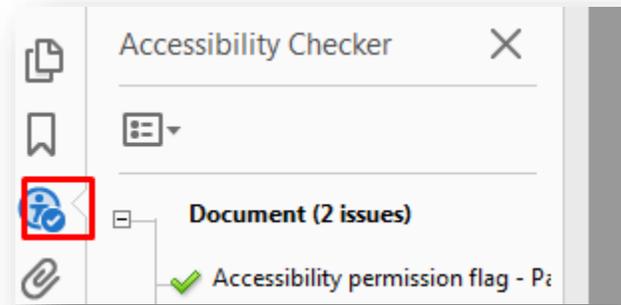
This is incorrect:



Now its correct:



7. Once complete go back to the Checker icon. It may still tell you reading order needs manual check, but that's ok



8. Color contrast won't be in issue if you keep the text default black.

When complete, close the Accessibility Checker and save your document.

[Here is a helpful YouTube video.](#) This show a different version of Adobe Acrobat, but the Accessibility Checker works similarly