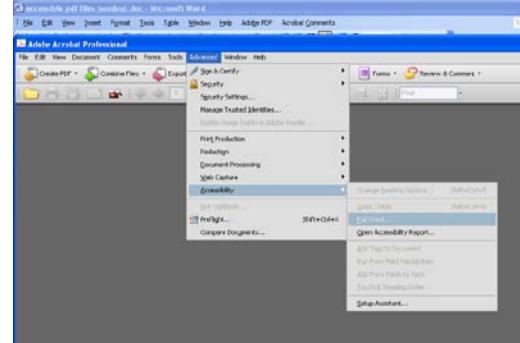


Accessibility Test

Both accessibility tests are accessed through the Advance Menu, Accessibility command

- Quick Check – searches for tags on pdf (not recommended for full accessibility check)
- Full Check - creates a more thorough check of your document and it creates an accessibility report

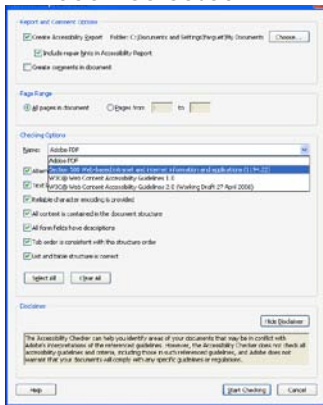
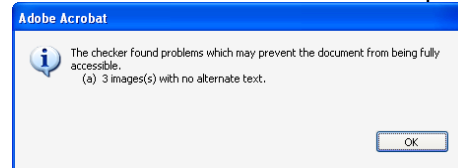
Select Advance Menu and scroll to select Accessibility command.



Select Checking Option Name

- Selecting the, "Section 8" checking option will check your document against ADA508 guidelines
- Press Start Checking at the bottom of the window once the checking option Name has been selected

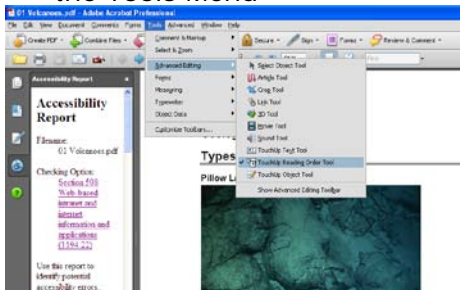
Results from the Full Check Report



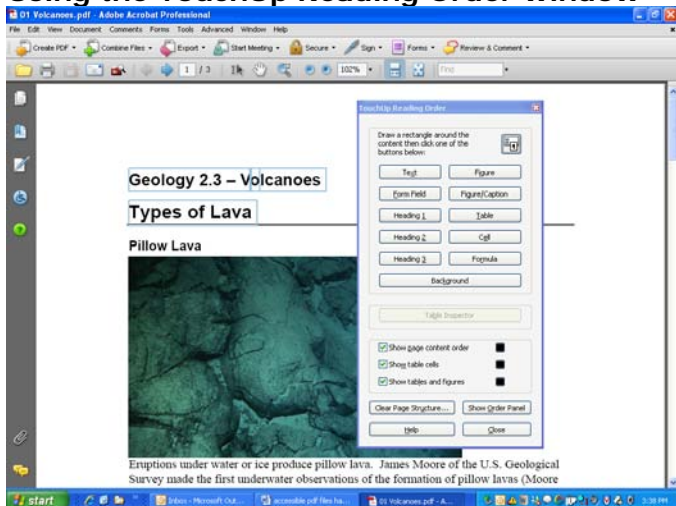
Accessing the TouchUp Reading Order window

- Select the TouchUp Reading Order Tool under the Advance Editing command found under the Tools Menu

TouchUp Reading Order window



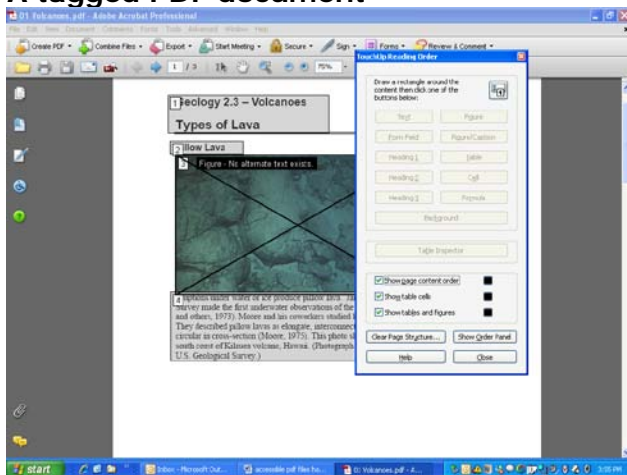
Using the TouchUp Reading Order window



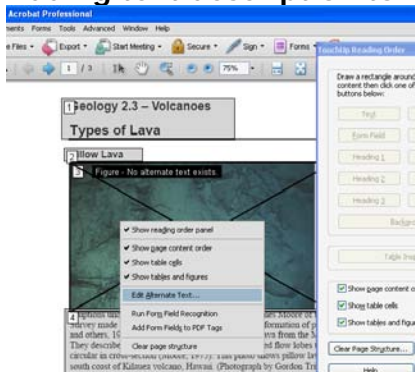
Once activated, the TouchUp Reading order will allow you to add different tags to your documents

1. Start by creating a box/rectangle around the area to tag
2. The TouchUp Reading Order tool will create a blue box around your selected area
3. Your next step is to identify the selected area as a tag. You can choose from text, Heading 1 for document headings or Figure for images by pressing on the appropriate button

A tagged PDF document



Adding text description to figure tags



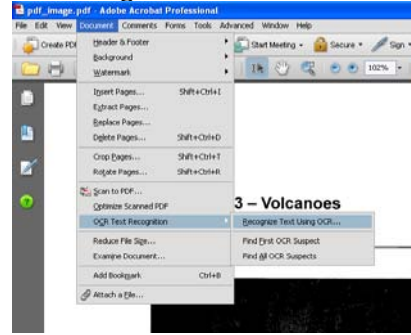
1. Right-Click the figure and select the, "Edit Alternate Text" command
2. Enter figure description on the window that appears. Avoid typing, "Image of", "Figure of" as the screen reader will include this as part of the alt+text description

Creating an accessible document from a scanned file

The content from the document will first need to get recognized (OCR)

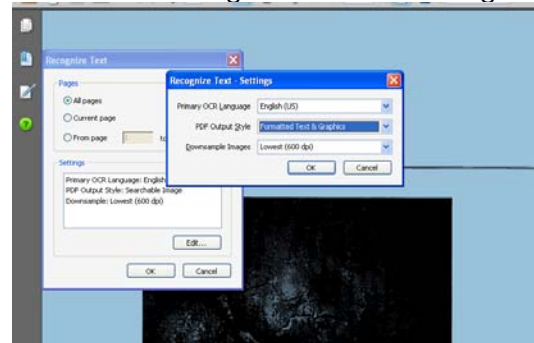
1. Select the Document Menu
2. Select OCR Text Recognition
 - a. Select Recognize Text Using OCR

Selecting OCR



After selecting the OCR command, you will need to apply the following options:

- Click on Edit button on the Recognize Text window
- Select Formatted Text and Graphics from the Recognize Text – Settings window

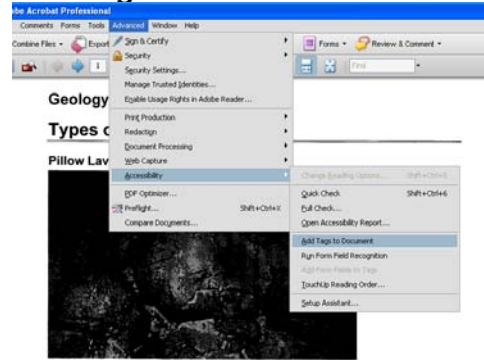


Creating tags automatically

You can have Adobe Pro create tags automatically after the scanned document text and graphics have been recognized. You can do this by selecting the Accessibility command from Advanced Menu and selecting, "Add Tags to Document"

This might or might not create the right document work-flow. You will need to review it. It might be easier if you insert tags manually.

Add Tags to Document



Activating Read Outloud

Read Outloud works similar to screen readers. It will read the document tags as you select text in your tagged document. You can use this feature of Acrobat Pro to test your document.

Read Outloud keyboard controls

Deactivate Read Out Loud	Shift+Ctrl+Y
Read This Page Only	Shift+Ctrl+V
Read To End of Document	Shift+Ctrl+B
Resume	Shift+Ctrl+C
Stop	Shift+Ctrl+E

