

# Creating accessible PDF documents

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This guide assumes that you have created your initial document using Microsoft Word and followed the steps to create an accessible Word document.

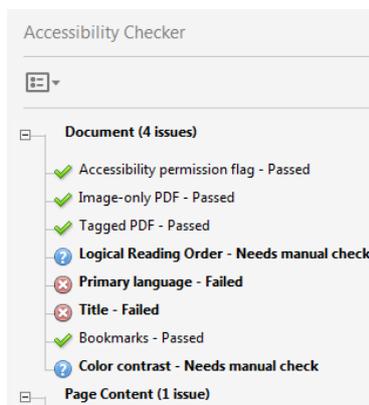
## Creating an accessibility report

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In Acrobat DC, open the document then click **Tools**. Scroll down to **Accessibility** then click **Open**.

If you do not see this option activated, you might not be using the correct Acrobat version that allows you to edit a PDF document. Speak with IT to request for the correct Acrobat version.

Within the accessibility window, you will see several options on the right panel. Click on **Full Check** to run the accessibility check. This will show the results of the accessibility check in a tree-list structure. Elements with a tick  are those that passed the check while those with question mark  are elements that will need a manual check. Items marked with an X  are items that aren't accessible and will have to be sorted.



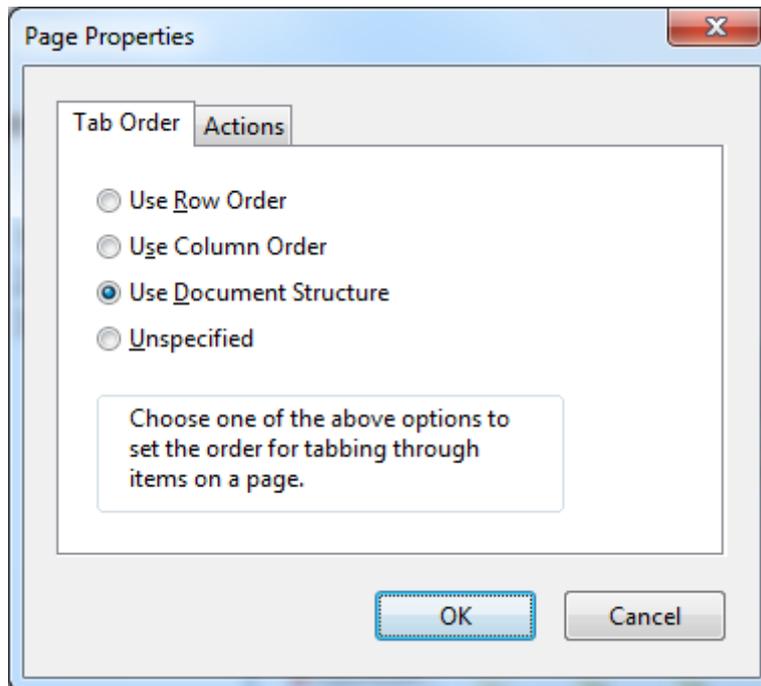
To fix the problem with **Primary Language**, reading language needs to be set. A quick way to fix this is to right click on the entry then choose **Fix**. This will bring up the language options. This can also be set by going to File > Properties > Advanced Tab > Language (under the heading Reading Options).

To fix the problem with the **Title**, right click on the item and click Fix. This will bring up a dialogue box. Remove the checkmark beside the Text "Leave as is" then key in the Title for the PDF document.

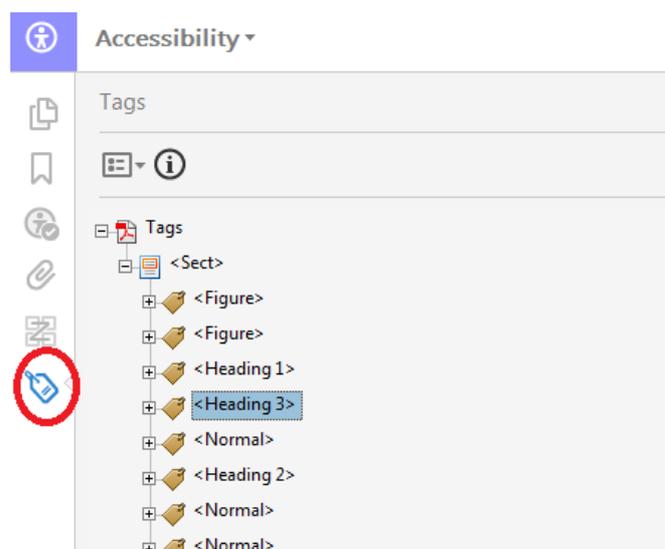
Other issues like logical reading order and colour contrast will need to be checked manually.

## Set Tab Order

1. Open the Pages panel by clicking the Pages Icon or by selecting View > Show/Hide > Navigation Panes > Page Thumbnails
2. Select one or more page thumbnails.
3. Right click then select Page Properties.
4. Make sure the Tab Order is set to **Use Document Structure**



5. If there is a need to correct the tab order, click on the tags button then reorder the items by dragging an item to the correct position. For example, in the image below, to move <Heading 3> after <Heading 2> then drag <Heading 3> below <Heading 2>.



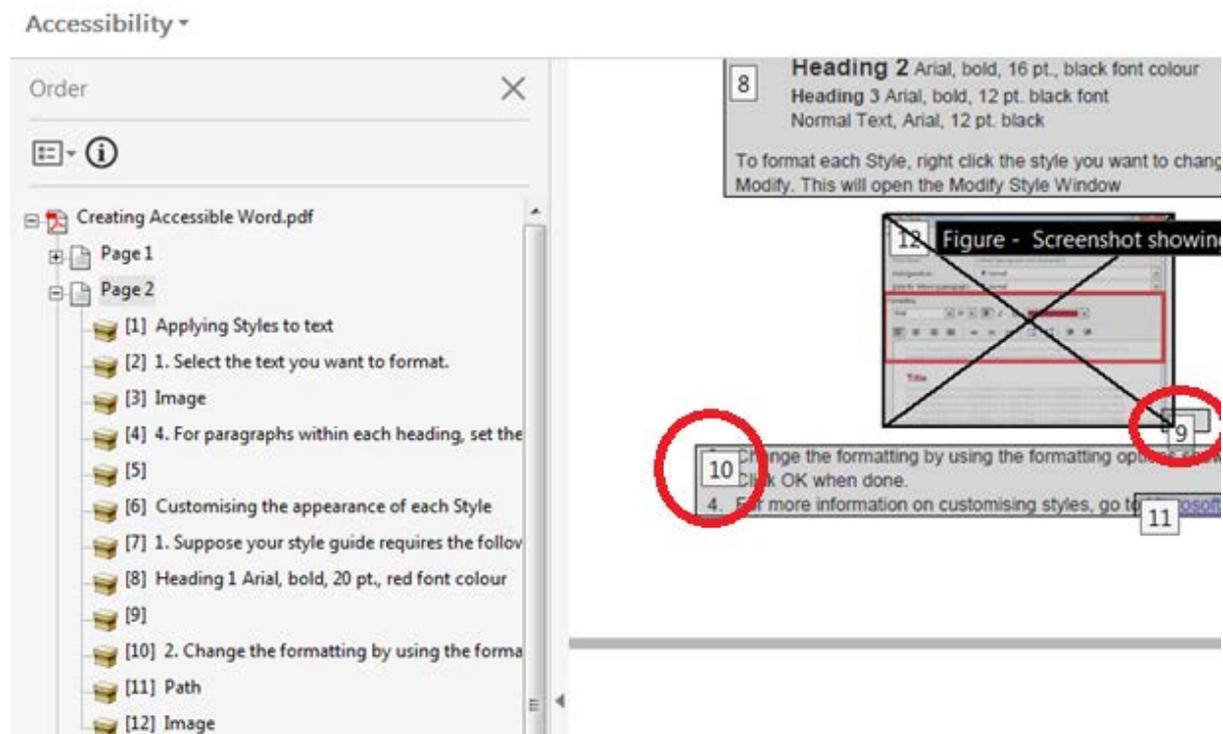
## Set Reading Order

Click on Reading Order from the accessibility panel to open the window **Touch Up Reading Order**. Click on Show Order Panel to allow rearrangement of the reading order.

Text only documents will usually not require changes in the reading order if the accessibility guidelines using Word has been followed. If you have several images in the document, the reading order might need some minor corrections.

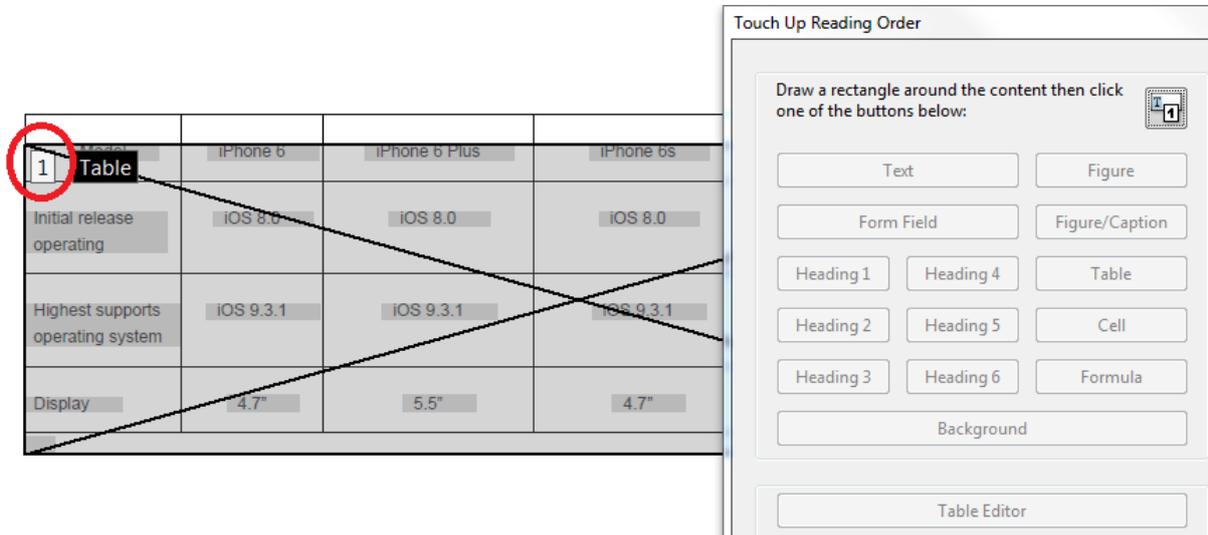
If you need to rearrange the order of the items, drag the items on the left to where you want it to appear in the reading order. For example, in the image below, the items on box 10 comes before the figure in box 12. To sort out the reading order, drag item [12] above [10].

You may also see items that don't contain anything, like [5] and [9]. These were extra spaces created in word and can be deleted by right clicking on the item then selecting **Delete selected item structure**.



# Tables in PDF

With the Touch Up Reading Order Menu open, click on the button beside the table (in the example below, it's the box numbered 1).

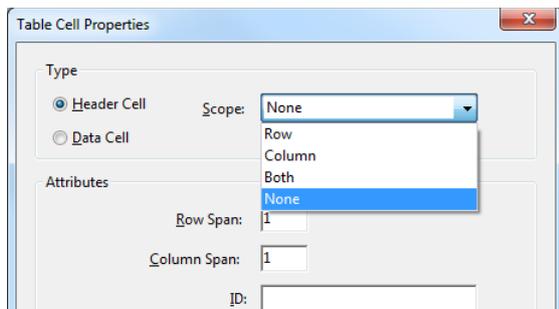


When a table is selected, the Table Editor button in the Touch Up Reading Order box becomes available.

Click on the Table Editor to show the table structure. The image below shows an example of a Table Structure.

TH	TH	TH	TH	TH	TH
TH	TH	TH	TH	TH	TH
TH	TH	TH	TH	TH	TH
TH	TH	TH	TH	TH	TH
TH	TH	TH	TH	TH	TH

TH refers to header cells and TD refers to data cells. In the example above, however, all cells have been incorrectly marked as headers. To correct this, right click on the cell then click the correct type. For Header Cells, specify if the scope is for row or column.



# Final Touch Ups

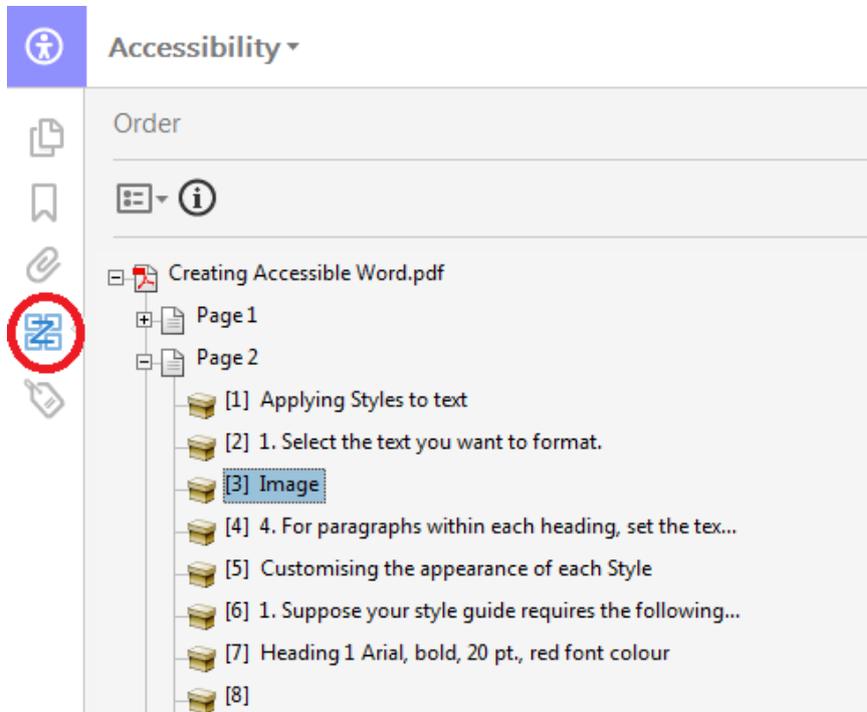
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## Decorative Images

[W3C](#) defines decorative images as images that don't add information to the content of the page. For example, the information provided by the image might already be given using the adjacent text, or the image might be included for visual layout. Decorative images are not required to have alt tags and as such must be tagged as **background** to make screen readers skip these items.

To mark decorative images as background

1. Open the reading order panel.
2. Right click on the image to be marked as background
3. Select **Tag as background**



## Remove Empty Tags.

In the reading order panel some items are marked with a number but doesn't contain any text or images (for example, in the image above [8] does not have any text). These are empty tags. Right click on an empty tag then select **Delete Selected Item Structure**.

## Test Your Document.

Before publishing your document, run an accessibility check. If possible, test the document with a screen reader or by using the built-in accessibility tools in Windows and iOS.