

Step-by-Step Instructions – Electronic Documents

Adobe Acrobat

Adobe Acrobat Pro DC: Creating ADA-Compliant PDFs

1. Open or Create Your PDF

- Open your document in Acrobat.
- If starting from a Word, PowerPoint, or Excel document, export/save as PDF first, then open in Acrobat.

2. Make Sure the PDF is Tagged

Tags define the structure of your PDF for screen readers.

- Go to **View > Show/Hide > Navigation Panes > Tags**.
- If tags aren't visible, create or run an accessibility check to generate tags:
 - **Tools > Accessibility > Create Accessible PDFs**.
 - Follow prompts to auto-tag if necessary.

3. Add or Edit Alt Text for Images

- In the **Tags** pane, locate the **Figure** or image element.
- Right-click the image tag.
- Choose **Edit Alt Text**.
- Enter a descriptive alternative text and click **OK**.

Tip: Ensure each image, chart, and graphic has meaningful descriptions.

4. Check and Fix Reading Order

- Go to **Tools > Accessibility > Reading Order**.
- The dialog displays a visual map.
- Select objects (text boxes, images, etc.):
 - Confirm the order matches logical reading flow.
 - Adjust any as necessary by dragging or changing tags.

Helpful: Use the **Reading Order** tools to assign headings, labels, and roles.

5. Set Document Language

- Go to **File > Properties**.
- In the **Description** tab, set the **Language** (e.g., English).
- Click **OK**.

This helps screen readers identify pronunciation and language-specific features.

6. Check Accessibility

- **Tools > Accessibility > Full Check.**
- Click **Start**.
- Review the report:
 - Fix issues such as missing alt text, improper reading order, or untagged elements.

7. Add Bookmarks for Navigation (Optional)

- Use the **Bookmarks** pane.
- Create bookmarks from headings or sections:
 - **New Bookmark > assign name > link to specific pages or elements.**
- This improves navigation for users with assistive tech.

8. Save Your Accessible PDF

- Save as a new file:
 - **File > Save As Other > Optimized PDF.**
 - Select **Make Accessible** options if available.
- Or, save directly:
 - **File > Save.**

9. Additional Tips

- Always run an **Accessibility Check** before finalizing.
- Use consistent, logical reading order and clear structure.
- Test with a screen reader (like NVDA or JAWS) if possible.