How to prepare PDF files for web use by making them ADA compliant using Adobe Acrobat Pro DC.
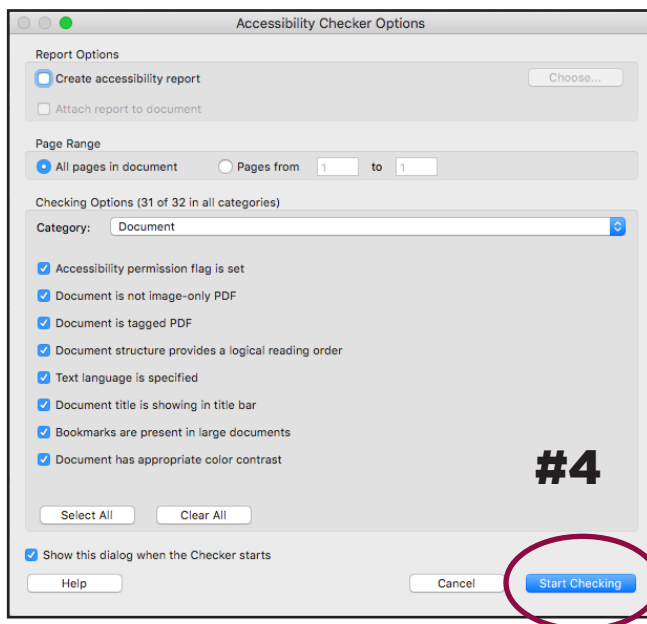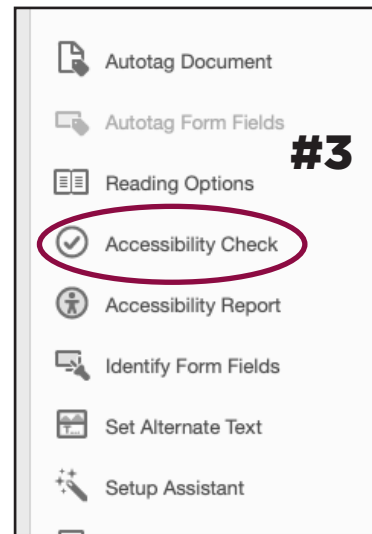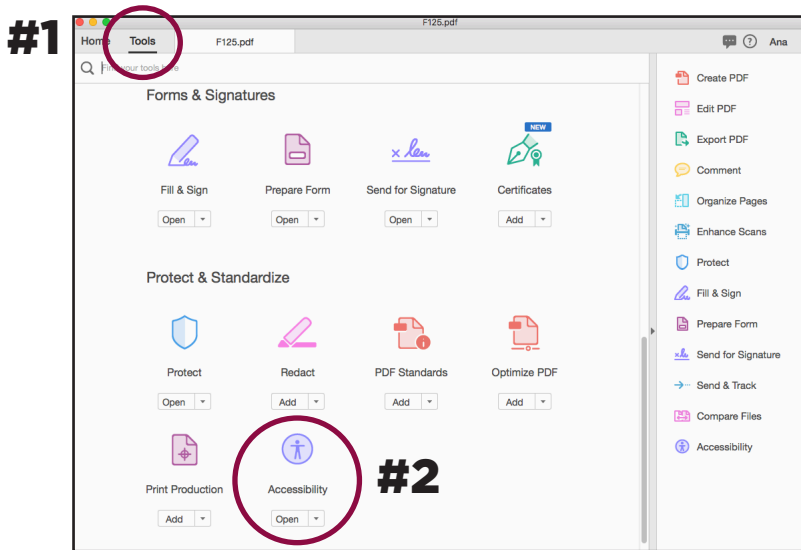
To install the latest version of Adobe Acrobat Pro DC, visit **account.adobe.com.** Login using your NMSU credentials.

Open the PDF file > Click **Tools** > Click **Accessibility** > Click **Accessibility Check** from panel on the right side of your document.

#1

#2

#3

This is the Accessibility Checker Options dialogue that opens when you click **Accessibility Check.**

Click **Start Checking.** Leave all boxes checked as seen here.

It is important to note that if any of these items are a problem, Acrobat's accessibility report will not only let you know which problems are an issue, it will also give you instructions for fixing them.
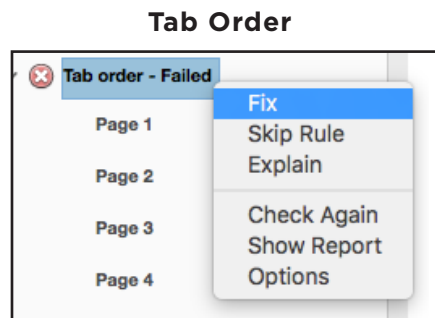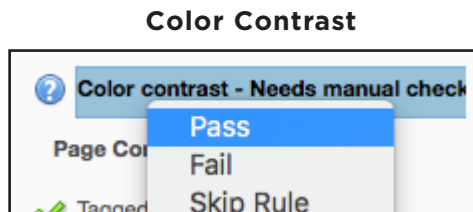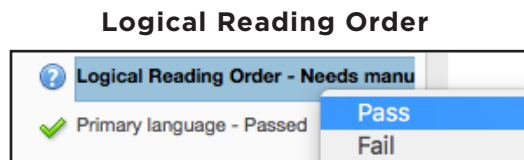
#4

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The Accessibility Checker lets you know what issues need to be addressed in your document.
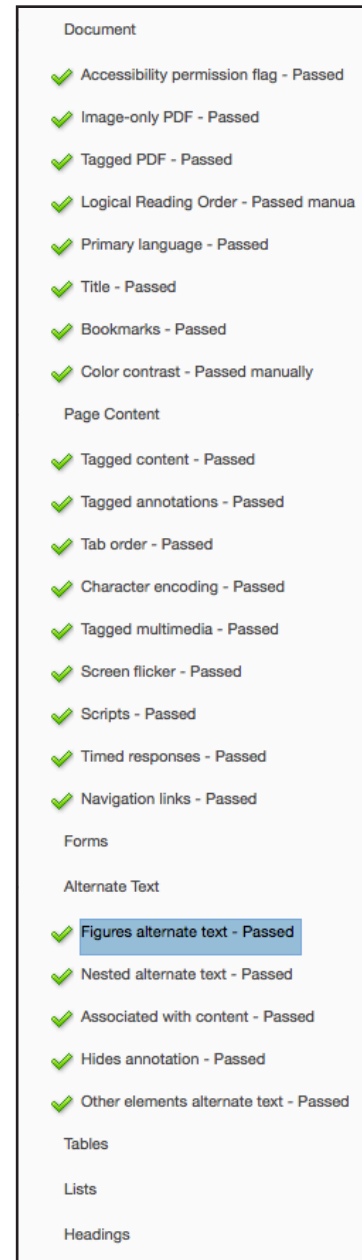
After 1st check
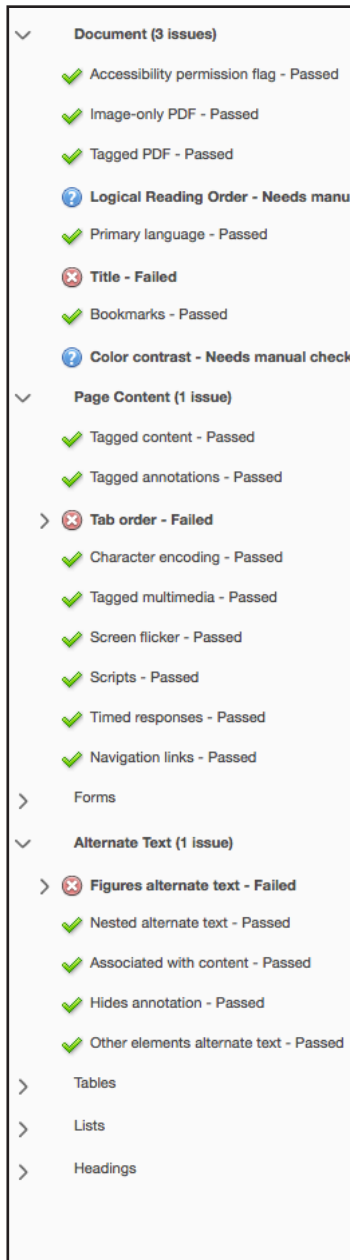
When you right-click each issue, these options come up. Click the option highlighted below to fix the following issues.

Logical Reading Order

Color Contrast

Tab Order

After you make the fixes listed above, continue to page 3 for instructions on how to fix the **Title-Failed** issue.

After 2nd check

Note: Once all fixes are made, you'll need to do another check to confirm all issues are resolved.

Title and Metadata

Although adding metadata to PDFs isn't necessary to make your file ADA accessible, metadata helps the public find your document when they type keywords into their search engines; therefore, we recommend you add metadata to **every PDF.**

Right-click the **Title - Failed** issue > Click **Fix**
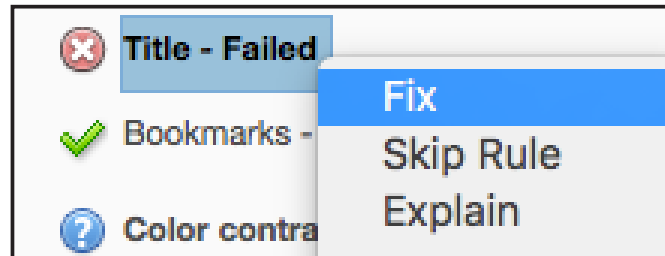
This is where we will add the metadata for this document. When you right-click, the **Description** box comes up. Fill out this information as it is relevant to your document.
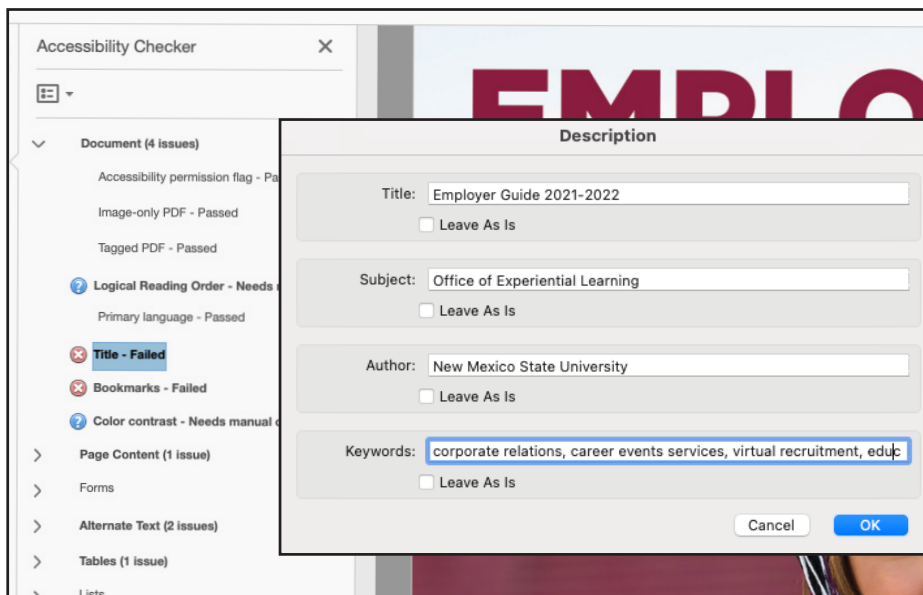
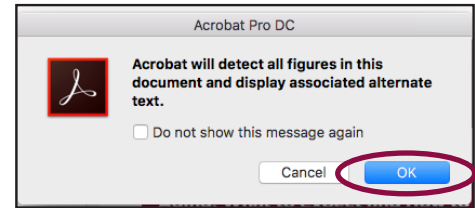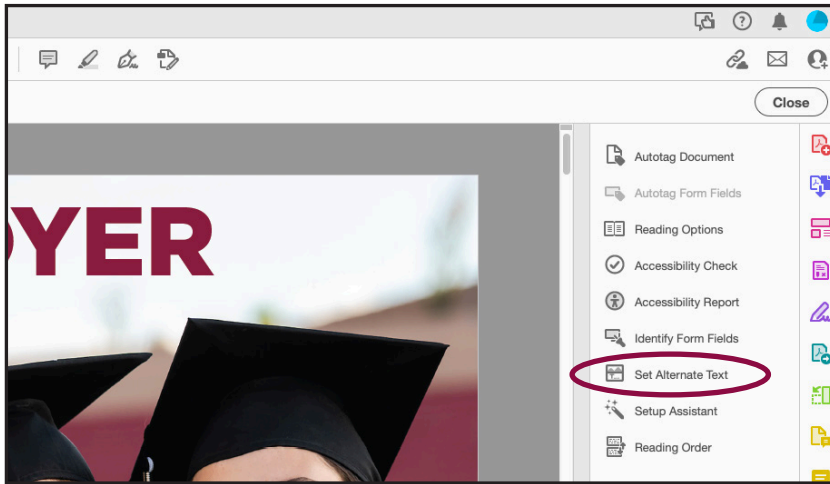Include the title of your PDF document in the **Title field**

Include a **Subject** that is covered by your PDF document

Add the document author's name in the **Author field**

Be sure to include important words that relate to your document in the **Keywords field.**

Alternate Text

To start adding the alt tags to all images, click **Set Alternate Text.**

Then click **OK.**

Then, fill in the photo descriptions. Make sure you are including as much detail about the image as possible. Click the blue arrow to get to the next image, add text, and then click **Save & Close** after the last alt tag is entered.

Image alt tags
Photograph of two older adults and two children playing baseball.
Photograph of two older adults hiking in a forest.
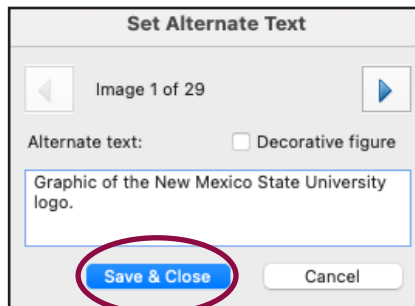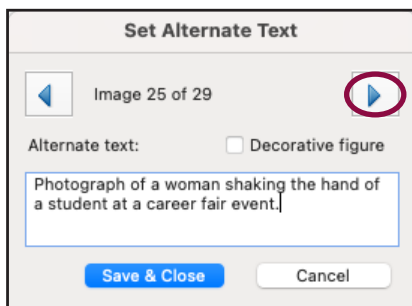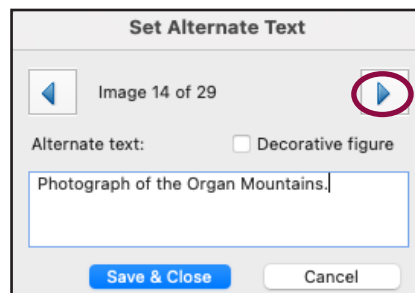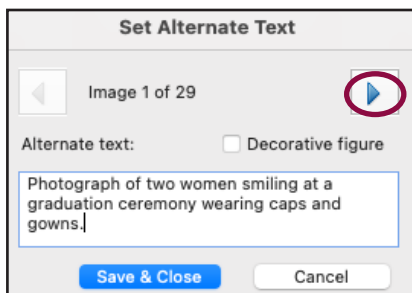
We've discovered that when developing charts or illustrations in Adobe Illustrator, we need to convert the final EPS versions into TIFF versions and place them in the InDesign file because Acrobat tends to recognize individual elements of an Illustrator EPS file as separate images. This makes adding the alt tags much more difficult. This also applies to charts developed in PowerPoint or Excel. For this software you will need to rasterize the graphics from a PDF of each chart/graph and save the files as TIFFs.

NOTE: Also, graphics like borders, rules, boxes, and frames can be categorized as decorative images and you can use double quotes ("") in the alt tag box for these elements instead of typing in a description.

Save your ADA-compliant PDF

If the checker shows no other flagged issues, do another **accessibility check.** An **Accessibility Report** will show on your screen. If the report reads "The checker found no problems in this document," your document is now ADA-compliant.

Don't forget to save your ADA-Compliant PDF!
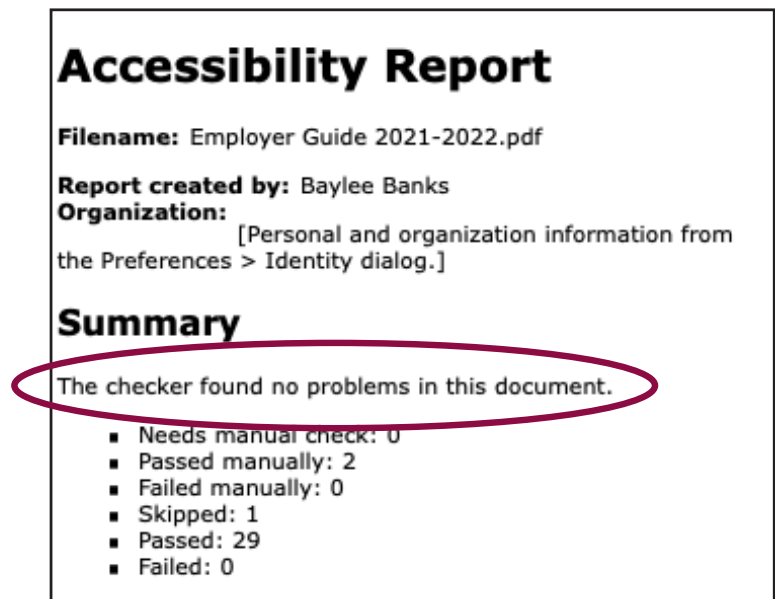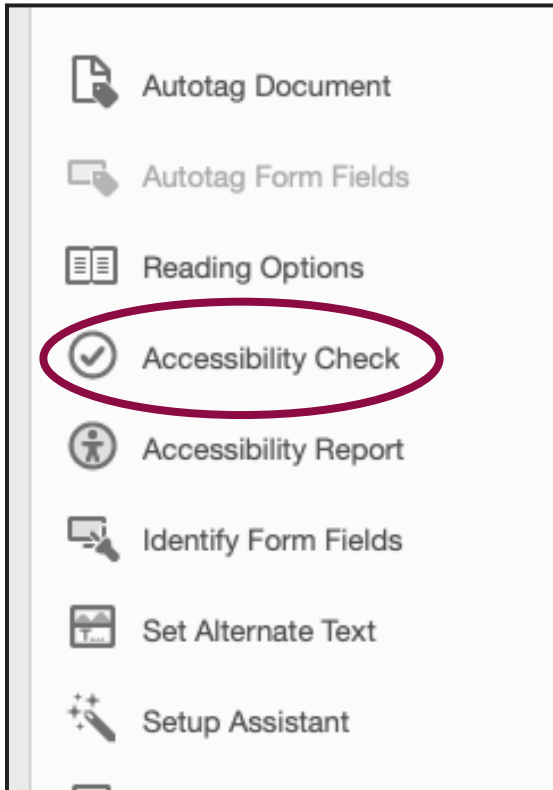
If the checker found additional issues not covered above, continue to **page 6-8** before saving your PDF. Follow the instructions as they apply to your document.
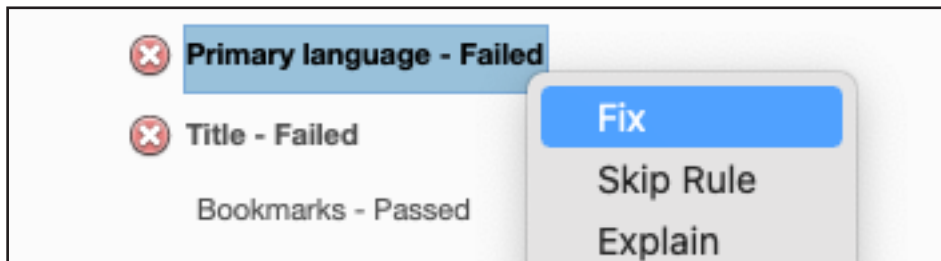
If the checker found issues that are not addressed in this guide, please visit **helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html.**

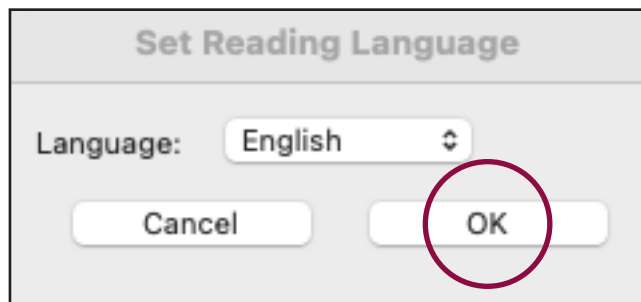# Instructions to fix advanced document issues

Primary Language

Setting the document language allows screen readers to change the language as needed.

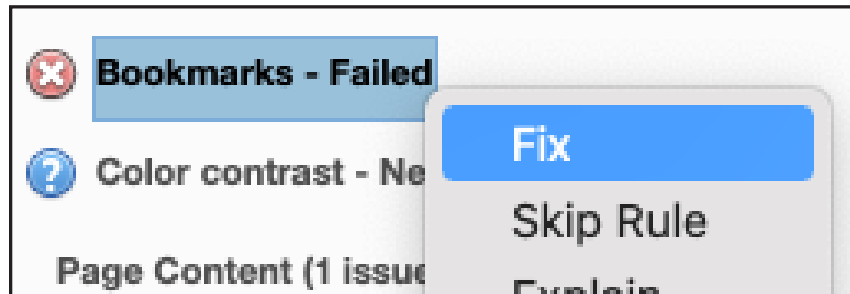Right-click the **Primary language - Failed** issue > Click **Fix**

Choose a language in the **Set Reading Language Dialog** Box and click **OK.**
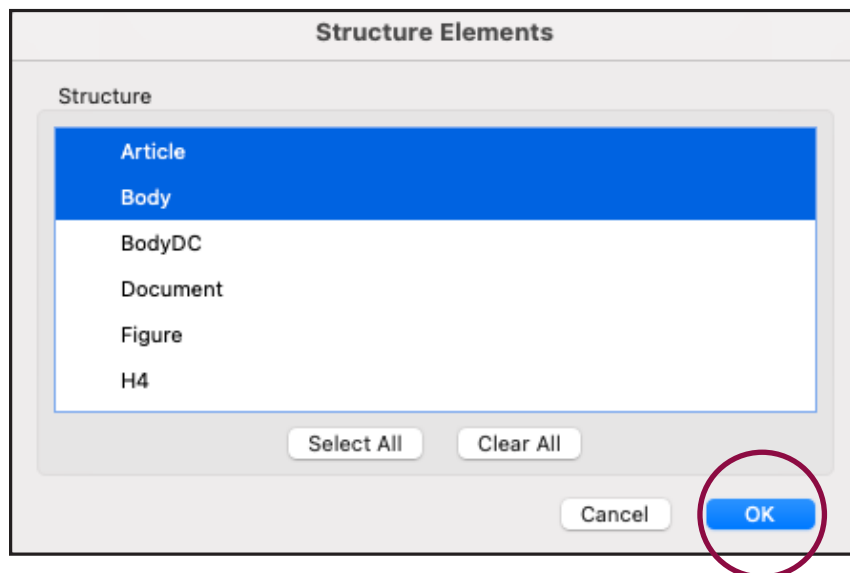
Bookmarks

Bookmarks allow screen readers to jump to specific pages without have to scroll through the entire document. If your document has 21 or more pages, the **Book-marks element** will be flagged.

Right-click **Bookmarks - Failed** > Click **Fix**

Select the **elements** that you would like to use as **Bookmarks** in your document > Click **OK**

Headings - Appropriate Nesting

When a document is converted to a PDF, the accessibility checker takes its best guess at determining what numbers your headers are assigned. For example, you might use two headings; Heading 1 and Heading 3 in that order. Because there is no heading 2 between them, the checker will assume your headings are out of order.

Click the down arrow next to **Headings.** Then clikck **Appropriate nesting - Failed** > Right-click **Element 1** > Select **Show in Tags Panel.** The Tags Panel will show on the left side of your screen. The tag that is causing an issue will be highlighted in grey.
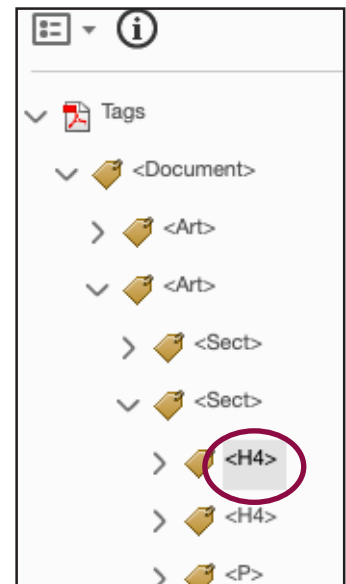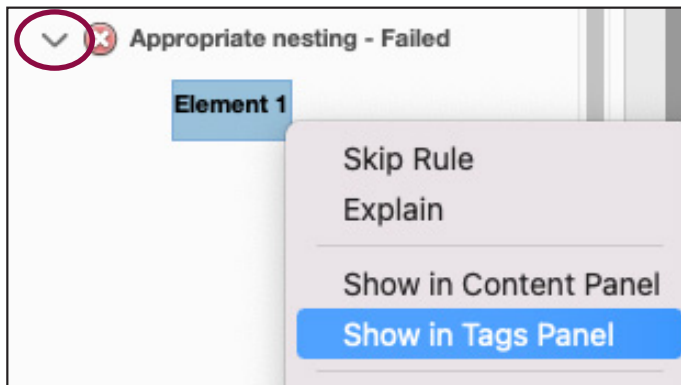
To fix the issue, you must determine what the high-lighted tag should be. If it is a misnumbered heading, click the tag and change the heading to the correct number.
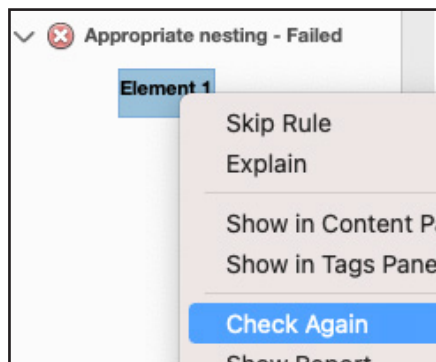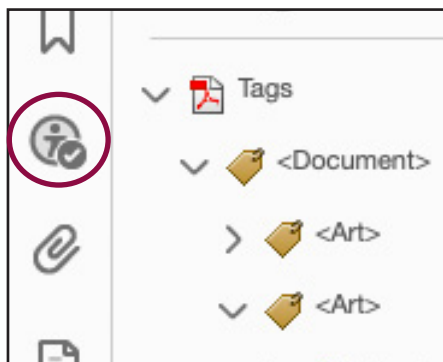
After changing the tag, navigate back to the **Accessibility Panel**.

Right-click **Element 1** and Click **Check Again**.

Repeat the steps for each flagged Element.