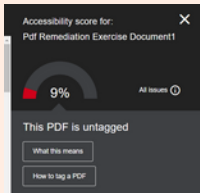


# STEPS FOR REMEDIATING A PDF DOCUMENT USING ADOBE ACROBAT PRO

## Evaluate the PDF Accessibility

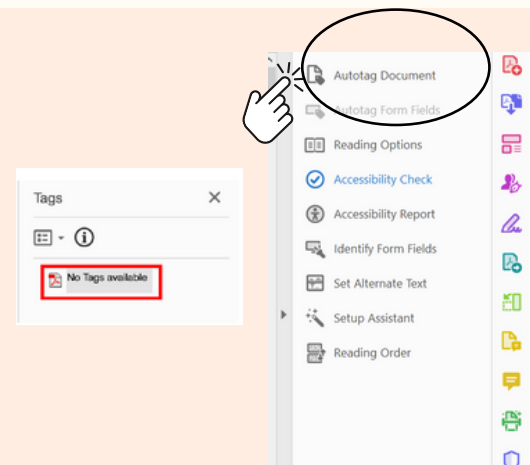
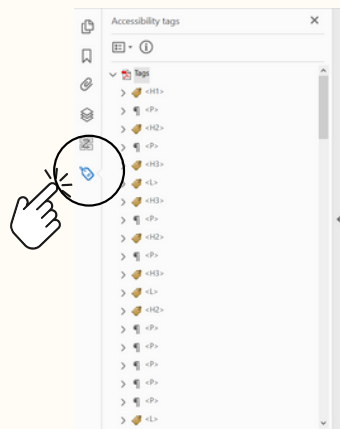
1



- Ensure to open PDF document **Adobe Acrobat Pro**—NOT Acrobat Reader or Acrobat Standard.
- Ally is a great tool for evaluating whether a PDF document has any accessibility issues.

## Tagging Content

- Check if the document has a tag tree by clicking the Tag icon on the Navigation Pane.
- Follow the tag tree by clicking each tag and ensure that each tag lies in a logical reading order.



## Adding Tag Tree

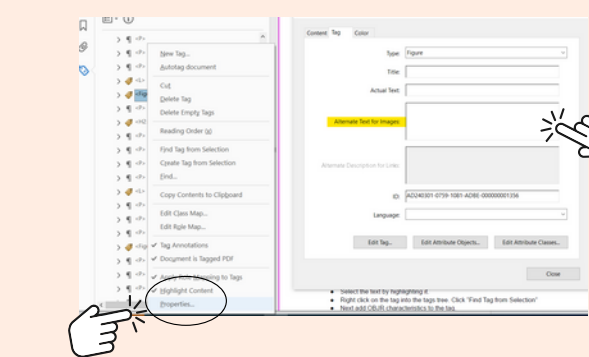
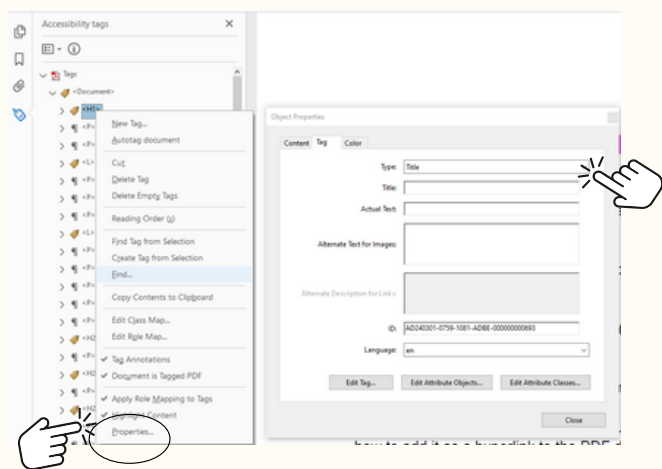
3

- Open your PDF file, click **“Accessibility”** on the menu on the right-hand side.
- Click on **“Auto-tag Document”**.
- Then you can move the cursor and click on the **“Tag”** icon on the left-hand side.

**Note:** If the document is scanned first, run the **Scan & OCR** tool.

## Correct incorrect Tags.

- Open your PDF file, click on the **“Tag”**.
- To make modifications to a tag in the tag tree, right-click on the desired tag.
- Choose **“Properties”** from the menu. Select the correct label from the Type drop down menu list.



## Provide Alt text to Figure Tag.

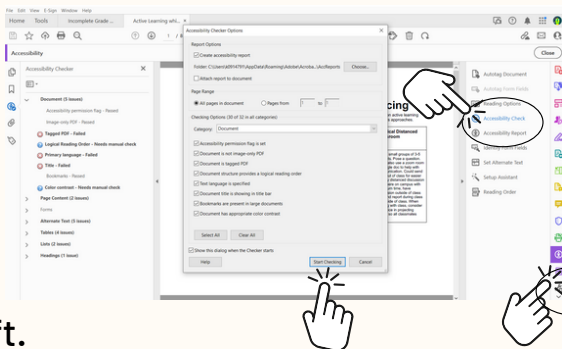
5

- Right-click on the **<Figure>** tag in the tag tree. Select **“Properties”**.
- In the new dialog box write clear and descriptive Alt-Text.

## Check Accessibility Checker

6

- On the right-side navigation panel click on the **“Accessibility”** tool,
- Click on **“Accessibility Check”**.
- Make sure the accessibility checker options box has all items checked.
- Click the **“Start Checking”** button.
- Review the accessibility Checker report on the left.



## Fix the issues in the Accessibility Report

7

- Right-click on **“Primary Language-Failed”**, **“Document Title-Failed”** in the accessibility report.
- Select **“Fix”**
- For **“Document Language”** Select the **“Set Reading Language”** option.

