Create Accessible PDFs

Step 1: Preparation – Prepare your source document to create an accessible PDF
   1. Create an accessible file (Word, PowerPoint, etc.) using Best Practices
   2. Convert your file to PDF using Acrobat PDF maker plug in

Step 2: Review: Check your PDF accessibility
   1. Require Adobe Acrobat Pro
   2. Perform a “Full Check”

Step 3: Correct and Repair accessibility problems
   1. Apply OCR to your PDF - Run “Text Recognition” if Acrobat Pro is recognizing your PDF as an image. (View > Tools > Recognize Text)
   2. Add required tags (View > Tools > Accessibility > Add Tags to Document)
   3. Adjust Reading Order problems (View > Tools > Accessibility > Touch Up Reading Order)

Step 4: Final Review: Re-run accessibility checks
   1. Run “Full Check” on the document
   2. Go to “View” and select “Read out loud” to simulate a screen reader and see if the application reads out your PDF in the manner you want it to be read.