STAGE 1 - REVIEW: CHECKING A PDF FOR ACCESSIBILITY

Before making your PDF available to others, it is recommended that you check for accessibility problems using Acrobat.

Check for tags

If a PDF is, at minimum, able to be read by screen reader software intelligently, it will contain structural "tags". These tags define the structure (layout and contents) of a document for assistive devices such as screen readers. *A PDF that contains these structural tags may not, however, fulfill all requirements for accessibility, as explained in the first page of this handout.* A PDF can be checked for structural "tags" by using Adobe Reader (free PDF viewer) or by using Adobe Acrobat Standard or Professional. Further tests for accessibility ("full checks") can be performed using the full version of Adobe Acrobat (Adobe Acrobat 6 *Professional* and higher only).

Once you check for tags by following the steps indicated in the next section and determine that the document is not "Tagged", before adding tags in Adobe Acrobat you can attempt to retrieve the source document (Word, PPT etc), add the structural elements necessary for the document to be accessible and correctly convert the document into PDF so that it will contain tags once you open it in Adobe Acrobat.

TIP : Note that Acrobat products (versions 8+) may or may not temporarily tag an "untagged" PDF based on the application user settings for accessibility. This does not apply, however, to image-only files (e.g. printed documents scanned incorrectly into Adobe). Refer the section in this document called "Working with Scanned Documents" for additional information on scanned document.

Adding Tags to a PDF using Acrobat

If using Adobe Reader, Adobe Acrobat Standard, or Professional software:

step 1. Open the PDF file in Adobe Reader or Adobe Acrobat.
step 2. Click the **File** menu, and then choose **Properties**. If on a PC you can use the shortcut CTRL + D to access the Properties window.
step 3. Click the **Description** tab at the top from the **Properties** window, (see screenshot at right).

If the document is "tagged" (contains structural tags), the section labeled **Tagged PDF** at the bottom of the **Properties** window will read **Yes**.
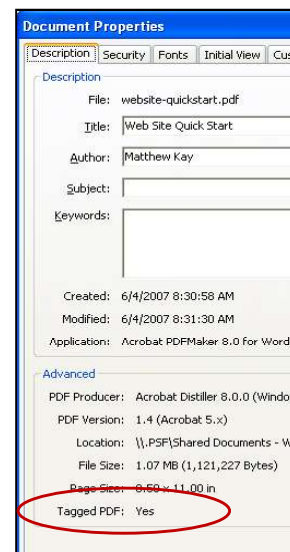
If the document does not contain tags, (Tagged PDF: No) then you can attempt to retrieve the source document by locating it on your computer and editing the document so that it contains all structural elements required to make it accessible and converting it into a PDF correctly. If the source document is not available you can attempt to use Adobe Acrobat Standard or Professional to save the PDF into its original format. Please note that this conversion process may not maintain the look and feel of the PDF and will involve heavy editing on your behalf but it is another option if you want to work from the source document.
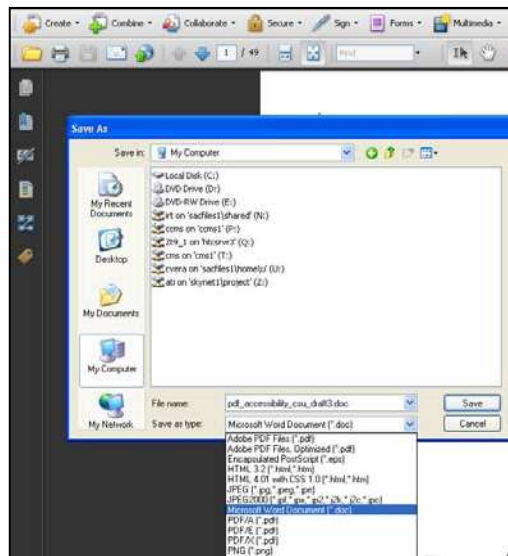
Another option if the document does not contain tags, (Tagged PDF: No) is to add tags to your document within Adobe Acrobat:

step 1. Click the **Advanced** menu.
step 2. Click **Accessibility**
step 3. Select the **Add Tags to Document** option from menu. Adobe will add tags to the document using the structural elements that were carried over from the conversion process from Word to PDF.

You can also check for tags in the document by using the **Tags** panel (specify how to access tags panel here). If the tags panel indicates *No tags Available* then you need to add tags to the document.