

Performing a Full Check for Accessibility (Acrobat Professional Only)

A PDF that contains structural tags may not fulfill all requirements for accessibility, as explained on the previous page. A full check for accessibility checks for the presence of tags as well as, but not limited to:

- A specified document language
- Alternate text for images
- Descriptions for form fields
- A logical tab order for form field elements.

The standards for accessibility that must be met for electronic material at Sac State contain additional requirements, but those listed above are often identified as problem areas in a PDF.

Acrobat offers standards to check against when performing a full check. When performing a full check in Acrobat, check against this standard: **Section 508 Web-based intranet and internet information...** *The ability to check against standards is only available when using Adobe Acrobat 8 Professional or later.*

To perform a full check for accessibility:

step 1. Open the PDF file in Adobe Acrobat Professional.

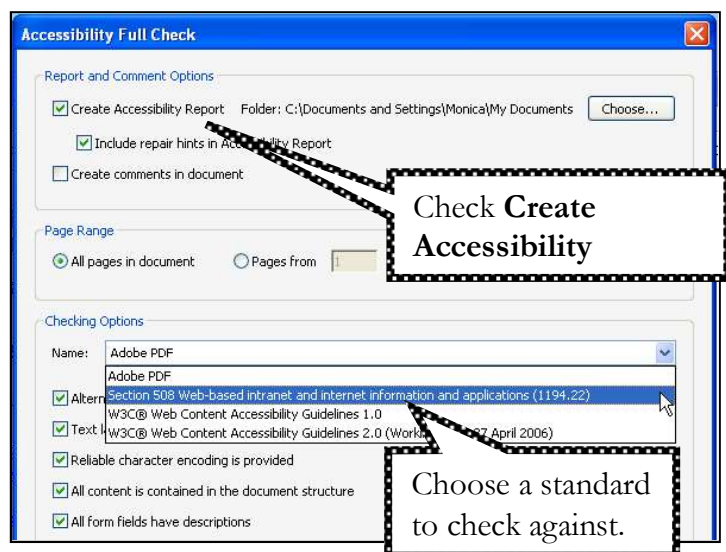
step 2. Click the **Advanced** menu, choose **Accessibility**, then **Full Check**.

step 3. Make sure **Create Accessibility Report** is checked (under **Report and Comments Options**). Note the location the report will be saved to.

step 4. Choose **Section 508 Web-based intranet and internet...** from the **Name** drop-down menu (under **Checking Options**).

step 5. Click the **Start Checking** button at the bottom.
a. When finished, Acrobat will display an **Accessibility Report** in the navigation panel at the left. A copy of this report will also be saved on your computer at the location you noted in *step 3* above.

step 6. View the report that was created. You can view it in Acrobat after it is created, or open up the saved report from the location you noted in *step 3* above.



It is often easier to locate problem areas in a PDF by using the accessibility report that is displayed in Acrobat immediately after running a full check. You may want to explore this option before viewing a report from the saved file (from *step 3* above).

Understanding Accessibility Reports

An accessibility report generated by a full check in Acrobat is divided into several sections: A *Detailed Report*, *Summary*, *Hints for Repair*, and *Disclaimer*.

To understand an accessibility report, you need to become somewhat familiar with the accessibility standards that are being checked against – in particular, **Section 508 Web-based intranet and internet information**. It is helpful to begin with the *Summary* section of the accessibility report that is generated (see screenshot below).

To understand the summary, refer to the standard that was used to generate the report. The PDF in the screenshot below was checked using the **Section 508 Web-based intranet and internet information...** standards. To learn about Section 508 standards, visit the CSU's **Section 508 Web Standards** page at

<http://www.calstate.edu/accessibility/section508/standards/>.

In the example to the right [screenshot], the accessibility report (on the left) was opened from the report file automatically generated by Acrobat (*step 3 of Performing a Full Check*, page 6). The **Section 508 Web Standards** page (from CSU, see link above) is also opened (on the right).

Each of the “checkpoints” (labeled ‘a’, ‘b’, ‘c’ and so forth) are listed in the **Summary** section of the report file. Each of these “checkpoints” are explained in detail on the **Section 508 Web Standards** page.

