

STAGE 2 - CORRECT: REPAIRING ACCESSIBILITY PROBLEMS

After going through the process of checking your PDF for accessibility by checking for tags, checking for language, assessing reading order and performing a full check for accessibility, you will be aware of any accessibility issues your document has. The next step is to repair these accessibility problems by use of Acrobat tools that make your PDF document more accessible. When you begin this process, focus on fixing the accessibility problems that are listed in the accessibility reports that were generated by Acrobat.



“Tools of the Trade”

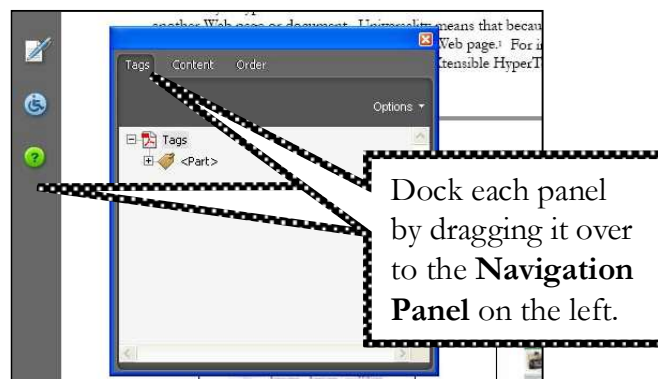
Before you begin the process of fixing accessibility problems in your PDF, it is helpful to locate a few tools that will enable you to repair your document.

The Tags, Order, and Content Panels

For easy access, the Tags, Order and Content Panels can be docked in the **Navigation Panel**.

- **Tags panel** allows you to view and edit structured PDF information
- **Order Panel** allows you to view, re-order, and re-tag structured PDF information
- **Content Panel** allows you to view and edit page content information

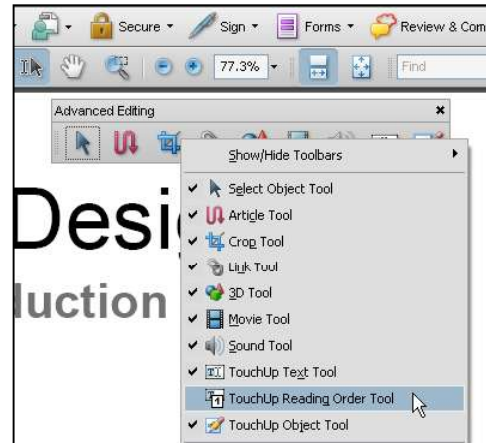
To access these tools, from the Acrobat menu bar, go to **View > Navigation Panels > Tags**. Dock the three panels in the **Navigation Panel** area on the left by dragging them one at a time over to the left panel (or use the **Dock all Panels** option from the **Navigation Panels** menu). If you already have some of these tools docked on the Navigation Panel, you can simply add the remaining tools by going to **View > Navigation Panels** and select the name of the tool that you want to add to the panel. This will add it automatically to the navigation panel.



The TouchUp Reading Order Tool

The TouchUp Reading Order tool is located on the **Advanced Editing** toolbar. To access the **Advanced Editing** toolbar, click on **Tools > Advanced Editing, Show Advanced Editing Toolbar**.

If the **TouchUp Reading Order** tool is NOT visible on the Advanced Editing toolbar, make it visible by right-clicking (or ctrl-click for *Mac users*) on the **Advanced Editing** toolbar, and select **TouchUp Reading Order Tool** from the menu (see screenshot at right). You can also access the **TouchUp Reading Order Tool** from the **Advanced** menu in Acrobat (**Advanced > Accessibility > TouchUp Reading Order...**).



Using the TouchUp Reading Order Tool Along With the Order Panel

Once you click on the **TouchUp Reading Order** tool, Acrobat highlights the contents of your PDF file using the underlying structure indicated by the structure tags. If you open up the **Order** panel from the **Navigation Panel**, the two tools can be used together to more effectively edit your document for accessibility (see screenshot below). Clicking on an item in the Order Panel will highlight the contents in the document light blue.

