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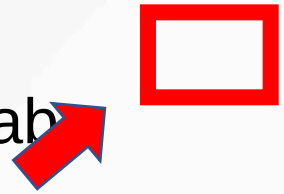
2a. Setting Up Acrobat Pro DC

Once you have Acrobat Pro DC, you will need to add a

2b. Setting Up Acrobat Pro DC

To add tools to the right pane, click the “Tools” tab in the upper left corner.



2c. Setting Up Acrobat Pro DC

To add a tool, click the “Add” button below its icon. Add the following tools:

- Scan & OCR
- Fill & Sign
- Prepare Form
- Accessibility
- Action Wizard

Exit the tool tab by clicking any right pane tool button

2d. Setting Up Acrobat Pro DC

To add tools to the left pane, first open the pane

Right-clicking on the pane will show all available tools – selectthe following:

- Content
- Order
- Tags

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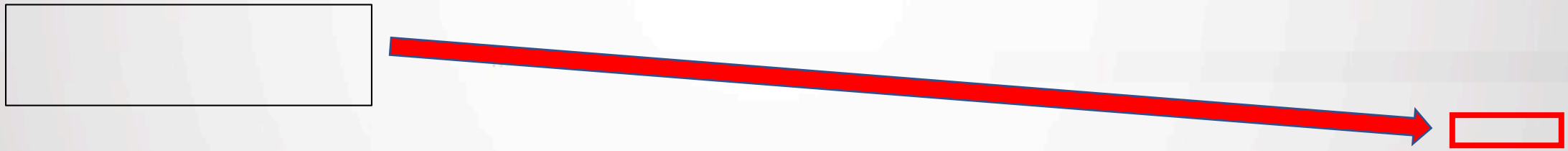
3a. OCR (Optical Character Recognition)

3b. OCR (Optical Character Recognition)

Open the right tool pane

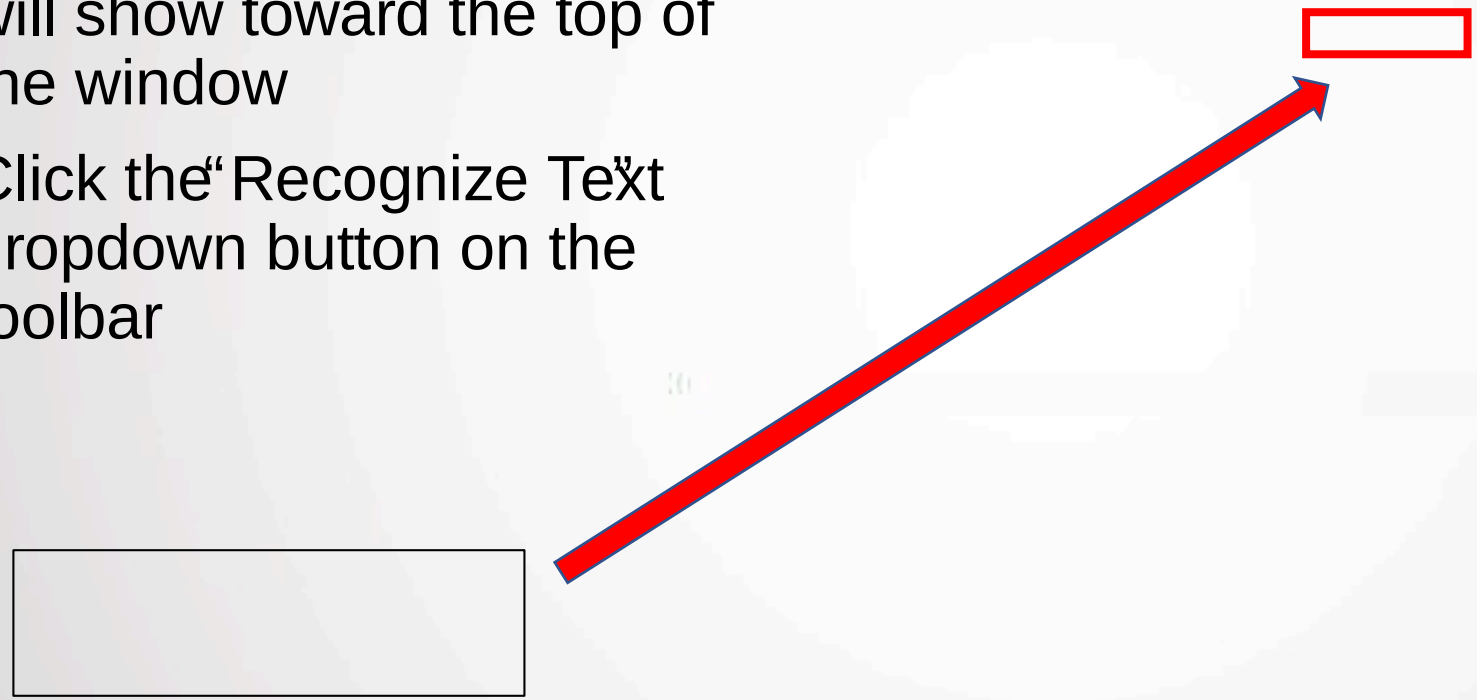
Select the “Scan & OCR” tool



3c. OCR (Optical Character Recognition)

The "Scan & OCR" Toolbar will show toward the top of the window

Click the "Recognize Text" dropdown button on the toolbar

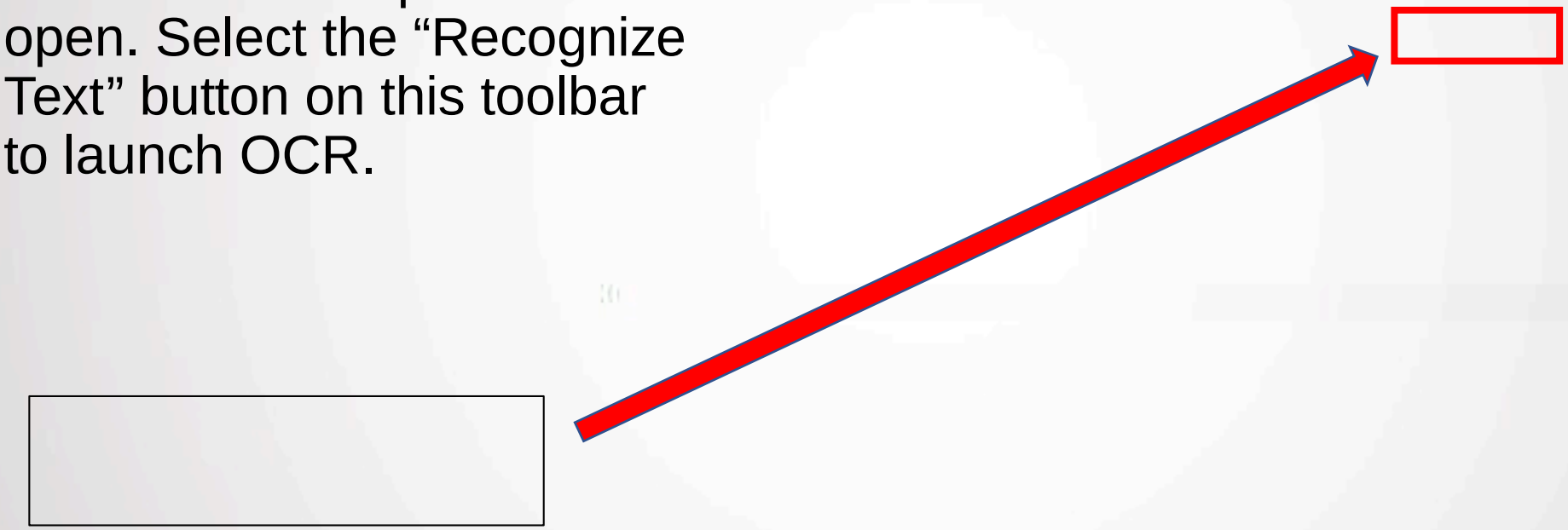


3d. OCR (Optical Character Recognition)

Select "In This File" from the dropdown

3e. OCR (Optical Character Recognition)

A secondary toolbar with more nuanced options will open. Select the “Recognize Text” button on this toolbar to launch OCR.



3g. OCR (Optical Character Recognition)

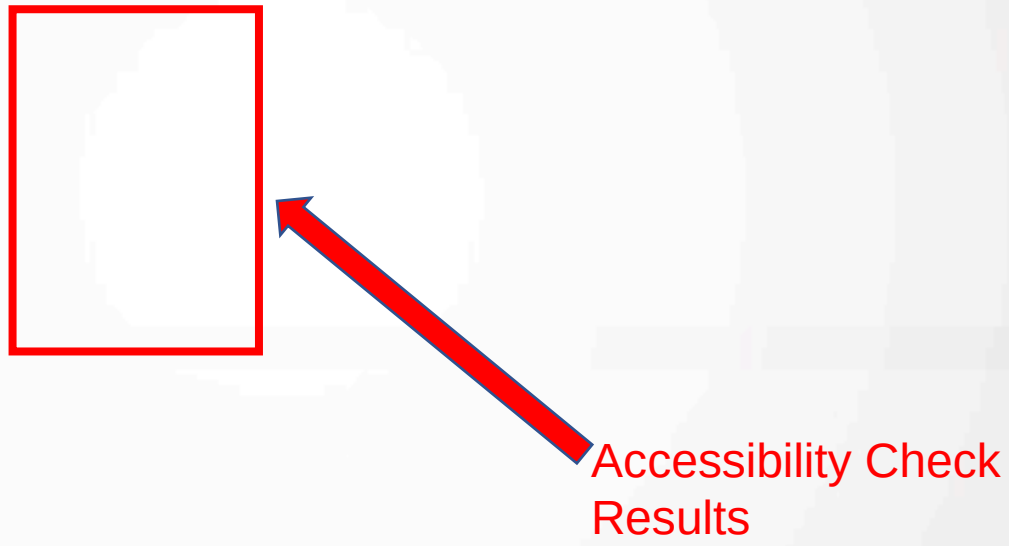
In a new secondary toolbar OCR will go one through any items it found questionable. The image of the item as it appears in the document will appear at the left. OCR's "recognized" attempt at recognizing the item will appear in a field at the right

- Go to

If OCR's guess was correct, click the "Accept

4d. Checking PDF Accessibility

Results of the scan will show in the left pane



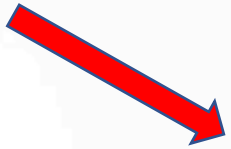
4e. Checking PDF Accessibility

Results can be seen under a series of topic headings – “Document”, “Page Content”, etc.

If there are accessibility issues, the topic heading will state how many

Click the arrow to the left of

Click to expand issues list



f5d(g /TT0 2/MCQ 0 24 73.1 <S 24 73.l 10 (t

4f. Checking PDF Accessibility

A green checkmark means that the subtopic has cleared the check with no issues

A white X in a red circle means that the subtopic has issues that need to be repaired

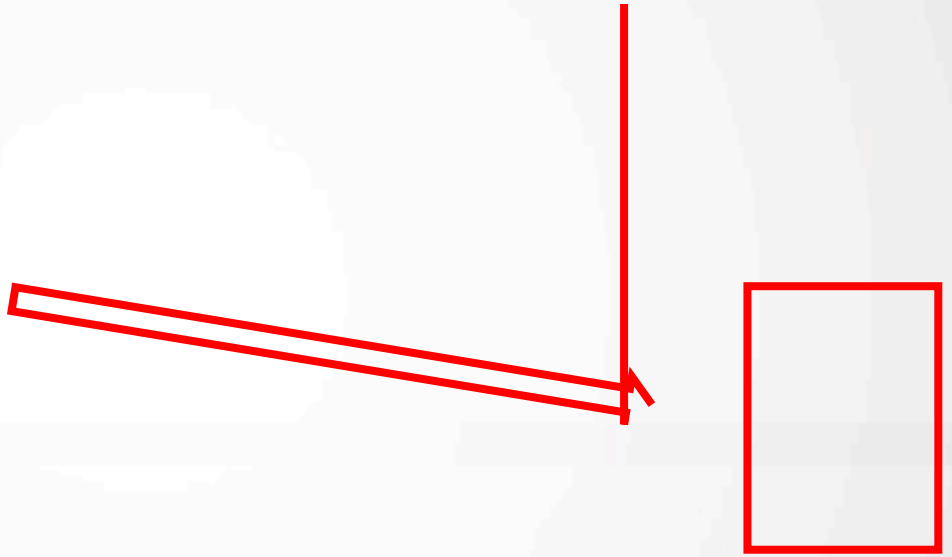
A white question mark in a blue circle indicates that the checker cannot determine whether the subtopic passes or not a person has to do a manual check to make sure the topic is in compliance

4h. Checking PDF Accessibility

Some subtopics can be further expanded to look at individual occurrences of an issue

In this example, three figures or images – called "elements" – do not have proper alternative text

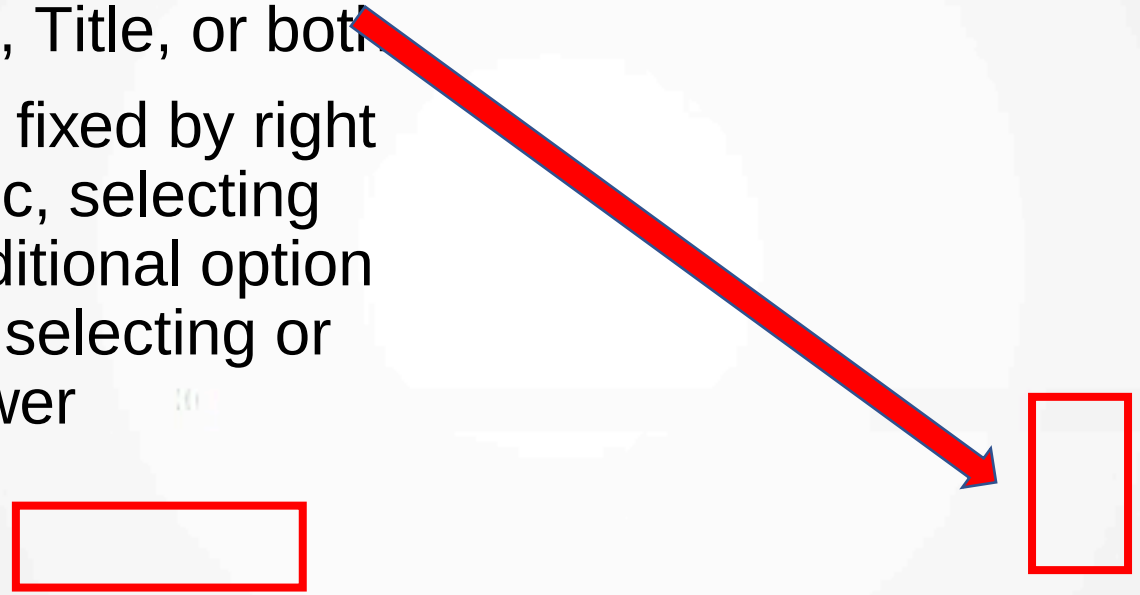
Selecting each element will highlight it in the document



4i. Checking PDF Accessibility

Many PDFs will report errors for Primary Language, Title, or both

Both can be easily fixed by right clicking on the topic, selecting “Fix”, and, if an additional option box opens, simply selecting or supplying the answer



5a. An Introduction to Tags

What are tags?

- As Adobe themselves put it, "Tagging is essential for PDF accessibility. Tags establish logical reading order and provide a means for indicating structure and type, adding alternative text descriptions to non text elements, and substitute text (referred to as actual text) for elements in the PDF document."

Tags are used to indicate two things in a PDF:

- The existence of content
- The type of content (Heading, Paragraph, List, Table, Figure, etc.)

Most of the work necessary to remediate a PDF will normally be done with tags

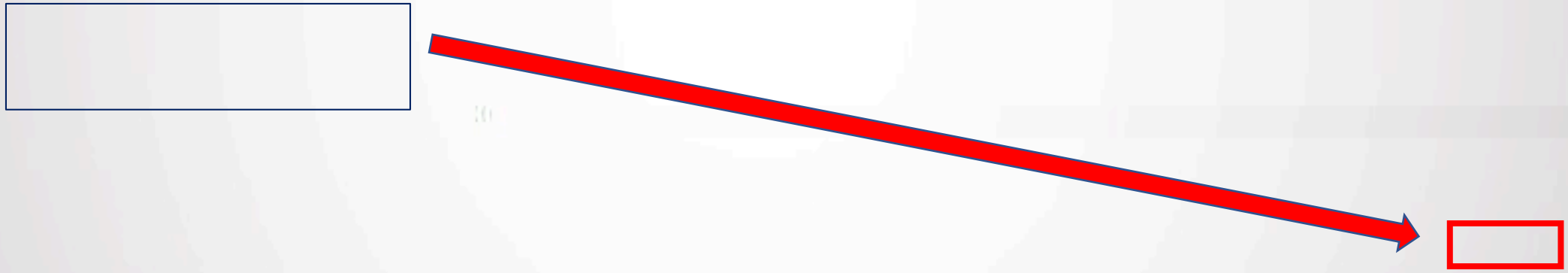
5b. An Introduction to Tags

To access the tags view:

- Open the left side tool pane
- Select the Tags button

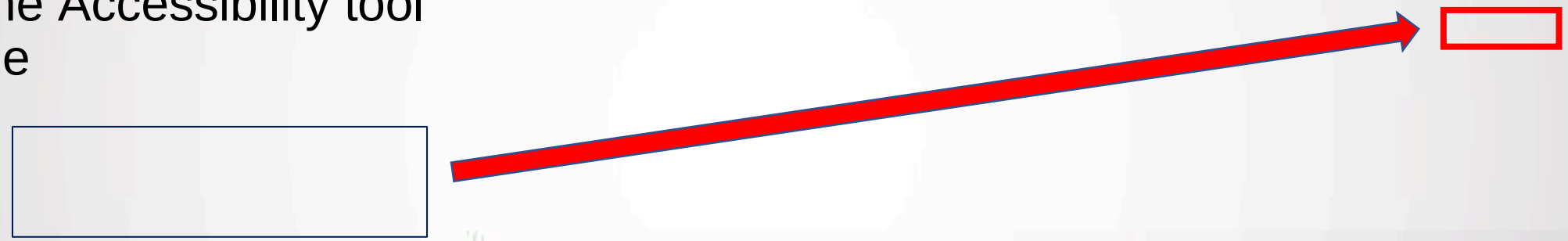
5e. An Introduction to Tags

To Autotagour document, first select the “Accessibility” tab on the right tool pane



5f. An Introduction to Tags

Select the ‘Autotag Document’ tab at the top of the Accessibility tool pane



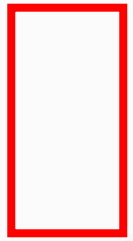
5h. An Introduction to Tags

In the Tags pane on the left, click the arrow on the left of “Tags” to close, then click again to re-expand

5i. An Introduction to Tags

We can now see our first tags in the document.

- The “Figure” tag is the WSU Letterhead graphic at the top of the page.
- The “Part” tag contains the rest of the documents tags.
- Tags frequently subset within other tags- To access the tags within a tag, click the arrow to the left to expand the view.



5j. An Introduction to Tags

Here we can see an expanded view of the tags in the document.

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5l. An Introduction to Tags

Some common tag structure examples include:

List Table Link Form

5m. An Introduction to Tags

6a. Checking Reading Order

Once tag work has been completed it’s time to check Reading Order

- Reading order is, quite literally, the order in which content will be presented to the screen reader user
- This is NOT adjusted by rearrangement of tags in Reading Order has to be set on its own
- Readi Orde 0rdingdi th8 (e)0.5 (a)-1 (di)-1 (ng)1 (Or)16.5 (de)0.5 (r)-3.C(de)0.A(r

6b. Checking Reading Order

Select the "Order" tab in the left tool pane

6c. Checking Reading Order

The leftpane willshow a numbered item-by-item list of the contentin the PDF.

- When reading order is displayed, all tags in the document will be shown on the page
- Select an item in the list and use the arrow keys to proceed through the document’s reading order
- The numbers in the reading order list correspond to the numbers in the top left of every tag
- To move an item in the reading order, left click and drag it to its intended location