



PDF Digital Accessibility: Quick Reference Handout

PDF Accessibility Overview

- Use Adobe Acrobat desktop version to do any remediation work.
- Determine whether the PDF contains selectable text.
- Determine whether the PDF is scanned or digitally created.
- Check if the document has tags.
- Run the "Make Accessible" command when necessary.
- Run Adobe Accessibility Checker for a final check.
- Review color contrast issues. Requires manual check.
- Check reading order. Requires manual check.

Original Word or PowerPoint Document

- Locate original source document.
- Remediate accessibility in original file.
- Export to PDF.
- Verify tags transferred correctly.
- Run Accessibility Checker.

Scanned Documents

- Confirm document is image-based.
- Run the "Make Accessible" command through the Guided Action Wizard.
- Follow the steps.
- Run Accessibility Checker.
- Check reading order. Requires manual check.

Quick Accessibility Review

- Document contains searchable text.
- Document is properly tagged.
- Images contain alt-text.
- Document title is present.
- Document language is specified.
- Reading order is logical.