

How-To Session: Documents PDF Basics Workshop

OKLIS Virtual Session

Preparing for the ADA Compliance Deadline

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Workshop Agenda



- 1 Introduction
- 2 Why Accessibility Matters
- 3 Tools You'll Need
- 4 Step-by-Step PDF Check
- 5 Basic Remediation Techniques
- 6 Q & A and Resources

Introduction

Welcome to the
Workshop!

- Learn to check PDFs for accessibility
- Fix basic accessibility issues



Accessibility ensures inclusivity AND compliance!

Why Accessibility Matters



LEGAL REQUIREMENTS:
ADA, Section 504/508



IMPACT:
Equal access for all,
including assistive
technology users



INCLUSIVE PRACTICE:
Benefits everyone

Tools You'll Need



**Adobe Acrobat Pro DC:
Required for checks and
fixes**



**Download Link:
<https://www.adobe.com/acrobat.html>**



**Ensure the software is
installed before
beginning**

Common Accessibility Issues



**Missing
Document
Title**



**Improper
Reading Order**



**Untagged
Content**



**Images
without Alt
Text**

Step-by-Step Accessibility Check

1



**Open the PDF
in Adobe
Acrobat Pro DC**

2

**Run Accessibility
Check:**

**All Tools > Prepare
for Accessibility >**

**Check for
Accessibility.**

**Make sure the option
“Document is tagged
PDF” is selected**

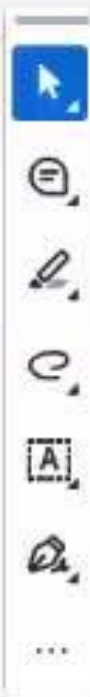
3

**Review Accessibility
Checker (Right menu)
Sidebar lists issues.
Right click for details.
Check security of the
document as this can
interfere with screen
readers. Fix
permission flag to “no
security” if necessary.**

All tools x

- Create a PDF
- Combine files
- Edit a PDF
- Fill & Sign
- Export a PDF
- Organize pages
- Send for comments
- Add comments
- Scan & OCR
- Protect a PDF
- Redact a PDF
- Compress a PDF
- Prepare a form

View more



Accessibility Workshop Example

Welcome to the Accessibility Workshop!



This document has the following accessibility issues:

- No document title set.
- Logical reading order issues.
- Image missing alternative text.



Basic Remediation Techniques (Part 1)

Tagging

- If this rule check fails, the document isn't tagged to specify the correct reading order.
- From the "All tools" menu select "Prepare for Accessibility."
- Select "Automatically tag PDF".
- Review the Tag Tree to the right of the screen.

Reading Order

- Select "Fix Reading Order"
- Select "Show Order Panel"
- This opens a tool that lets you visually reorder elements by dragging and numbering them.

Menu

Example PDF with Erro...

Create

All tools

Edit

Convert

E-Sign

Find text or tools

Share

Prepare for accessibility

Automatically tag PDF

Automatically tag form fields

Change reading options

Check for accessibility

Open accessibility report

Identify form fields

Add alternate text

Use setup assistant

Fix reading order

Accessibility Workshop Example

Welcome to the Accessibility Workshop!

This document has the following accessibility issues:

No document title set.

Logical reading order issues.

Image missing alternative text.

Accessibility Checker

Document (5 issues)

Accessibility permission flag - Passed

Image-only PDF - Passed

Tagged PDF - Failed

Logical Reading Order - Needs manual check

Primary language - Failed

Title - Failed

Bookmarks - Passed

Color contrast - Needs manual check

Page Content (2 issues)

Forms

Alternate Text (3 issues)

Tables (3 issues)

Lists (2 issues)

Headings (1 issue)

Type here to search

41°F Cloudy

4:50 PM

2/6/2025

Basic Remediation Techniques (Part 2)

Add a Title

- Right click on “Title” in the Accessibility Checker tab.
- Choose “Fix” from the Options menu.
- Deselect “Leave As Is” (if necessary).
- Enter the document title in the Description box.

Add Alternative Text

- In the Accessibility Checker tab click the dropdown for “Alternate Text”
- Right click on “Figures Alternative Text” .
- Either mark as decorative, or enter a brief description of the image content.

Menu

Example PDF with Erro...

+ Create

All tools

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Convert

E-Sign

Find text or tools

Share

<

Prepare for accessibility

x

Automatically tag PDF

Automatically tag form fields

Change reading options

Check for accessibility

Open accessibility report

Identify form fields

Add alternate text

Use setup assistant

Fix reading order

Accessibility Workshop Example

Welcome to the Accessibility Workshop!

This document has the following accessibility issues:

- No document title set.
- Logical reading order issues.
- Image missing alternative text.

Accessibility Checker

...

Document (3 issues)

Accessibility permission flag - Passed

Image-only PDF - Passed

Tagged PDF - Passed

Logical Reading Order - Passed manually

Primary language - Failed

Title - Failed

Bookmarks

Color contr

Page Content

Forms

Alternate Tex

Tables

Lists

Headings

Fix

Skip Rule

Explain

Check Again

Show Report

Options

Type here to search

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Final Step

Run the accessibility
check again and make
sure everything in the
accessibility checker has
“passed”





Questions?



Thank you for participating!

Next Steps:

- Practice accessibility checks on your PDFs
- Check out the resource links



Resources

Oklahoma Abletech:

[Document Accessibility Resources](#)

Adobe Acrobat:

[Create and verify PDF accessibility \(Acrobat Pro\)](#)

Web Aim:

[Accessible Document Training](#)