

This checklist for PDF files will be available as a resource on the accessibility training website and distributed at the accessibility classroom training.



Accessible Materials Made Right: Checklist for Accessible PDF Files

This checklist is intended to support the creation of an accessible PDF file using Adobe Acrobat Pro. Remember, the built-in accessibility checker will identify many issues, but not all, so using this checklist as a supplemental tool may be helpful.

Source File

Accessibility Check

- If possible, an accessibility check was completed on the source file and all identified issues were resolved prior to converting to PDF.

Conversion to PDF

- The following steps have been taken when converting to PDF from the program used to create the file. If using other programs, comparable steps were taken.

Using Microsoft Word with Acrobat Pro

- Using the Acrobat PDFMaker tab in the ribbon, choose "Preferences"
- Make sure the following are checked:
 - Create Bookmarks
 - Enable Accessibility and Reflow with Tagged Adobe PDF
- Ensure the following is **not** checked:
 - Enable advanced tagging
- Click "OK"
- Click on "Create PDF"

Using Microsoft Word without Acrobat Pro

- Go to File -> Export
- Choose "Create PDF/XPS Document"
- Click on "Options"
- Make sure the following are checked:
 - Create bookmarks using Headings
 - Document structure tags for accessibility
- Click "OK"
- Click "Publish"

Using Microsoft PowerPoint with Acrobat Pro

1. Using the Acrobat PDFMaker tab in the ribbon, choose "Preferences"
2. Make sure the following are checked:
 - a. Create Bookmarks
 - b. Enable Accessibility and Reflow with Tagged Adobe PDF
3. Click "OK"
4. Click on "Create PDF"
5. This will convert your presentation with full page slides in the PDF

Using Microsoft PowerPoint without Acrobat Pro

1. Go to File -> Export
2. Choose "Create PDF/XPS Document" (Do **not** choose "Create Handouts")
3. Click on "Options"
4. Make sure the following are checked:
 - a. Create bookmarks using Headings
 - b. Document structure tags for accessibility
5. Select other publishing options (i.e. slides, handouts, number of slides per page, etc.)
6. Click "OK"
Click "Publish"

Note: Preference/option changes that you make will remain the same when working with other documents in the future.

PDF File

Document Properties

- The document has an appropriate Title and Author.
- Under the Initial View tab, the Document Title rather than the File Name has been set to show.

Images

- All meaningful images have been assigned appropriate alternative text.
- The tags for all figures that are already explained in the text or decorative have been changed to artifacts and removed from the document's tag tree.

Tags

- The PDF has at least one heading (H1).
- The reading order has been checked and amended, if necessary, within the tag tree.
- Any improperly assigned tags (i.e. H1, H2, H3, etc.) have been revised.
- The tags for any blank paragraphs that remain from the source file have been changed to artifacts and removed from the tag tree.

- Any object that was missing a tag or had its tag inadvertently deleted has been reassigned an appropriate tag. This can be done using one of the following options:

Within the Tag Tree

1. Select the tag that is right before the missing object that you wish to create a tag for
2. Click on the options drop-down menu
3. Select "New Tag"
4. Choose the tag type and click "OK"
5. Highlight the object in the document
6. Right-click on the new tag in the tag tree
7. Select "Create Tag from Selection"

Using the Touch Up Reading Order Panel

1. In the Order pane, click on the options drop-down menu
2. Click "Show reading order panel"
3. Draw a box around the object that is missing the tag
4. Once it is highlighted, select the appropriate tag from the TURO
5. You *must* check the reading order within the tag tree as the TURO may place the tag in the wrong order

Tables

- Tables are used for data only and not for layout/design.
- Tables have regularity (split and/or merged cells have not been used).
- Tables have a header row and/or column assigned to them. **All** tables must be modified to define the table headers and scope using the Table Editor in the TURO. This is done by:
 1. In the Order pane, click on the options drop-down menu
 2. Click "Show reading order panel"
 3. Highlight any of the cells inside the table
 4. Select "Table Editor" from the TURO
 5. Drag to select the appropriate header cells (either column or row)
 6. Right click and select "Table Cell Properties"
 7. Change the cell type to Header Cell and define the scope:
 - a. The top left cell can hold a scope of Both, Row, or Column, depending on what is appropriate
 - b. Header cells going down the first column are Row Headers
 - c. Header cells going across the top row are Column Headers

Order Pane

- The Order pane was **not** used to arrange the reading order of the document as this will not necessarily change the reading order for a screen reader and it has the potential to corrupt the tag tree.

Accessibility Check

- A full check has been run on the documents and all identified issues have been addressed or resolved. (The logical reading order and color contrast will always be identified by the accessibility checker as needing manual checking.)



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