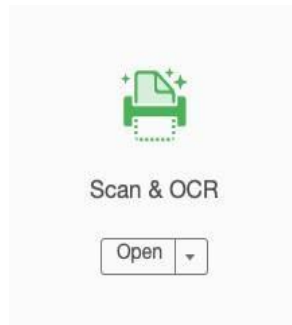


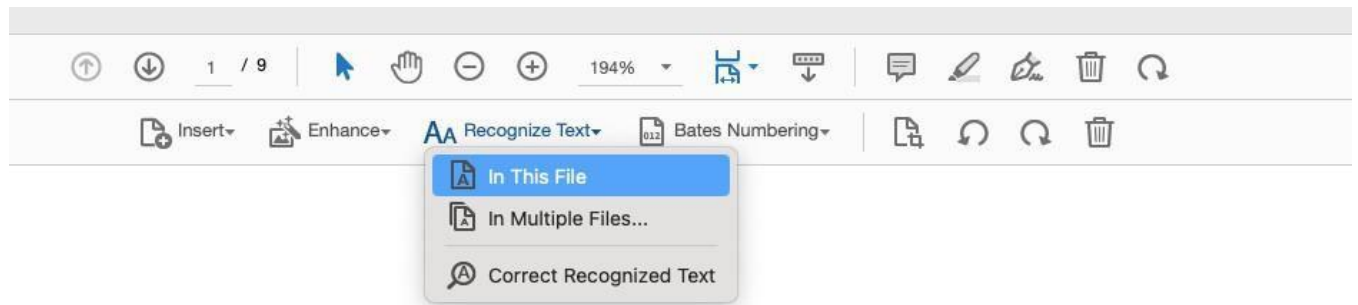
Optical Character Recognition (OCR)

For image documents (documents without selectable text), perform an Optical Character Recognition (OCR) scan to convert into a readable format.

1. Start by selecting the **Scan & OCR** tool and selecting the **Open** tab.



2. Select the **Recognize Text** option from the **Scan & OCR** menu and choose the **In This File** option.

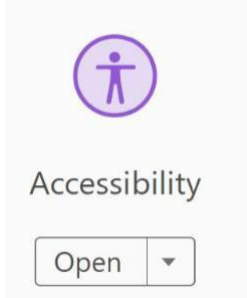


3. Select **Recognize Text** to initiate the OCR scan. Once the scan is complete you should be able to select text within the document.

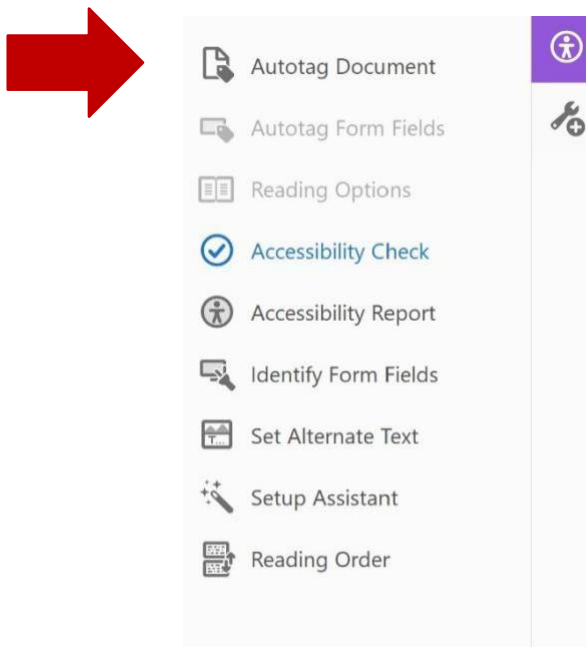
Tag Your Document

Tags are used to create a hierarchical structure within a document, making it easier for screen readers to navigate. Using Adobe's accessibility features, you can automatically generate tags for a document.

1. Start by selecting **Accessibility Tools** and selecting the **Open** tab.



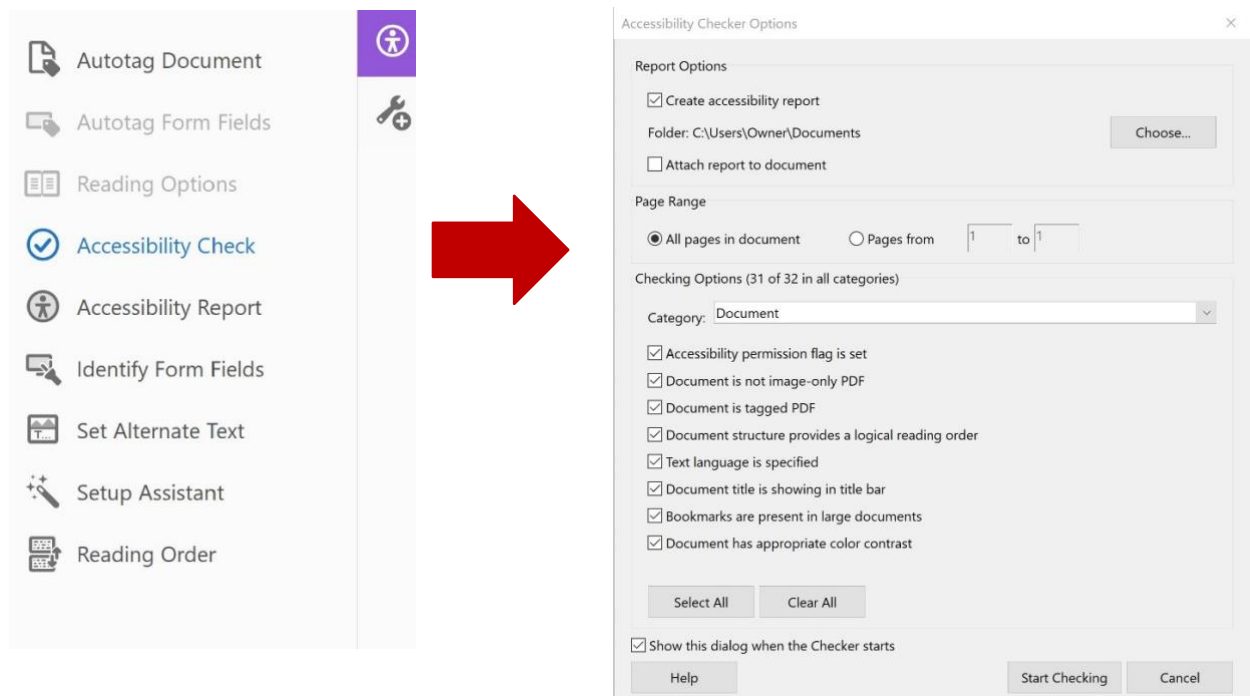
2. Select **Autotag Document** from the **Accessibility Tools** panel to automatically generate tags for your document.



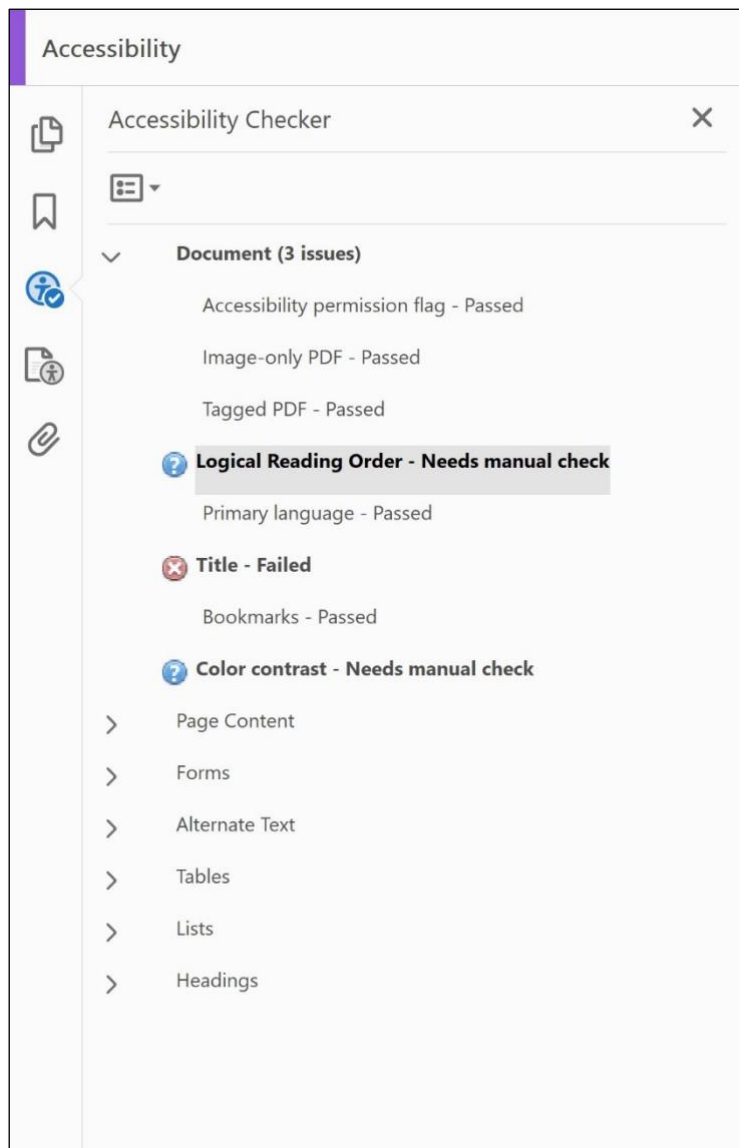
Accessibility Checker

Adapted from [Adobe Acrobat Pro DC Accessibility Checker](#)

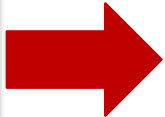
1. Select the **Accessibility Check** from the **Accessibility Tools** panel to open the **Accessibility Checker Options** dialog.
2. Select the **Report Options** to save the results as an HTML file or attach the report to the document.
3. Select **Start Checking** to check your document.



4. After the check is complete, the results are displayed via the **Accessibility Checker** panel.



5. The **Accessibility Report** can be displayed by selecting the **Accessibility Report** tool command in the **Accessibility** tools panel.
6. The **Accessibility Full Check** feature is unable to distinguish the intention of the document author such as whether a figure is purely decorative, so some issues it reports may not affect the functional accessibility of the document. Manual review of the issues may be required to determine whether to fix or ignore the issue.



The image illustrates the process of generating an Accessibility Report. On the left, the 'Accessibility' tools panel is shown with various options. The 'Accessibility Report' option, represented by a person icon, is highlighted. A red arrow points from this option to the 'Accessibility Report' window on the right.

Accessibility

Autotag Document
Autotag Form Fields
Reading Options
Accessibility Check
Accessibility Report
Identify Form Fields
Set Alternate Text
Setup Assistant
Reading Order

Accessibility Report

Filename: Discussion Board Rubric.pdf
Report created by: [Enter personal and organization
Organization: information through the Preferences > Identity
dialog.]

Summary

The checker found problems which may prevent the document from being fully accessible.

- Needs manual check: 2
- Passed manually: 0
- Failed manually: 0
- Skipped: 1
- Passed: 28
- Failed: 1

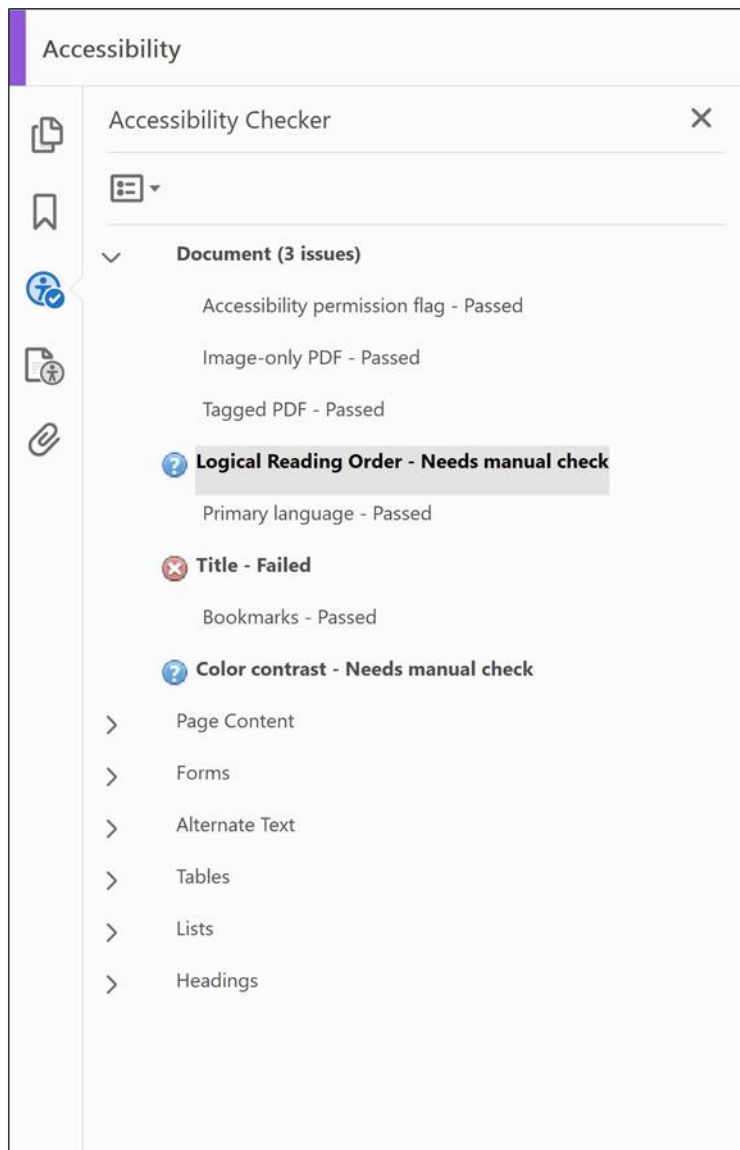
Detailed Report

Rule Name	Status	Description
Accessibility permission flag	Passed	Accessibility permission flag must be set
Image-only PDF	Passed	Document is not image-only PDF
Tagged PDF	Passed	Document is tagged PDF
Logical Reading Order	Needs manual check	Document structure provides a logical reading order
Primary language	Passed	Text language is specified
Title	Failed	Document title is showing in title bar

Accessibility Checker Panel

Once a report has been run, the issues that have been found are displayed in the **Accessibility Checker** panel. The results tree displays one of the following states for each rule check.

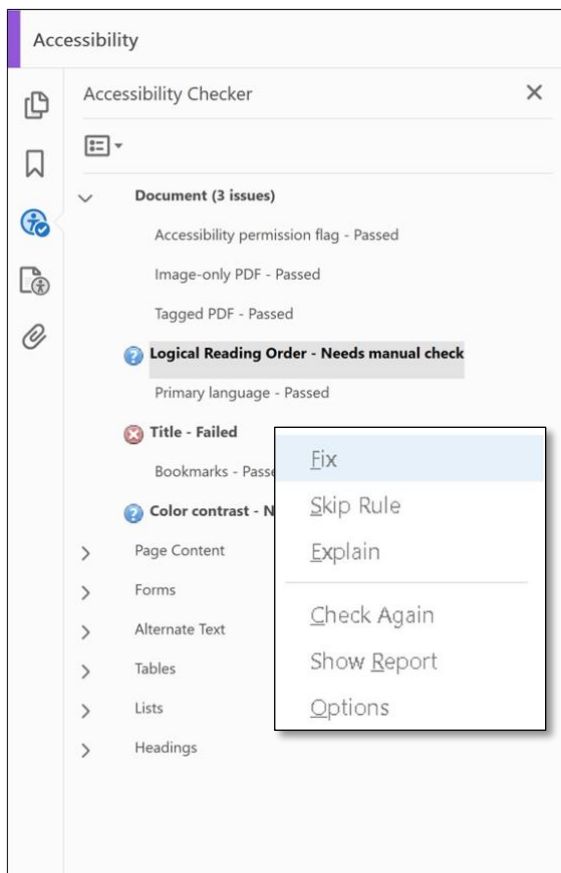
- **Passed:** The item passed this accessible check.
- **Passed Manually:** The item was marked passed by manual inspect.
- **Skipped By User:** The rule was not selected in the Accessibility Checker Options dialog box.
- **Needs Manual Check:** The Full Check feature could not check the item automatically. Verify the item manually.
- **Failed:** The item did not pass the accessibility check.



Accessibility Full Check- Fixing a Failed Check

To fix a failed check after running Accessibility Full Check, activate the context menu—right-click (Windows) or Control-click (Mac OS) the item in the Accessibility Checker panel. Choose one of the following options from the context menu.

- **Fix:** Acrobat either fixes the item automatically or displays a dialog box prompting the user to fix the item by entering information or making a choice. For example, a dialog is displayed allowing the user to enter a title for a document.
- **Skip Rule:** Deselects this option in the Accessibility Checker Options dialog box for future checks of this document and changes the item status to Skipped.
- **Explain:** Opens the online Help.
- **Check Again:** Runs the checker again on all items. Choose this option after modifying one or more items.
- **Show Report:** Displays the accessibility report for the page range/document with links to tips on how to repair failed checks. The link to tips is the same as the help that is provided by the “explain” item. Once the report is shown, a new option to attach the report also appears.
- **Options:** Opens the Accessibility Checker Options dialog box where checking options can be set.



Title

Title: Reports whether there is a document title. Document authors can choose to have the title appear in the Acrobat or Acrobat Reader application title bar rather than the document file name.

If this check fails, you have the option to perform the following:

1. Select *Title-Failed* in the **Accessibility Checker** panel.
2. Choose *Fix* from the **Options** menu (or context menu).
3. Uncheck *Leave As Is* and *enter title* of document.
4. Select *Ok* to save document title.

Description

Title: Discussion Board Rubric

☐ Leave As Is

Subject:

☒ Leave As Is

Author: CETL

☒ Leave As Is

Keywords:

☒ Leave As Is

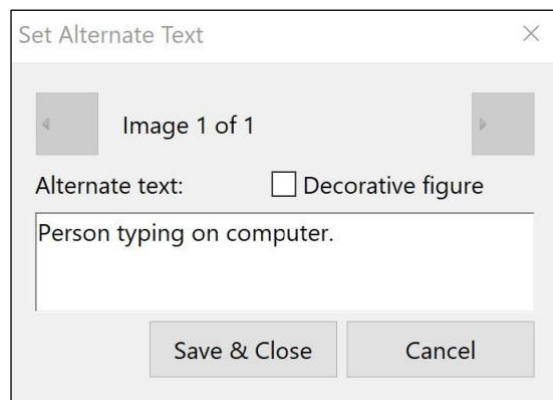
OK Cancel

Alternative Text

Figures alternate text: Make sure that images in the document either have alternate text or, if decorative, are marked as artifacts.

If this check fails, perform one of the following:

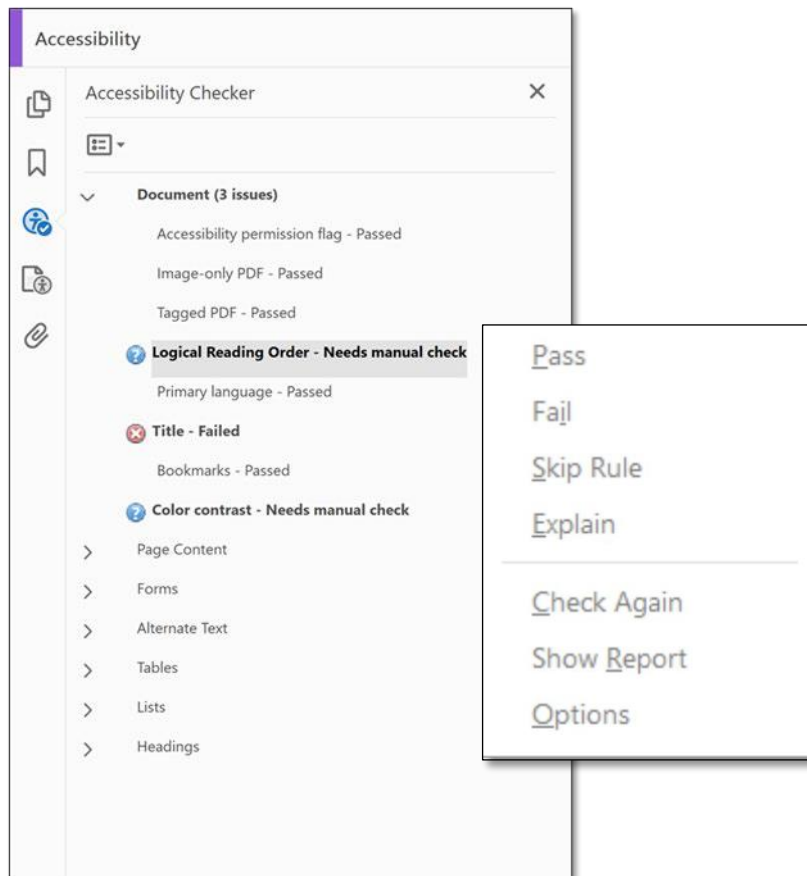
1. Select *Figures Alternate Text* in the **Accessibility Checker** panel.
2. Choose *Fix* from the **Options** menu (or context menu).
3. Add *alternate text* as prompted in the **Set Alternate Text** dialog.



Logical Reading Order

Logical reading order: Verify this rule check manually. Make sure that the reading order displayed in the **Tags** panel reflects the logical reading order of the document.

1. Right click on *Logical Reading Order-Needs manual check* in the **Accessibility Options** panel.
2. Select an option from the drop-down menu to manually verify this rule.



Primary language: Setting the document language in a PDF enables some screen readers to switch to the appropriate language. This check determines whether the primary text language for the PDF is specified. If the check fails, set the language.

To set the language automatically

1. Select *Primary Language* in the **Accessibility Checker** tab
2. Choose *Fix* from the **Options** menu.
3. Choose a language in the *Set Reading Language* dialog box, and then click *OK*.

Color Contrast

Color contrast: When this check fails, it's possible that the document contains content that is not accessible to people who have low vision or color deficiencies.

To fix this issue, make sure that the document's content adheres to the guidelines outlined in WCAG section 1.4.3 or include a recommendation that the PDF viewer use high-contrast colors and verify that all content is readable in the high-contrast color scheme.

To check the document in a high contrast color scheme, perform the following:

1. Choose **Edit > Preferences (Windows)** or **Acrobat > Preferences (Mac OS)**.
2. Choose the **Accessibility** category.
3. Select **Replace Document Colors**, and then select **Use High-Contrast Colors**.
4. Choose the color combination that you want from the pop-up menu, and then click **OK**.

