# **Trent University Centre for Human Rights, Equity and Accessibility Logo.**

# **Accessible PDF Documents with Adobe Acrobat Pro: Part 1**

## Converting from MS Word to PDF

Within MS Word**,** ensure the Acrobattab is visible in the main ribbon. To do this choose File > Options > Customize Ribbon and then select the Acrobat option from the Customize the Ribbonmenu. Convert documents through thePreferences option in the Acrobat tab and when the Acrobat PDFMaker window opens check the following boxes:

* Create Bookmarks
* Add Links
* Enable Accessibility and Reflow with tagged Adobe PDF

Then go into the Advanced Settings option and select the Fonts tab and the Images tab**.**

**Fonts:** In the Fontstab ensure that all fonts are embedded by removing all fonts from the Never Embed box and check the box that reads Embed all Fonts.

**Images:** In the Imagestab ensure that all Pixels per Inch options are set to at least 150 and that Image Quality is set to maximum. For the colour and grayscale image options maintain the default setting Automatic (JPEG)**.**

Save as an “Accessible” Conversion Setting. Then in the MS Word Acrobattab select Create PDF.

Note: Either Adobe Acrobat Pro (version Pro 11 or greater) or Foxit Phantom are needed to make a document fully accessible. Adobe Reader is not sufficient.

## Working within Adobe Acrobat Pro

## Document Properties

Select Properties in the File menu. When the dialog box opens select:

* **Advanced** tab**:** To set the document language.
* **Description** tab: To enter a document title and any additional properties.
* **Initial View** tab: Set the Show option to Document Title. Set other properties as applicable. For example, in the Navigationtab select Bookmarks Panel and Page, and set Page Layout to Single Page Continuous**.**

## Tags

Screen readers use tags to provide document information to users. Tags are required for all content including text, images, tables etc. to avoid the screen reader conveying information as “untagged content,” which can be confusing for users.

Autotag Content

If tags are not created as part of a conversion process or when the source document is not available use the Autotag feature in the Accessibility Tools to add tags. Human evaluation is needed to ensure that tags are identified correctly and are in the correct order.

## Common Tags

Tags correspond to the type of information, which they contain.

* **<Document>** tag: Is the first tag in a document and may need to be renamed from <Part>. Other tags are nested within this tag.
* **<Artifact>** tags: Are for content that does not need to be read by a screen reader such as decorative images, page numbers etc.
* **<P>** tags: Are used for text content such as paragraphs.
* **<H1> - <H6>** tags: Represent various heading levels in the document. As in other document types, start with H1 and avoid using more than six heading levels.
* **<Figure>** tags: Are for images. Alternative text also needs to be added to these images.
* **<L>** tags: Are for lists and all components of a list are nested in this tag including:
* **<LI>** tags: Are for list items and include a list label and list body nested within.
* **<Lbl>** tags: Are list labels such as the bullet or number part of the list.
* **<LBody>** tags: Are the list body, which is the text content of the list.
* **<Table>** tags: Contain all tags that are part of a table including:
* **<TR>** tags: Are used to identify table rows and contain nested tags for table header and table data cells.
* **<TH>** tags: Identify table header cells. Both header row and column cells need to be identified with a <TH>.
* **<TD>** tags: Are for table data cells. All non-<TH> cells in table are tagged as table data cells.

## Tables

The “scope” of header cells needs to be set using Table Cell Properties within the Table Editor**.** This identifies header cells as being row headers, column headers or both.

* Acrobat can recognize merged tables.

## Bookmarks

Documents that are two or more pages should have bookmarks. In the Bookmarks panel select the page icon and choose NewBookmarks from Structure. This will allow for creation of bookmarks based on the previously created tag structure.

## Tab Order

Setting the tab order is particularly important for PDF forms. The tab order is set in the Page Thumbnails panel. In this panel, ensure that all pages are selected (ctrl + A). Select the page icon from the top menu and then Page Properties from the drop-down menu. In the resulting window, select Use Document Structure.

## Accessibility Checker

This is within the Accessibility Tool. Use the Full Check option. The Accessibility Checker indicates accessibility warnings and errors, as well as where a human evaluation is needed such as in checking for contrast.

**Are you uploading documents to Blackboard?**

The Ally tool within Blackboard allows uploaded documents to be evaluated for accessibility. See Trent’s [Ally User Guide](https://www.trentu.ca/it/services/user-guides/blackboard-faculty-ally) for information (URL: https://www.trentu.ca /it/services/user-guides/blackboard-faculty-ally).