

# Fixing Accessibility Issues in Adobe Acrobat

To begin fixing and checking a PDF document for accessibility:

1. Download the document. Open the document using Adobe Acrobat Pro.
2. Select “Prepare for Accessibility” in the tools tab on the left-hand side of the screen
3. Select “Automatically tag PDF”, and the document will be scanned
4. After the scan is complete, select “Check for accessibility.”
5. Deselect “Create accessibility report” and select “All pages in document”, then “Start checking”
6. The “Accessibility Checker” menu will appear on the right-hand side of the screen with potential errors.
  - a. If there are errors, use this document to guide you in fixing them, and then follow the steps below.
7. If there are no errors or after you have fixed all errors, right-click on the screen and select “Document Properties”, then under the “Accessibility” heading, click the drop-down menu and select “PDF/UA v1 - ISO 14289-1 2014”. Select “OK” and save the document by clicking “File” and “Save”.

## Document

### Primary Language

To fix any issues regarding “Primary Language - Failed”:

1. Right-click “Primary Language - error”
2. Select “Fix”
3. Select the document’s language
4. Rerun the accessibility checker to confirm the errors are resolved

### Title

To fix any issues regarding “Title - Failed”:

1. Right-click the error in the right-hand menu
2. Select “Fix”
3. Uncheck “Leave as is” and enter the proper document title
4. Rerun the Accessibility Checker to confirm the errors are resolved.

### Logical Reading Order

To fix any issues regarding “Logical Reading Order - Failed”:

1. Right-click the error and open it in the Tags panel.
2. Expand the tag tree to view each element.

3. Use the arrow keys to move through the tags and make sure the order matches how the content appears on the page.
4. If anything is out of order, click and drag the tags to rearrange them into the correct reading sequence.
5. When finished, rerun the Accessibility Checker to confirm the issue is fixed.
  - a. If the checker still shows “Needs Manual Check,” that’s okay—this item just needs to be visually verified for accuracy.

## Bookmarks

To fix any issues regarding “Bookmarks – Failed”:

1. Open the Bookmarks panel by going to View → Show/Hide → Navigation Panes → Bookmarks
2. Check if the document has bookmarks that match its headings or sections.
3. If your document already has properly tagged headings, you can automatically create bookmarks:
  - a. Go to Accessibility → Create Bookmarks from Structure.
4. If there are no bookmarks, click the New Bookmark icon to add them manually.
5. Type a clear title for each bookmark (e.g., “Introduction,” “Chapter 1,” “Conclusion”).
6. Arrange bookmarks in the correct order by dragging and dropping them.
7. Rerun the Accessibility Checker to confirm the issue is resolved.

## Page Content

### Tagged Annotations

To fix any issues regarding “Tagged Annotations - Failed”:

1. Right-click the element in the right-hand menu
2. Select “Show in Content Panel”
3. Right-click the highlighted element in the content panel
4. Select “Search Document”
5. Select “Tag Element” and select the correct tag (e.g., Link, Form Field, etc.)
6. Continue with the remaining elements
7. Rerun the accessibility checker to confirm the errors are resolved.

### Character Encoding

To fix any issues regarding “Character Encoding – Failed”:

1. Open the PDF and check for any garbled or missing text (like symbols or boxes instead of letters).
2. Go to File → Properties → Fonts to see if all fonts are embedded.

- a. If a font is not embedded, it can cause encoding issues.
3. To fix it, return to the source file (e.g., Word, InDesign) and re-export the PDF with the setting “Embed all fonts” enabled.
4. If you don't have the source file, try:
  - a. Print to PDF, or
  - b. Use Preflight (Tools → Print Production → Preflight) → search for “embed fonts” → apply the fix.
5. Rerun the Accessibility Checker to confirm the error is resolved.

## Forms

### Tagged Form Fields

To fix any issues regarding “Tagged Form Fields - Failed”:

1. Right-click on the error and select “show in tags” to understand which fields have the error.
2. For each failed field, use the “Fix Reading Order” tool to redraw a box around the form field, assigning it the correct tag (e.g., "Form Field" or "Checkbox")
3. Rerun the accessibility checker to confirm the errors are resolved

### Field Descriptions

To fix any issues related to “Field Descriptions – Failed”:

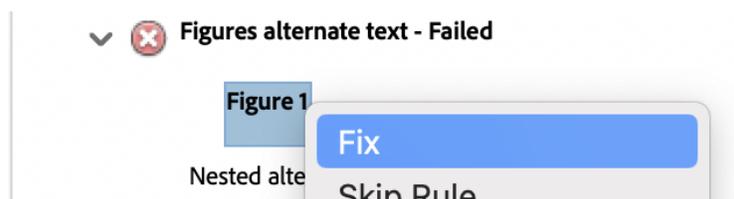
1. Open the Prepare Form tool from the tool menu on the left-hand side of the screen.
2. Click on each form field that has failed.
3. Open the Properties panel, then go to the General tab.
4. Add a short, clear description in the Tooltip box (this acts as the accessible label read by screen readers).
  - a. Example: For a name field, type “Enter your full name.”
5. Click Close to save your changes.
6. Rerun the Accessibility Checker to confirm the issue is resolved.

## Alternate Text

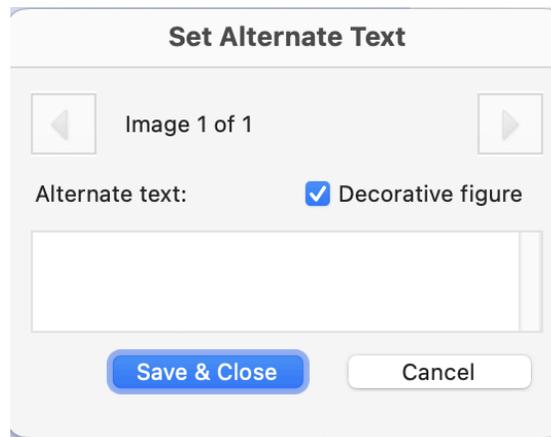
### Figures Alternative Text

To fix any issues regarding “Figures Alternative Text - Failed”:

1. Right-click the element in the right-hand menu
2. Select “Fix”



3. Set alternate text for the figures highlighted in the document until all images have alternate text.
  - a. Alternate text should be added to complex and/or informative images (e.g., charts, infographics, diagrams, detailed maps, graphs, product images, etc.)
    - i. Note that alternate text should be descriptive, concise, and non-redundant to the surrounding text.
  - b. Purely decorative images that add visual appeal but no essential information should be marked as “Decorative figure”



4. Click “Save & Close” to ensure all changes have been saved
5. Rerun the accessibility checker to confirm the errors are resolved

## Tables

Each table should include:

1. <Table> — the full table
2. <TR> — each table row
3. <TH> — header cells
4. <TD> — data cells

## Table Rows

To fix issues related to “Table Rows – Failed”:

1. Right-click on the error to open the Tags panel (View → Show/Hide → Navigation Panes → Tags).
2. Expand the table structure to review its tags.
3. If any rows are missing <TR> tags or are incorrectly tagged:
  - a. Use the Reading Order tool (Accessibility → Reading Order).
  - b. Highlight the table area and select Table to apply proper tagging.

4. In the Tags panel, make sure each <TH> and <TD> is nested inside a <TR> tag (each row should group its cells).
5. If needed, right-click → New Tag → choose and drag the related cells inside it.
6. Rerun the Accessibility Checker to confirm the issue is resolved.

## Table Headers and Table Data

To fix issues related to “Table Rows – Failed”:

1. Open the Tags panel (View → Show/Hide → Navigation Panes → Tags).
2. Expand the table structure to review its tags.
3. If any rows are missing <TR> tags or are incorrectly tagged:
  - a. Use the Reading Order tool (Accessibility → Reading Order).
  - b. Highlight the table area and select Table to reapply proper tagging.
4. In the Tags panel, make sure each <TH> and <TD> is nested inside a <TR> tag (each row should group its cells).
5. If needed, right-click → New Tag → choose and drag the related cells inside it.
6. Rerun the Accessibility Checker to confirm the issue is resolved.

## Lists

### List Items

To fix issues regarding “List Items – Failed”:

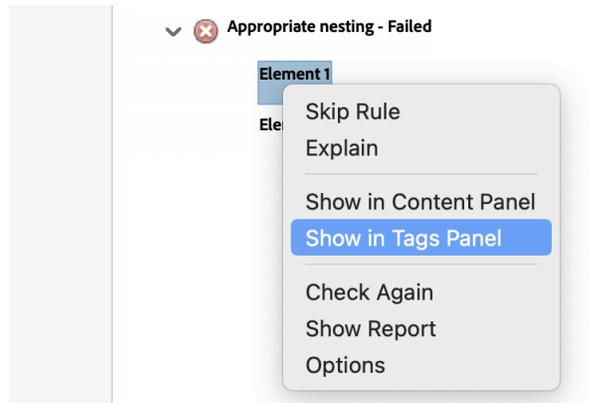
1. Right-click on the error and go to the Tags panel (View → Show/Hide → Navigation Panes → Tags).
2. Expand the list structure and look for individual list items.
  - a. Each list should have:
    - i. <L> — the list container
    - ii. <LI> — the list item
    - iii. <LbI> — the bullet or number
    - iv. <LBody> — the list item text
3. If any list items are missing or tagged incorrectly:
  - a. Use the Reading Order tool (Accessibility → Reading Order).
  - b. Highlight the list area and select List to apply proper tagging.
4. For small fixes, right-click tags in the Tags panel to rename or create missing ones (e.g., change <P> to <LI>).
5. Make sure each bullet or number is tagged as <LbI> and each piece of text is inside <LBody>.
6. Rerun the Accessibility Checker to confirm the issue is resolved.

# Headings

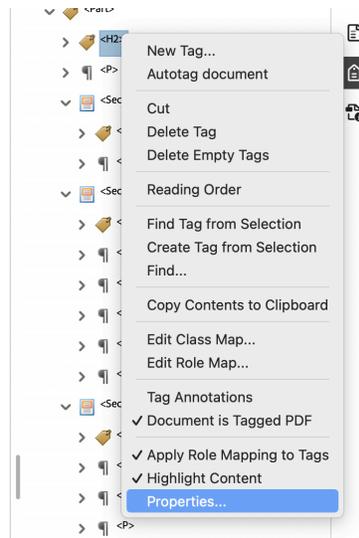
## Appropriate Nesting

To fix any issues regarding “Appropriate Nesting - Failed”:

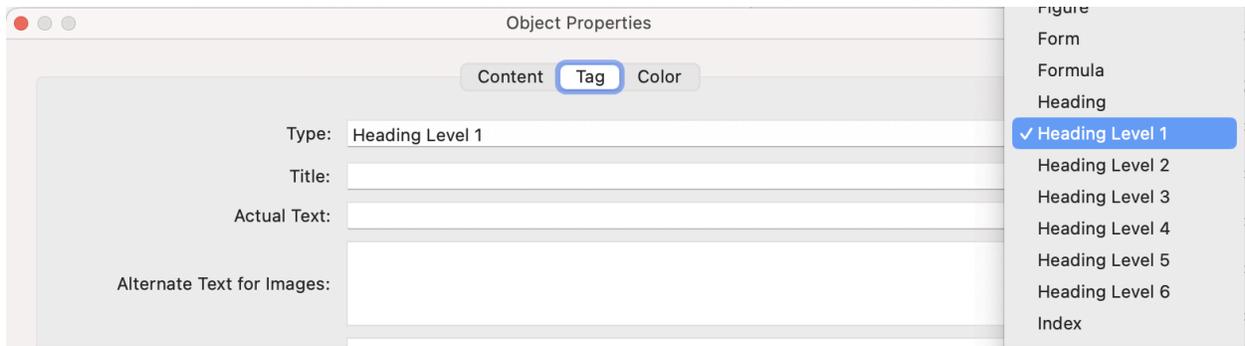
1. Right-click the element in the right-hand menu
2. Select “Show in Tags Panel”



3. Right-click on the highlighted tag (it should be a heading tag, e.g., H1, H2, H3, etc.)
4. Select properties from the menu pop-up



5. Under the “Tag” tab in the “Object Properties” window, select the “Type” in accordance with the appropriate heading level
  - a. To nest headings appropriately for accessibility, use a hierarchical structure from H1 to H6, starting with H1 for the main title and H2 for primary sections. Never skip heading levels (e.g., go from H2 to H4) and use heading styles instead of just bold or larger text for visual styling.



6. Continue with the remaining elements to ensure they are in a hierarchical structure
7. Rerun the accessibility checker to confirm the errors are resolved