



Adobe Acrobat Pro[®]

Accessibility Quick Card

It's always best to start with an accessible source document (for example, Word[®] or InDesign[®]). Then use the Acrobat Pro[®] tool to ensure accessibility of the PDF.

- **Use the Accessibility Checker.**

This built-in tool will tell you about possible issues in your document and give suggestions on how to correct them.

- **Convert scanned text.**

Make sure the document contains real text (scanned documents often render text as unreadable). If it does not, recreate the PDF file using the source document or convert it to include true text.

- **Set the document language.**

Setting the document language in a PDF enables some screen readers to switch to the appropriate language.

- **Check for artifacts.**

Artifacts are elements that are ignored by a screen reader, such as a background texture that does not contain important text. You can change an element to or from an artifact using the tags pane or the Reading Order tool.

- **Check alt text.**

Make sure informative and concise alt text descriptions exist for all non-text elements that are not tagged as artifacts.

- **Check for tags.**

Tags enable assistive technology to read and interact with PDF documents. Headings (H1–H6), paragraphs (P), and figures are examples of tag types. Check the tags pane to ensure there are tags, and if not, add them.

- **Check for proper tag use.**

Use the tags pane to check whether tagged elements are properly sequenced and applied. Are headings, lists, tables, and images tagged correctly? Rearrange or rename tags as needed.

- **Check the reading order.**

Review the order of the tags in the tags pane or use the Reading Order tool to ensure the correct reading order.

- **Check form fields and buttons.**

If the PDF is intended to be an interactive document, add meaningful labels to the fillable form fields and buttons. Set the tab order for the form fields, provide instructions, ensure proper keyboard focus, and ensure any error handling is accessible.

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WISCONSIN DEPARTMENT
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