Adobe Acrobat Pro®

Accessibility Quick Card

It's always best to start with an accessible source document (e.g., Word). Then use the Acrobat Pro tab to create the PDF. For more information, visit
mn.gov/mnit/accessibility

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- **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 alt text**

  Make sure informative and concise alt text descriptions exist for all non-text elements.

- **Use color carefully**

  Make sure to use good color contrast, such as 4.5:1 ratio of text to background, to ensure readability. Use texture in graphs to highlight points of interest.

- **Check for tags**

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

- **Check the reading order**

  "Walk the tag tree." Review the order of the tags in the Tags Pane to ensure the correct reading order.

- **Check for *proper* tag use**

  Use the Tags pane to check whether tagged elements are properly sequenced and applied. For example, is a first-level heading tagged as an H1 and not an H3? Are lists, tables and images tagged appropriately? Do the tags match the text? Rearrange or rename tags as needed.

- **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 tag tree menu or the Touch Up Reading Order (TURO) tool.

- **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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