MINNESOTA IT SERVICES

PDF Accessibility Checker Reference Guide, Version 1.0 Recommendations from PDF Accessibility Community of Practice

The State of Minnesota's PDF Accessibility Community of Practice has put together the following information to help you understand the results of the Adobe Acrobat Pro Accessibility Checker. The checker will report some issues that conflict with the State of Minnesota's Accessibility Standard, and may under-report others. This is a "living document" that will be updated as needed. You can findthe latest version number on the Office of Accessibility's website, and state employees can also access it on the Office's SharePoint site. The information included presents the progress of the group so far, and more is on its way!

Screen shots below have been taken from Acrobat Pro DC. All information below applies to both Acrobat Pro DC and Acrobat Pro XI unless other information is listed. We have listed Items from the checker in the order they appear in the accessibility checker results. Use Control + F (Find) to search for the item by name if you are unsure of the order.

The Office of Accessibility would like to thank the members of the State of Minnesota PDF Acccessibility Community of Practice, which is a cross-agency collaboration.

Important: this document assumes that you have created the PDF following accessibility best practices and you have a basic knowledge of how to create accessible documents. This only covers issues regarding the accessibility checker results.
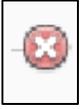
How to Use this Document

A green check mark viewed in Adobe Acrobat Pro's Accessibility Checker results indicates that the test has passed for that item.


A blue circle with a question mark in the Checker results indicates that this test requires a manual check.

A red circle with an X in the Checker results indicates that this item has failed the test. There may be one or more elements listed within the test, and expanding the results by selecting the plus sign will display them all.

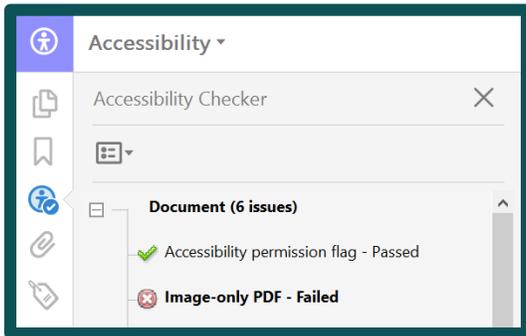## Accessibility Permission Flag – Must Pass (Green Check)
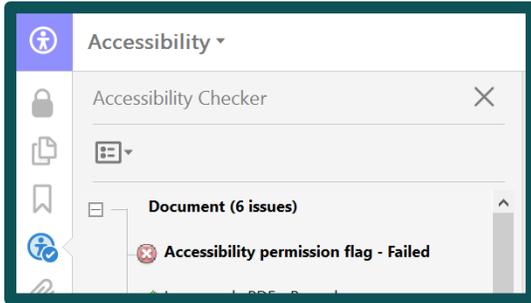
Security Settings need to be set to: "Enable text access for screen reader devices for the visually impaired for Pro XI ." In Acrobat Pro DC this is automatically selected.

Image Only PDF – Must Pass (Green Check)

This failure indicates that the document needs tags because:

- It is a scanned document
  - Needs to have the Optical Text Recognition run (clear scan version is recommended)
- The document converted to PDF incorrectly

The preference for repairing this issue is to

- Go back to the original (don't use "print to" for creating PDFs, use Acrobat Tab in Microsoft Word). See Resource Guide on Word Documents tab), or

- Right-click on tags panel and add tags; or navigate to the accessibility pane and select Autotag Document

Once these actions have been completed, you must check document again and remediate as necessary.
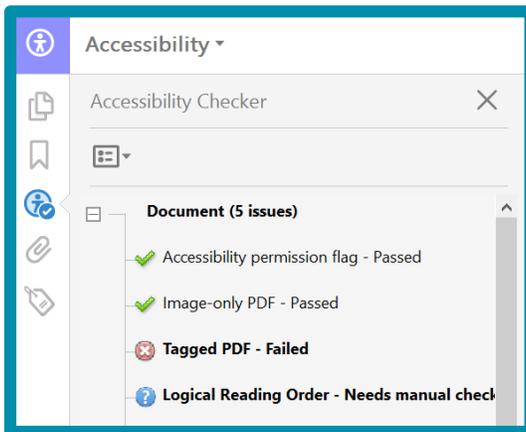
Tagged PDF – Must Pass (Green Check)
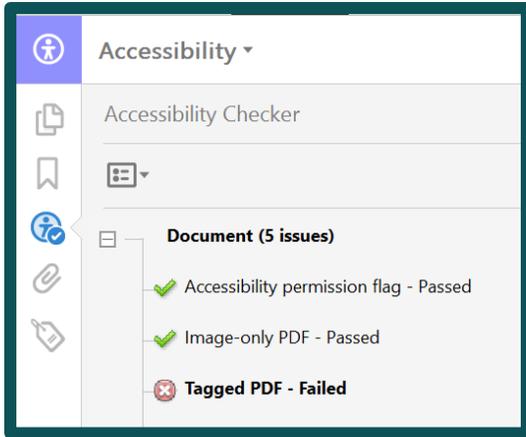
Tagging PDF enables assistive technologies to read the document. Select Tagged PDF on the Accessibility Checker panel, and then choose Fix from the Options menu, or right click on the error and select fix.

# Logical Reading Order – Requires Manual Check

This item requires a manual check of the tags – "walk" the tag tree.

For Acrobat Pro XI – do not use the Touch Up Reading Order Tool (TURO tool) to verify reading order. For DC, TURO has not yet been tested.

Make sure your document has proper structure, such as using headings, paragraphs, list items, etc. and that the tags follow the correct reading order.
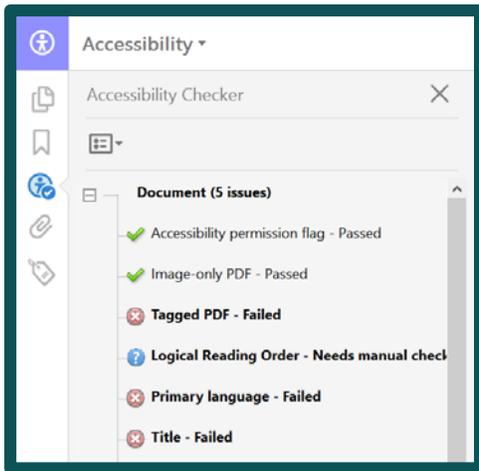
Primary Language – Must Pass (Green Check)
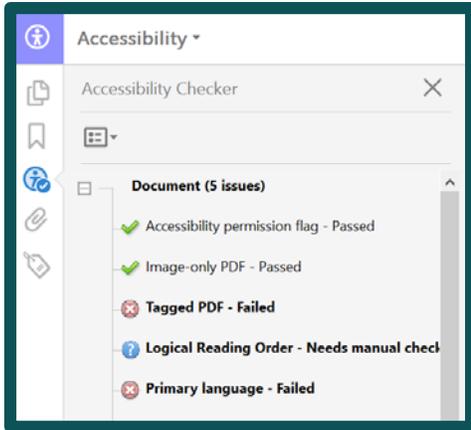
Primary language for the document needs to be set.

## Title – Must Pass (Green Check)

- The Properties title (in document properties) should match the document title (H1).

- Author is not your name, recommend using the agency name.

- Subject should be a short summary

- Keywords – follow your agency directive

Note: file name and document title are different. Follow your department's naming convention for file name and document title. Just because you have a file name does not mean you have set the document title in the properties panel. Check your properties settings.

Bookmarks – Must Pass, **Note
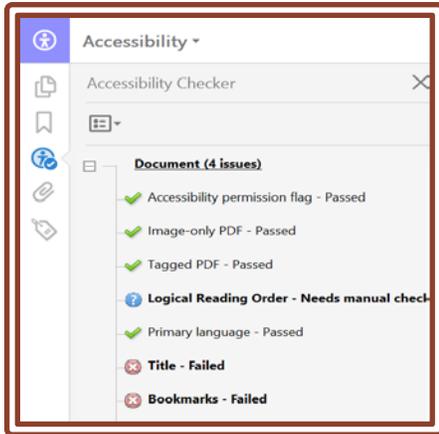
While this failure occurs if you have 21 or more pages, and do not have bookmarks, accessibility standards indicate that bookmarks provide increased accessibility with minimal additional work. The Community of Practice best practice is to:

- Select Bookmarks on the Accessibility Checker panel, and choose Fix from the Options menu

    - In the Structure Elements dialog box, select the elements that you want to use as bookmarks, and select OK

    - Or right-click on the error if you received one and create your bookmarks

- Create bookmarks which follow your heading structure at a minimum

Color Contrast – Requires Manual Check
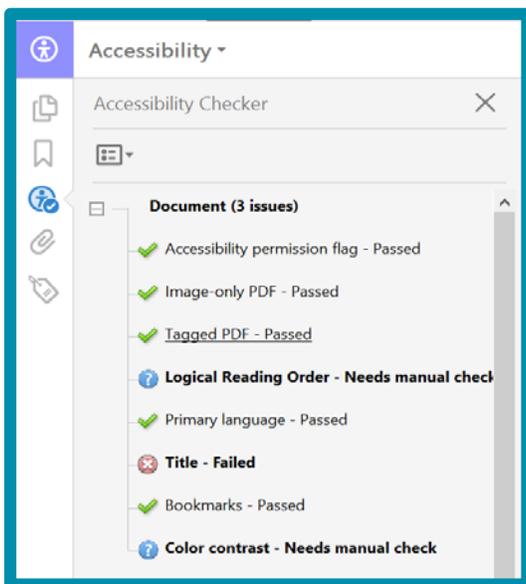
Checking color contrast requires a manual check.

- Designers need to check color contrasts during creation of documents. You can use a tool such as: WebAIM: Color Contrast Checker

- Authors must check colors while creating the document

- Do not use color alone to convey information

This includes: charts, graphs, pictures that convey important data, text (headings, paragraph text, hyperlinks)

Note: Do not use the Microsoft Office chart default colors, unless you use textured background. The colors on their own (in some software versions) are not accessible due to poor color contrast. Be sure to check your heading style color for contrast against its background color.

## Tab Order Failed – Must Pass (Green Check)
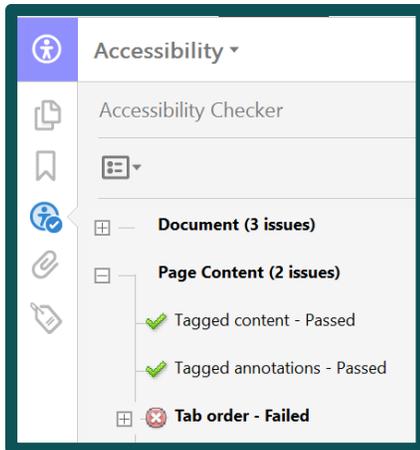
Select Tab Order on the Accessibility Checker panel, and select Fix from the Options menu. You can also right-click and choose fix from the error.

Must manually check tab order after the fix has been applied. To manually check go to the physical document, and press the tab key to check the order. This checks any focusable item. If the tags appear in the correct order, and the tab order passes a manual check after being remediated, then an error in the accessibility checker is ok.
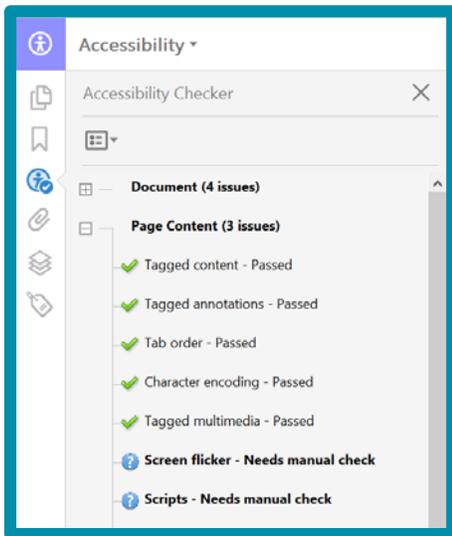
Screen Flicker – Must Pass (Green Check)
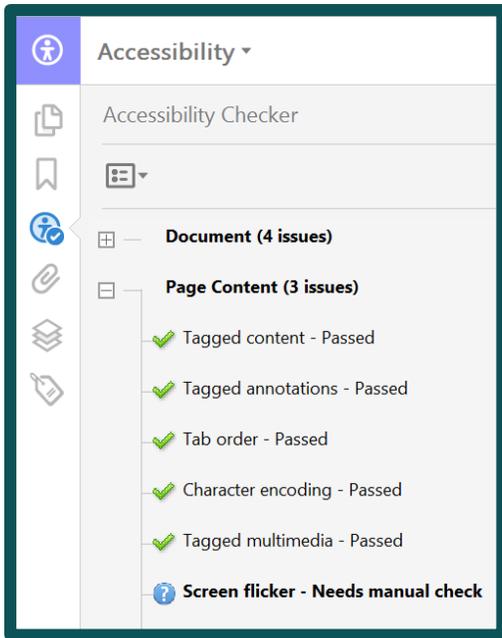
This can happen if there are too many scripts in the document or if there are flickering images. Do not use flickering images.

Scripts – Requires Manual Check

Requires manual check:

- Much of the checking in dynamic PDFs is manual; however there is a tool (plug-in) you can use that checks for certain functions within LiveCycle

Be very specific with instructions in the tooltips, so the user understands what will happen, for example "to add a row, select the plus sign."

Timed Responses – Must Pass (Green Check)
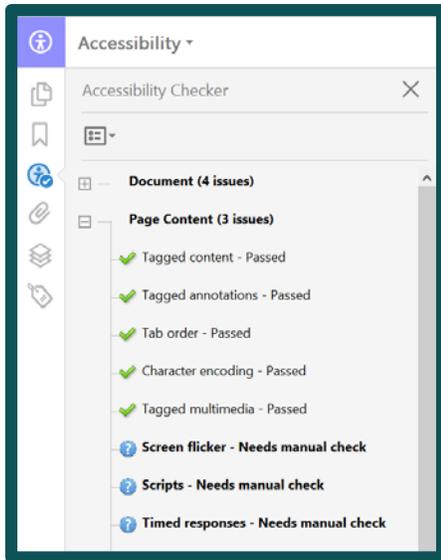
Do not have timed forms.

This error indicates that scripts exist and you need to make sure they works correctly.

If there is a limited time to complete something, you need to give the user the ability to turn it off.