

Module 1: Get Started

1.1 State of Minnesota: Accessible PDF Document Training



State of Minnesota: Accessible PDF Document Training

Module 1: Get Started

This course has no captions because the slide text provides the full transcript.

Select the Next button on the top right of the screen to begin.

1.3 About this Module

About this Module

< PREV NEXT >

In this module, you will learn how to:

- Start with an accessible document
- Locate the following items:
 - **Accessibility tags** panel
 - **Prepare for accessibility** tool
 - **Check for accessibility** tool
 - **Fix reading order** tool
- Understand the **Accessibility Checker** results icons



About this Module

In this module, you will learn how to:

- Start with an accessible document
- Locate the following items:
 - Accessibility tags panel
 - Prepare for accessibility tool
 - Check for accessibility tool
 - Fix reading order tool
- Understand the Accessibility Checker results icons.

1.4 Get Started, 1 of 2

Get Started, 1 of 2

< PREV NEXT >



This course is designed to teach people how to make PDFs accessible using Adobe Acrobat Pro. PDFs cannot be remediated using Acrobat Reader.

As noted in the ***Accessible Word Document*** training, it is essential to start with an accessible source document. The source document must be properly converted into a PDF. This creates a PDF that is ready for remediation.

Review the Word training for the correct PDF conversion steps, if needed.

Get Started, Slide 1 of 2

This course is designed to teach people how to make PDFs accessible using Adobe Acrobat Pro. PDFs cannot be remediated using Acrobat Reader.

As noted in the *Accessible Word Document* training, it is essential to start with an accessible source document. The source document must be properly converted into a PDF. This creates a PDF that is ready for remediation.

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1.5 Get Started, 2 of 2

Get Started, 2 of 2

< PREVIOUSNEXT >



If you are starting with a document created without the use of basic accessibility concepts, or created before accessibility tools were available, take a minute or two to manually check for issues. Check color contrast, document properties, alternative text, heading structure, and hyperlinks. It is often easier to fix these problems in the source document.

Have an old, legacy document? It's usually easier to create a new source document and then convert it to PDF.

This module introduces the tools. Module 2 begins the remediation process.

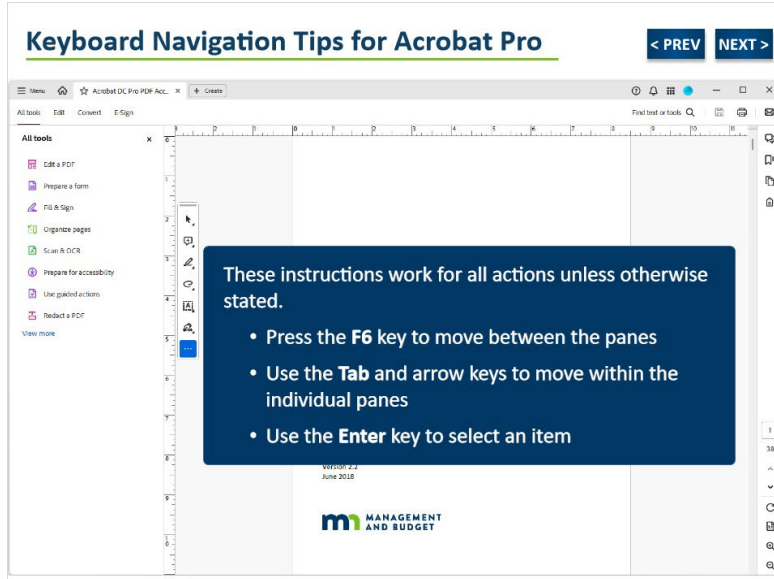
Get Started, Slide 2 of 2

If you are starting with a document created without the use of basic accessibility concepts, or created before accessibility tools were available, take a minute or two to manually check for issues. Check color contrast, document properties, alternative text, heading structure, and hyperlinks. It is often easier to fix these problems in the source document.

Have an old, legacy document? It's usually easier to create a new source document, and then convert it to PDF.

This module introduces the tools. Module 2 begins the remediation process.

1.6 Keyboard Navigation Tips for Acrobat Pro

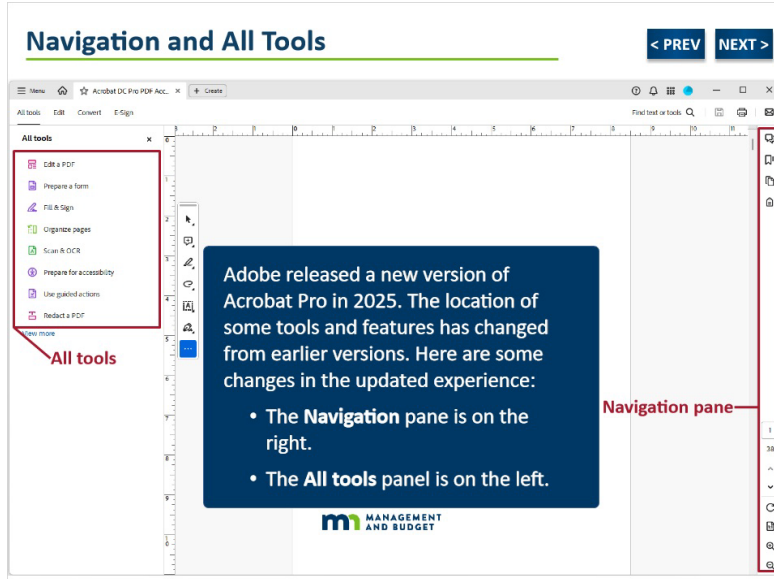


Keyboard Navigation Tips for Acrobat Pro

These instructions work for all actions unless otherwise stated.

- Press the F6 key to move between the panes.
- Use the Tab and arrow keys to move within the individual panes.
- Use the Enter key to select an item.

1.7 Navigation and All Tools

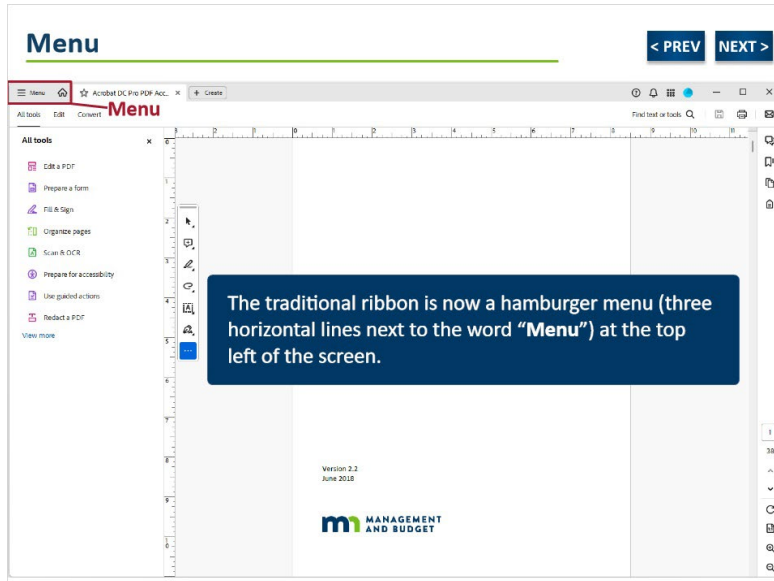


Navigation and All Tools

Adobe released a new version of Acrobat Pro in 2025. The location of some tools and features has changed from earlier versions. Here are some changes in the updated experience:

- The Navigation pane is on the right.
- The All tools panel is on the left.

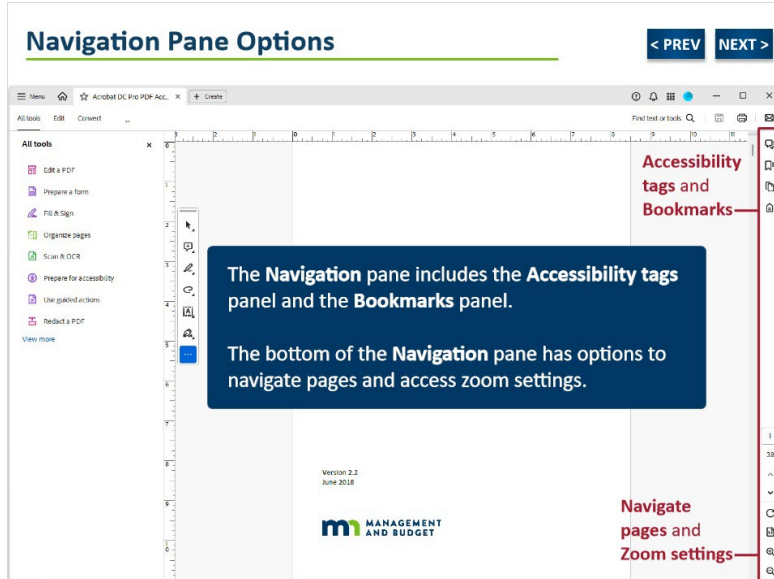
1.8 Menu



Menu

The traditional ribbon is now a hamburger menu (three horizontal lines next to the word "Menu") at the top left of the screen.

1.9 Navigation Pane Options

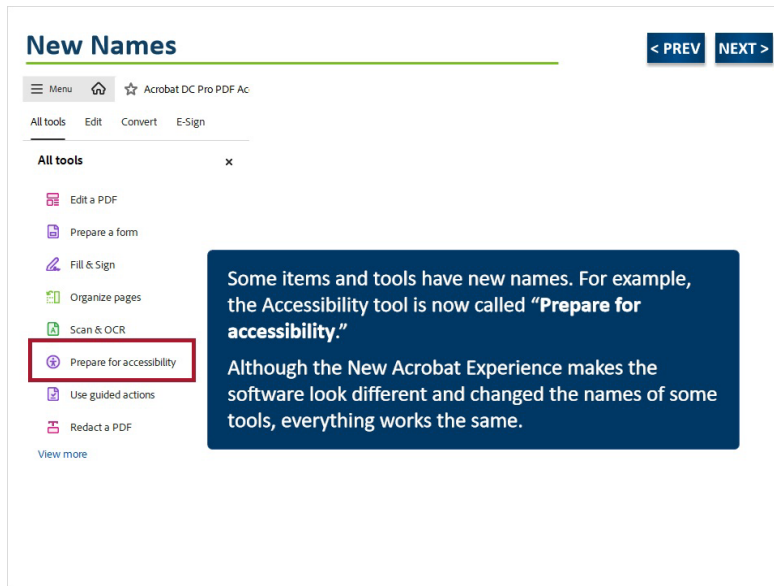


Navigation Pane Options

The Navigation pane includes the Accessibility tags panel and the Bookmarks panel.

The bottom of the Navigation pane has options to navigate pages and access zoom settings.

1.10 New Names



New Names

Some items and tools have new names. For example, the Accessibility tool is now called "Prepare for accessibility."

Although the New Acrobat Experience makes the software look different and changed the names of some tools, everything works the same.

1.11 Before You Begin

Before You Begin

< PREV NEXT >



Important!

If you aren't familiar with the basics for creating accessible Word documents, stop right here.

Before starting this course, take the **Accessible Word Document** training to learn basic accessibility concepts. A link to the training is available in the Resources section.

Before You Begin

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If you aren't familiar with the basics for creating accessible Word documents, stop right here. Before starting this course, take the Accessible Word Document training to learn basic accessibility concepts. A link to the training is available in the Resources section.

1.12 Ready to Go

Ready to Go

< PREV

NEXT >



Completed the ***Accessible Word Document*** training?

Now you're ready to get started!

Ready to Go

Completed the *Accessible Word Document* training?

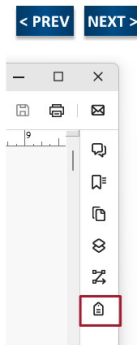
Now you're ready to get started!

1.13 Accessibility Tags Icon

Accessibility Tags Panel Icon

The **Accessibility tags** panel icon is found in the **Navigation** pane, on the right side of your screen. It looks like a price tag.

- If the icon isn't visible, right-click (Shift + F10) in any blank space on the **Navigation** pane. A list of additional options appears.

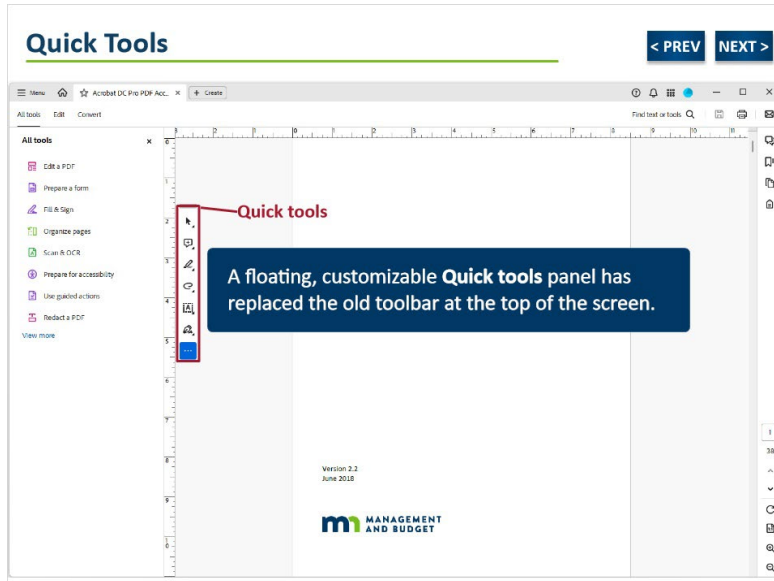


Accessibility Tags Panel Icon

The Accessibility tags panel icon is found in the Navigation pane, on the right side of your screen. It looks like a price tag.

- If the icon isn't visible, right-click (Shift + F10) in any blank space on the Navigation pane. A list of additional options appears.

1.14 Quick Tools



Quick tools

A floating, customizable Quick tools panel has replaced the old toolbar at the top of the screen.

1.15 Tag Tree

Tag Tree

< PREV

NEXT >

Accessibility tags ...

Tags

> <H1>

> <P>

> <P>

> <Figure>

> <H2>

> <P>

> <P>

> <P>

> <P>

> <P>

> <P>

Most remediation work happens in the **tag tree**.

Tags define the document's structure and the order assistive technologies (screen readers and Braille displays) use when reading the document.

You will learn more about the **tag tree** in Modules 3 and 4.

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14

1.16 Order Panel

Order Panel

< PREV

NEXT >

✓ Comment

✓ Bookmarks

✓ Pages

Accessibility tags

Articles

Attachments

Content

Destinations

Layers

Model Tree

✓ Order

Signatures

Reset side panels

There is an **Order** panel in the **Navigation** pane. To set the reading order, only use the **Accessibility tags** panel. Do not use the **Order** panel. It cannot be accessed by assistive technologies.

Order Panel

There is an Order panel in the Navigation pane. To set the reading order, only use the Accessibility tags panel. Do not use the Order panel. It cannot be accessed by assistive technologies.

1.17 Prepare for Accessibility Panel

Prepare for Accessibility Panel

< PREVIOUS

NEXT >

Menu Home Acrobat DC Pro PDF Ac

All tools Edit Convert E-Sign

All tools x

Edit a PDF

Prepare a form

Fill & Sign

Organize pages

Scan & OCR

Prepare for accessibility

Use guided actions

Redact a PDF

View more

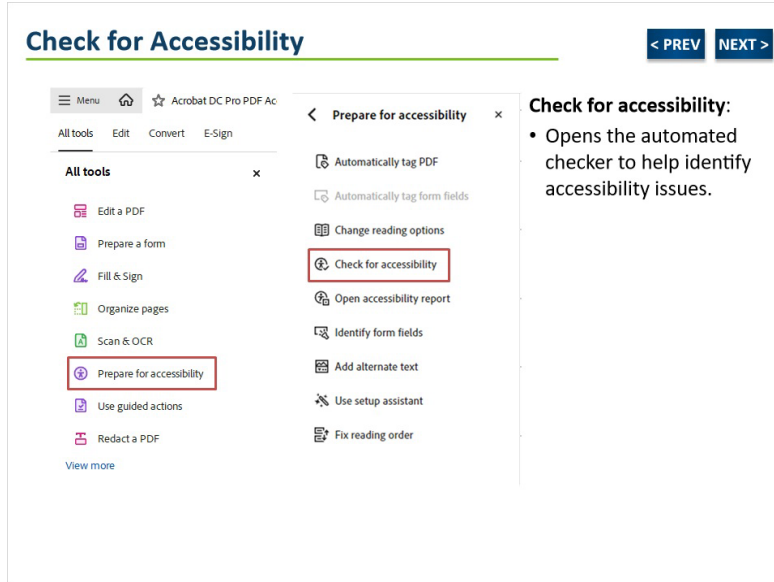
The **Prepare for accessibility** option is found in the **All tools** panel on the left side of your screen.

Let's review the tools in this panel that are used to remediate PDF documents.

Prepare for Accessibility Panel

The Prepare for accessibility option is found in the All tools panel on the left side of your screen. Let's review the tools in this panel that are used to remediate PDF documents.

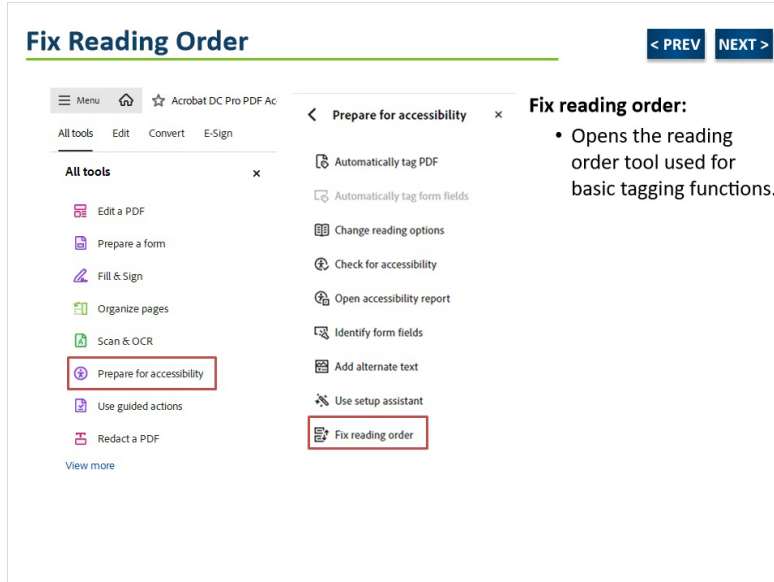
1.18 Check for Accessibility



Check for Accessibility

Opens the automated checker to help identify accessibility issues.

1.19 Fix Reading Order



Fix Reading Order

Opens the reading order tool used for basic tagging functions.

1.20 Reading Order Tool, 1 of 5

Reading Order Tool, 1 of 5

PREV

NEXT

Reading Order

Draw a rectangle around the content then click one of the buttons below:

Text/Paragraph

Figure

Form Field

FigureCaption

Heading 1

Heading 4

Table

Heading 2

Heading 5

Cell

Heading 3

Heading 6

Formula

Reference (G)

Note (I)

Background/Italic

Table Editor

☒ Page content groups

☐ Page content order

☐ Structure types

☐ Table cells

☐ Display like elements in a single block

☐ Show tables and figures

Clear Page Structure

Show Order Panel

Help

Close

1) **Highlight the PDF**

Lbody

After document should be fully accessible. If the Word/WordPerfect/etc., doc is available, the pdf generation goes very quickly. It is much easier to use the accessibility tools in the state of content than in the PDF.

Lbody

Accessibility tool at the top of the ribbon in Microsoft software to create PDFs. Do not use "Lbody" or "PDF" from the drop-down menu. It does not convert your document properly, and you will have more issues in the PDF. Note: If you do not have Acrobat Pro, you cannot make accessible PDFs.

Lbody

Software does not produce accessible PDFs through so hot of the creator. For these users, you will have to add tags, and then go through all the steps to ensure the document is accessible.

Acrobat DC Layout and Settings

If you have been using Adobe Acrobat XI Pro, the DC interface looks very different. However, the general concepts are the same and only a few steps have been changed in this updated version.

1) are three tabs at the top of the page located under the Menu bar (File, Edit, etc.)

File

Figure - Home, Tables and Document tabs

Home

Figure

Tables

Document

Lbody

Access your documents from the figure. Access content and My Computer buttons.

Lbody

Access all tools. Choose from Create & Edit, Review & Approve, Forms & Signatures, & Share/Review, and Content Tools. Use this to enter your document's location on the right side of the page. Menu under each section include Open, Add, Show/Hide, and Learn More. Note: Accessibility tools are located under Figure & Share/Review.

Lbody

Prints the file. This appears only when a document is open. DC is set by default to open all documents under one window, similar to InDesign and Photoshop. You can change the setting so that each document opens within its own window. (Default is: Performance > General > Basic.)

Lbody

Uncheck "Open documents as new tabs in the same window". This is convenient if you intend to view multiple documents at the same time.

P

For settings you use "File" and "Edit".

Lbody

Press Page Path (right click) on the New Page to add the tools for Reading Order and more. The New Page may close when you close DC. Click on the arrow on the left side of the application or choose View > Show/Hide > Navigation Panel.

When the **Reading Order** tool is opened, shaded boxes appear around the text. These boxes provide useful information:

- All content inside a shaded box is tagged and can be accessed by assistive technologies.
- All content not in a shaded box is not tagged and therefore not accessible.
- At the top left of each shaded box is a white box which indicates that content's tag type.

Reading Order Tool, Slide 1 of 5

When the Reading Order tool is opened, shaded boxes appear around the text. These boxes provide useful information:

- All content inside a shaded box is tagged and can be accessed by assistive technologies.
- All content not in a shaded box is not tagged and therefore not accessible.
- At the top left of each shaded box is a white box which indicates that content's tag type.

1.21 Reading Order Tool, 2 of 5

Reading Order Tool, 2 of 5

PREV

NEXT

Reading Order

Draw a rectangle around the content then click one of the buttons below:

Text Paragraph

Figure

Form Field

Equation/Equation

Heading 1

Heading 4

Table

Heading 2

Heading 5

Cell

Heading 3

Heading 6

Formula

Reference (a)

Note (z)

Background/Color

Table Editor

☐ Show page content groups

☐ Page content order

☒ Structure types

☒ Show table cells

☐ Display list elements in a single block

☐ Show tables and figures

Clear Page Structure

Show Order Panel

Help

Close

Enhance the PDF

1. Total documents should be fully accessible. If the Acrobat/Reader/Viewer, etc is not fully accessible, the PDF remediation goes very quickly. It is much easier to fix accessibility issues in the original document than in the PDF.

2. Acrobat can act as the top of the ribbon in Microsoft software to create PDFs. Do not use "Save as PDF" from the drop-down menu. It does not convert your document properly, and you will have many more issues in the PDF. Run the file. If you do not have Acrobat Pro, you must make accessible PDFs.

3. Acrobat does not produce accessible PDFs through the built-in creator. For these users, you will have to add tags, and then go through the steps to ensure the document is accessible.

Acrobat DC Layout and Settings

Acrobat DC has been using Adobe Acrobat 8.0 Pro. The DC interface looks very different. However, the general concepts are the same and only a few things have been changed in this updated version.

1. You have three tabs at the top of the page located under the Menu bar (File, Edit, etc.):

File

Figure - Home, Tools, and Document Tools

Tools

Document Tools

2. Acrobat: Access your documents from this page. Includes Recent and My Computer buttons.

3. Home: Access all Tools. Choose from Create & Edit, Review & Approve, Forms & Signatures, & Standards, and Collaboration. Use this to enter your custom. Location: Tool bar on the right side of the page. Menu under each section includes Open, Add Signature, and Learn More.

4. Note: Document tools are located under: Forms & Signatures.

5. Library: Points to the tab appears only when a document is open. DC is set by default to open all files into one window, similar to iCloud and Photoshop. You can change the setting in that each document opens within its own window (File > Preferences > General > Basic Tools > Uncheck Open documents as new tabs in the same window). This is convenient if you need to save multiple documents at the same time.

6. The settings on the left panel:

7. Home Panel: Right-click on the Home Panel to add the icons for Reading Order and other tools. The Home Panel may close when you click DC. Click on the arrow on the left side of the application or choose View > Show/Hide > Navigation Pane.

The **Reading Order Tool** can be used to tag content or place decorative content into the background. We'll talk more about this in the next two slides.

Close the **Reading Order Tool** by either selecting the **X** in the upper right corner or by selecting the **Close** button on the bottom right.

Reading Order Tool, Slide 2 of 5

The Reading Order tool can be used to tag content or place decorative content into the background. We'll talk more about this in the next two slides.

Close the Reading Order tool by either selecting the X in the upper right corner or by selecting the Close button on the bottom right.

1.22 Reading Order Tool, 3 of 5

Reading Order Tool, 3 of 5

< PREVIOUS

NEXT >

Reading Order

Draw a rectangle around the content then click one of the buttons below:

Text/Paragraph

Figure

Form Field

Figure/Caption

Heading 1

Heading 4

Table

Heading 2

Heading 5

Cell

Heading 3

Heading 6

Formula

Reference (x)

Note (z)

Background/Artifact

The top section of the **Reading Order** tool has multiple buttons that add or change tags. These include tags for normal text, headings, figures and tables. Not all types of tags are included in this tool.

We'll cover common tags in Module 3.

Reading Order Tool, Slide 3 of 5

The top section of the Reading Order tool has multiple buttons that add or change tags. These include tags for normal text, headings, figures and tables. Not all types of tags are included in this tool.

We'll cover common tags in Module 3.

1.23 Reading Order Tool, 4 of 5

Reading Order Tool, 4 of 5

< PREVIOUS

NEXT >

☒ Show page content groups

☐ Page content order

☒ Structure types

☒ Show table cells

☐ Display like elements in a single block

☒ Show tables and figures

Clear Page Structure...

Show Order Panel

Help

Close

The bottom section of the **Reading Order** tool contains a series of checkboxes and radio buttons. These options affect how the document's content is displayed on the screen:

- **Show page content groups** checkbox: Select this option. It adds the shaded boxes around the content on the page.
- **Page content order** radio button: Do **not** select this option. It doesn't display the reading order used by assistive technology.

Reading Order Tool, Slide 4 of 5

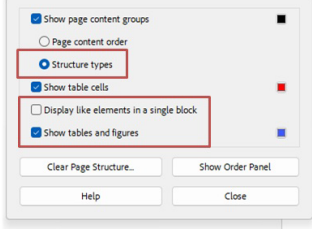
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- **Show page content groups** check box: Select this option. It adds the shaded boxes around the content on the page.
- **Page content order** radio button: Do not select this option. It doesn't display the reading order used by assistive technology.

1.24 Reading Order Tool, 5 of 5

Reading Order Tool, 5 of 5

< PREVIOUSNEXT >



- **Structure types** radio button: Select this option. It displays tag types.
- **Display like elements in a single block** checkbox: Keep this unchecked. It combines similar tags together in groups, making remediation more difficult.
- **Show tables and figures** checkbox: Select this option if you want a colored box around tables and figures.

Reading Order Tool, Slide 5 of 5

- Structure types radio button: Select this option. It displays tag types.
- Display like elements in a single block checkbox: Keep this unchecked. It combines similar tags together in groups, making remediation more difficult.
- Show tables and figures checkbox: Select this option if you want a colored box around tables and figures.

1.25 Check for Accessibility Tool, 1 of 3

Check for Accessibility Tool, 1 of 3

< PREVIOUS

NEXT >

Accessibility Checker Options

Report Options

☒ Create accessibility report

Folder: C:\Users\flaw01\Documents

Choose...

☐ Attach report to document

Page Range

☒ All pages in document

☐ Pages from

to

Checking Options (31 of 32 in all categories)

Category: Forms, Tables and Lists

☒ All form fields are tagged

☒ All form fields have description

☒ TR must be a child of Table, THead, TBody, or TFoot

☒ TH and TD must be children of TR

☒ Tables must have headers

☒ Tables must contain the same number of columns in each row and rows in each column

☐ Tables must have a summary

☒ LI must be a child of L

☒ UL and LBody must be children of LI

Select All

Clear All

☒ Show this dialog when the Checker starts

Help

Start Checking

Cancel

The **Check for accessibility** tool checks the document for accessibility issues. This tool finds common issues like missing document titles or missing alt text.

Check for Accessibility Tool, Slide 1 of 3

The Check for Accessibility tool checks the document for accessibility issues. This tool finds common issues like missing document titles or missing alt text.

1.26 Check for Accessibility Tool, 2 of 3

Check for Accessibility Tool, 2 of 3

< PREV

NEXT >

Menu

Acrobat DC Pro PDF Ac

All tools

Edit

Convert

E-Sign

All tools

×

✎ Edit a PDF

📄 Prepare a form

✍ Fill & Sign

📄 Organize pages

📄 Scan & OCR

⚙ Prepare for accessibility

🔗 Use guided actions

🔗 Redact a PDF

View more

< Prepare for accessibility

×

🔗 Automatically tag PDF

🔗 Automatically tag form fields

📄 Change reading options

⚙ Check for accessibility

🔗 Open accessibility report

🔗 Identify form fields

🔗 Add alternate text

🔗 Use setup assistant

🔗 Fix reading order

To run the automated accessibility checker:

- From the **All tools** panel, select **Prepare for accessibility**.
- Select **Check for accessibility**.

Check for Accessibility Tool, Slide 2 of 3

To run the automated accessibility checker:

- From the All tools panel, select Prepare for accessibility.
- Select Check for accessibility.

1.27 Check for Accessibility Tool, 3 of 3

Check for Accessibility Tool, 3 of 3

< PREVIOUS

NEXT >

Accessibility Checker Options

Report Options

☒ Create accessibility report

Folder: C:\Users\fsaw01\Documents

☐ Attach report to document

Page Range

☒ All pages in document

☐ Pages from to

Checking Options (31 of 32 in all categories)

Category: Forms, Tables and Lists

☒ All form fields are tagged

☒ All form fields have description

☒ TR must be a child of Table, THeader, TBody, or TFooter

☒ TH and TD must be children of TR

☒ Tables must have headers

☒ Tables must contain the same number of columns in each row and rows in each column

☐ Tables must have a summary

☒ LI must be a child of UL

☒ UL and LBody must be children of LI

☒ Show this dialog when the Checker starts

- Select the **Start Checking** button on the bottom right of the pane to run the checker.
- The results open in a popup window.

Acrobat Pro's checker automatically checks for 32 accessibility criteria. Some of the checked items conform to Web Content Accessibility Guidelines (WCAG), but not all.

For State of Minnesota employees, the document must meet WCAG 2.1, Level A and AA requirements.

Check for Accessibility Tool, Slide 3 of 3

- Select the Start Checking button on the bottom right of the pane to run the checker.
- The results open in a popup window.

Acrobat Pro's checker automatically checks for 32 accessibility criteria. Some of the checked items conform to Web Content Accessibility Guidelines (WCAG), but not all.

For State of Minnesota employees, the document must meet WCAG 2.1, Level A and AA requirements.

1.28 Accessibility Checker Results Pane

Accessibility Checker Results Pane

< PREVIOUS

NEXT >



The **Accessibility Checker** pane provides four result types (three indicated by icons):

- **Failed - Red circle with a white X:** The accessibility check identified an accessibility issue that must be fixed.
- **Needs Manual Check - Blue circle with a white ?:** The accessibility checker couldn't verify this item. It must be manually checked. This includes reading order and color contrast.
- **Did not check (Skip Rule) - Yellow triangle with a black !:** The accessibility checker did **not** check this item or the item was manually skipped.
- **Passed - No symbol (just text):** These items passed the accessibility check.

Important! The built-in accessibility checker is a good tool, but it does **not** guarantee an accessible document. Learn more about the accessibility checker in Module 10.

Accessibility Checker Results Pane

The Accessibility Checker pane provides four result types (three indicated by icons):

- **Failed - Red circle (X):** The accessibility check identified an accessibility issue that must be fixed.
- **Needs Manual Check - Blue circle (?):** The accessibility checker couldn't automatically verify this item. You need to manually check it. This includes reading order and color contrast.
- **Did not check (Skip Rule) - Yellow triangle (!):** The accessibility checker did not check this item or the item was manually skipped.

Passed - No symbol (just text) - These items passed the accessibility check.

Important! The built-in accessibility checker is a good tool, but it does not guarantee an accessible document. You will learn more about the accessibility checker in Module 10.

1.33 Summary

Summary

< PREV

NEXT >

In this module, you learned how to:

- Start with an accessible document when possible.
- Where to locate the:
 - **Accessibility tags** panel
 - **Prepare for accessibility** tool
 - **Check for accessibility** tool
 - **Fix reading order** tool
- How to read the **Accessibility Checker** icons.

With these tools and practices, you can create accessible PDFs with confidence.

Summary

In this module, you learned how to:

- Start with an accessible document when possible.
- Where to locate the:
 - Accessibility tags panel
 - Prepare for accessibility tool including:
 - Check for accessibility tool
 - Fix reading order tool and
- How to read the Accessibility Checker icons.

With these tools and practices, you can create accessible PDFs with confidence.

1.34 Module 1 Complete

Module 1 Complete[< PREV](#)



Congratulations!

You have completed **Module 1: Get Started**.

The Office of Accessibility would like to thank you for your hard work.

Click the **Exit** button to continue with the course.

[EXIT](#)

Module 1 Complete

Congratulations!

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