

Module 10: Testing for Accessibility

1.1 State of Minnesota: Accessible PDF Document Training



State of Minnesota Accessible PDF Document Training

Module 10: Testing for Accessibility

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

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In this module, you will learn how to:

- Run the automated accessibility checker
- Review the checker results
- Fix failed checks
- Perform necessary manual checks
- Recognize and understand common accessibility failures
- Perform basic keyboard testing



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1.4 Automated Accessibility Checker

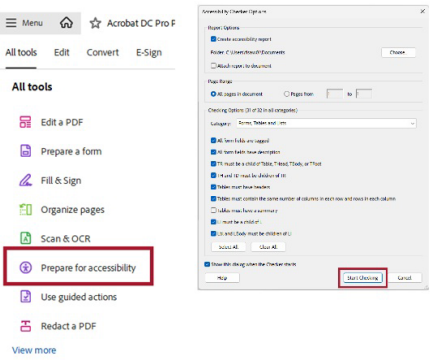
Automated Accessibility Checker

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The Check for Accessibility tool can identify common accessibility issues, such as a missing document title or missing alt text. To run the automated accessibility checker:

1. Open the **All Tools** panel and choose **Prepare for accessibility**.
2. Choose **Check for accessibility**.
3. In the **Accessibility Checker** pane, select **Start Checking** (bottom right).
4. Review the results in the **Accessibility Checker** pane. We cover results on the next slide.



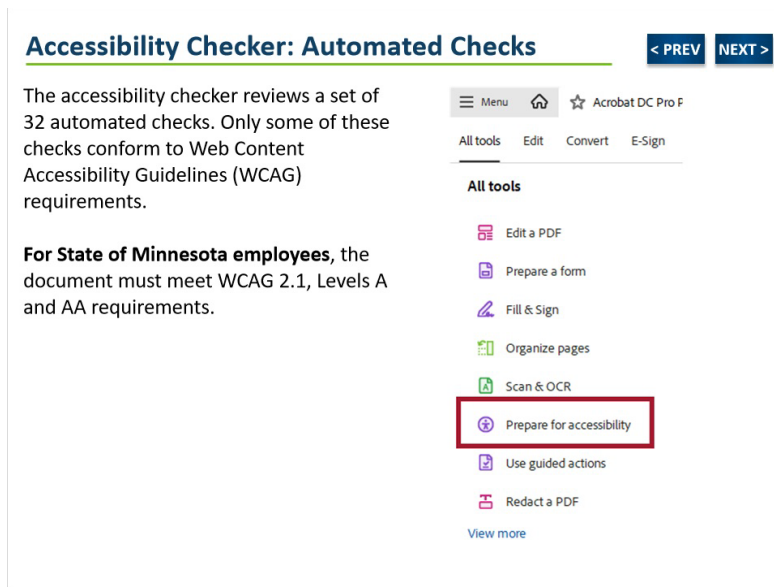
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1.5 Accessibility Checker: Automated Checks



Accessibility Checker: Automated Checks

The accessibility checker reviews a set of 32 automated checks. Only some of these checks conform to Web Content Accessibility Guidelines (WCAG) requirements.

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

1.6 Accessibility Checker Results

Accessibility Checker Results

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We introduced the automated checker in Module 1. Here is a refresher of some of those slides.

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

- **Failed – Red circle (X):** The accessibility checker identified an accessibility issue that must be fixed.
- **Needs Manual Check – Blue circle (?):** The accessibility checker couldn't automatically verify this item. It **must be manually checked**.
- **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 checker.

Important! The Automated Accessibility Checker is a good tool, but it does not guarantee an accessible document.

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1.7 Necessary Manual Checks

Necessary Manual Checks

When you run the accessibility checker, two items will always be marked **Needs manual check** (blue circle with ?). These items require you to verify them yourself.

- **Logical Reading Order (Needs manual check):** Walk the tag tree and confirm the content reads in the correct order (refer to Module 4).
- **Color contrast (Needs manual check):** Check color contrast. Make corrections in the PDF or go back to the source file.

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× Accessibility Checker

Document (2 issues)

Accessibility permission flag - Passed

Image-only PDF - Passed

Tagged PDF - Passed

? Logical Reading Order - Needs manual check

Primary language - Passed

Title - Passed

Bookmarks - Passed

? Color contrast - Needs manual check

Necessary Manual Checks

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1.8 Failures

Failures

In the image on the slide, the accessibility checker identified an issue that must be fixed.

When an item is marked **Failed**, right-click (Shift + F10) on the item to open the options menu.

Options include:

- **Fix:** If available, Acrobat provides a fix wizard. It may fix the issue automatically or guide you through the steps to fix it yourself. Always choose this option when available.
- **Skip Rule:** Skips this check. Use this option only for "Tables, Summary." Table summaries are not required for State of Minnesota employees.
- **Explain:** Opens the Adobe Acrobat website with guidance for this check.

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Primary language - Passed

Title - Failed

Bookmarks

Color correction

Page Content

Forms

Alternate Text

Tables

Fix

Skip Rule

Explain

Check Again

Show Report

Options

Failures

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1.9 Common Failures, 1 of 2

Common Failures, 1 of 2

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Some common failures and fixes include:

- **Primary Language:** Set the document language (refer to Module 2).
- **Title:** Add the document title and set to Show: Document Title (refer to Module 2).
- **Bookmarks:** Add bookmarks (refer to Module 5).
- **Tagged content:** The PDF is not tagged or has untagged elements. Walk the tag tree and fix or add tags as needed (refer to Module 4).

Accessibility Checker

Document (4 issues)

Accessibility permission flag - Passed

Image-only PDF - Passed

Tagged PDF - Passed

Logical Reading Order - Needs manual check

Primary language - Passed

Title - Failed

Bookmarks - Failed

Color contrast - Needs manual check

Common Failures, Slide 1 of 2

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1.10 Common Failures, 2 of 2

Common Failures, 2 of 2

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Some more common failures and fixes include:

- **Figures – Alternate text:** Use the fix wizard to add alt text or mark the figure as decorative (refer to Module 7).
- **Tables – Headers:** A header row is not identified. Review the table tags and set header cells as needed (refer to Module 9).
- **Tables – Regularity:** The table has split or merged cells.
- **Headings – Appropriate nesting:** Heading level was skipped. Fix heading levels (refer to Module 5).

▼

Alternate Text (1 issue)

>

✖

Figures alternate text - Failed

Nested alternate text - Passed

Associated with content - Passed

Hides annotation - Passed

Other elements alternate text - Passed

▼

Tables (1 issue)

Rows - Passed

TH and TD - Passed

Headers - Passed

>

✖

Regularity - Failed

Summary - Skipped

>

Lists

▼

Headings (1 issue)

>

✖

Appropriate nesting - Failed

Common Failures, Slide 2 of 2

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1.11 Manual Testing: Keyboard

Manual Testing: Keyboard

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Use keyboard testing for documents with many links or form fields.

Perform keyboard testing to confirm all features are accessible without a mouse.

This supports users who depend on keyboard-only navigation for accessibility.

1. Go to the top of the document.
2. Press the **Tab** key to move from one interactive item to the next.
3. Confirm that each item shows a visible indicator.
4. Verify that visible focus moves through the document in the correct order.

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1.15 Module 10 Complete

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Congratulations!

You have completed **Module 10: Testing for Accessibility**.

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

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

EXIT

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