MINNESOTA

## Accessible PDF Document Training

# Summary Guide for Module 10: Testing for Accessibility

This module covers Acrobat Pro's automated Accessibility Checker tool and manual keyboard testing techniques.

## Automated Accessibility Checker tool

- Found in the Prepare for accessibility tool.
- Identifies common accessibility issues in the document.
- Uses a combination of WCAG and PDF/UA standards.
    - State of Minnesota documents must meet WCAG 2.1, Level A and AA.
    - An automated checker does not guarantee an accessible document.

## Accessibility Checker results

- **Failed** – Red circle with a white X:
    - Checker identified an issue that **must** be fixed.
- **Needs Manual Check** – Blue circle with a white ?:
    - Checker couldn't verify this item. **Must be manually checked**.
- **Did not check (Skip Rule)** – Yellow triangle with a black !:
    - Checker did not check or was manually skipped.
- **Passed** – No symbol (just text):
    - Items passed the accessibility checker.

### Result: Needs manual check

The Accessibility Checker always provides these two results, which require a manual check from the remediator:

- **Logical Reading Order. To manually check:**
    - Walk the tag tree.
    - Refer to Module 4.
- **Color contrast. To manually check:**
    - Use a color contrast tool. If it needs to be fixed, it may be done in the PDF or may require editing the source file.

### Result: Failed

- Indicates issues that **must** be fixed.
    - Use fix wizard if available.

### Common failures

- **Primary Language**
    - Set language in document properties (Refer to Module 2).
- **Title**
    - Add all metadata in document properties (Refer to Module 2).
- **Bookmarks**
    - Add bookmarks (Refer to Module 5).
- **Tagged Content**
    - Untagged content within document (Refer to Module 4).
- **Figures – alternate text**
    - Image is missing alternative text (Refer to Module 7).
- **Table Headers**
    - Header row is not identified (Refer to Module 9).
- **Table Regularity**
    - Table has split or merged cells.
- **Headings – Appropriate nesting**
    - Heading level was skipped  (Refer to Module 5).

## Manual testing: Keyboard

- Supports users who rely on keyboard-only navigation.
- Confirms all document features are accessible without a mouse.
- Verifies tab order and visible focus of interactive items, including links and form fields.