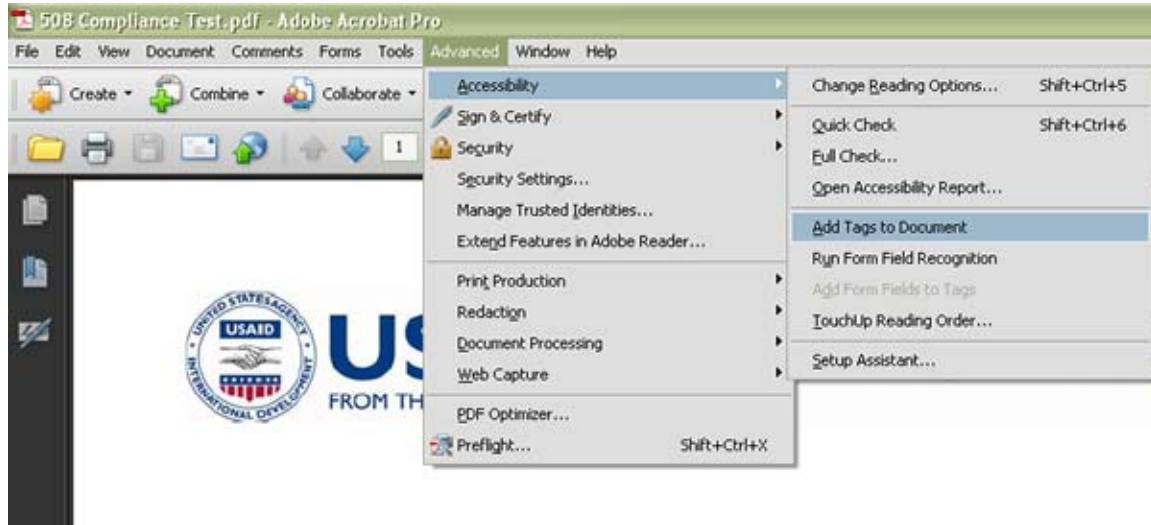




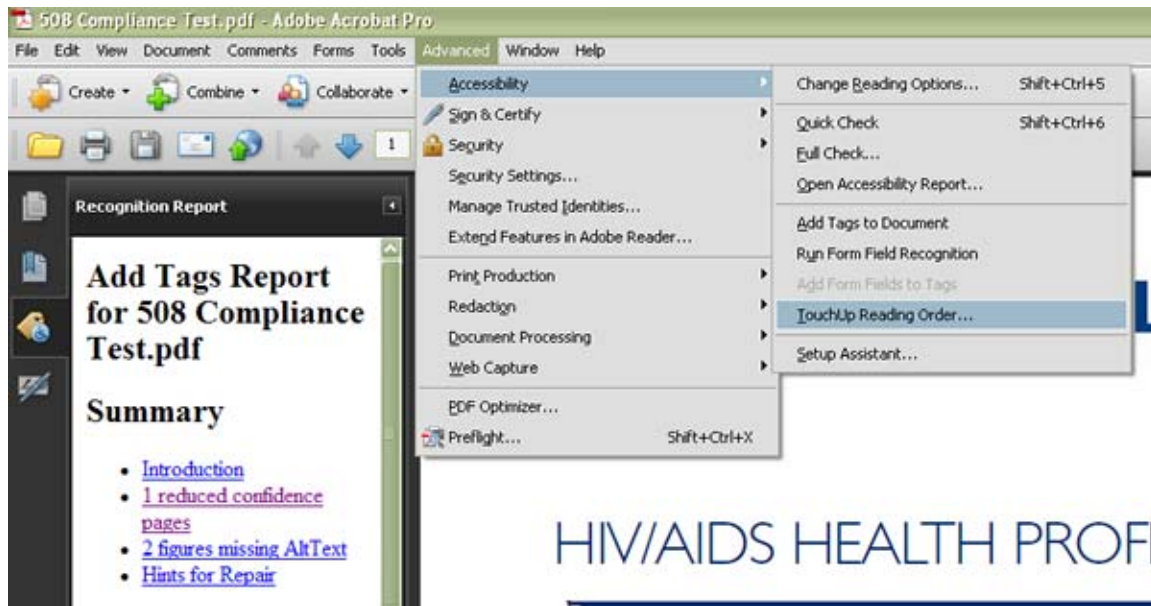
1. The first step in creating an accessible PDF (508 Compliant) is to add tags to the document. Go to *Advanced > Accessibility > Add Tags to Document*.

Tags are used to indicate the structural elements of a document such as figures, headers, text, tables, and so on. The tags enable screen readers and other assistive technology to properly read the page.

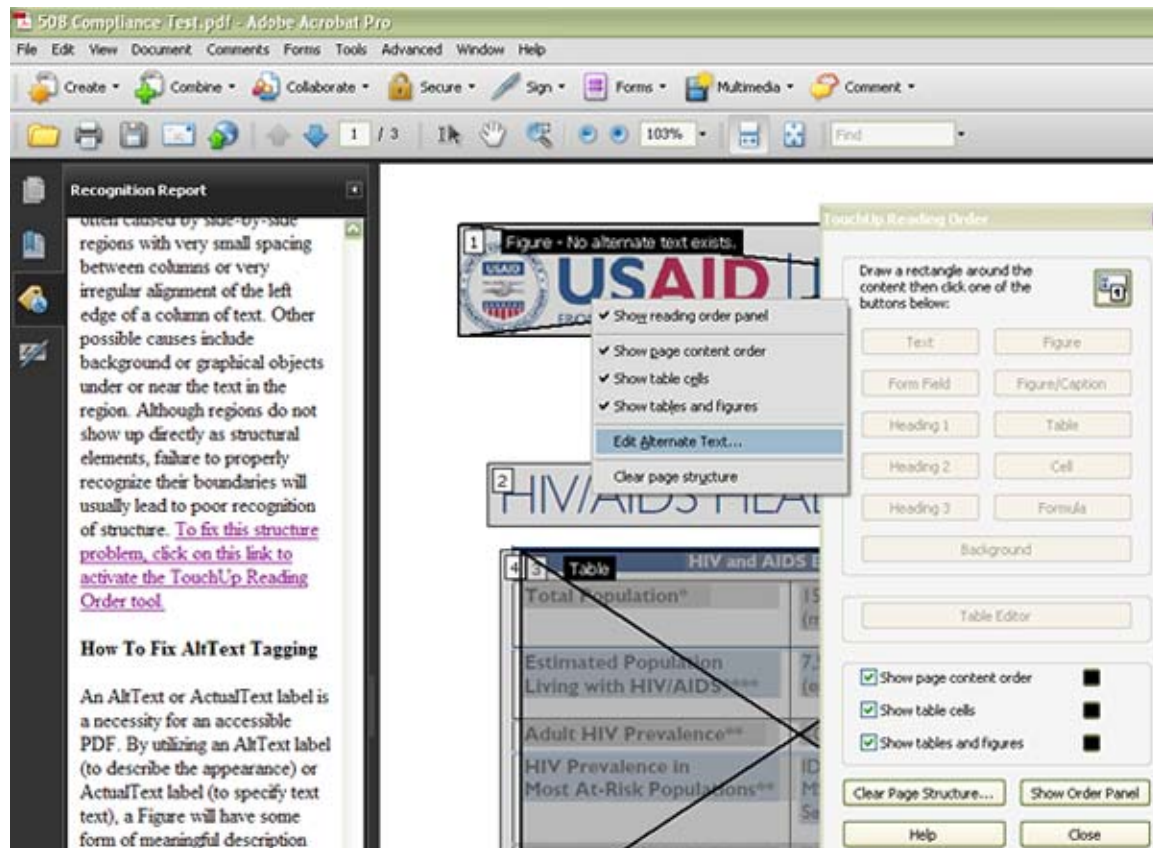


Once the tags have been added a Recognition Report will pop-up on the left-hand side of the page. This will summarize what needs to be fixed in the document to make it fully accessible.

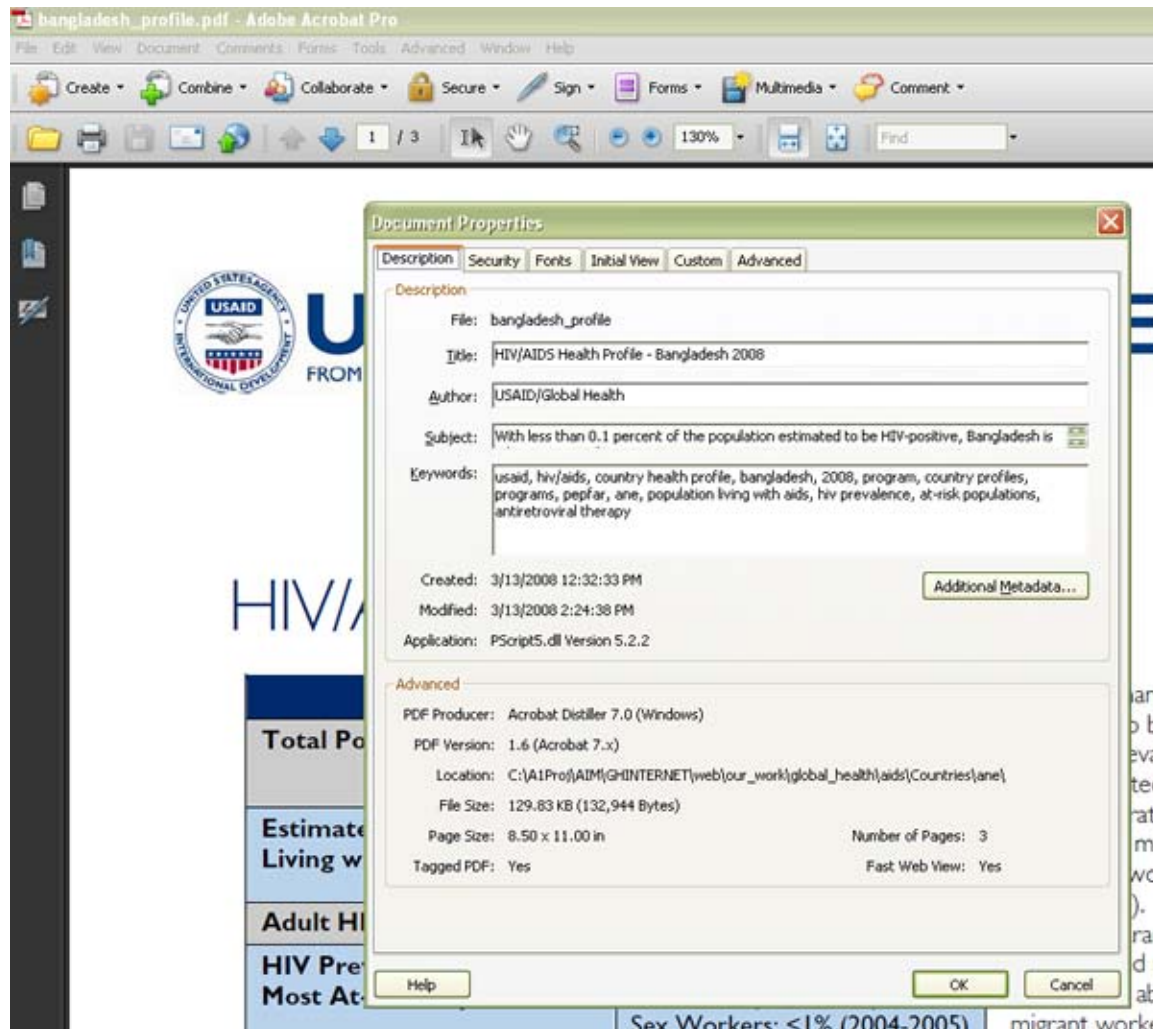
Use the TouchUp Reading Order to display the tags in the document to help you address the accessibility issues. You can also view the tags by going to *View > Navigation Panels > Tags*.



- The second step is to add alternate text to all figures in the document. Right click on the figure and select *Edit Alternate Text...* then type in a description and hit ok. Repeat this for all figures in the document.

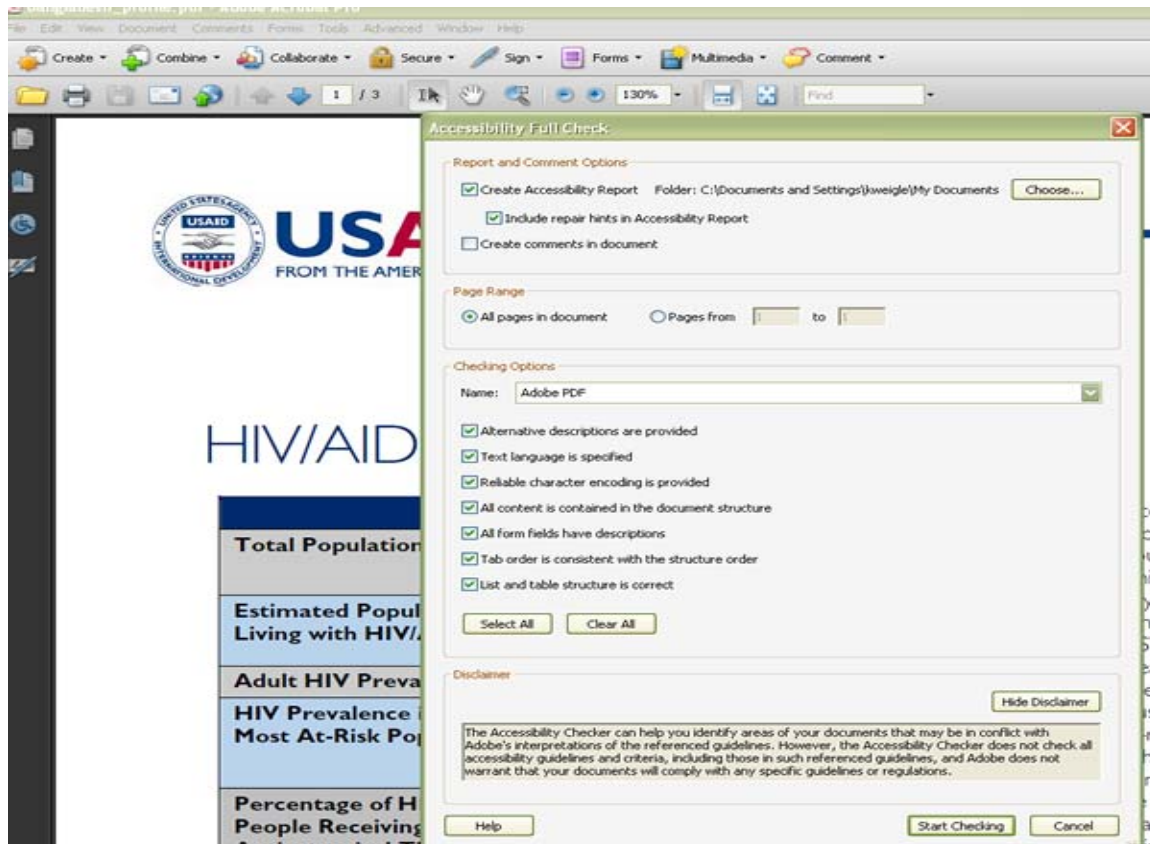
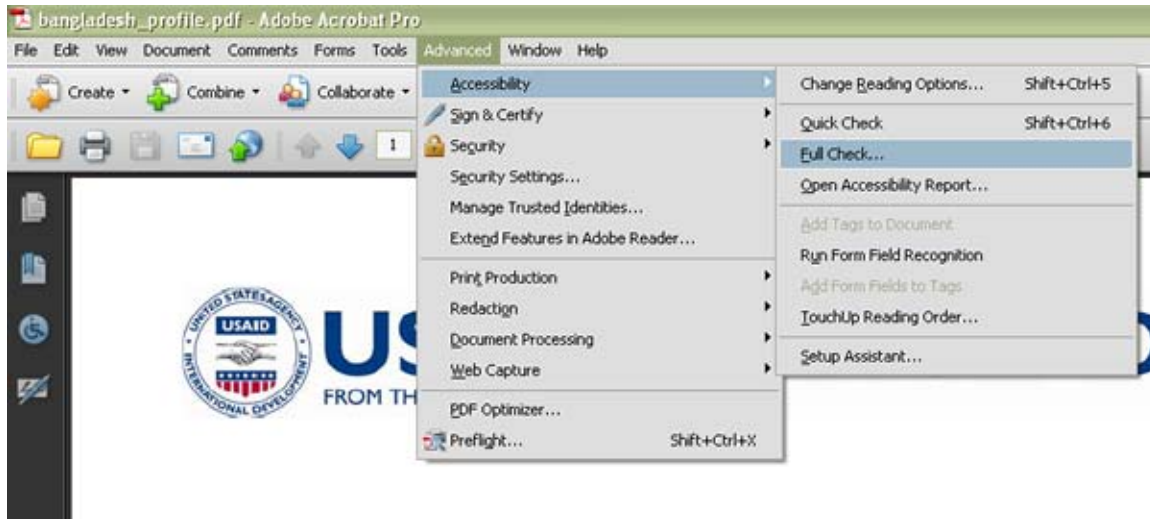


- The third step is to add the document properties. Go to *File > Properties* or hit *Ctrl D* on your keyboard to open the properties window. Fill out all of the description fields as well as the language field under the *Advanced* tab. Don't forget to save your changes.

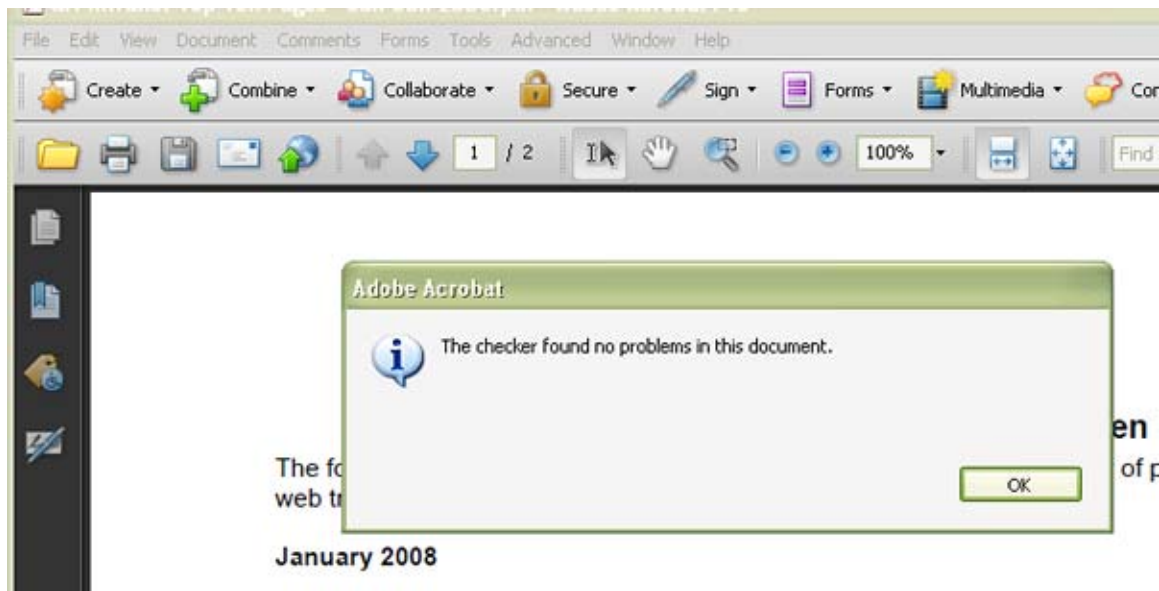


- The last step is to check that the document is now 508 compliant. Go to *Advanced > Accessibility > Full Check* and click *Start Checking*.

*Note:* You can also use the *Quick Check* function to make sure that the minimum 508 requirements have been met.



If no problems are found in your document then you are done, however, if issues such as missing alt text or missing language come up be sure to go back and fix them.



**NOTE:** If you have a scanned PDF that is not searchable then you will need to OCR the document by going to *Document > OCR Text Recognition > Recognize Text Using OCR...* before you add the tags. Once all text has been recognized using OCR you can continue with steps 1-4 above.



**Resources:**

Accessible PDF's

[http://www.usaid.gov/info\\_technology/xweb/pdf\\_accessibility.html](http://www.usaid.gov/info_technology/xweb/pdf_accessibility.html)

<http://www.adobe.com/enterprise/accessibility/training.html>

[http://www.adobe.com/enterprise/accessibility/pdfs/acro7\\_pg\\_ue.pdf](http://www.adobe.com/enterprise/accessibility/pdfs/acro7_pg_ue.pdf)

USAID XWeb: Building a USAID Web Site

[http://www.usaid.gov/info\\_technology/xweb/](http://www.usaid.gov/info_technology/xweb/)

Accessible Web Sites

<http://www.w3.org/WAI/>

<http://www.section508.gov/index.cfm>