Adobe Acrobat Pro 9

MISA AODA Web Accessibility Toolkit

MISA
Ontario

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Use Microsoft Word to create your document and save as a PDF.

Step 1: Accessibility Full Check

Adobe Acrobat PRO 9 allows you to add additional accessibility options, and run an accessibility check in Adobe Acrobat.

1. Click on Advanced > Accessibility > Full Check.

2. Follow instructions on the screen.

3. A panel on the left side of your screen will appear, highlighting any Errors, Warnings, and Tips regarding the content of your page.

4. Fix the any errors and warnings. Check accessibility again until you receive a message that there are no accessibility issues in your document.
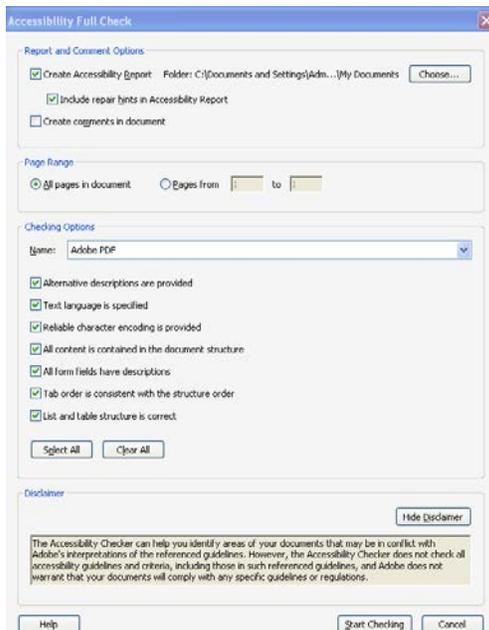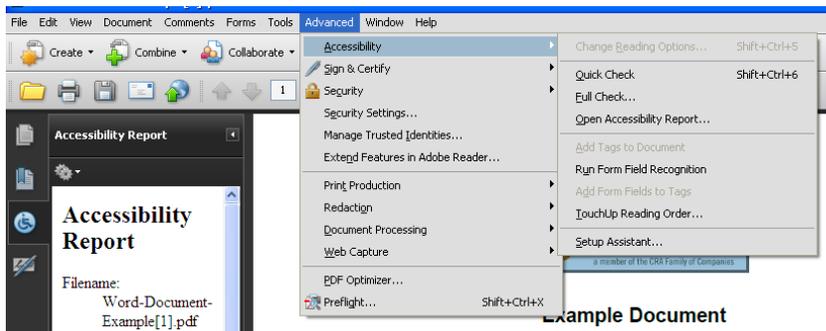
Step 2: Check Reading Order

1.	Advanced

2.	Accessibility

3.	Touch Up Reading Order
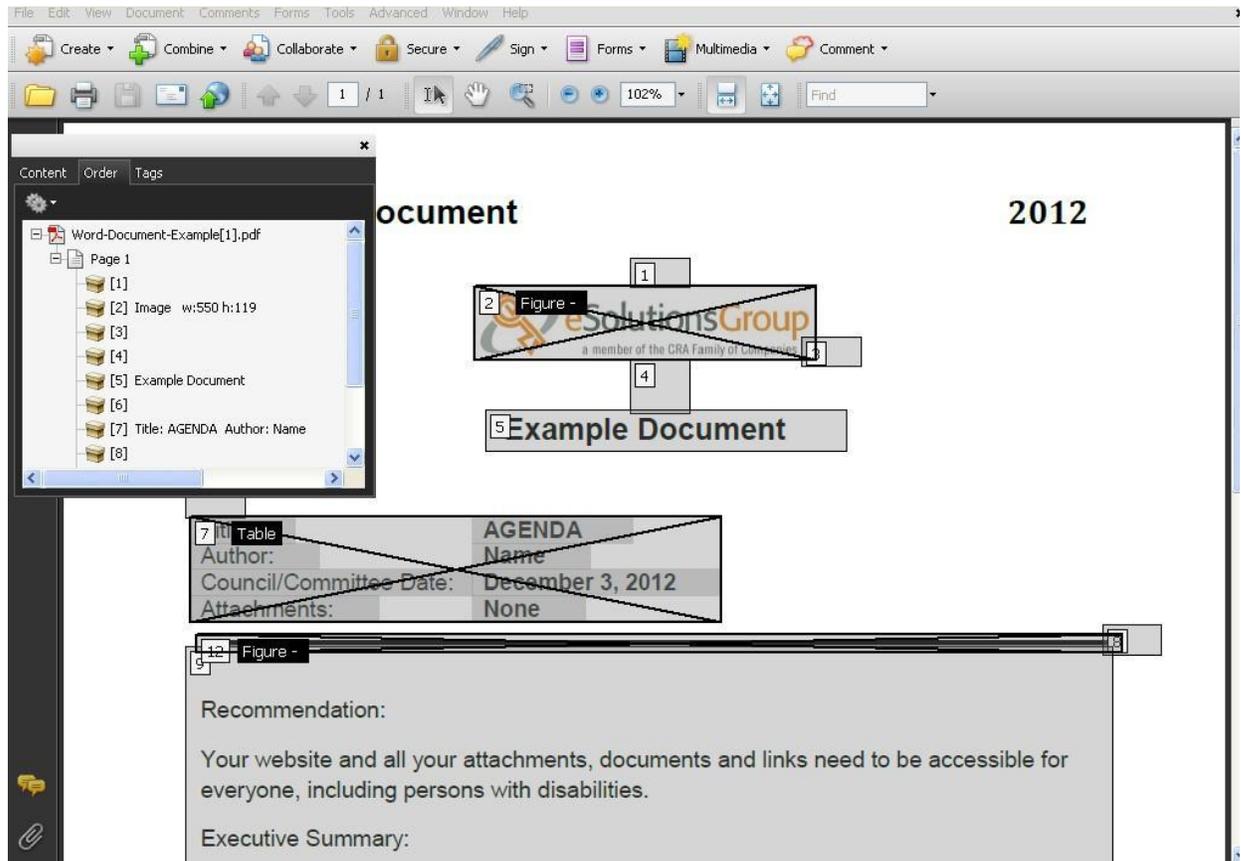
Use the Touch Up Reading Order Panel to tag elements as required.

Open the Order Panel to help you tag elements.
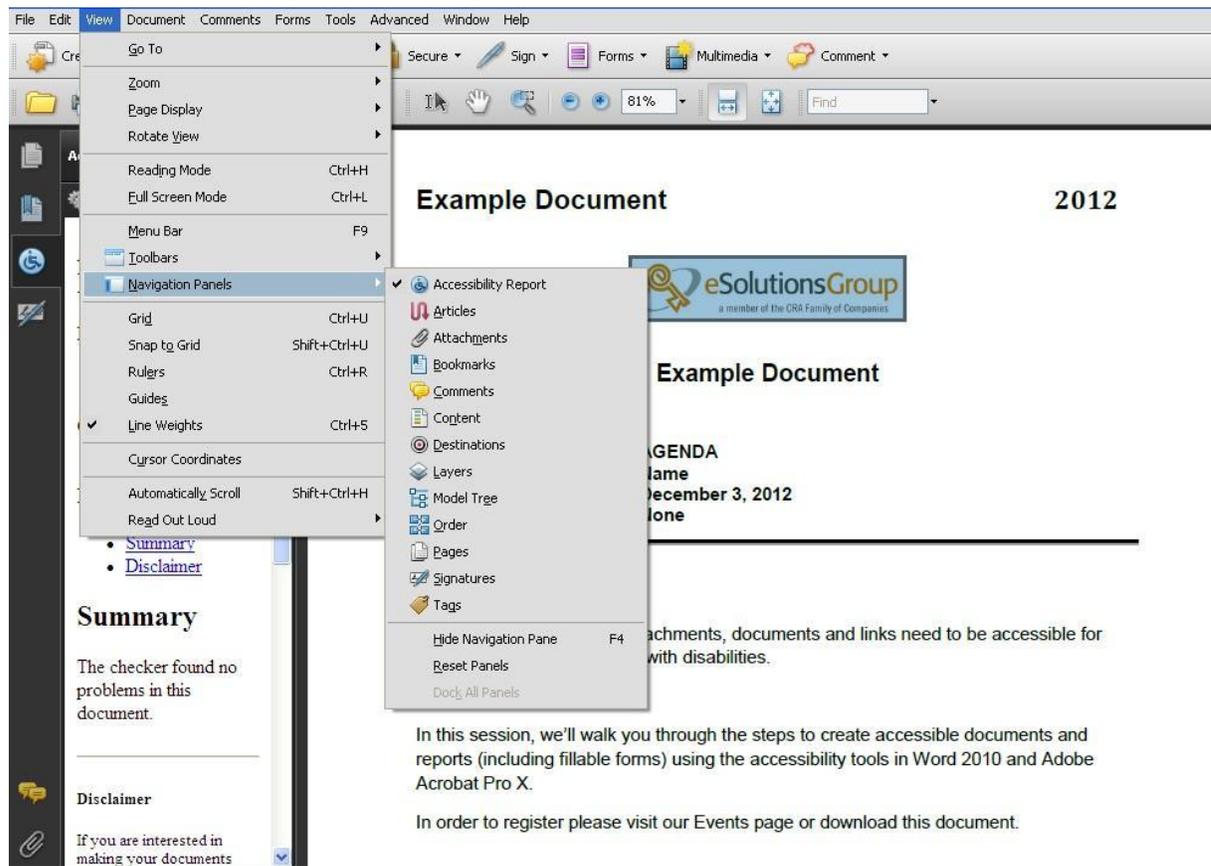
Tag empty elements as background.
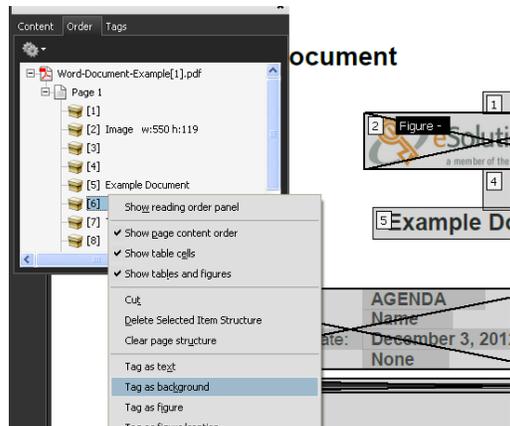
Step 3: Add Table Summaries

With the Touch Up Reading Order Tool open, right click on your table and select Edit Table Summary.
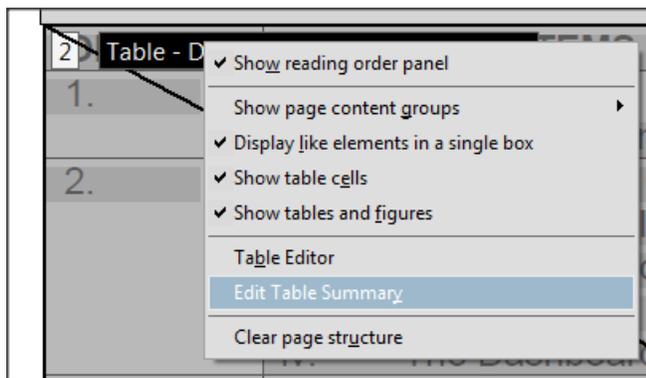
Provide a summary of the content in a table to allow customers with adaptive technologies the option to decide whether or not they want to read through the content in the table or skip past it to the next section of the page. Any abbreviations used in the table should be explained in the summary.

Table descriptions should answer the question "what is the table's purpose and how is it organized?" (e.g. A sample order form with separate columns for the item name, price and quantity").

Common Accessibility Errors

All of the text on this page lacks a language specification

In order to make your document accessible, you are required to tell Adobe Acrobat Pro which language your document uses. To do this follow these steps:

Select File > Properties > Advanced Tab > English
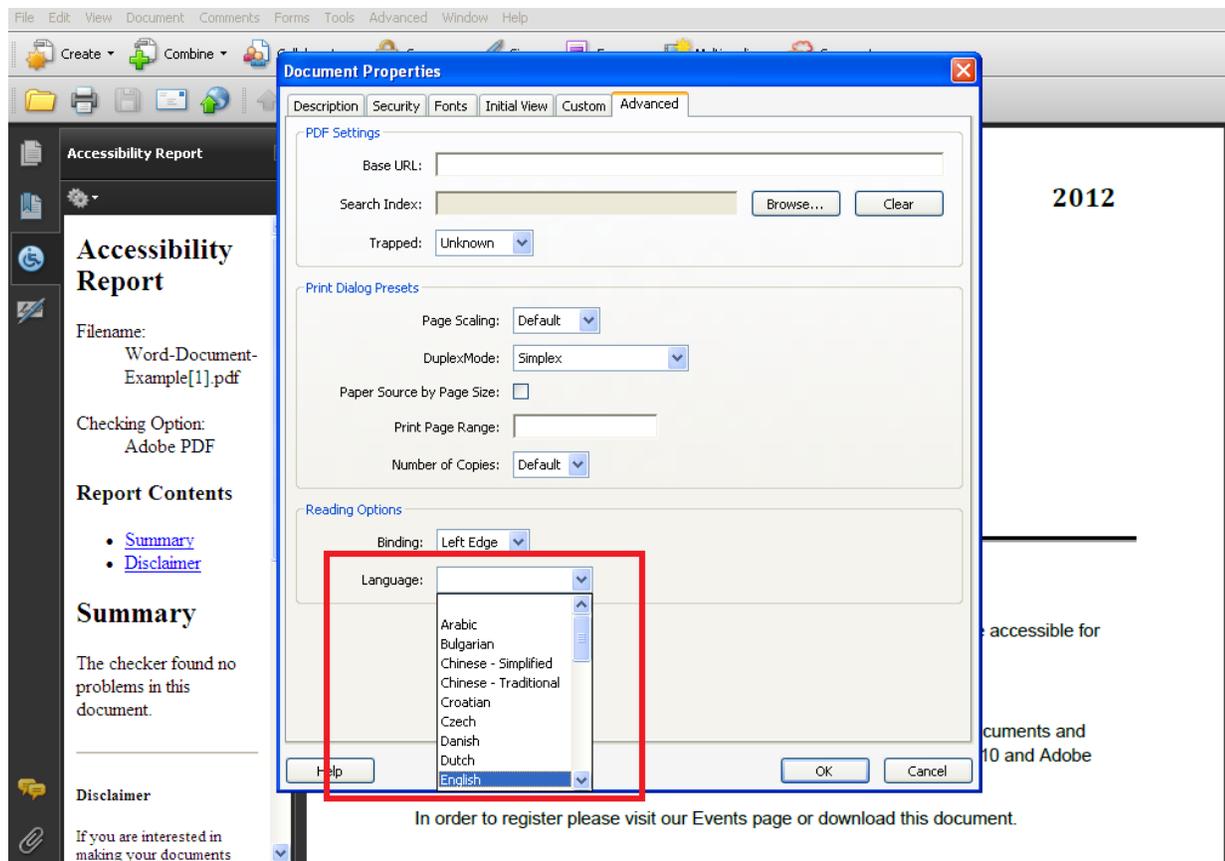
Optional: Review document in Adobe Acrobat Pro:

1.   View > Read Out Loud
2.   Select from drop down options.

Step 4: Save PDF in Adobe Acrobat Pro 9

1.   Click on File > *Save As*.
2.   Name your PDF file appropriately.
3.   Select "*Save as PDF*" from the "*Save as type*" drop-down menu.
4.   Click on *Save*.

Additional Accessibility Resources

Microsoft Word 2010 http://adod.idrc.ocad.ca/word2010

Adobe http://www.adobe.com/content/dam/Adobe/en/accessibility/products/acrobat/pdfs/A9-access-best-practices.pdf

eSolutionsGroup Learning Centre http://learningcentre.esolutionsgroup.ca