

Adobe Acrobat Pro - PDF Accessibility

NNLM Region 3 Health Bytes - September 2026 Presentation

Document Properties

Control your outputs! Assign Title, Author and Language metadata to each PDF - necessary for Accessibility Checker, too.

- Menu
- Document Properties
 - Description tab = Title and Author
 - Advanced tab = Language

Scan & OCR

Converts "images" to machine-readable text; necessary for screen readers and tagging.

- All tools
- Scan & OCR
- Recognize Text
 - "In this file" - or "In multiple files" to OCR several PDFs at once

Prepare for Accessibility

1. Automatically tag PDF
 - a. Make sure "Cloud-based tagging" is enabled
2. Check for accessibility
 - a. Toggle off "Create accessibility report" unless your institution says otherwise
 - b. Click "Start checking"
 - c. Work through the list of issues

Document

1. If you forgot to assign Title, Author, or Language or forgot to Autotag, you can address those issues in this checklist.
2. Logical Reading Order and Color Contrast will always say "Needs manual check" and will not count against your document
3. If Bookmarks are flagged, best practice is to choose the "Headings 1" level.

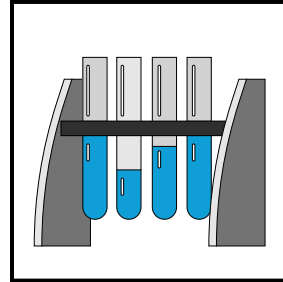
Alternate text

Necessary for figures and tables. Can be assigned through the checklist or through the "Add alternate text" tool in the left column menu. Alt text is not recommended for decorative elements.

Figures



Figure 1: Chest x-ray of Patient A after Procedure 1

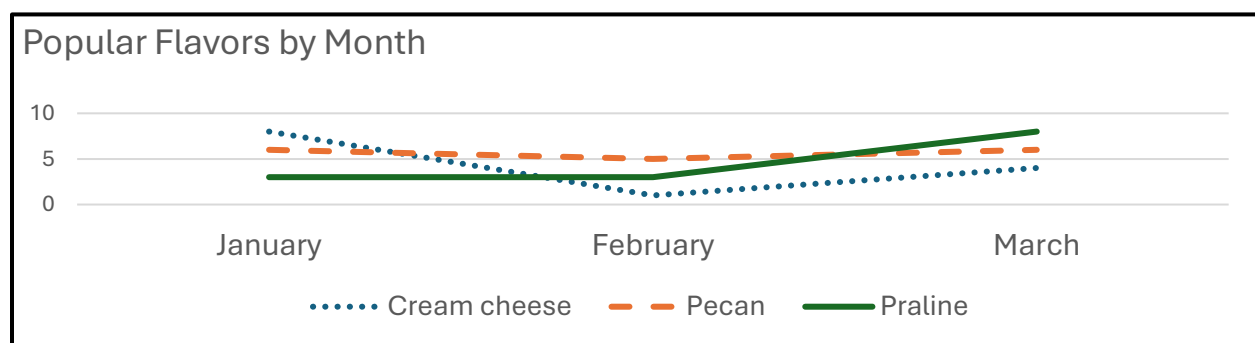


Tables, Charts & Graphs

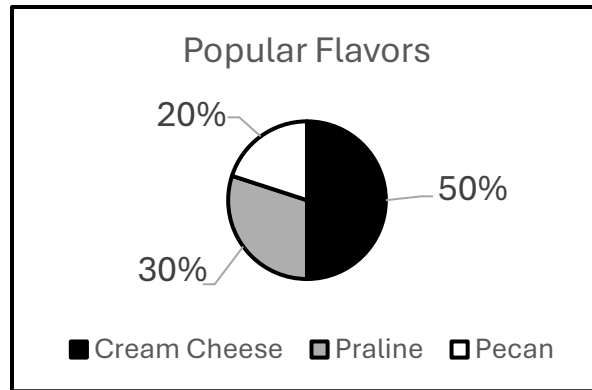
Are considered figures and require alt text, assigned with the same process as figures.

Tip:

Wording formula: "A (graph type) of (dataset title or description) where (data points)."



Ex 1. A line graph of popular king cake flavors where cream cheese is most popular in January, pecan is most popular in February, and praline is most popular in March.



Ex 2. A pie chart of popular king cake flavors where 50% of the population prefer cream cheese, 30% prefer praline, and 20% prefer pecan.

Table Headers

If table headings are missing, you need to assign table heading (TH) tag.

1. Open "Fix reading order" dialog box
2. Click in the table to make the "Table Editor" dialog box available
 - a. Right-click on the header cell
 - b. Open "Table cell properties"
 - c. Select "Header Cell" and assign scope; repeat as needed

Bakery	Filling	Cost
Haydel's	Classic	\$25
Dong Phuong	Strawberry Cream Cheese	\$25
Adrian's	Praline	\$25
Daddy's Donuts	Pecan	\$20
NOCCA	Satsuma	\$25
Dough Nguyener's	Vietnamese Coffee	\$20