Contents

Using the Acrobat X Pro Accessibility Checker

Determine how easily persons with disabilities can access PDF documents with the Adobe Acrobat X Pro accessibility checker

The accessibility checking tools in Adobe Acrobat X Pro (Quick Check and Full Check) can help to identify areas of documents that may be in conflict with Adobe's interpretations of the accessibility guidelines referenced in the application and its documentation. However, these tools don't check documents against all accessibility criteria, including those in such referenced guidelines, and Adobe does not warrant that documents comply with any specific guidelines or regulations.

Accessibility Quick Check

Use Quick Check to check for document structure tags, searchable text, and appropriate security settings for accessibility. This method is often the best way to check for accessibility before attempting to use a PDF.

Note: The Accessibility Quick Check is also available for both Adobe Reader X and Adobe Acrobat X Pro.

- **Adobe Reader X Accessibility Quick Check.** In Adobe Reader X, the Accessibility Quick Check is run by selecting Edit > Accessibility > Quick Check from the Adobe Reader menu. The keyboard accelerator is Alt+E+ Y + Q. The keyboard shortcut is Shift + Ctrl + 6.

- **Adobe Acrobat X Pro Accessibility Quick Check.** In Adobe Acrobat Pro X, you must first reveal the Accessibility Tool pane. If it is not already displayed, select View > Tools > Accessibility from the Adobe Acrobat X Pro menu. The keyboard accelerator is Alt+V+ T + A.

    - With the Accessibility Tool Pane revealed, you can select the Quick Check panel **(See "Figure 1. Acrobat X Pro Accessibility Quick Check Panel" on page 2)**.

    - The keyboard shortcut Shift + Ctrl + 6 runs the Accessibility Quick Check immediately without having to select the Quick Check panel from the Accessibility Tool pane.
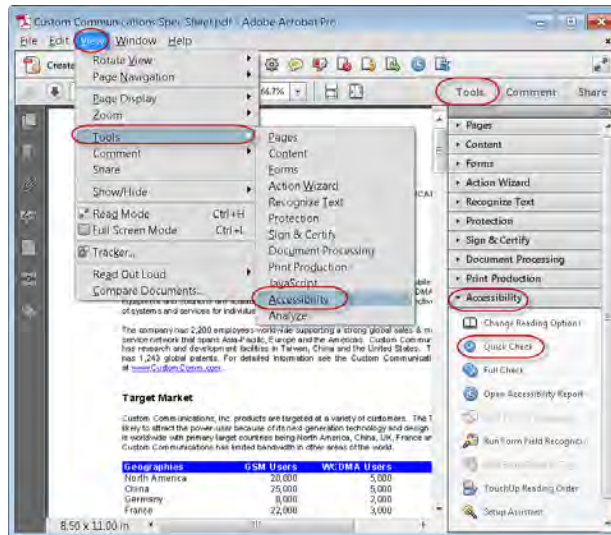
Figure 1.   Acrobat X Pro Accessibility Quick Check Panel

Quick Check Results

The Quick Check will generate one of the following messages when reporting results to the user depending upon which accessibility features are present in the file.

- **This document has logical structure but it is not a Tagged PDF. Some accessibility information may be missing." Quick Check has found an underlying document structure in the document, so Acrobat will use the available document structure to control the reading order, rather than analyzing the document itself. However, this untagged document structure might be incomplete or unreliable, so assistive software and the accessibility features in Acrobat (such as the Read Out Loud and the Save As Text features) may not read the page properly. If the reading order of the page seems to be wrong, select Override The Reading Order In Tagged Documents in the Reading panel of the Preferences dialog box.

- **This document is not structured, so the reading order may not be correct. Try different reading orders using the Reading Preferences panel.** Quick Check has found no underlying document structure that Acrobat can use for reading order. Acrobat will analyze the reading order of the document using the current analysis method set in the Reading Order preference, but this PDF might not be read correctly by screen readers. If the reading order seems wrong, select a different option for Reading Order in the Reading panel of the Preferences dialog box.

- **No accessibility problems were detected in this quick check. Choose the Full Check command to check more thoroughly.** Quick Check has found that the PDF contains searchable text, is tagged, has an underlying document structure, and has no security settings that prohibit access for screen readers. To check for other types of accessibility problems that may be present in the PDF, use Full Check.

- **This document's security settings prevent access by screen readers.** Quick Check has found that the PDF has security settings that interfere with screen readers' ability to extract text for conversion to speech. You may be able to use a screen reader with this document if your assistive technology product is registered with Adobe as a Trusted Agent. Contact your assistive technology product vendor.

- **This document appears to contain no text. It may be a scanned image.** Quick Check has found that the PDF contains no searchable text, probably because the document consists entirely of one or more scanned images. This means that screen readers, Read Out Loud, Reflow view, and most other accessibility features—which rely on text as input—will not work with this document

Full Check

Use Full Check to perform a more thorough check for many characteristics of accessible PDFs, such as the use of fonts that can be mapped reliably to Unicode text.

Full Check checks a PDF for many of the characteristics of accessible PDFs.

You can choose which kinds of accessibility problems to look for and how you want to view the results. To run the full Accessibility Check, do the following:

- In Adobe Acrobat Pro X, you must first reveal the Accessibility Tool pane. If it is not already displayed, select View > Tools > Accessibility from the Adobe Acrobat X Pro menu. The keyboard accelerator is Alt+V+ T + A.

- With the Accessibility Tool Pane revealed, you can select the Full Check panel

- Selecting the Full Check panel brings up the Accessibility Full Check dialog.

- You can save the results as an HTML file or as comments that are located where the accessibility problems are detected.

- Select a page range if you prefer to do a full check on individual sections of a document.

- Select an accessibility standard (Adobe PDF, Section 508 (U.S.), or W3C) from the Name menu, and then select the accessibility options to check for.

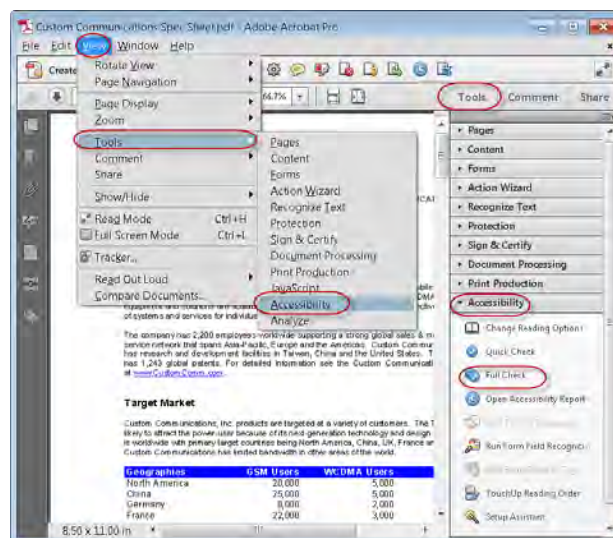- Click Start Checking.

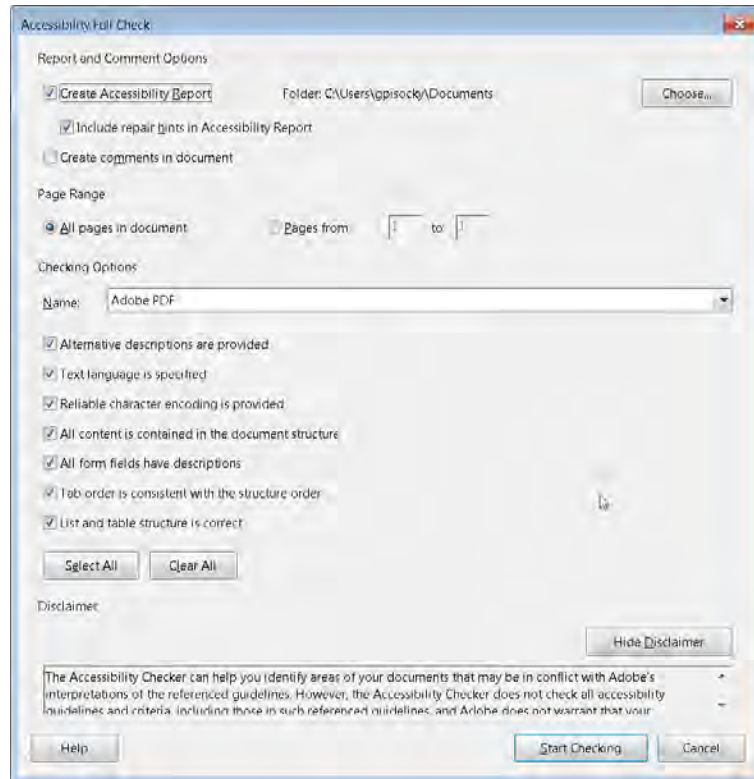Figure 2.   Acrobat X Pro Accessibility Full Check Panel

Figure 3.   Acrobat X Pro Accessibility Full Check Dialog

The results are displayed in the left panel, which also has helpful links and hints for repairing issues **(See "Figure 4. Acrobat X Pro Accessibility Report" on page 4).** If you created a report in step 2, the results are available in the selected folder. Clicking on the links highlights the problem areas in the document. The Accessibility Checker panel also provides hints for repair which you should follow

Figure 4.   Acrobat X Pro Accessibility Report

Because the Full Check feature is unable to distinguish between essential and nonessential content types, some issues it reports don't affect readability. It's a good idea to review all issues to determine which ones require correction.

Accessibility Full Check Options

- **Create Accessibility Report .** Creates an HTML report of accessibility issues, which is opened in the navigation pane and saved in the location indicated by the Folder field.

- **Include Repair Hints In Accessibility Report .** Adds suggestions for fixing accessibility problems to the HTML report or comments.

- **Create Comments In Document .** Adds comments to the document that indicate accessibility problems. Delete all accessibility comments from the PDF after you repair the accessibility issues.

- **Page Range .** The range of pages to check.

- **Name .** The set of accessibility criteria to check. For the Section 508 and W3C guidelines, the options area includes a Browse button that links to the website for the respective guidelines. Select Adobe PDF to choose from options for the Adobe PDF accessibility standard

- **Alternative Descriptions Are Provided .** Checks for tagged figures that are missing alternate text.

- **Text Language Is Specified .** Checks for paragraphs that don't have a language specified for them. Setting the language for an entire document in the Document Properties dialog box corrects all errors related to this option.

- **Reliable Character Encoding Is Provided .** Checks for fonts that are inaccessible to screen readers and other assistive software. Fonts must contain enough information for Acrobat to correctly extract all the characters to text. If one or more fonts don't allow for the correct extraction of all the characters, the PDF is inaccessible.

- **All Content Is Contained In The Document Structure .** Checks for page elements that may have been overlooked during tagging. Adding these elements to the tag tree (if necessary) ensures that a screen reader can present the content to a user.

- **All Form Fields Have Descriptions .** Checks for form fields that are missing descriptions.

- **Tab Order Is Consistent With The Structure Order .** Checks whether tags properly reflect the document's structure.

- **List And Table Structure Is Correct .** Checks whether tags that have been generated for lists and tables meet the requirements of tagged PDF.

Continue Checking Until All Issues are Addressed

Repeat the process of running the Accessibility Checker and using familiar repair techniques or following the Hints for Repair until the Accessibility Checker indicates "The checker found no problems in this document" for the tests you have selected **(See "Figure 5. A Successful Accessibility Check" on page 6)**.

Note: While the Accessibility Checker helps you evaluate the accessibility of your documents and helps identify areas that may be in conflict with Adobe's interpretations of the referenced guidelines, the Accessibility Checker does not check all accessibility guidelines and criteria, including those in such referenced guidelines, and Adobe does not warrant that your documents will comply with any specific guidelines or regulations. Please consult with your legal counsel for

guidance on compliance with the referenced guidelines or any other accessibility guidelines.Screen capture of an Adobe Acrobat dialog, indicating that no accessibility problems were found in the document.
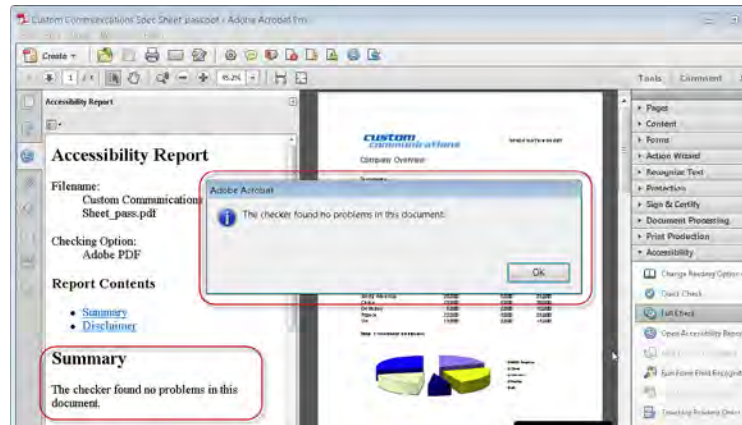

Figure 5.   A Successful Accessibility Check

Additional Validation Techniques

Of course, the best way to test the accessibility of a document is to attempt to use the document with the tools that your readers will use. However, even if you don't have a screen reader or braille printer, you can still use any of several methods provided by Acrobat for checking the accessibility of a PDF file.

- Use Reflow view to quickly check reading order.

- Use Read Out Loud to experience the document as it will be experienced by readers who use this text-to-speech conversion tool.

- Save the document as accessible text and then read the saved text file in a word-processing application to experience the document as it will be experienced by readers who use a braille printer.

- Use the TouchUp Reading Order tool, Tags tab, and Content tab to examine the structure, reading order, and contents of a PDF in detail. A complete discussion of the TouchUp Reading Order tool can be found in the document Adobe® Acrobat® X Pro Accessibility Guide: PDF Accessibility Repair Workflow.

For more information

Solution details: www.adobe.com/accessibility/products/acrobat/

Program details: *www.adobe.com/accessibility*

Contact information: access@adobe.com