Adobe Pro Documents and Forms A11y – The Basics

Tagging

- Easy Tagging
  - To open – Tools > Accessibility > Reading Order
- Tag headings and other elements by highlighting the text you wish to tag and select the appropriate from the Reading Order panel.

Interactive Forms

- Prepare Form
  - To open – Tools > Prepare Form
- Form elements, such as text input fields, checkboxes and radio buttons, and signature fields, can be added via the Prepare Form menu in the top navigation.
- Descriptive labels
  - Right click form element > Properties > General Properties tab > Add description of form element in the Tooltip form

Bookmarks

- Create bookmarks from headings by:
  - Navigation Pane > Bookmarks > Options > New Bookmarks from Structure > Select the appropriate heading levels (H1, H2, H3…) and select "OK"

Reading Order

- To check the reading order of a tagged document:
  - To open Read Out Loud – View > Read Out Loud > Activate Read Out Loud > View > Read Out Loud > Read To End of Document.
  - Open the Reading Order window>Select the "Page content order" radio button > Tagged elements in the document will have a number next to them, corresponding to the order in which they will be read on that page.
- To adjust the reading order of the document:
  - Access the Reading Order panel in the Navigation Pane > Click on the item that is out of order and drag it to where it needs to be.

Tab Order

- Ensure document tab order is correct and keyboard focus moves in a logical and predictable way

- Tools > Prepare Form > In the Fields section, inside the "AZ" drop-down select Tab Order > In the order drop-down that appears select Order by Structure > If tabbing order is incorrect, click and drag the elements in the list below to the correct order.

Text Alternatives

- Providing alt text for images
  - Tools > Accessibility > Set Alternate Text> Give informative images a descriptive alt text. Mark decorative images as a "Decorative figure"

Colour Contrast

- Ensure all regular sized text (less than 18 point or 14 point and bold) has a minimum colour contrast of 4.5:1. This is especially important with error messages.
- Ensure all large text (at least 18 point or 14 point and bold) has a minimum colour contrast of 3.1:1
- Informative images that use colour to portray information such as charts and graphs must have a colour contrast ratio of at least 3:1

Properties

- File> Properties
  - Ensure the document has a title in the Title field under the Description tab
  - Ensure the document's language is set to whatever language the document is written. Advanced tab > Language

Automated Accessibility Checker

- Run an accessibility check on your PDF by using Full Check
  - Tools > Accessibility > Full Check > Ensure all checkboxes in the Checking Options are checked > Start Checking