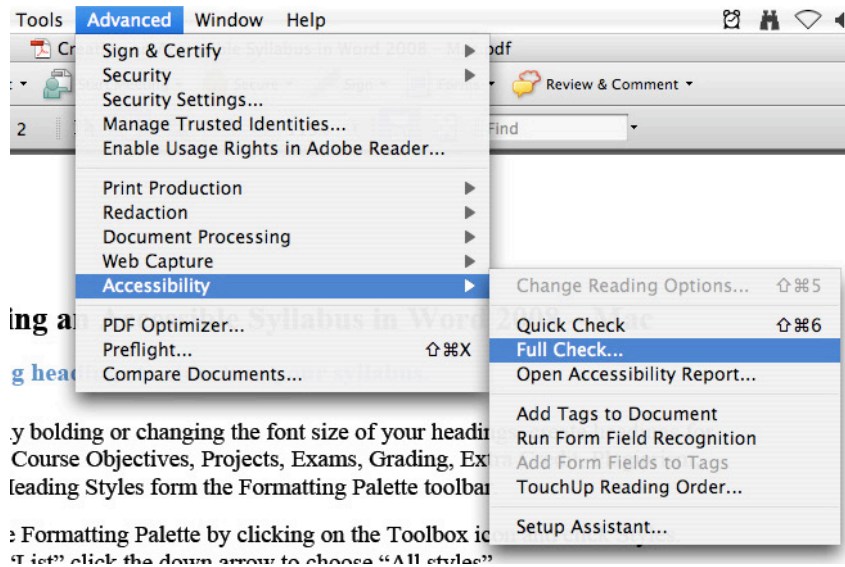# How to use Adobe Acrobat Professional to Check for Accessibility

1. Open Adobe Acrobat Pro
2. Open PDF document
3. On the toolbar click on Advanced, Accessibility, Full Check

4. You don't have to change any of the parameters on the Accessibility Full Check page, click on the Start Checking button on the bottom right side of the screen.
5. If there are areas that need to be changed you will see an accessibility report.
6. Follow the steps in the Accessibility Report to fix any errors in the document.
7. Three common things that need to be fixed are a) reading order (tags), b) alternate text (alt tags), and c) language
   a. Reading order (tags) **Creating PDF Tags**
      i. On the toolbar click on Advanced, Accessibility, Add Tags to Document
   b. Alternate text (alt tags)
      i. To add alternate text to an image, choose Tools > Advanced Editing > TouchUp Object Tool. Click on the image. Right click (hold down the control button and click on the space bar) and choose Properties. On the pop-up window choose properties. Click on the Tag tab and fill in the <u>alternate text</u> field. Click on the Close button.
   c. Default Language
      i. Set the default language for the entire document by choosing File, Properties, Advanced tab, look at the bottom in the Reading Options section, click the down arrow next to Language and choose the language for the document, click on the OK button.