

Guide to *How to Create Accessible Adobe PDF Files*

Page numbers in this document refer to the guide **How to Create Accessible Adobe PDF Files** available at http://www.adobe.com/products/acrobat/access_booklet.html.



What is Accessibility?

- Logical Reading Order, page 6.
- Alternative Text Tags, page 6.
- Scanned documents (image vs. text), pages 6 and 13-16. You can download Adobe Paper Capture 3.0 from the web (available at <http://www.adobe.com/support/downloads/detail.jsp?ftpID=1907>) and install it. *However, Acrobat 6.0 already includes this plug-in!* Adobe Paper Capture performs OCR on documents up to 50 pages.
- Security (if copying text and graphics are prohibited but you want accessibility allowed), pages 7 and 25.
- Links, page 7.
- Navigation, page 7.
- Document language, page 7.

Creating Tagged PDF Files from Microsoft Office 2000 Products

- Tips for preparing your documents for accessibility, page 9.
- Check that PDF Maker is installed for Microsoft Office 2000 or Office XP (you must install Microsoft Office first and then install Adobe Acrobat 5.x).
- If not installed, install or reinstall Adobe Acrobat 5.x.
- Check conversion settings, page 10.
- Create PDF file, page 11, step 7-8.

Making Existing PDF Files Accessible

- Be sure Adobe Acrobat 5.0.5 is installed, if not, install the upgrade (Adobe Acrobat 5.0 required). Instructions and download available at <http://www.adobe.com/support/downloads/detail.jsp?ftpID=1309>.
- To Run the Accessibility Checker, page 21.
- Check that Make Accessible command is available. If not, install the plug-in. Instructions and download available at <http://www.adobe.com/support/downloads/detail.jsp?ftpID=1161>.
- Run Make Accessible command (in Acrobat), page 20-21.

- Using the Tags Palette, page 23.
- Add missing alternative text, page 23.
- Add language specification, if needed, page 24. Also, in Adobe Acrobat, you can select Edit → Preferences → General → Display and then set the application language to English (or the language of the document).
- Test the accessibility of your PDF file, page 24.

Other

- To add data to the Document's Metadata, select File → Document Properties → Summary. Be sure to at least include a descriptive Title field entry, because screen readers read the Title field.

	
Important URLs	
Acrobat 6 Accessibility Information	http://www.adobe.com/products/acrobat/access_info.html and http://access.adobe.com/
For Adobe 6 Accessibility Training Materials	http://www.adobe.com/products/acrobat/access_info.html
Adobe Acrobat 5.0.5 Upgrade	http://www.adobe.com/support/downloads/detail.jsp?ftpID=1309
Acrobat 5.0.5 Accessibility & Forms Patch	http://www.adobe.com/support/downloads/detail.jsp?ftpID=1438
Make Accessible Plug-In	http://www.adobe.com/support/downloads/detail.jsp?ftpID=1161
Adobe Reader (free) Download	http://www.adobe.com/products/acrobat/readstep2.html
All Adobe Product Downloads	http://www.adobe.com/support/downloads/main.html