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# **A Guide to PDF Accessibility in Adobe Acrobat Pro DC**

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# Procedure to Increase the Accessibility of PDF

Step 1: Autotag the Document



Step 2: Manual Check & Fix

Check and fix the 6 essential PDF accessibility features



Step 3: Run Accessibility Checker

If any error is found



# Step 1: Autotag the Document

Video

Purposes of using Autotag:

To make the document accessible for screen readers to read all the content in **correct structure** and **logical order** automatically.

## Step 2: Manual Check & Fix

There are still some accessibility issues cannot be resolved by Autotag

For the following items, check it **manually** and carefully (There is **no undo option** in Acrobat when handling with accessibility issues)

List of items:

- a) [Set Document Title](#)
- b) [Set Document Primary Language](#)
- c) [Add Alternative Text to Images](#)
- d) [Tagged Annotations \(Links\)](#)
- e) [Heading Structure/Bookmarks](#)
- f) [Logical Reading Order](#)

If the document has **tables**

- g) [Table](#)

If the document has **forms**

- h) [Logical Tab Order](#)
- i) [Fields Description](#)
- j) [Tagged Form Fields](#)

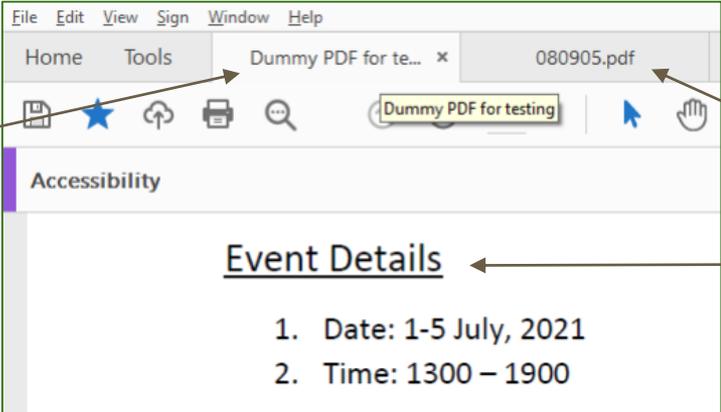
Reference: [Adobe Acrobat](#)

## 2a) Set Document Title

Video

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- The “document title” is the first thing that the screen readers will read, it should always give concrete information on the content
- Sometimes the received PDF document has meaningless/vague title
  - Always check the document and change/add the title if necessary



The screenshot shows a PDF viewer window with a menu bar (File, Edit, View, Sign, Window, Help) and a toolbar (Home, Tools). The document title bar shows "080905.pdf". The document content includes a heading "Event Details" and a list of two items: "1. Date: 1-5 July, 2021" and "2. Time: 1300 – 1900".

**Document Title** → The **File Name** will be read and shown if the title is missing

**Heading** → Title is different from Heading

## 2b) Set Document Primary Language

[Video](#)[Back to list](#)

- It indicates what language the screen readers use to read the document
- Set language properties by paragraph
- If more than 1 languages are in the same paragraph, choose the prominent language

## 2c) Add Alternative Text to Images

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- Alternative text is needed when the images serve a function or present content
- DO NOT use file format or phrases, such as “images of ...” / “graphic of...” / “.jpg”
- A short and single line is recommended for alternative text
- For decorative images, mark them as “Decorative” as shown in the video

## 2d) Tagged Annotations (Links)

Video

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- Annotations is mainly about links
- Sometimes Autotag cannot recognize the links in the document. Hence need to manually check and fix it
- Do not use the Autotag function again to solve this error

Reference: [Fixing annotations error](#)

## 2e) Heading Structure/Bookmarks (for documents <21 pages)

Video

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- Autotag cannot distinguish between paragraphs and headings, as both of them are text. Meaning Autotag may misidentify heading as paragraph
- Change those paragraphs back to headings

Screen reader users can press the “H” key on the keyboard to jump to the next heading

Objective  
This event aims to demonstrate how the accessibility issues can be solved in Adobe Acrobat Pro.

Application Method  
Apply online at [here](#)

Application Form  
Name:

## 2e) Heading Structure/Bookmarks (for documents $\geq 21$ pages)

[Video](#)[Back to list](#)

- When the document is too large (21 pages or above), add bookmarks instead of heading tags into the document
- Bookmarks should be short but descriptive
- It is useful for both normal people and people with disabilities

## 2f) Logical Reading Order

[Video](#)[Back to list](#)

- Screen readers follow the Reading Order as shown in Acrobat to read the content
- The reading order between the screen readers and a normal reader should have no difference
- Autotag sometimes give a wrong reading order in a complicated table. Carefully check the reading order inside every table.

**Skip to Step 3: Accessibility Checker if the document does not have table or forms**

**Otherwise, continue the slide**

Skip to Step 3

## 2g) Table

[Video](#)[Back to list](#)

- Table should always have table headers
- Always check the table structure
  - TH means Table Header Cell, contains the meaning of the whole column
  - TD means Table Data Cell, contains main data of the table
- Make sure the table has Logical Reading Order

	Price	Quantity
Car	\$3	1
Computer	\$4	2

← Table Header Cell

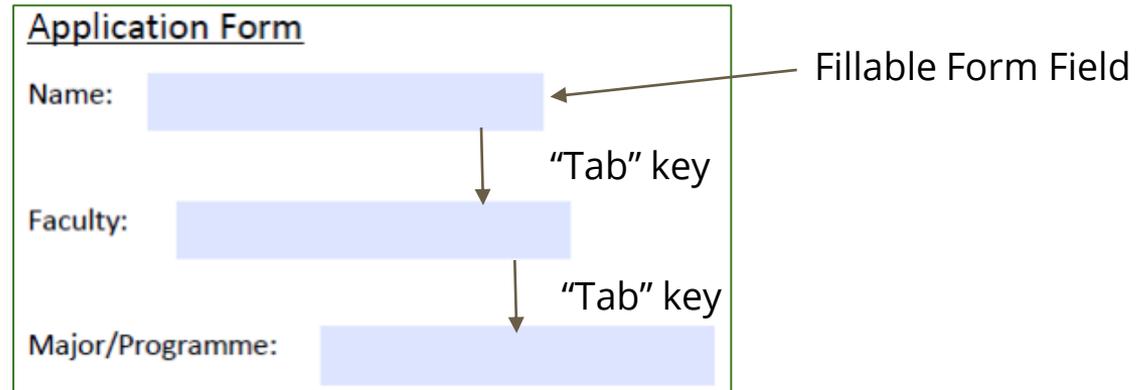
← Table Data Cell

## 2h) Logical Tab Order

Video

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- The “Tab” key on the keyboard allows people to quickly jump between different fields using only keyboard
- Logical Tab Order means the tab/jumping order should be intuitive
  - It should be the same as how a normal people would enter the form fields

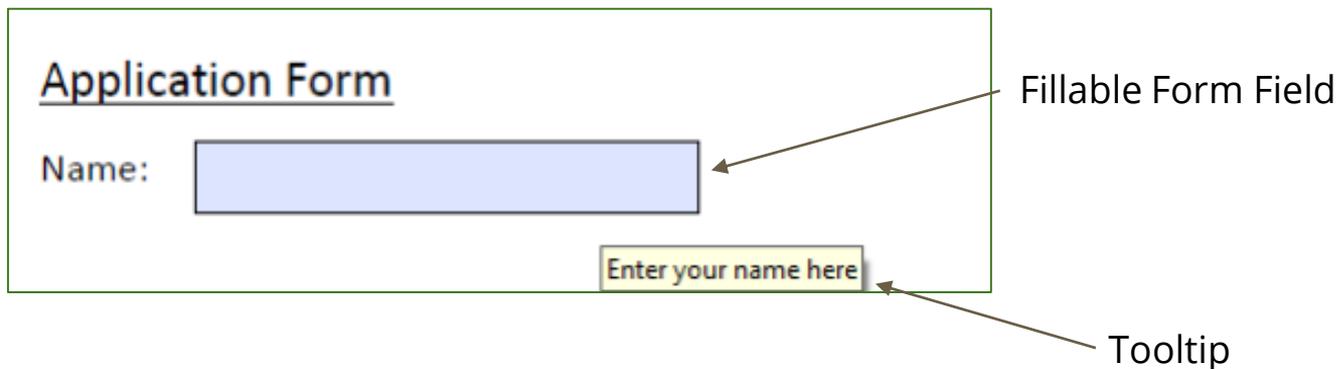


## 2i) Field Description

Video

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- A field description (which is called “tooltip” in PDF) is needed for every form field
- The description (“tooltip”) should be an instruction or information so the screen reader users know how to interact with it



Reference: [WebAim](#)

## 2j) Tagged Form Fields

Video

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- Group the form field and the field name together
- Do not group different field sets together

Group the field and the  
field name as one element

The diagram shows an application form with three input fields. The first field is labeled 'Name:' and is highlighted with a red rounded rectangle. This red box is itself enclosed within a larger orange rounded rectangle, which also encompasses the 'Name:' label. This orange box represents the 'tagged' field. Below it, the 'Faculty:' field is shown with a blue input box, and the 'Major/Programme:' field is shown with a blue input box. The entire form is titled 'Application Form' at the top.

## Step 3: Run Accessibility Checker

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- After Step 2: Manual Check & Fix, use Acrobat Accessibility Checker to do the final check
- If any error appears and it belongs to item **a** to **j**, revisit the slides and video on that item
- If the error does not belong to item **a** to **j**, omit the error as it is a minor problem

# Case Study

## **Case 1: Job Advertisement/ Announcement**

Video

Files prepared by Internal  
CEDARS Staff

## **Case 2: Online Publication (e.g. Booklet/Leaflet)**

Video 1

Scenario 1:  
Files prepared with (certain  
extent of) accessibility  
requirements consideration

Video 2

Scenario 2:  
Files prepared with NO  
accessibility requirements  
consideration

## **Case 3: Files Provided by External Parties (Non-CEDARS)**

Video

e.g. for upload to External  
Learning Opportunities

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**End**

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