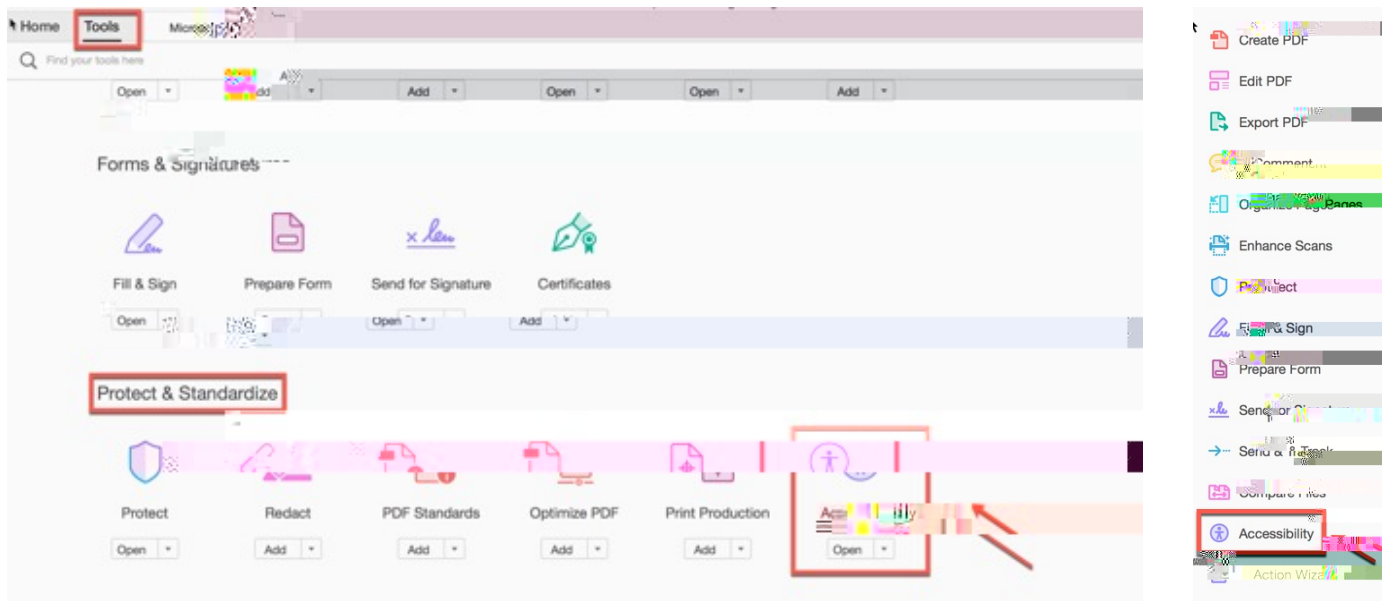


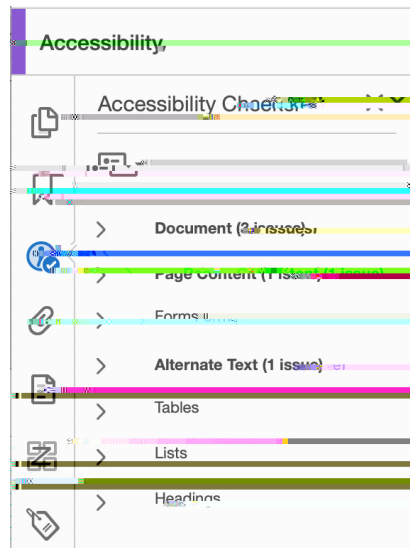
STEPS TO CREATE ACCESSIBLE PDFS

1. Open your PDF in Adobe Acrobat Pro.
2. If your PDF is a scanned document, you'll want to start with "Scan & OCR" from the tools menu. This will give you the option to "Recognize Text" choose "In this File" then click on the blue "Recognize Text" button.
3. From the "Tools" menu choose "Accessibility" (Tip: Click on Add if you want it to always appear in the right side bar of Adobe Acrobat Pro)

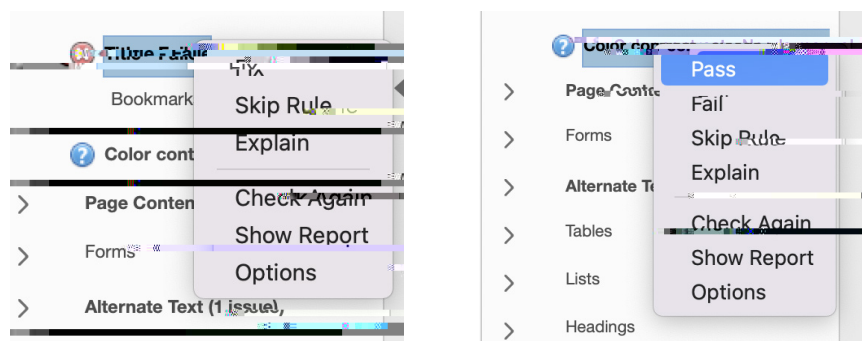


4.

- When the Accessibility Checker finishes, you'll see what items need correcting because they appear in **bold** on the left side menu. Click on the bold text to correct the issues in that category.



- Right-click and choose "Fix" if available. Adobe Acrobat Pro will fix the issue for you or take you through the steps to fix the issue. Some issues need to be passed manually. For example, you may have to review the color contrast in the document and then choose pass if there is sufficient contrast in the document.



- Common accessibility issues include missing titles and alt text. When you click "Fix" for these issues you'll be prompted to add a title then hit save or add alt text for images highlighted in the document. For images add alt text or choose "Decorative figure." If multiple images need alt text, you can add the alt text then click the arrow tab to add the next image's alt text. Once you've added alt text for all images, hit "Save and Close."



- Save your PDF once you've corrected the issues. You're all set! For additional guidance, check out [Adobe's guide](#), email [Disability Services](#), or check out the [Digital Accessibility 2.0 course](#).