Adobe Acrobat Pro DC - Common Accessibility Issues

Any electronic document that you post to the web and/or send out through email or other forms of communication must be ADA accessible. This QRD will cover how to address specific accessibility issues in Adobe Acrobat Pro DC. **If you are confused about a term used in this document, please refer to the Terminology and Tags sections at the end of this document**.

Document

This section covers common issues in the Document section of the Adobe Accessibility Checker.

Tagged PDF

The tagged PDF rule check fails if the document is not tagged. This is important because you need the tags in order to check the logical reading order.

To fix the Tagged PDF issue:

1. Right-click **Tagged PDF — Failed** and then click **Fix**

Logical Reading Order

Verify this rule check manually. Make sure that the reading order displayed in the tags panel coincides with the logical reading order of the document. **Important: This issue should be checked last after you have fixed all other issues**.

To manually check Logical Reading Order:

1. Go to the **tags panel**.

2. Click the **plus symbol** to expand the tags.
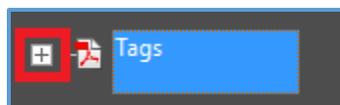
3. Click on the first tag in the list so that it is highlighted blue. Notice how a blue box is around the corresponding content in the document.

4. Use the **down arrow key** on your keyboard to tab through all of the tags. The order of the tags in this list is the order in which the content will be read by a screen reader.
5. If you find some tags are out of order you can **drag and drop** them to the correct place.
6. Once the tags are in a Logical Reading Order, click on the **accessibility icon** to view the issues again.

7. Right-click **Logical Reading Order** and then click **Pass**. The blue question mark to the left should now be a green checkmark.

NOTE: Since this issue has to be manually checked, the blue question mark will reappear the next time you open the document. You only need to check it again if you have made content changes to the document.

Primary Language

To fix the Primary Language issue:

1. Right-click **Primary Language - Failed** and then click **Fix**, a new window will open.
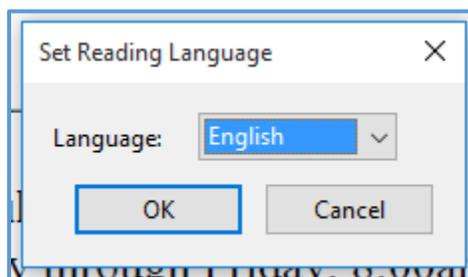
2. Select the correct language from the drop-down list and then click **OK**.

Title

The title is the text that will appear in search results when people use the search on the website.

To fix the Title issue:

1. Right-click **Title - Failed** and then click **Fix**, a new window may or may not open.

2. If a window opens, uncheck the **Leave As Is** box below the Title field, enter a **Title**, and then click **OK**.
3. If a window does not open, right-click on the document and then click **Document Properties...**
4. Enter a meaningful title into the **Title** field and then click **OK**.

Document Properties						
Description	Security	Fonts	Initial View	Custom	Advanced	

Description

File: Non-SPSParentReferral_2017-18_ADA

Title: |
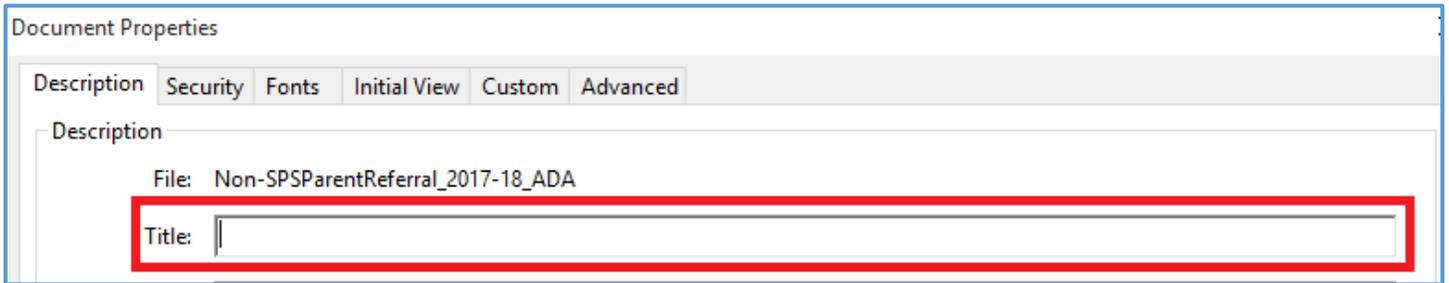
Color Contrast

Like Logical Reading Order, this issue must be checked manually. The color contrast needs to be high enough so that people who are color-blind can still read it. If your document only contains black text on a white background, it passes.

To check and fix Color Contrast:

1. You will need the hexadecimal code of the text and background colors.
2. Go to this website: http://webaim.org/resources/contrastchecker/
3. Type the hexadecimal code of the text color into the **Foreground color** textbox.
4. Type the hexadecimal code of the background color into the **Background color** textbox.
5. If it passes **both** WCAG AA standards, skip to step 11. If it fails one of the WCAG AA standards, skip to step 6.
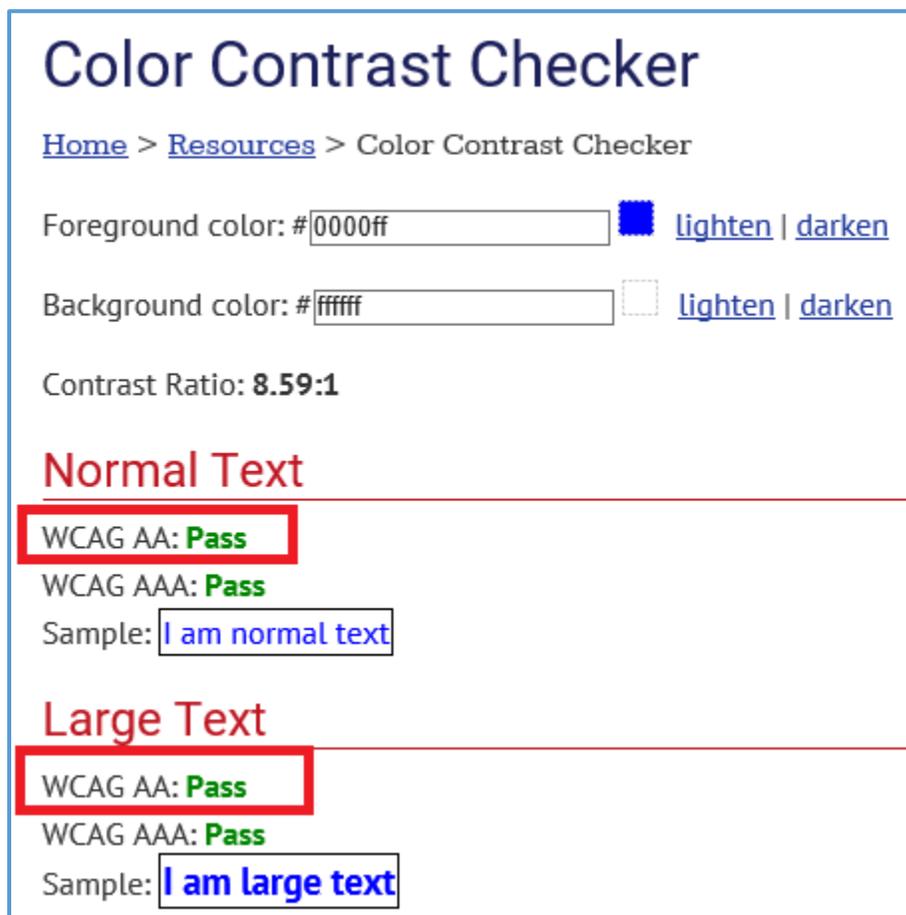
Color Contrast Checker

Home > Resources > Color Contrast Checker

Foreground color: #0000ff   lighten | darken

Background color: #ffffff   lighten | darken

Contrast Ratio: **8.59:1**

Normal Text

WCAG AA: **Pass**
WCAG AAA: **Pass**
Sample: I am normal text

Large Text

WCAG AA: **Pass**
WCAG AAA: **Pass**
Sample: **I am large text**

6. In Adobe, go to **Edit > Preferences**.
7. Select **Accessibility** in the left-hand menu.
8. Check **Replace Document Colors**.
9. Select **Use High-Contrast colors**.
10. Choose the color combination you want from the drop-down list and then click **OK**.
11. In the accessibility checker, right-click **Color Contrast** and then click **Pass.**

NOTE: Since this issue has to be manually checked, the blue question mark will reappear the next time you open the document. You only need to check it again if you changed the colors in the document.

Page Content

This section covers common issues in the Page Content section of the Adobe Accessibility Checker.

Tagged Content

This fails when there is content in the document that is not tagged in the tags panel.

To fix the Tagged Content issue:

1. First, check to see if the **Tagged PDF** issue, under Document, has failed or passed. If it failed, right-click on it and then click **Fix**. Sometimes this will also fix the Tagged Content issue. If this did not fix the Tagged Content issue, continue to step two.
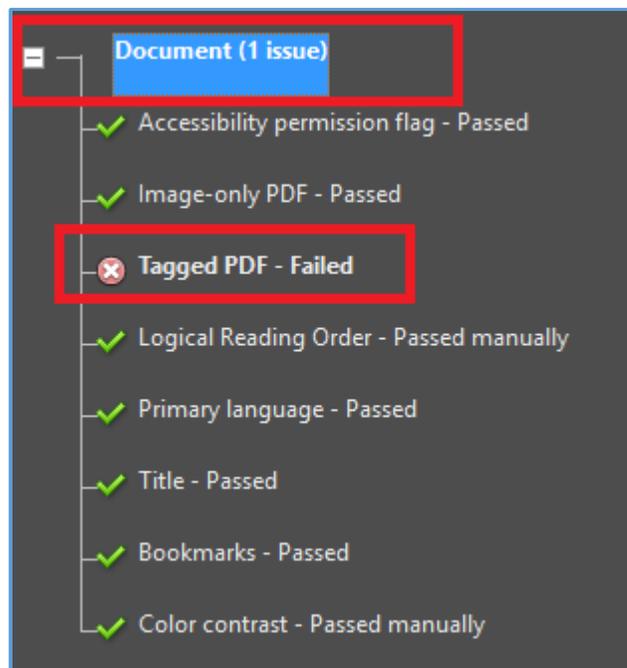
2. Click the **plus symbol** to the left of **Tagged content — Failed**, so you can see the list of elements causing this issue.
3. Click **Element 1**, the corresponding content in the document should be highlighted.
4. In the **tools pane**, click **Reading Order**. The Touch Up Reading Order window opens.

Touch Up Reading Order

Draw a rectangle around the content then click one of the buttons below:

Text	Figure
Form Field	Figure/Caption

Heading 1	Heading 4	Table
Heading 2	Heading 5	Cell
Heading 3	Heading 6	Formula

Background

Table Editor

☑ Show page content groups ■
   ◯ Page content order
   ◉ Structure types
☑ Show table cells ■
☑ Display like elements in a single block
☑ Show tables and figures ■

Clear Page Structure...   Show Order Panel

Help   Close

Autotag Document

Autotag Form Fields

Reading Options

Full Check

Accessibility Report

Identify Form Fields

Set Alternate Text

Setup Assistant

Reading Order

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5. Draw a box around the highlighted content by holding down the **left mouse button and dragging** the crosshair until all of the content is inside the box. **Release** the mouse button. There should now be blue boxes around all of the content.
6. In the Touch Up Reading Order window, click the appropriate button. For example, if the content you highlighted in step five is text then click Text, if it is an image then click Figure, if it is a form field then click Form Field, etc.
7. Click **Close**.
8. Right-click on **Element 1** and then click **Check Again**. There should be one less element in the list now.
9. Repeat steps 2-8 until all elements have been tagged and there is a green checkmark to the left of **Tagged Content**.

Tagged Annotations

The most common thing that causes this issue is links that are not properly tagged.

To fix the Tagged Annotations issue:

1. First, check to see if the **Tagged PDF** issue, under Document, has failed or passed. If it failed, right-click on it and then click **Fix**. Sometimes this will also fix the Tagged Annotations issue. If this did not fix the Tagged Annotations issue, continue to step two.
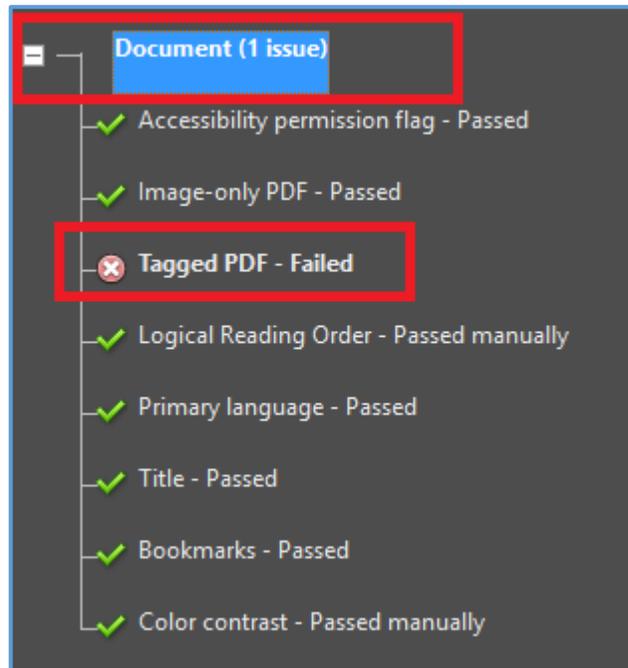
2. Go to the **Tags Panel**.
3. Right-click on any tag and then click **Find…** The Find Element window will open.
4. In the **Find** drop-down list, select **Unmarked Links**.
5. Select **Search Document** and then click **Find**.
6. There should now be a blue box around just the link. Click **Tag Element**. Continue to click tag element until all the links have been tagged.
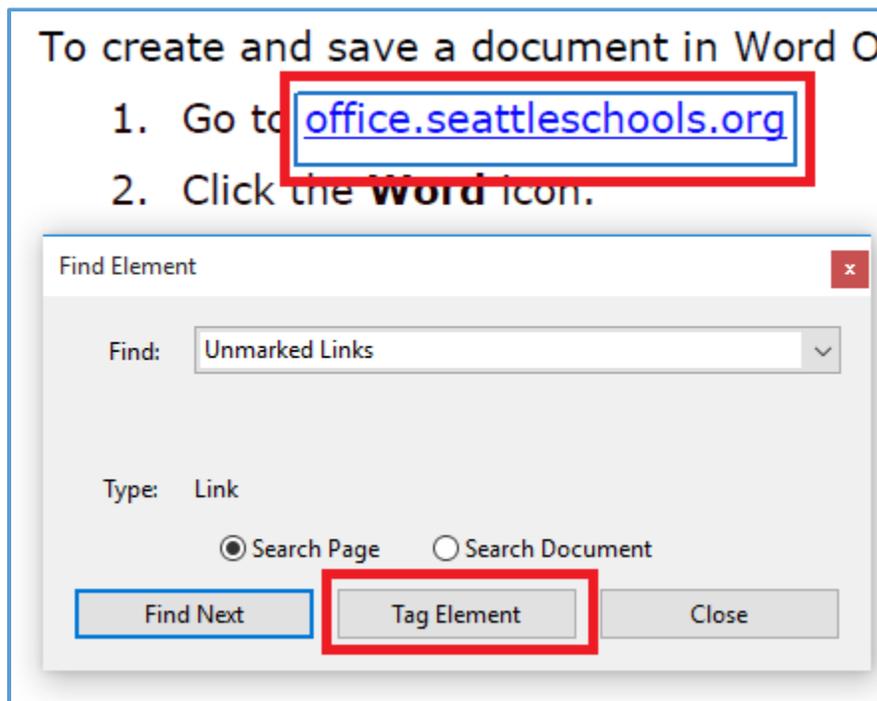
7. Click **OK** in the new window that appears. Click **Close** in the Find Element window.

Tab Order

To fix the Tab Order issue:

1. Right-click **Tab order – Failed** and then click **Fix**. If a message appears click **OK**.

Forms

This section covers common issues in the Forms section of the Adobe Accessibility Checker.

Tagged Form Fields

This fails when the document contains form fields and they are not tagged in the tags panel.

To fix the Tagged Form Fields issue:

1. Click the **plus symbol** to the left of **Tagged form fields – Failed**, so you can see the list of fields causing this issue.
2. Click **Field 1**, the corresponding form field in the document should be highlighted.
3. Follow steps 4-7 in the **Tagged Content section of this document**. For step 6, you will click **Form Field** in the Touch Up Reading Order window.
4. Right-click on **Field 1** and then click **Check Again**. There should be one less field in the list now.
5. Repeat until all fields have been tagged and there is a green checkmark to the left of **Tagged form fields**.

Field Descriptions

This fails when you do not have a text description, or tooltip, for a form field.

To fix the Field Descriptions issue:

1. At the top left of Adobe Acrobat Pro DC, click **Tools**.
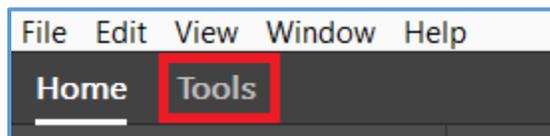
2. In the search box, type **form**.
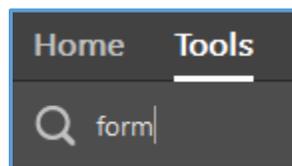
3. When the Prepare Form icon appears, click **Add**. There should now be a Prepare Form button at the bottom of the **tools pane**.
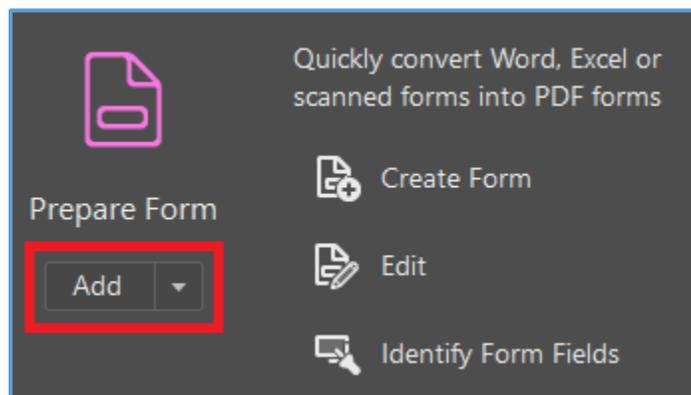
4. Click the **Prepare Form** button that you just added to the **tools pane**.

5. The list of Form Fields should be displayed on the bottom right-hand side.
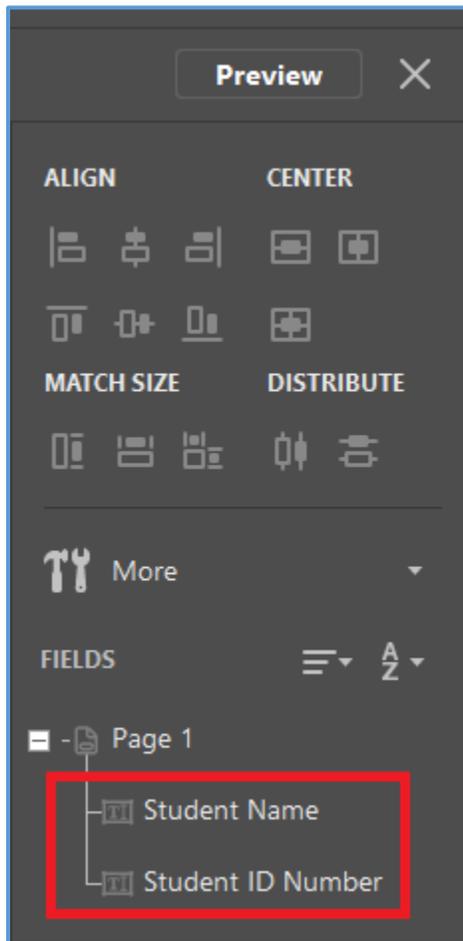
6. Right-click on one of the fields and then click **Properties...** The Text Field Properties window will open.

7. Click the **General** tab.

8. In the **Name** field, type a unique name that makes it clear what information is being asked for. In the **Tooltip** field, type instructions for what a person should do. See example below.
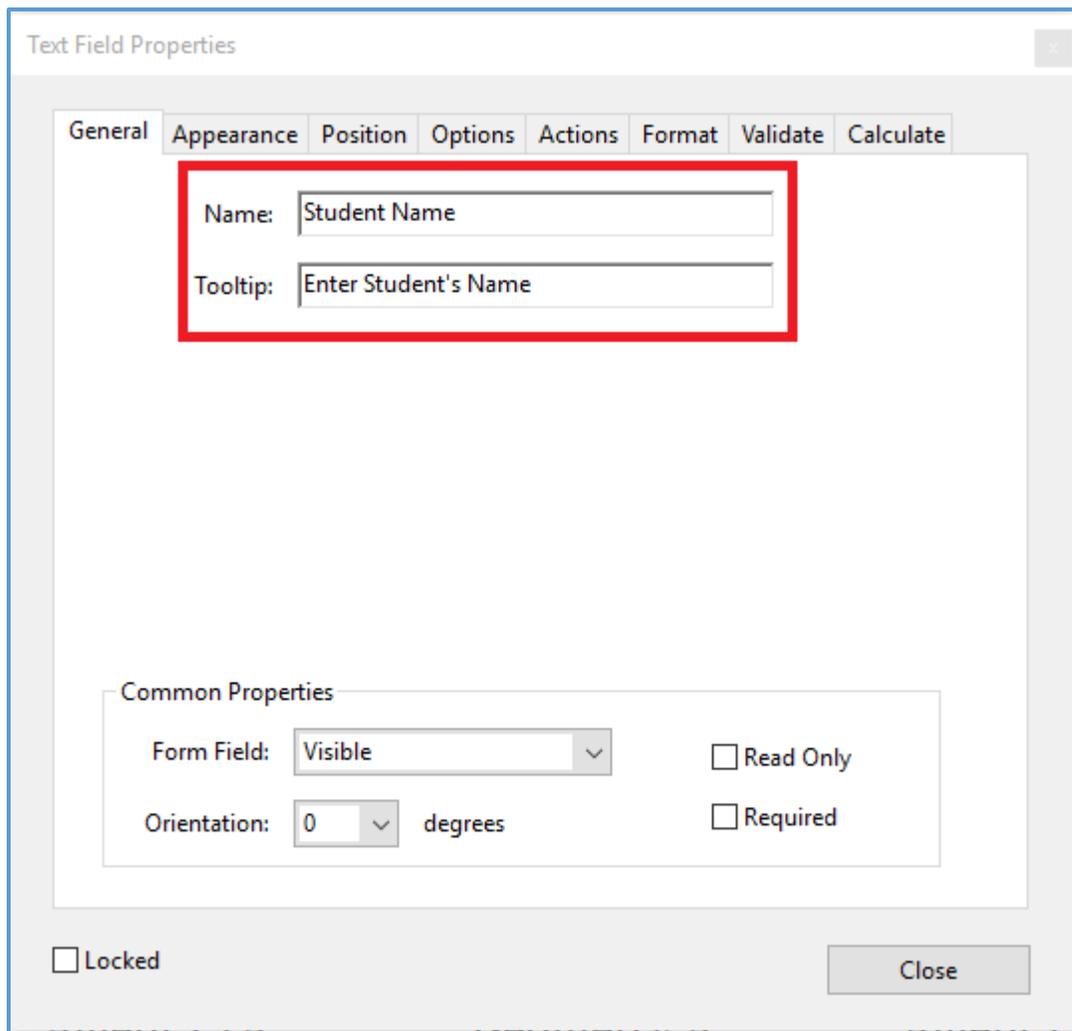
9. Check the box next to **Locked** in the bottom-left and then click **Close**.

10. Repeat steps 6-9 until all form fields have a unique name and tooltip. Exit out of the Prepare Form tool by clicking the "X" in the top right.
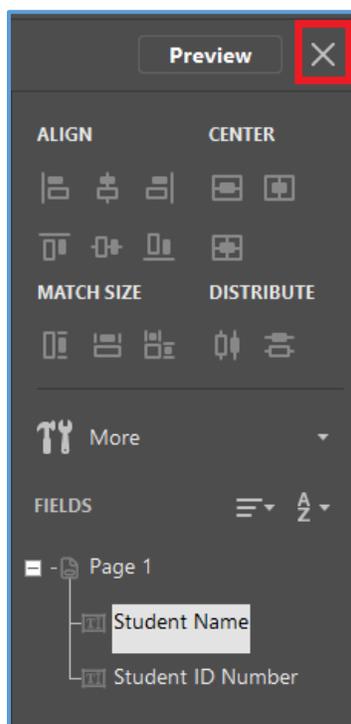
11. Right-click on **Field descriptions – Failed** and then click **Check Again**. If there is a green checkmark next to Field descriptions, you are done.

Alternate Text

This section covers common issues in the Alternate Text section of the Adobe Accessibility Checker.

Figures Alternate Text

All images must have alternate text that describes the image to a screen reader user.

To fix the Figures Alternate Text issue:

1. Click the **plus symbol** to the left of **Figures alternate text – Failed**.
2. Click **Figure 1** to see which image needs alternate text. The image should now be highlighted in the document.
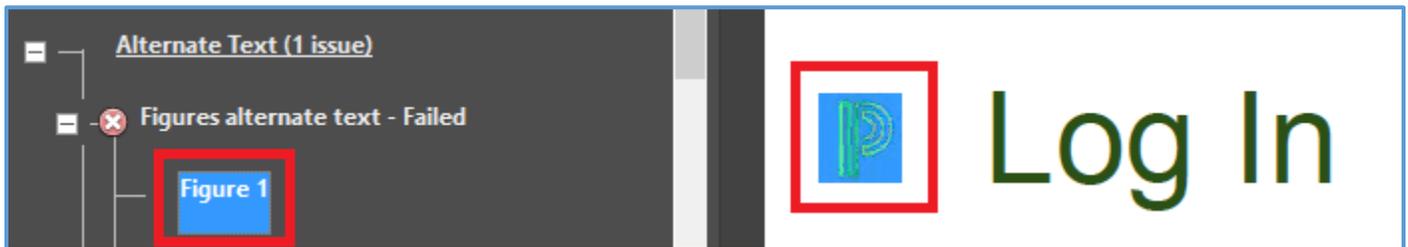
3. Right-click **Figure 1** and then click **Fix.** The Set Alternate Text window opens.
4. Enter **Alternate text** that describes the image. If the image is purely decorative and does not contain any meaningful information to readers, you can check the decorative figure box instead of entering alternate text.
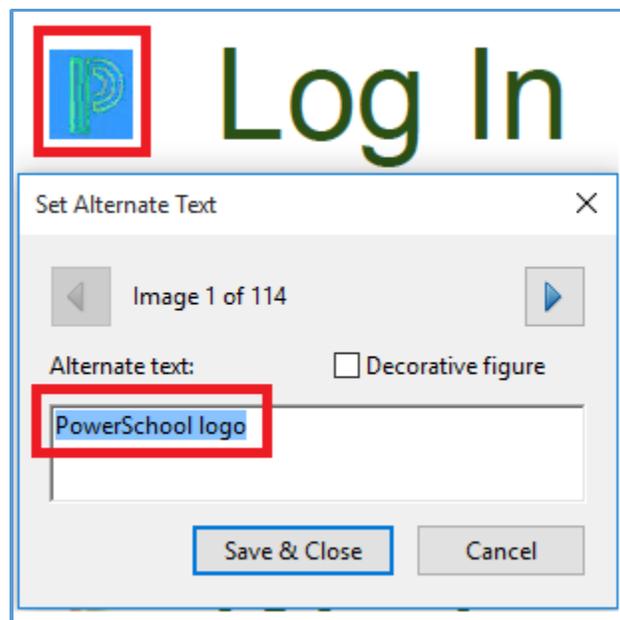
5. When you are done adding alternate text to figure 1, click the **right arrow button**. The next image that needs alternate text will now be highlighted in the document. Repeat steps 4 and 5 until all images have alternate text.
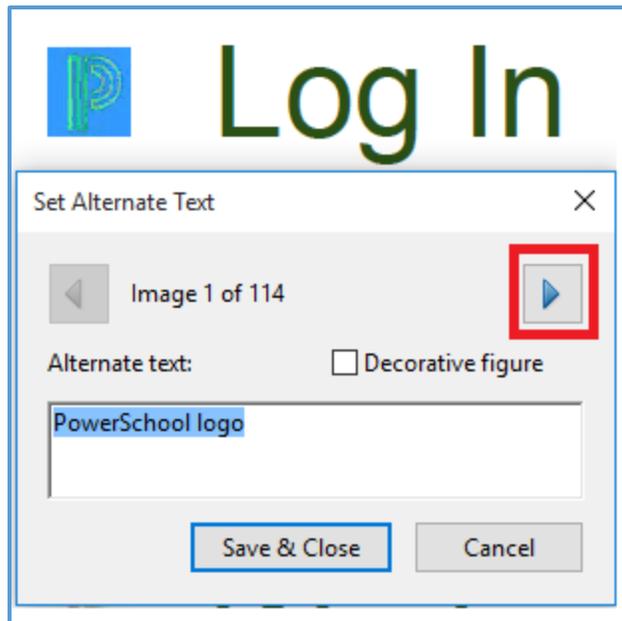
6. Click **Save & Close**.

Other Elements Alternate Text

According to Adobe, this check fails if content, other than images, needs alternate text. What I have seen most commonly cause this issue is an image that has been marked as a decorative figure.

To fix the Other Elements Alternate Text issue:

1. Click the **plus symbol** to the left of **Other elements alternate text — Failed**.
2. Right-click **Element 1** and then click **Show in Content Panel**. The content panel will open and Element 1's container in the content panel should now be highlighted.

NOTE: If step 2 does not work for you then you will have to go to the content panel by clicking on the **content icon** and then clicking through until you find the container element 1 is in.
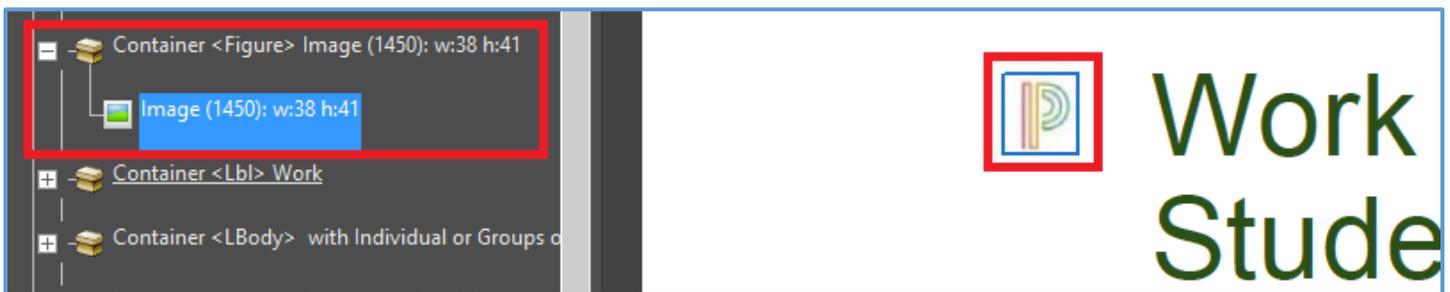
3. Right-click on the container and then click **Create Artifact...** The Create Artifact window will open.
4. Click **OK**.

Tables

This section covers common issues in the Tables section of the Adobe Accessibility Checker. Some of these issues can be easily avoided in Adobe if you **format your tables properly in Word** before converting to PDF. Remember, only simple tables with one row of headers across the top and no merged cells can be fully ADA accessible.

Rows

The check fails if a Table Row tag, <TR>, is not a child of a Table tag, <Table>.

To fix the Rows issue:

1. Click the **plus symbol** to the left of **Rows — Failed**.
2. Right-click **Element 1** and then click **Show in Tags Panel**. The <TR> tag in the tags panel should now be highlighted.
3. **Drag and drop** the <TR> tag to its proper place under the <Table> tag.
4. Click the **accessibility icon** and then right-click **Rows — Failed** and then click **Check Again**. Repeat steps 2 – 4 until it passes.

TH and TD

The check fails if a Table Header Cell, <TH>, or a Table Data Cell, <TD>, is not a child of a Table Row, <TR>.

To fix the TH and TD issue:

1. Click the **plus symbol** to the left of **TH and TD — Failed**.
2. Right-click **Element 1** and then click **Show in Tags Panel**. The <TH> or <TD> tag in the tags panel should now be highlighted.
3. **Drag and drop** the <TH> or <TD> tag to its proper place under the correct<TR> tag.
4. Click the **accessibility icon** and then right-click **TH and TD — Failed** and then click **Check Again**. Repeat steps 2 – 4 until it passes.

Headers

This check fails if a table does not have a header row specified.

To fix the Headers issue:

1. Click the **plus symbol** to the left of **Headers — Failed**.
2. Right-click **Element 1** and then click **Show in Tags Panel**, the <Table> tag in the tags panel should now be highlighted.
3. Click the **plus symbol** to the left of the **<Table>** tag and then click the **plus symbol** to the left of the first **<TR>** tag. There should be multiple <TD> tags under the <TR> tag.

4. Double-click the <TD> tags and then rename them to be **<TH>** tags.
5. Click the **accessibility icon** and then right-click **Headers — Failed** and then click **Check Again**. Repeat steps 2 – 5 until all tables have header rows and the check passes.

Regularity

This check fails when a table does not contain the same number of columns in each row, and rows in each column. Merged cells are the most common cause. The only way to avoid this issue is to reformat your table in Word so there are no merged cells. Here is an example of a table that fails regularity because of the merged cells in the top row:

	Females		Males	
	Lucy	Sara	Dave	Bob
1 mile	8:32	7:45	7:34	8:12
5 km	28:04	26:47	26:08	27:30

Summary

If this check fails, you do not have to fix it. Table summaries are optional, but can improve accessibility.

To fix the Summary issue:

1. Click the **plus symbol** to the left of **Summary – Failed**.
2. Click **Element 1** so that you know which table needs a summary.
3. Click **Reading Order** in the **tools pane**. The Touch Up Reading Order window will open and there should now be a grey box on top of the table.

4. Right-click in the grey box that is above the table and then click **Edit Table Summary**.
5. Type a brief summary of what the data in the table represents and then click **OK**.

Lists

This section covers common issues in the Lists section of the Adobe Accessibility Checker.

List Items

The check fails if a List Item tag, <LI>, is not a child of a List tag, <L>. Content should be tagged as a list if it is in a bulleted or numbered list.

To fix the List Items issue:

1. Right-click **Element 1** and then click **Show in Tags Panel**. The list item tag, **<LI>**, should now be highlighted in the Tags Panel.
2. If a List tag, <L>, already exists in the Tags Panel, skip to step 4. If a list tag does not exist, you can create one by right clicking on the <LI> tag and then click **New Tag…** The New Tag window will open.
3. From the **Type** drop-down list, select or type **List** and then click **OK**. An <L> tag should now be in the Tags Panel.
4. **Drag and drop** the <LI> tag to the correct location under the <L> tag.

Lbl and LBody

This check is very similar to the List Items check. It fails if a Label tag, <Lbl>, or a List Item Body tag, <LBody>, is not a child of a List Item tag, <LI>.

To fix the Lbl and LBody issue:

1. Click the **plus symbol** to the left of **Lbl and Lbody – Failed**, so you can see the list of Lbl/LBody causing this issue.
2. Right-click **Lbl/LBody 1** and then click **Show in Tags Panel**. The <Lbl> or <Lbody> in question will be highlighted.
3. **Drag and drop** the <Lbl> or <LBody> tag so that it is under an <LI> tag.

Headings

This section covers common issues in the Headings section of the Adobe Accessibility Checker.

Appropriate Nesting

This rule checks that headings are in a proper order. If you are not sure how to properly order headings, I found this website helpful: http://oregonstate.edu/accessibility/headings

To fix the Appropriate Nesting issue:

1. Click the **plus symbol** to the left of Appropriate Nesting. A list of Element(s) should appear below.

2. Right-click on **Element 1** and then click **Show in Tags Panel**. It then highlights the tag and content in the document that are causing the problem.
3. Headers have to be in a logical order. In the example below, you can see that the issue is with a Heading 4, <H4>, at the top of the page. The first heading on any document should always be a Heading 1, <H1>. To fix this, just double click on the <H4> tag and then change the 4 to a 1.

4. Go back to the accessibility checker by clicking the **accessibility icon**.
5. Right-click on **Element 1**, under Appropriate Nesting, and then click **Check Again**. If you had multiple elements with this issue there should now be one less on the list. Continue fixing all of them until there is a green checkmark to the left of Appropriate Nesting.

NOTE: Sometimes, if there is only one element on the list, to begin with, and you follow steps 1-5 to fix it there will still be an element on the list. This is because fixing the previous element may have caused a different element to now be inappropriately nested. To fix, just follow the same steps.

Additional Resources and Help

Terminology

Accessibility Icon – easiest way to get back to the accessibility checker and list of issues.

Content Panel/Icon – where you will fix the other elements alternate text issue. Can access by clicking on the content icon:

Issue – the problems that appear in the Adobe Accessibility Checker that you must fix in order to make the PDF ADA compliant.

Plus Symbol – click this to expand issues to see all the elements with that particular issue. Also, expand tags in the tags panel to see the content that is inside a tag**.**

Tag or **Tagged –** if content is tagged it means that there is a tag in the tags panel that specifies the content's type. I.E. paragraph, form, table, heading, link, etc.

Tags Panel – where you will check the logical reading order. Easiest way to access it is by clicking the tags icon:

Tools Pane – The tools pane is the panel on the right-hand side of the document. It will look similar to this when you first open Adobe Acrobat:

Once you click **Accessibility**, it will look like this:

Tags

<Art> - Article

<Annot> - Annotation

<BibEntry> - Bibliography Entry

<BlockQuote> - Block Quote

<Caption> - Caption

<Code> - Code

<Div> - Division

<Document> - Document

<Figure> - Figure or Image

<Form> - Form Field

<Formula> - Formula

<H1> - Heading 1

<H2> - Heading 2

<H3> - Heading 3

<H4> - Heading 4

<H5> - Heading 5

<H6> - Heading 6

<Index> - Index

<Lbl> - Label

<Link> - Link

<L> - List

<LI> - List Item

<LBody> - List Item Body

<Note> - Note

<P> - Paragraph

<Part> - Part

<Quote> - Quote

<Reference> - Reference

<Sect> - Section

<Span> - Span

<Table> - Table

<TD> - Table Data Cell

<TH> - Table Header Cell

<TOC> - Table of Contents

<TOCI> - Table of Contents Item

<TR> - Table Row

Contact

If you have any questions please contact webmaster@seattleschools.org or accessibility@seattleschools.org.