3.1 Using the Adobe Accessibility Tool

Contents

When to Apply Automated Accessibility Checks

When remediating a PDF document, the Adobe **Accessibility** tool can be used throughout the process to automatically detect and fix for various pass/fail criteria. While this tool is highly useful for streamlining the remediation process, it is unable to test and identify certain criteria such as the tag structure. This accessibility guide has resultingly been structured in a way to first orient a user with only the manual fixes and solutions for making a PDF accessible before applying automated tools. This way, you will be able to clearly identify and fix inaccessible elements of the document that would otherwise go unnoticed by Adobe's automated tools.

Managing the PDF Accessibility Checker

The Adobe **Accessibility** tool features the **Accessibility Checker**, a collection of assessments that test the document each for a separate guideline or requirement such as having a set language or alternative text. To run the **Accessibility Checker** on an open PDF document, open the **Accessibility** tool and select 'Full Check'. In the options window that opens, the 'Start Checking' button will run and open the assessments.

Accessibility Checker Options

Options for the range and the type of the test that will be run on the document can be found here. The following settings are recommended:

- In 'Report Options', ensure 'Attach report to document' is unchecked to prevent a status report from being added to the document. Leaving 'Create accessibility report' selected is optional and will create an HTML file of the report in the 'Documents' folder by standard.

- Specifying the 'Page Range' will limit the content that the **Accessibility Checker** tests.

- Finally, in 'Checking Options', ensure all checkboxes are selected under the 'Document' category. Leave all options of the other categories on the standard setting.

To save these options and run the automated tests, select 'Start Checking' in the options window.

Viewing the Accessibility Report

Once the checker has been run on the document, an 'Accessibility Report' can be found by either accessing the saved file in the PC 'Documents' folder or selecting 'Accessibility Report' in the righthand **Accessibility** toolbar. Each test run on the PDF will be categorized in this report along with a detailed description of the test, a pass or fail status and a link to the Adobe website for suggestions. It is useful to reference this report to better understand what manual fixes must still be performed within the document. Once initially run, this report will be accessible in the **Navigation Pane**.

Accessibility Checker List

After the checker has been run, an **Accessibility Checker** menu will appear in the **Navigation Pane** on the left side of the application. From this location, tests can be expanded from carrot dropdown menus and viewed by category. Further, for failed tests, specific failures by element can be expanded under each test where they can be selected and viewed. Some automated tests, such as 'Title' in the 'Document' category, can be fixed automatically.

To Quick Fix a Failed Accessibility Checker Test:

1. Navigate to the criteria in the **Accessibility Checker** menu and right-click the item. Select 'Fix'. For items where this option is available, this will automatically fix the related issue and allow the listed criteria to 'pass'.

2. For other items such as 'Primary language', running 'Fix' may open a preference or property window which relates to 'fixing' relevant criteria. In this case, configure any settings or properties necessary and press 'OK' to continue the automated fix.

Conclusion

In this module, we've looked at how to use the **Accessibility** tool for automated checks, reports and quick fixes. Beyond using **Accessibility Checker**, all other remaining accessibility steps will involve manual testing and specific troubleshooting scenarios. This marks the end of the formal PDF remediation process.