

Making Your PDF Documents Accessible Checklist

Use this checklist to create accessible PDF documents. Please note that this is not an exhaustive list of accessible features, however, this tool will help you develop a foundation for creating accessible PDF documents.

- [Add Tags](#). Tags communicate to assistive technology that there is content within a document.

Tips: If the Add Tags option is grayed out, the document already has tags Acrobat® will analyze the document and add tags automatically. For long or complex documents, this may take a few minutes.

How To: Add Tags Using Built-in PDF Generator



Example:

How To: Add Tags Manually Using Reading Order



Example:

- [Use Alternate Text or Alt text](#). Screen readers will not be able to read figures, graphs, and images in a pdf document without alt text.

Tips: Add alt text in Word before adding the image to the pdf document.

How To: Add Alt Text within a PDF document



Example:

- [Check Reading Order](#). Reviewing reading order allows you to identify if a screen reader or other device will be able to logically read your document.

How to: Check Reading Order of PDFs



Example:

- [Use Adobe's Accessibility Checker](#). The Adobe Accessibility checker will help identify aspects of your document that are inaccessible.

How To:

