PDF REMEDIATION BASICS

What is an accessible PDF?

"A document or application is considered accessible if it meets certain technical criteria and can be used by people with disabilities. This includes access by people who are mobility impaired, blind, low vision, deaf, hard of hearing, or who have cognitive impairments." (Adobe)

To be accessible, your document must be usable by all students, regardless of ability.

1 ORIGINAL DOCUMENT

If you have access to the original document (Microsoft Word) you would return to the original document and format it in an accessible manner before it is exported to PDF.

2 CONTENT TAGS

Content needs to be tagged in the logical reading order, including headings, paragraphs, and lists

3 SEARCHABLE TEXT

Content needs to be tagged as text so that assistive technology software can read the words correctly. Additionally, users can not select and search the text if it is tagged as an image

4 ALTERNATIVE TEXT

Content that is in graph or image format needs to include alternative text so that it can be understood by screen-readers. Provide meaningful alt-text of the **content** and **context** of the image or graph.

5 TABLES

Content that is presented in table format needs to be correctly labeled with table headers, column headers, and table cell properties.

6 LINKS

Content that links to an external site, should be hyperlinked within the PDF. Accessible hyperlinks should tell the user where they are going and what they will be doing

RESOURCES: [PDF ACCESSIBILITY (WEBAIM)](#)

Citations:
1. PDF Accessibility Overview - Adobe Inc.. (n.d.). Retrieved September 19, 2022, from https://www.adobe.com/accessibility/pdf/pdf-accessibility-overview.html