The only thing that is required is meeting the WCAG 2.0 Success Criteria.

[WCAG 2.0 and PDFs.](https://commonlook.com/wcag-20-and-pdf-ua-your-questions-answered/?gclid=CjwKCAjw8O7bBRB0EiwAfbrThzKklsTbW_zpfEsKpTx6QRwbAPtGf_0OsNUFl1kwqHxusseL3kmX2hoCRg8QAvD_BwE)

[WCAG 2.0 techniques for PDFs](https://www.w3.org/TR/WCAG20-TECHS/PDF20.html):

**PDF Techniques**[**(all PDF Techniques on one page)**](https://www.w3.org/TR/WCAG20-TECHS/pdf.html)

* [PDF Technology Notes](https://www.w3.org/TR/WCAG20-TECHS/pdf_notes.html)
* [PDF1: Applying text alternatives to images with the Alt entry in PDF documents](https://www.w3.org/TR/WCAG20-TECHS/PDF1.html)
* [PDF2: Creating bookmarks in PDF documents](https://www.w3.org/TR/WCAG20-TECHS/PDF2.html)
* [PDF3: Ensuring correct tab and reading order in PDF documents](https://www.w3.org/TR/WCAG20-TECHS/PDF3.html)
* [PDF4: Hiding decorative images with the Artifact tag in PDF documents](https://www.w3.org/TR/WCAG20-TECHS/PDF4.html)
* [PDF5: Indicating required form controls in PDF forms](https://www.w3.org/TR/WCAG20-TECHS/PDF5.html)
* [PDF6: Using table elements for table markup in PDF Documents](https://www.w3.org/TR/WCAG20-TECHS/PDF6.html)
* [PDF7: Performing OCR on a scanned PDF document to provide actual text](https://www.w3.org/TR/WCAG20-TECHS/PDF7.html)
* [PDF8: Providing definitions for abbreviations via an E entry for a structure element](https://www.w3.org/TR/WCAG20-TECHS/PDF8.html)
* [PDF9: Providing headings by marking content with heading tags in PDF documents](https://www.w3.org/TR/WCAG20-TECHS/PDF9.html)
* [PDF10: Providing labels for interactive form controls in PDF documents](https://www.w3.org/TR/WCAG20-TECHS/PDF10.html)
* [PDF11: Providing links and link text using the Link annotation and the /Link structure element in PDF documents](https://www.w3.org/TR/WCAG20-TECHS/PDF11.html)
* [PDF12: Providing name, role, value information for form fields in PDF documents](https://www.w3.org/TR/WCAG20-TECHS/PDF12.html)
* [PDF13: Providing replacement text using the /Alt entry for links in PDF documents](https://www.w3.org/TR/WCAG20-TECHS/PDF13.html)
* [PDF14: Providing running headers and footers in PDF documents](https://www.w3.org/TR/WCAG20-TECHS/PDF14.html)
* [PDF15: Providing submit buttons with the submit-form action in PDF forms](https://www.w3.org/TR/WCAG20-TECHS/PDF15.html)
* [PDF16: Setting the default language using the /Lang entry in the document catalog of a PDF document](https://www.w3.org/TR/WCAG20-TECHS/PDF16.html)
* [PDF17: Specifying consistent page numbering for PDF documents](https://www.w3.org/TR/WCAG20-TECHS/PDF17.html)
* [PDF18: Specifying the document title using the Title entry in the document information dictionary of a PDF document](https://www.w3.org/TR/WCAG20-TECHS/PDF18.html)
* [PDF19: Specifying the language for a passage or phrase with the Lang entry in PDF documents](https://www.w3.org/TR/WCAG20-TECHS/PDF19.html)
* [PDF20: Using Adobe Acrobat Pro's Table Editor to repair mistagged tables](https://www.w3.org/TR/WCAG20-TECHS/PDF20.html)
* [PDF21: Using List tags for lists in PDF documents](https://www.w3.org/TR/WCAG20-TECHS/PDF21.html)
* [PDF22: Indicating when user input falls outside the required format or values in PDF forms](https://www.w3.org/TR/WCAG20-TECHS/PDF22.html)
* [PDF23: Providing interactive form controls in PDF documents](https://www.w3.org/TR/WCAG20-TECHS/PDF23.html)

**if there isn’t an explanation below, try this link**: [Adobe Acrobat DC explanation for each error](https://www.adobe.com/accessibility/products/acrobat/using-acrobat-pro-accessibility-checker.html)

# Document

## Accessibility permission flag

## Image-only PDF

See “How to make a scanned PDF 508 compliant”

## Tagged PDF

* Tools/Accessibility/Autotag Document

## Logical Reading Order – Needs manual check

* Tools/Accessibility/Reading Order
* In the Touch Up Reading Order Panel, click on “Show Order Panel”
* Close the Touch Up Reading Order Panel
* Start on Page 1 and click through making sure text will be read in the correct order
* Right-Click on Logical Reading Order – Needs manual check
* Choose “Pass”

## Primary language

* Righ-click, choose Fix
* Choose the correct primary language
* Click OK
* Save
* Re-run checker

## [Title](https://www.youtube.com/watch?v=VycCnaR4CS0)

* Right Click on error, choose “Fix”
* Fixes itself
* Opens Title window
	+ Uncheck the Title’s “leave as is”
	+ Type in a title for the document.
	+ Close
* Save
* Re-run checker

## Bookmarks

* Right click on error, choose “Fix”
* Opens Bookmarks window
	+ Click all Title and Headers listed
	+ Click close
* Right-click on error, choose “check again” to have them go away
* Save

## Color contrast – Needs manual check

* If you have looked over the document and there is no color or the color has been checked..
* Right-click error, choose “Pass”

# Page Content

## Tagged Content

* Right-Click, choose “Show in Content Panel”
* Right-Click on item in Content Panel, choose Create Artifact (if it is an item that doesn’t need read)
* Leave Create Artifact window as is, click “OK”
* Once you’ve done these for all elements that are decorative, right-click on error, choose “check again” to have them go away
* Save

## [Tagged Annotations](https://www.youtube.com/watch?v=yPRKMdw5oe0)

* Right-click on element, Choose “Show in Content Panel”
* It will show what type of annotation is missing
* Go to Tag menu
* Drop down box, choose “Find”
* Choose what type of item wasn’t annotated correctly
* Change searching from page to document
* Click Find
* Once it finds an item, click “Tag Element”
* In Tag menu, under Type, choose what kind it should be
* Under Title, type in the text to describe it.
* Click “OK”
* Should then go to the next untagged one automatically, keep tagging till done
* Once you’ve done these for all elements, right-click on error, choose “check again” to have them go away
* Save

## Tab order

* Right-click on error, choose “Fix”, it will use the document’s structure to set up tabs
* Right-click on error, choose “Check Again”
* Save

## [Character encoding](https://helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html)

Specifying the encoding helps PDF viewers' present users with readable text. However, some character-encoding issues aren't repairable within Acrobat.

To ensure proper encoding, do the following:

* Verify that the necessary fonts are installed on your system.
* Use a different font (preferably OpenType) in the original document, and then re-create the PDF.
* Re-create the PDF file with a newer version of Acrobat Distiller.
* Use the latest Adobe Postscript driver to create the PostScript file, and then re-create the PDF.

## Tagged multimedia

Can try the “Autotag Document” to see if it will fix this error. However, it may mess up the document so check the document to make sure it didn’t cause more problems than it fixed.

## Screen flicker

## Scripts

## Timed responses

## Navigation links

# Forms

Check the “How to make a 508 compliant PDF Fillable Form from a Word Document” at the end of this document and see if it gives you information for these errors.

## Tagged form fields

## Field descriptions

# Alternate Text

## Figures alternate text

Images that are purely decorative, background or just square blocks of color do not need alternative texts.

Images that are logos, charts, etc. should have alternative text.

Adding alternative text using “Fix” option:

* Right-Click and choose “Fix”
* If it should have alternative text - Type in the alternative text panel that comes up
* If it is decorative –
	+ checkmarking “decorative” may cause the elements to move to “Other elements alternate text” errors
	+ Right-click choose “Show in Tags Panel” and delete it (once you’re sure it’s empty)
* Click either Save & Close or the right arrow to move to the next element
* Right Click on the error and choose “Rerun Checker” to have that element go away

Adding alternative text #2:

* Right-Click and choose “Show in Tags Panel” or “Show in Contents Panel” (either way)
* Right-Click on the highlighted selection and choose Properties
* Type in text in the Alternate Text box

Note: when giving alternate text to PPT slides using Smart Art, each element will need alternative text, which will be housed in a “Diagram” folder, which will ask for alternative text too. However, all the Smart Art once it has alt text will need to be moved out of the diagram due to a new Nested Alternate Text error. Once you move them, the Diagram folder will be empty and be deleted anyway. So just move the nested Smart Art and delete the diagram.

Deleting:

* Right-Click and choose “Show in Tags Panel”
* Check that it is a “Figure”, is empty (it probably says PathPath) and has no text or importance to someone reading the document
* Click delete
* Right click on the error and choose “rerun checker” to have that element go away

Bring up Reading Order, find it there, right-click and tag as artifact or background.

If it is an image,

## [Nested alternate text](https://www.youtube.com/watch?v=OdZZm93wS5Y)

* Right-click on element, choose “Show in Tags Panel”
* Expand the highlighted element in Tags Panel
* Click on the item(s) “nested” in the element and drag to be under the main heading



* This example shows to move “Path” out of “<Span>” to under “<LBody>”
* Move all items in that element to be under the main heading
* Now click on the empty element (can no longer be expanded because nothing is “nested” in it) and click the delete key

## Associated with content

* Right-click, choose “Show in Tags Panel”
* The tag should be a tag that cannot be expanded
* right-click and choose “delete tag”
* Do this for each element that can’t be expanded.
* Once you’ve done these for all elements, right-click on error, choose “check again” to have them go away
* Save

## Hides annotation

## [Other elements alternate text Failed](https://www.youtube.com/watch?v=e9vsdIG8tXU)

* Click on element to see where it is in the document
* Right-Click on Element, choose “Show in Tags Panel”
* In the Tags Panel
	+ Sometimes it doesn’t show it to you or it says it can’t be found in the Tags Panel. You’re going to have to look for it, referring to where it was in the document to find it
	+ Right-click on item and choose Properties.
	+ Enter the actual text into the Actual Text section (such as “(1)” for a List Item Body)
	+ Close
* Once you’ve done these for all elements, right-click on error, choose “check again” to have them go away
* Save

# [Tables](https://www.adobe.com/accessibility/products/acrobat/pdf-repair-repair-tables.html)

The Touch Up Reading Order tool (be sure “Show tables and figures” is checked) displays the selected table into cells and allows the user to apply additional table markup. The table must be tagged as a table before the tool can be used.

## If the table is not tagged:

For best results when tagging tables, use the application that created the document (such as WORD) to properly format the table before exporting to the PDF accessible version.

If a PDF is not tagged and the source document is not available, add tags by using the Add Tags To Document (or Autotag Document) command in the Accessibility pane. Most tables are properly recognized using this command; however, the command may not recognize a table that lacks clear borders, headings, columns, and rows.

## Check if properly tagged:

Use the Table Editor to check and correct table tags. By viewing table tags, determine whether columns, rows, and cells have been correctly identified. Tables that lack well-defined borders and rules are often tagged incorrectly or contain adjacent page elements. It is possible to correct poorly tagged tables by selecting and redefining them; it is possible to split combined cells by creating a tag for each cell (see Regularity below).

If the table is not clearly labeled in the document pane:

* Drag to select the entire table
* Click on “Table” in the Touch Up Reading Order panel

If cells do not appear as separate elements you can follow the steps under “Regularity” or:

* Use the Touch Up Reading Order tool to select a single cell from within a merged cell
* Click on “Cell” button in the Touch Up Reading Order panel.
* Repeat for each split merged cell

[Editing table tags](https://www.adobe.com/accessibility/products/acrobat/pdf-repair-repair-tables.html)

[Using Adobe Acrobat Pro’s Table Editor to repair mistagged tables](https://www.w3.org/TR/WCAG20-TECHS/PDF20.html)

## Rows

## TH and TD

## [Headers](https://www.youtube.com/watch?v=X23NKhBzVgs)

It is possible that if you just click “Auto Tag Document”, and answer “Yes” to the question that you want to auto tag the document even though the document is already tagged, it may fix the problem. However, this also could mess up tags so do this with care.

The technical way to fix this error is below:

* Right-click, choose Show in Tags Panel
* Expand table and look at first Table Row (TR)
* Change each Table Data cell in the FIRST Table row from “TD” to “TH”
	+ Either double click and type it yourself, or
	+ Right click, choose properties, change Type to “Table Header Cell”
* Once you’ve done these for all elements, right-click on error, choose “check again” to have them go away
* Save

## [Regularity](https://www.youtube.com/watch?v=y6mycfi-3lQ)

* Right-click, choose Show in Tags Panel
* Each table row is supposed to have the same amount of Table Data cells

 

* Expand every row in the table and find the Table Rows that don’t have the same number of Table Data cells
* Find the Table row with the wrong amount
	+ Too few Table Data Cells:
		- Right-click on one of the Table Data, choose New Tag
		- In the New Tag panel, choose the type “Table Data Cell”
		- Click OK
		- Do this until it is the correct number of Table Data Cells in the row
	+ Too many Table Data Cells:
		- Open each Table Data Cell till you see what is there (often just left over Paragraph cell from Word)
		- From seeing what’s in them, find the Table Data Cell you don’t need, click on it and click delete.
		- Do this until you have the right number of Table Data Cells in the row
* Once you’ve done these for all elements, right-click on error, choose “check again” to have them go away
* Save

## Summary

With the cursor over the table, right click to add a Table Summary. The Edit Table Summary option is available in the menu that appears when a right-click is performed on a highlighted table. This allows the user to add or edit a text description about the table properties that may be read by a screen reader or other assistive technology.

* Click on the element
* Tools tab/Accessibility/Reading Order Tool
* The table will be highlighted with a big “x” and the label “Table”
* Right-Click and choose “Edit Table Summary”
* Type in the table’s summary in the text box that comes up
* Click “OK”
* Once you’ve done these for all elements, right-click on error, choose “check again” to have them go away
* Save

Phantom table (when you click on element it’s just a space, etc.):

* Right-click choose “show in tables panel”
* Make sure the tag is empty and non-useful
* Delete it

Table within a table:

* You’ve already given the table a summary
* But there’s a table or tables within that table and you can’t right-click on it and choose “’Edit Table Summary”
* With the Reading Order tool open
* Click on the element so the area is highlighted
* Drag a rectangle around the little table within the table
* Right-click within the rectangle and choose “Edit Table Summary”

# Lists

## [List Items](https://www.youtube.com/watch?v=3OPDtlhuwYI)

* Right-click item, choose “Show in Tags Panel”
* Can now view the list items in the Tags Panel
* Each list item is supposed to have the same number of items in there
	+ List label <LI>
	+ List body <LBody>
* You will see that one list item is not equal to the other lists items in the list



* In the example you can see that for one of the <LI>, it is under a <Sect>, unlike the other two items which are appropriately under the <L>
* Click on the <LI> that is in the wrong spot and drag to the correct spot
* Now click on the empty <Sect> and click delete
* Once you’ve done these for all elements, right-click on error, choose “check again” to have them go away
* Save

## Lbl and LBody

# Headings

## Appropriate Nesting Failed

* Right click on the Element
* Choose “Show in Tags Panel”
* You can click in the tag and just change the improper heading, or
* Right-click on tag, choose “Properties”
	+ Choose the appropriate Type
		- generally the heading skipped from H1 to H3, etc.
		- Choose appropriate heading nesting
		- Click Close
* Once you’ve done these for all elements, right-click on error, choose “check again” to have them go away
* Save

[This can also be fixed using the Touch Up Reading Tool](https://www.w3.org/TR/WCAG20-TECHS/PDF9.html)

# Resources

## [How to make a scanned PDF document 508 compliant](https://www.youtube.com/watch?v=_7EdwfTyERc)

* Give it a title in Properties
* Go to Tools/Customize/Action Wizard/Make Accessible
* Click Start
* Checks Properties
* Type – want to make it a searchable image
* Now it will go through checking the document, answer questions as they come up (adding alternate text, etc.)
* Once done, run checker
* Check Reading Order
	+ Drag wrongly ordered items to the correct place in the order to be read
	+ It is hard to move an item to the top, it is easier to move the top item down

## [How to make a 508 compliant PDF Fillable Form from a Word Document](https://www.youtube.com/watch?v=Qw0ETaSAoNY)

* In Word document, delete any underlines where they would be filling it and instead just put spaces
* Export to PDF
* Enter a Title in the Properties if you didn’t correctly title the Word Document
* Save
* Tools/Prepare Form, click “Start”
* Save and yes for replace (if asked)
* Now look through created form, see where it added the fields
* In places where it added a field that wasn’t needed:
	+ Select the field on the right in the “Fields” list
	+ Click delete.
* At any time you can click the “Preview” button on the top right to see what the fillable form will look like. Click the Edit button found in the spot Preview was to go back to editing
* You can edit the fields by shrinking or enlarging the field like you would an image
	+ You’ll want to do this because generally it is created very short and under the text, make the field taller and move the left cursor over so the field is to the right of the text describing what you want the people to fill in

 

* You can format the field, for Date or currency fields, etc.:
	+ Right-Click on field, choose Properties
	+ In the Text Field Properties panel, click on the Format tab
	+ Select format category (i.e. Date, Currency)
	+ Then choose the format you want
	+ You can then click on another field w/o closing the properties panel to change the next one
* Adding text fields, checkmarks, radial buttons:
	+ In the ribbon there are buttons to add text fields, checkmarks or radial buttons 
	+ Checkmarks and Radial Buttons
		- Checkmarks – can checkmark all of them in a “group”
		- Radial Buttons – can only choose one of them in a “group”
			* There will be “Choice 1”, “Choice 2”, etc.
			* You can go into the Radio Button Properties under the Options Tab and choose different button styles
		- Groups and Choices will be listed in the Fields list to the right, may be a good idea to rename the group and choices in the Fields list to reflect actual fields
		- You can also add from the Field list by right-clicking on the group, Add New Field, and choosing an item such as Radio Button
		- Radial Button Properties:
			* General
			* Appearance
			* Position – to line up items to be even
			* Options – choose different button styles, or mark that the button is checked by default, etc.
* Making text field scrollable
	+ Right-click on field, choose Properties
	+ Options Tab
		- Alignment – left, center, right, justified, etc.
		- Default Value
		- Select “Multi-line” and “Scroll long text”
		- Can also have Check Spelling, Allow Rich Text Formatting, limiting the characters, etc.
* Signature Fields
	+ Click on signature field
	+ In the ribbon click on the signature button



* Then using the cursor create a square around the signature box field
* This will add the new signature block in the Fields list
	+ Make sure it is in the right order, sometimes it puts it at the bottom
	+ Delete the signature box that was made when made the form in the beginning
* The Field Name: properties will come up, click on All Properties
	+ In the General Tab add a Tooltip by describing whose signature it should be and its purpose
	+ In the Signet Tab, you can choose what you want the form to do after it has been signed
		- Locked – if doc has multiple signatures, be careful which one you put the lock on
		- Read only
		- Etc.
* Now you must check the Tab order
	+ Click in the top field in the Fields list
	+ Use the down arrow to go through and watching on screen to make sure it is following the order tabbing should go
		- Be careful to see where checkmark/radial button groups are
		- To move it, click on it in the Field list and drag to the correct spot
* Close Prepare Form
* Tools/Accessibility/Autotag Document
* Run checker
* Fix errors

## [Ten common PDF accessibility errors](https://www.uottawa.ca/respect/sites/www.uottawa.ca.respect/files/fss-fixing-accessibility-errors-in-pdfs.pdf)