

Basic Common Acrobat Accessibility Fixes

Language

To set the language:

Go File > Document Properties, then click on the Advanced tab.

Under Reading Options select a language.

Click OK.

Tab Order

To set a tab order.

Open the Pages navigation pane (left side of screen).

Select all the pages.

Click on Options, then click on Properties.

Select a tab order.

Click on Close.

Reading Order / Graphics

To set tags for the reading order.

Open the Tags pane (left side of screen).

Click on Options, then click on Create Tag Root.

Click on Tools > Advanced Editing > TouchUp Reading Order Tool

Draw a rectangle around the text. Click on the Text button. Select the next section of text and click on the Text button. Click on the Order button if you need to reorder the text boxes.

For graphics, draw a rectangle around the image and click on the Figure button. Right click on the image box you drew and select Edit Alternative Text.