

# Making PDFs Accessible

Basic instructions for the fundamental fixes to ensure your PDF content is accessible.

## Add Document Properties

Go to File > Properties, Select "Description" tab

### 1. Add Document Description

In "Description" tab: Add Title, add Author

### 2. Set Open Options

In "Initial View" tab: Under "Window Options", select "Document Title"

### 3. Set Language

In "Advanced" tab: Under "Reading Options", select "English"

## Create Tags in Document

*If the document has been tagged...*

### 1. Set Tab Order Property

Set Tab Order to follow document structure

*If the document has not been tagged...*

### 1. Auto Tag Document

### 2. Add Tags Manually

Open the Tags Pane to view, reorder, rename, modify, delete, create tags (or use the TouchUp Reading Order Tool)

### 3. Review Tag Structure

Open the Tags Pane to see tagged elements and tag properties

## Add Alternative Text

### 1. Add Alt Text to Images

Open the Touch Up Reading Order Tool, locate the tagged image, right click and select "Edit Alternate Text"

Or use the "Set Alternate Text" tool in the Accessibility tool panel

## Check Reading Order

### 1. Review the Reading Order of the Tags

To modify the Reading Order, in the Order panel: Drag to reorder the elements in the displayed tree structure

## Create Content with Accessibility in Mind

- Write clearly and simply
- Organize content logically
- Images:
  - » Alt Text
  - » Long Description
  - » Avoid using images of text
- Color:
  - » Color Contrast
  - » Don't use color alone to convey meaning
- Descriptive link text (avoid "learn more" or "click here")

## About AudioEye

AudioEye is a technology company serving entities committed to providing equal access to their online content. The only technology-first company in the digital accessibility space, AudioEye offers unequalled speed-to-compliance with ADA-related digital accessibility requirements, ensuring digital content is more accessible, and more usable for more people.