ADA compliance (Best practice is to always fix ADA issues in Word or Excel before conversion to PDF)

If you have an existing Word Document or if you are creating a new Word Document.

Open the Document

Click on File Save As

Then input:
Filename (If New Document)
Author (Barton Community College
Tags (Same as Title)
Title
Subject (If Available)
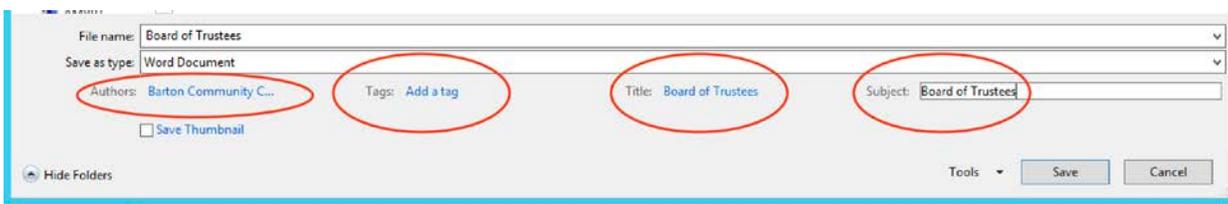
Finish saving the Document

Then go to Review and Accessibility Checker and run checker fix issues.

Save again

Then save as a PDF

Open PDF in Acrobat DC or Pro (not reader)

Click in the upper left on Tools – Then Accessibility -

On the Right side click on – Full Check – leave the defaults and click – Start Checking

On the left side click on the arrow beside one of the Links with errors to show the errors

If the issue is:

Title Failed

Right click and select fix

Alternate text

Select Figures Alternate Text in the Accessibility Checker panel, right click and choose Fix from
the Options menu. Add alternate text as prompted in the Set Alternate Text dialog box.
Open PDF in Acrobat DC (not reader)

If you have an existing PDF document, open document

Click in the upper left on Tools – Then Accessibility - w

On the Right side click on – Full Check – leave the defaults and click – Start Checking

On the left side right click on one of the Links and select – Show Report

If the issue is:

Title Failed
Go to File – Properties – Description

Add: Title – Author (Barton Community College) – Subject (Same as Title) – Keywords (Same as Title)
Then Click on Initial View and make sure Show: Document Title

Alternate text

Select Figures Alternate Text in the Accessibility Checker panel, right click and choose Fix from the Options menu. Add alternate text as prompted in the Set Alternate Text dialog box.

Primary Language
Right click and select Fix

Logical Reading Order
Right Click and select Fix

Tagged PDF-Failed
Right Click and select Fix

Figures alternate text – Failed
Right Click and select Fix
Note how many image issues there are you will have to right click and fix all of them