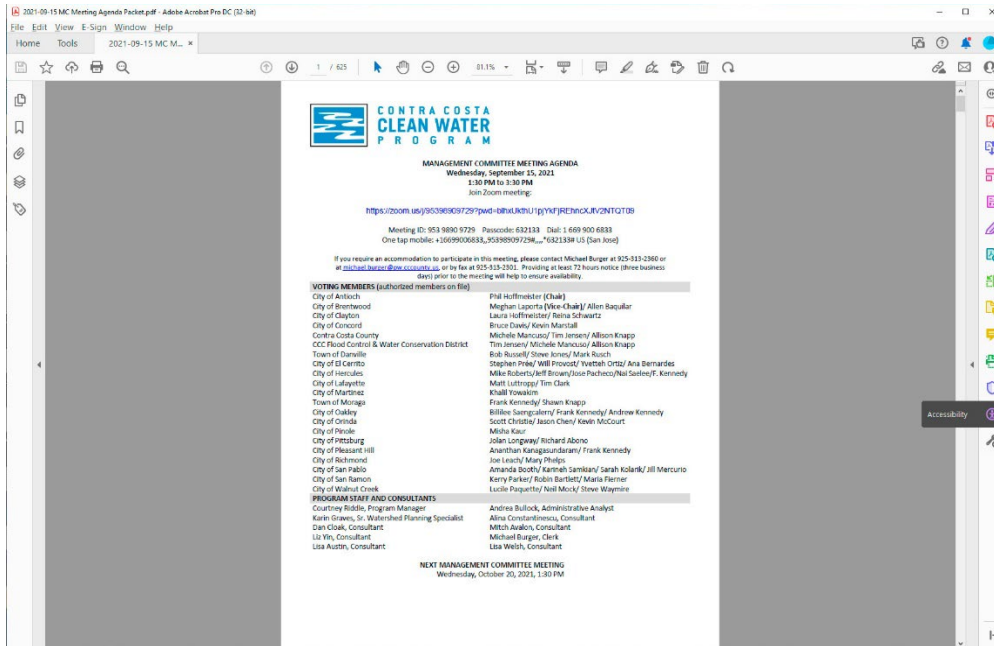


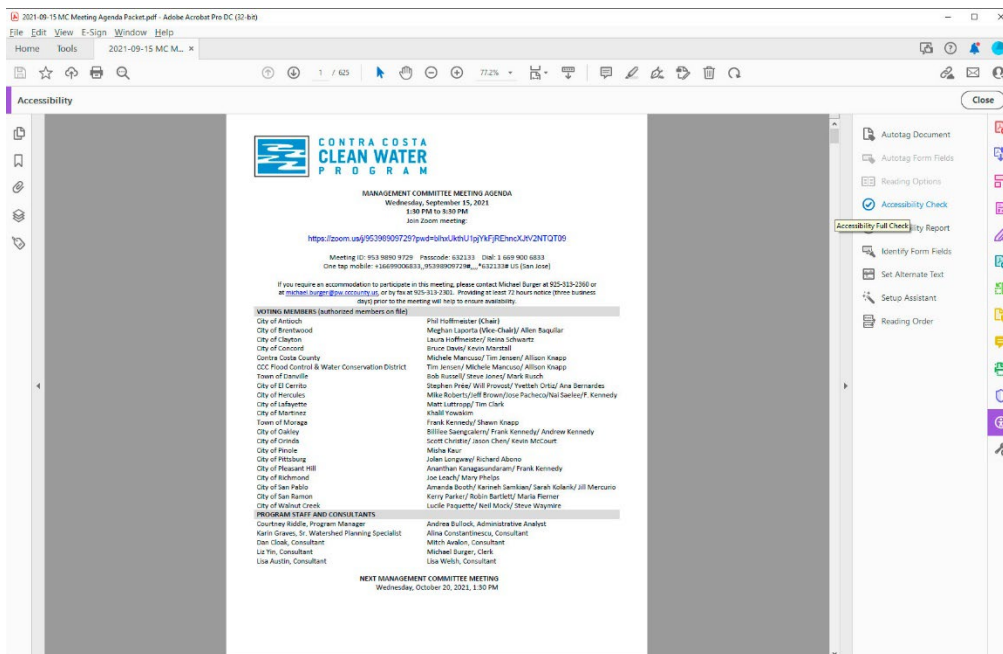
WCAG PDF REMEDIATION USING ADOBE ACROBAT

WebSight Design, Inc.

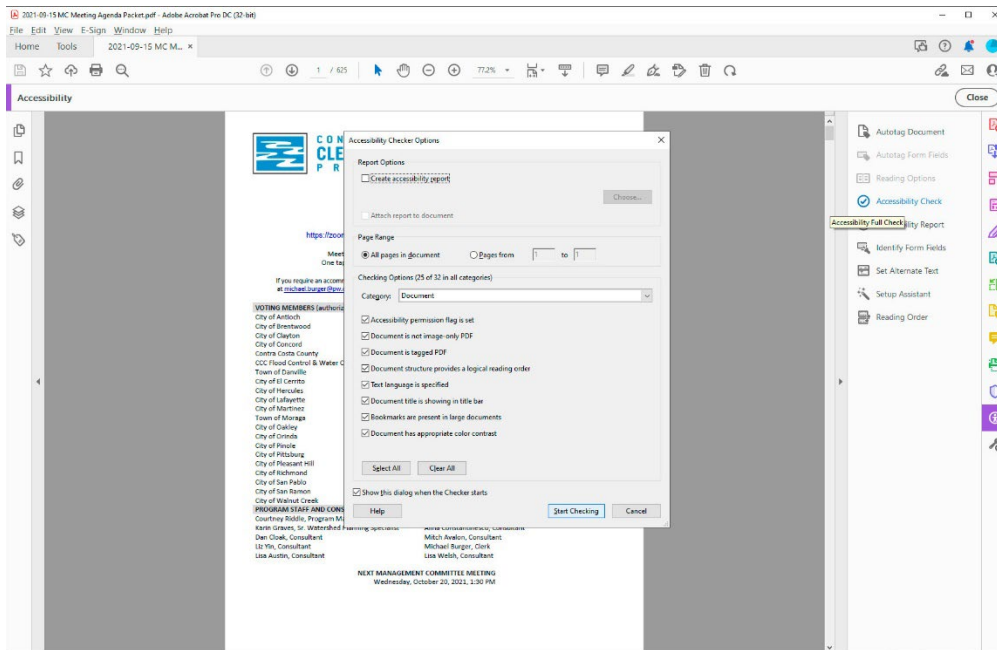
Click on the "Accessibility" icon.



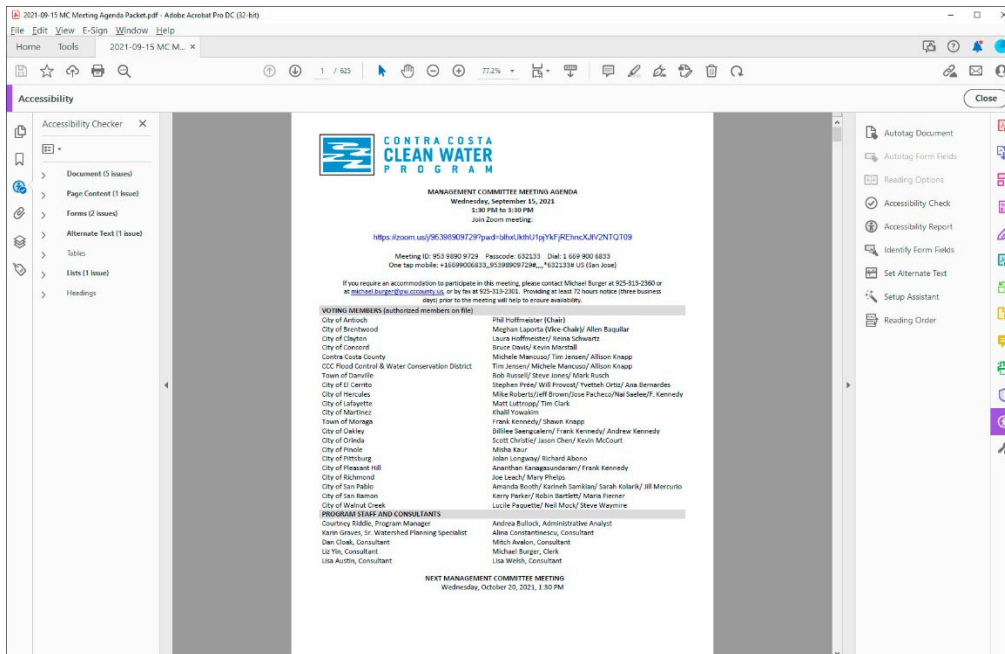
This opens a panel with several options. Click "Accessibility Check."



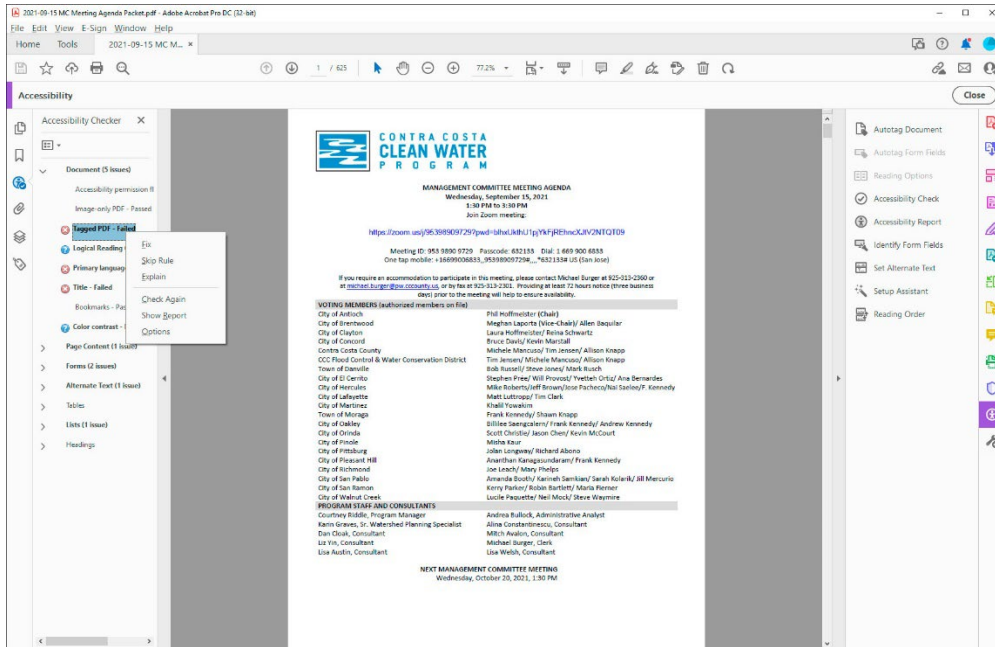
A pop-up opens. I usually UN-CHECK the “Create Accessibility Report” box, as you do not need this document. Then click “Start Checking.”
Depending on the size of the PDF, this process could take a few minutes, or be instantaneous.



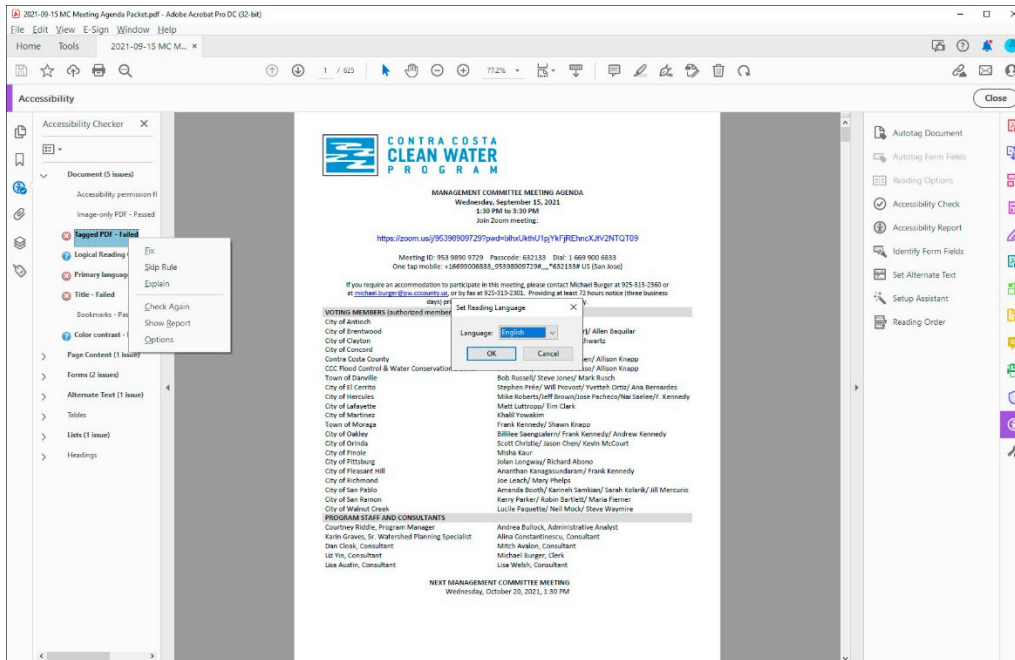
Once the report has been run, the results will appear in the right column, grouped in categories.



Expand each category, and begin right-clicking on each bolded item to resolve. When you right-click, a little menu comes up with options.



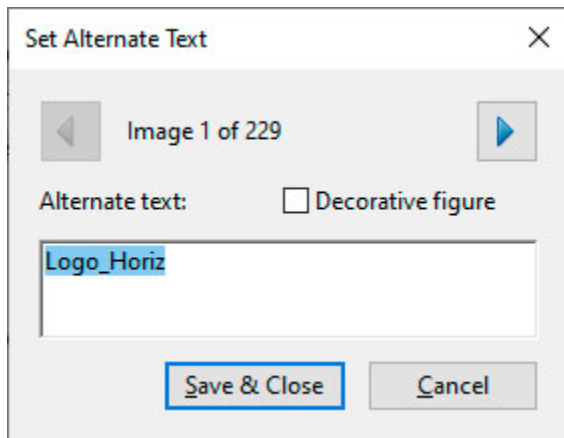
If you see a “Fix” option, choose that. The system will either fix it automatically, or a pop-up window will come up allowing you to manually fix the item.



Key items are:

- Tagged PDF
- Primary Language
- Title
- Alternate Text

To add alternate text, click “Fix” in the little menu that comes up. The system will start looping through all figures in the PDF that do not have alternate text. For each image that you can recognize, add alt text. For some (like borders or random pieces of an infographic) check the “Decorative figure” box and move to the next image.



If the WCAG report has flagged the alt text as not being correct (like using the image filename as the alt text) you’ll need to click on “Set Alternate Text” in the right-column menu. This will loop through ALL figures in the document, where you can see their current alt text and change it if needed.

For items that are flagged but don’t allow you to “Fix,” choose “Skip” or “Pass.”

Save the PDF and you’re done!