

Acrobat Practice

Steps

One-time setup

1. Enable new Acrobat
 - a. **View > Enable new Acrobat**
 - b. Restart Acrobat
2. Set up workspace
 - a. "Prepare for accessibility" tools: **All tools tab > View more > move Prepare for accessibility** to the top of the tools list
 - b. "Accessibility tags" pane: **Menu > View > Show/Hide > Side panels > Accessibility tags**

Export to Word (recommended)

1. There are issues that could be fixed in the source document, try **Convert** tab > Select **Microsoft Word** > Convert to **DOCX**
2. Repair in Word: heading, image alt text, mark image as decorative
3. Recreate the PDF

Repair

1. In the **Accessibility** tools pane, run **Check for accessibility**
 - a. Title: **Right-click "Title – failed" > Fix**
2. Reading Order Tool: **Accessibility tools > Fix reading order**
 - a. If not fixed in Word, fix heading, image, decorative image
 - b. Table: **Right-click table > Table Editor**
 - i. Fix spanned cells
 - ii. Fix table headers and scope
2. Depending on time, repair charts, language, and forms.
3. Tag footer with Text and Image with the **Reading Order** tool
4. Verify/Repair content reading order in **Order** panel (optional)
5. Verify-Repair tag structure and order in **Accessibility tags** panel (required, even when using the Order Pane)

Practice

This is just a text. Nothing fancy here.

Images

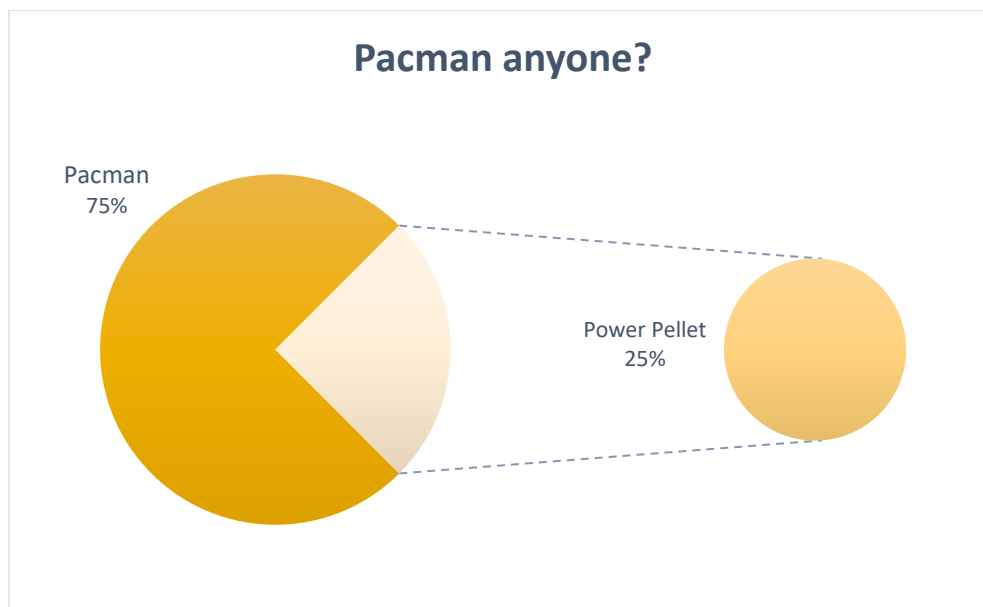


Tables

Course	Section	Day	Start Time	End Time	Instructor
BIO	100	M, W, F	08:00	09:20	Miller
	110	T, Th	09:00	10:20	Smith
	120	M, W, F	13:00	14:20	Williams
BIS	100	T, Th	10:00	11:20	Brown
	110	M, W, F	10:00	11:20	Wilson
	120	M, W, F	14:00	15:20	Jones

1. **Reading Order Tool > Table Editor** button
2. Under **Table Cell Properties > Fix Row Span, Type, and Scope**

Charts



Language

Los hermanos sean unidos,
porque esa es la ley primera;
tengan unión verdadera
en cualquier tiempo que sea,
porque si entre ellos pelean
los devoran los de ajuera.

de [José Hernández](#)

Forms

[WebAIM article on forms in Acrobat](#)

1. Add form fields
 - a. Use **Prepare form** tool
 - b. Remove any fields that were automatically added
2. Descriptive Tooltips.
 - a. Radio buttons need a descriptive tooltip and option
3. Add tags to form fields
4. Check and repair the tab order

Text fields

First Name: _____

Last Name: _____

Text area

Tell me about your favorite vacation

Radio buttons

Do you like radio buttons?

- ☐ Yes
- ☐ No