PDF Accessibility Process

1. Run the Accessibility Full Check in Adobe Acrobat Professional and correct all errors.
2. Open the Order pane and examine each page for correct reading order for the content. Adjust content as necessary to correct any problems found.
3. Open the Tags pane and check the tags for the following:
   a. Tag order matches the reading order.
   b. Heading tags provide a proper outline of the document.
   c. List tags are correct and nested lists are properly nested.
4. Check text color for sufficient contrast with its background. (The minimum color contrast ratio is 4.5:1.)
5. Use the Touch Up Reading Order tool to verify that the alternative text is correct for each image. Correct as needed.
6. Use the Table Editor tool to verify and/or correct table header structure.
7. Open the file's Document Properties and verify that the Title is meaningful and understandable, and specific. (This should not look like a file name).