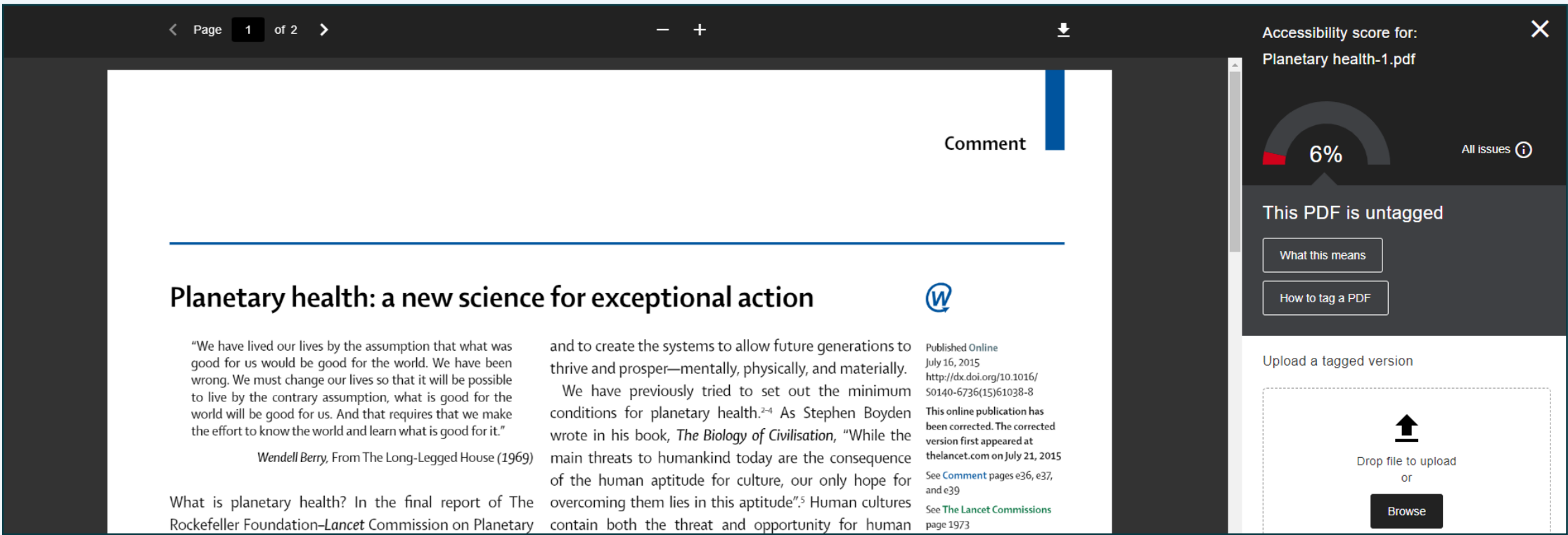


USING ADOBE ACROBAT TO IMPROVE ACCESSIBILITY

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Accessibility is an important part of digital information, making it available and accessible to as many users as possible. But making a document accessible may be a bit challenging or overwhelming.

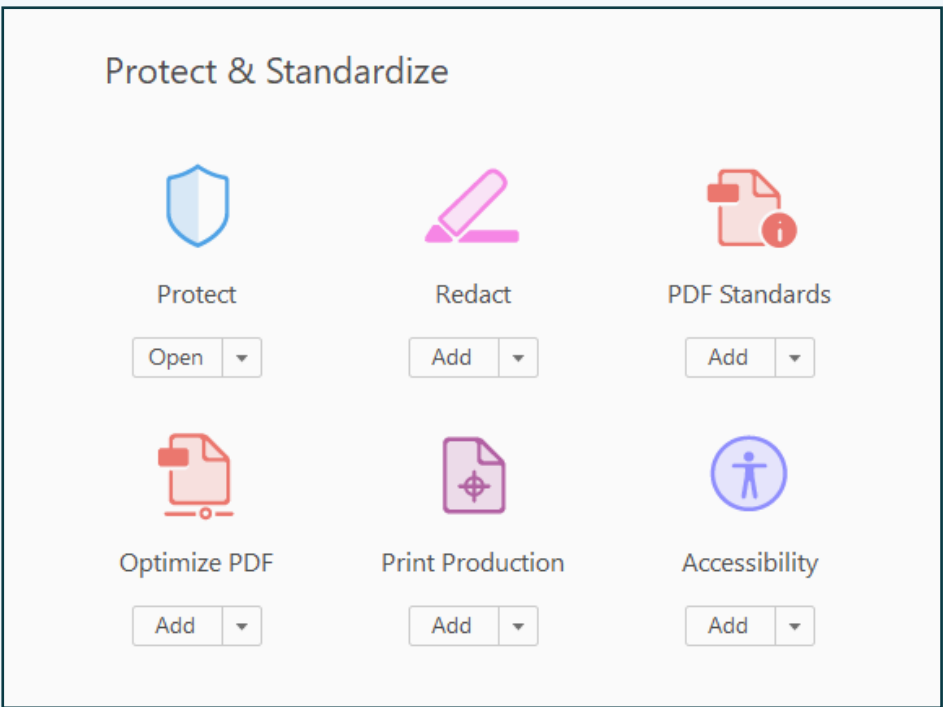
There is a quick and easy way to improve accessibility using Adobe Acrobat Pro.



TO USE ADOBE'S ACCESSIBILITY TOOL:

Open the document in Adobe Acrobat Pro and select More Tools option. Scroll down to Accessibility.

This will allow you to perform a series of operations on the document to identify and improve accessibility.



WHAT CAN YOU DO TO FIX YOUR DOCUMENT?

- Run the Accessibility Check to identify what areas can be improved.
- Use Autotag Document to add Heading tags throughout the document automatically.
- Set Alternative Text for figures easily by using the tool and either marking images as decorative or providing a succinct description of the image.
- Use Reading Order to set how a screen reader should progress through the document. This is especially helpful when the document has multiple columns.
- Set the language by going to File > Properties > Advanced then choose the language from the drop down menu.

