# PDF Accessibility Process

Under Action Wizard, select Make Accessible and follow prompts to add accessibility elements to your PDF.

If not using Action Wizard, use the following steps:

* 1. Under Accessibility, choose Autotag Document
		1. If the document is already tagged, choose to either overwrite tags or skip this step
		2. 
	2. Set hyperlinks in your text
		1. Select Edit PDF
		2. Choose Link > Add/Edit Web or Document Link
		3. Draw a box around text or image for link
		4. Enter URL
		5. 
	3. Set ALTs (alternate text) for all images
		1. Open the Tag Tree: View > Show/Hide > Navigation Panes > Tags
		2. Right-click on Figure tags to open Properties
		3. Edit Alternate Text
	4. Set decorative or background images as Artifacts
		1. Open the Tag Tree: View > Show/Hide > Navigation Panes > Tags
		2. For Figures that should be decorative or background images, change the tag to read <Artifact>
		3. 
	5. Include transcripts or textual descriptions for all purely audio or purely visual media
	6. Use only captioned multimedia
	7. Check the document for color dependence
		1. Ask if the document uses color only to convey meaning
		2. Example of color dependence: "All red items are required"
		3. Example of no color dependence: "All red, bold items are required"
	8. Check the document's color contrast using [Color Contrast Analyser](https://developer.paciellogroup.com/resources/contrastanalyser/) or [Color Contrast Pal](https://toolness.github.io/color-contrast-pal/)
		1. Contrast should meet a ratio of 4.5:1 (foreground: background colors)
		2. Adjust colors as necessary in original document
	9. Ensure that the document has a title
		1. Under File, choose Properties
		2. Enter a Title for the document
		3. A title might be the first heading or name of the document
		4. 
	10. Set the document's language
		1. Under File, choose Properties
		2. Choose Advanced properties
		3. Under Reading Options, set the document's language
		4. 
	11. Ensure that headings are correctly set in the initial document and are tagged appropriately
		1. Open the Tag Tree: View > Show/Hide > Navigation Panes > Tags
		2. In Tags, move through heading tags (i.e. H1, H2, etc.) and paragraph tags
			1. Are any tags that should be paragraphs labelled as headings?
			2. Are any tags that should be headings labelled as paragraphs?
			3. Are any headings the wrong heading level? (i.e. a heading level 1 is labelled as an H2)
			4. Rule of thumb for headings: Typically, the bigger and bolder the heading is, the higher the heading level
		3. 
	12. [Set table headers using this document](https://www.w3.org/TR/WCAG20-TECHS/PDF20.html)
	13. Check Tag order
		1. This is what a screen reader uses to determine how a document is read out
		2. Check that the tag order matches the logical reading order
			1. Rule of thumb for reading order: It should follow the order in which information appears visually
			2. If the tag order does not match the logical reading order, click and drag on tags to reorder
			3. For complex documents, you may have to add additional tags or delete tags
				1. Add a tag by clicking on the tag above where you want the new tag to appear
				2. Highlight information to be tagged
				3. Right click on the tag above where you want the new tag to appear
				4. Select Create Tag from Selection
				5. 
				6. For images, you may need to create a new tag via the Reading Order panel

Open the Reading Order panel: View > Show/Hide > Navigation Panes > Order

Right click on any item and open Show reading order panel

Use the tool to draw a box around the area to be tagged and select the type of element

Right click on the new item and select Tag as… with the appropriate tag

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	1. Run a full accessibility check via the Accessibility tool
		1. Fix any remaining problems
		2. In the full check, Reading Order and Color Contrast will ALWAYS come up as requiring manual review. This is because a machine cannot determine if reading order is accurate or if color contrast is compliant
		3. 