

# MAKE YOUR PDFs ACCESSIBLE

Acrobat Pro includes a “Make Accessible” action. It prompts the user to address accessibility issues, such as alt text and reading order. It also looks for common elements that need further action, such as the following: scanned text, forms fields, tables, and images.

## 01 Using the “Make Accessible” Feature

### TOOLS > ACTION WIZARD

1. Scroll down to the Action Wizard toolset, which is under the “Customize” subhead.

### ACTIONS LIST > MAKE ACCESSIBLE

2. Choose the “Make Accessible” option on the right hand panel

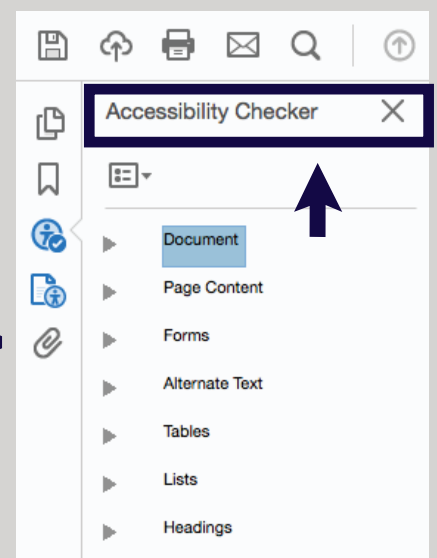
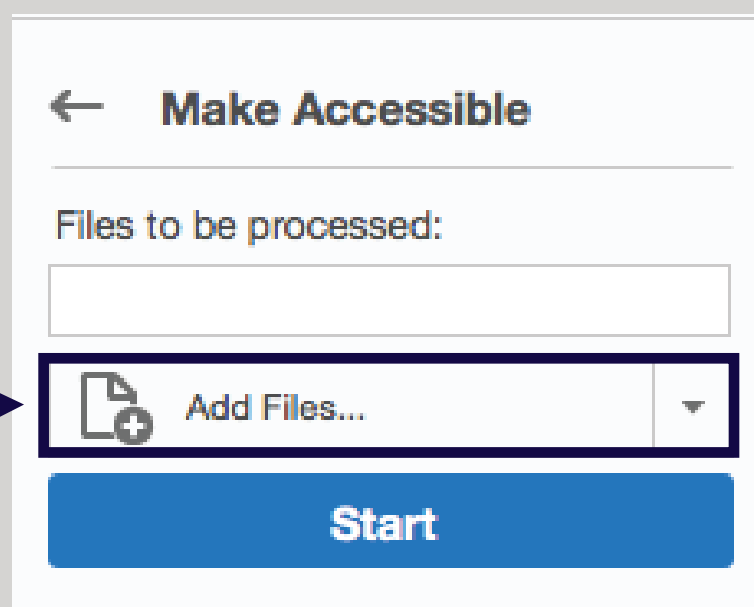
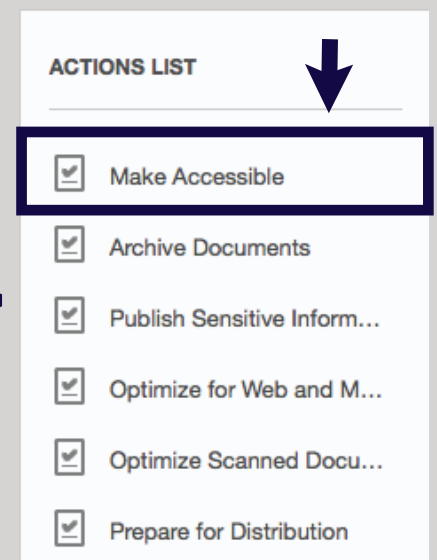
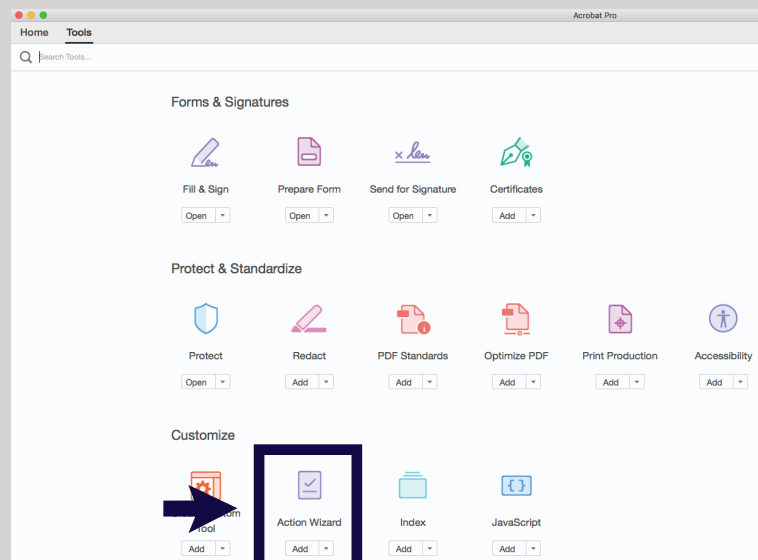
### ADD FILES

3. Select the files you need from “Add Files.”

### START CHECKING

4. The prompts will guide you through the rest of the action.

5. Adobe will perform a full check, and the results will display in the “Accessibility Checker” panel on the left.



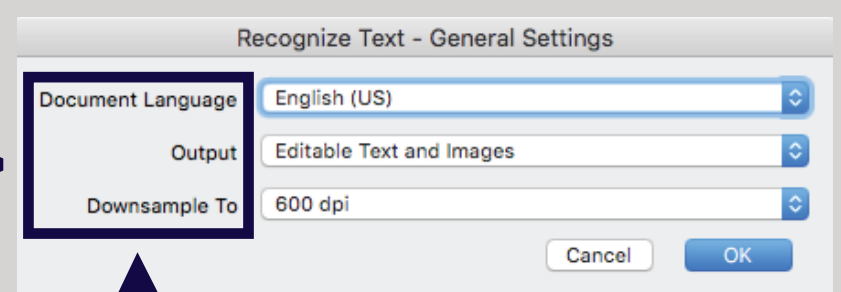
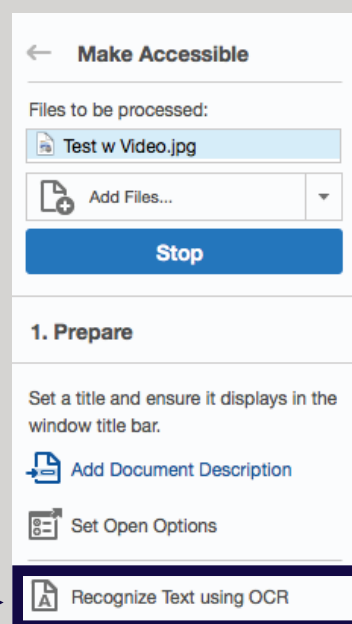
## 02 How to convert scanned PDFs to editable text (OCR)

### TOOLS > ACTION WIZARD > OCR

1. After selecting the files you need, click “Recognize Text Using OCR.”

2. Select the document language, output, and downsample.

**Note:** “Output” should be set to “Editable Text and Images”



SOURCE: Acrobat Help: Create and verify PDF accessibility (Acrobat Pro DC) [https://helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html#make\\_PFDs\\_accessible](https://helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html#make_PFDs_accessible)

## For more information, contact us:

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