

ACCESSIBILITY GUIDELINES CHECKLIST



Adobe Acrobat PDF

Component

Accessibility Guideline Practices

MICROSOFT WORD

- When converting a Microsoft Word document to a PDF, begin with an accessible compliant document. Please see the MS Word Accessibility Checklist for guidelines on how to create an accessible document.

MICROSOFT POWERPOINT

- When converting a Microsoft PowerPoint document to a PDF, begin with an accessible compliant presentation. Please see the MS PowerPoint Accessibility Checklist for guidelines on how to create an accessible presentation.

SCANNED DOCUMENTS

- Run Optical Character Recognition (OCR) on scanned images of text. Add properties and tags to allow software, as well as readers to analyze the text on the document.
- To correct OCR, review the document and make changes using the TouchUp Reading Order Tools.

MATH AND SCIENCE

- Math and Science equations, formulas, and notations are not screen reader accessible in a PDF document. Be sure a MS Word document is included in conjunction.

CHECK ACCESSIBILITY

- Inspect the PDF document using the accessibility checker and correct any errors or warnings. For instructions on how to run the accessibility checker, visit www.ncdae.org/goals.