

Adobe Acrobat PDF Tips



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Security Settings

Adobe Acrobat allows users to place security restrictions on PDFs that blocks text from being extracted or copied. By blocking text from being copied or extracted, this inhibits screen readers from converting words to speech.

Image-only PDF

Screenshots and scanned documents are considered image only PDFs because they do not contain searchable text.



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Tagged PDF

Tagging an PDF sets the foundation of a document that allows screen readers to read content.

Logical Reading Order

This feature in Adobe Acrobat helps assistive technologies read documents in a logical order. After scanning the QR code, start the video at 2:00.



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Document Language

Adobe Acrobat enables users to select primary a language for their documents.

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Title

Use a descriptive PDF title so screen reader users can easily identify and understand the document they are accessing.

Color Contrast

Applying proper color contrast to PDFs is necessary so that all users can access and read a document.



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Alternative text

Ensure all images include alternative text or are selected as artifacts.

Nested alternative text

Because screen readers do not interpret alternative text applied to nested elements, alternative text should not be given to those elements.



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Bookmarks

PDFs that are 21 or more pages long should include bookmarks to help user navigation. Bookmarks allow screen readers and keyboard users to explore PDFs in an accessible manner.

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