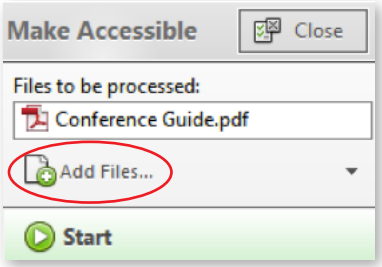
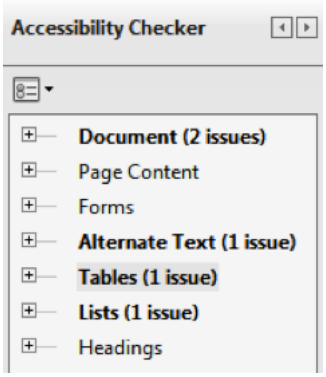
Make accessible PDF files with Adobe® Acrobat® XI Pro

Create and verify PDF files that provide accessibility for people with disabilities using the Make Accessible guided action. Updated tools support the creation of PDF documents to meet WCAG 2.0 and PDF/UA standards.

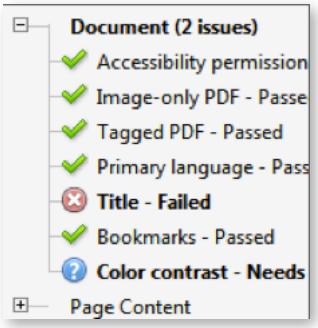
1. Open the PDF file you would like to make accessible.
2. At the top right in Acrobat, click the Tools pane. Open the Action Wizard panel.
3. Click the Make Accessible action. The steps are displayed in the right pane under the Start button.
4. To process more than one file at once, click Add Files above the Start button.



5. Click Start to begin the action.
6. Follow the steps presented by the Action Wizard. As you progress, a green check appears next to each completed step.
7. The final step is to Run Accessibility Full Check.
   a. The Accessibility Checker pane opens on the left side of the screen and highlights tasks needing more attention.



b. Expand each item to learn more about what needs repairing.



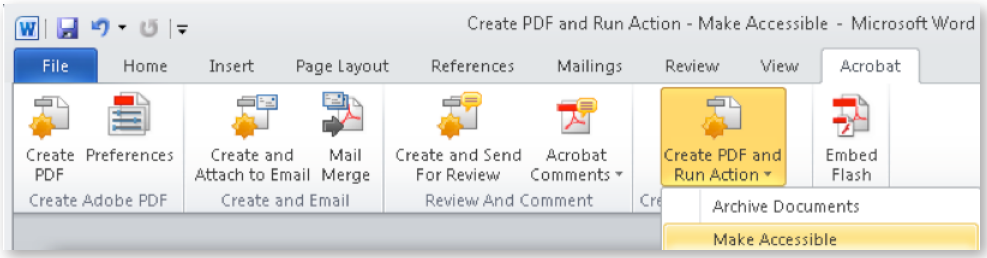
c. Right-click to view options, such as fixing the item or explaining the rule.

d. When you are done fixing the items, right-click and choose Show Report to view the Accessibility Report.

8. Close the action. Type a name for the file, and click Save.

Tip: If you frequently create accessible PDF files in Microsoft Word, consider changing your preferences. Click the Acrobat menu at the end of the Office Ribbon. Click Preferences. In the Settings tab, select Advanced Tagging.

Tip: If you create your files in Microsoft Word, click the Acrobat menu at the end of the Office Ribbon. Click Create PDF and Run Action, and select Make Accessible. Type a name for your PDF file, and click save. Acrobat creates the PDF file and opens the Make Accessible action.



Tip: To see the Accessibility panel, within the Tools pane at the top right in Acrobat, select View > Tools > Accessibility.

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