WHY THIS IS IMPORTANT

Running OCR on a scanned document is the most important step towards an accessible PDF, and it is the minimum you should do because it allows text-tospeech to work. Tags go a little deeper, telling software the order in which to read the text aloud, and they also create a table of contents for your document that is useful for pre-reading and scanning capabilities.

STEP 1:

To add tags, open the **Accessibility Tool**.

STEP 2:

In the expanded Accessibility tools menu, select **Add Tags to Document.**
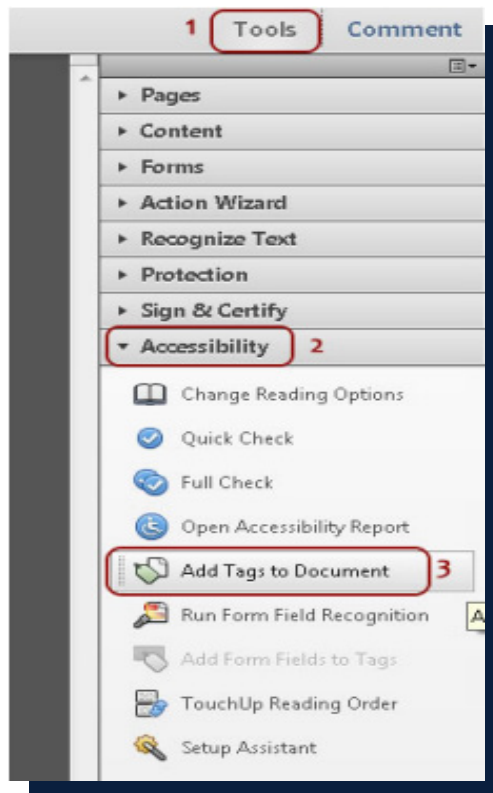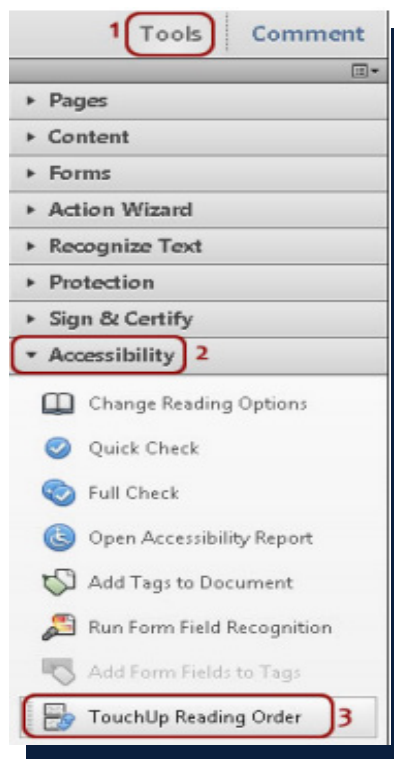
CHECK THE READING ORDER

Many users listen to documents rather than reading them. To double-check that your document will be read in the right order, use the Check Order Panel.

STEP 1:

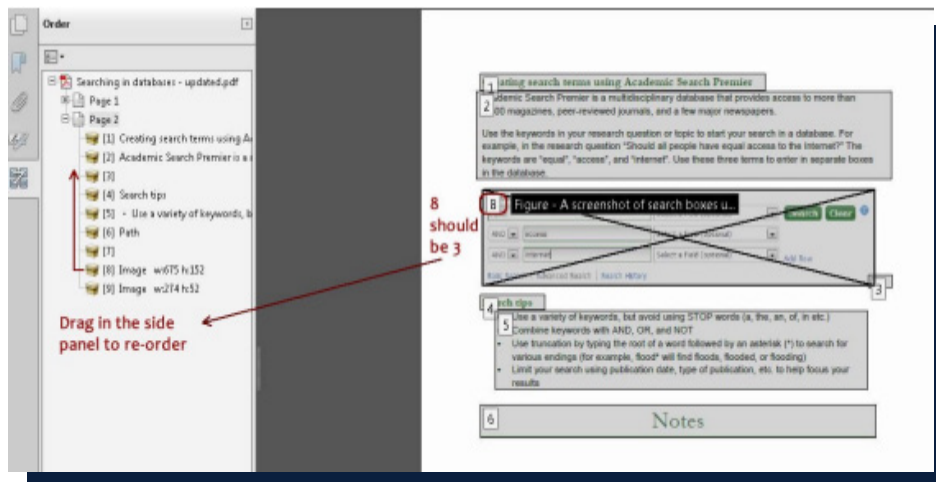In the Accessibility Toolbar, click on **TouchUp Reading Order**.

CHECK THE READING ORDER

STEP 2:

In the new window that pops up, click on **Show Order Panel.**

STEP 3:

Your page should fill with sections that are numbered. If they are not in the correct order, **Select** and **Drag** the numbers into the right order using the pane on the left side of the screen.

STEP 4:

Check each page in the document and save.