ILLINOIS VALLEY COMMUNITY COLLEGE
Center for Excellence in Teaching, Learning, and Assessment (CETLA)
Creating Accessible PDF Documents

Acrobat Document Accessibility

Documents that are created with Word and pass the Word accessibility check may be saved as PDF documents and will typically pass the Acrobat accessibility check. Documents created with other tool such as Canva, or Piktochart as saved as PDF documents should be checked with the Acrobat Pro accessibility checker and edited as required.

Acrobat DC Accessibility check

The Accessibility checking tool in Acrobat DC can be accessed from the Tools menu, under the listing Protect and Standardize. Click on the Add button to load the Accessibility Tools.

Running the Accessibility Check

Once the Accessibility tools have been added to your Acrobat DC workspace it will be available from the listing of tools in the column at the right side of the workspace. To run the accessibility check, select the Accessibility tools, and select the Accessibility Check option. The list of recommended options for checking will display and can be customized. Click the Start Checking option to run the check. Once the check is complete a list of errors, warnings, and items to be manually checked will then appear at the left of the document. Right clicking on an error will provide several options including the option to correct as well as instructions.

Accessibility Toolbar

The Accessibility toolbar when active, will display in the column at the right of the Acrobat DC workspace and includes the tools received to correct reading order, add tags, identify form fields, and correct other common accessibility errors.

CETLA
Center for Excellence in Teaching, Learning, and Assessment
CETLA is a comprehensive one-stop support shop for all IVCC faculty. CETLA is located in room 321 in the E building. The space offers all faculty access to a copier, printer, computers, and the CETLA staff who can assist with any instructional need. CETLA is staffed Monday through Friday and faculty are welcome to access CETLA if staff are not present; use your IVCC ID to unlock the door.

---

www.ivcc.edu/cetla

815-224-0515
815-224-0520

@ dawn_lockwood@ivcc.edu
mary_smith@ivcc.edu

E-321