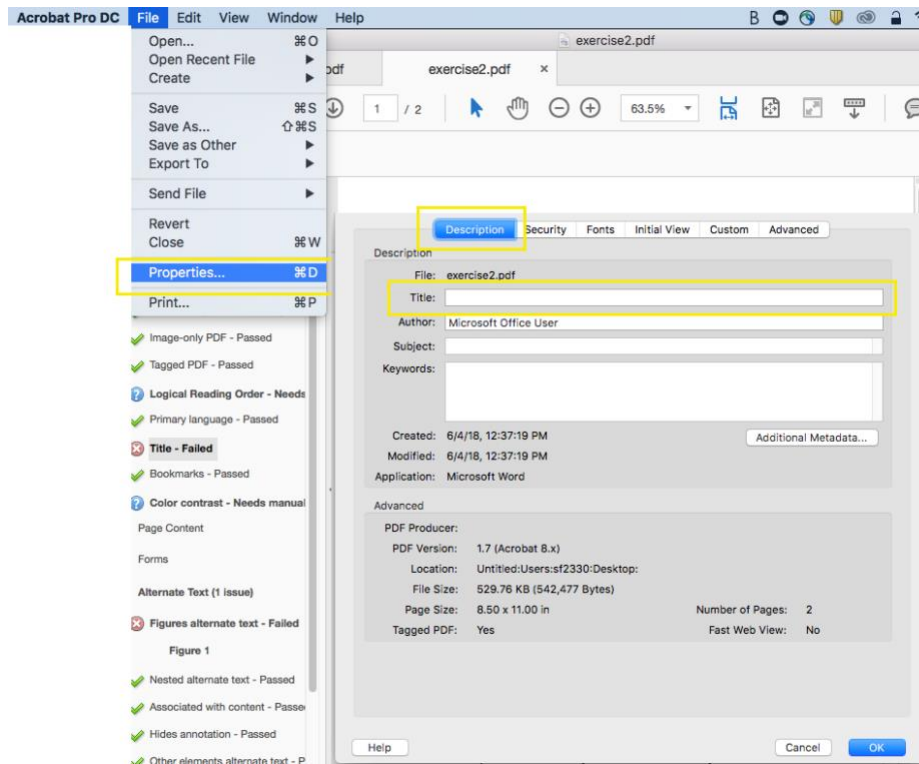# Accessibility Guidelines: Creating PDF Documents
Last Updated: 7/24 8:50am

Set the Title

- File > Properties

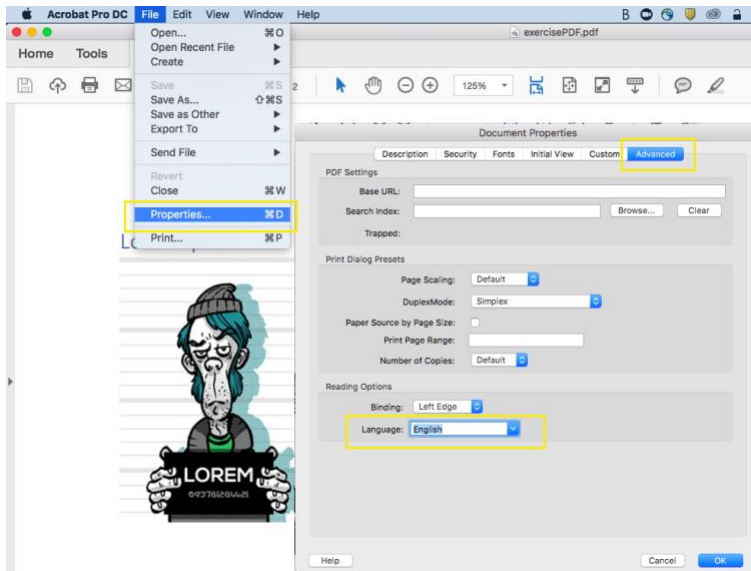- "Description" tab

- Add a title to the document

Declare the language
- File > Properties
- "Advanced" tab
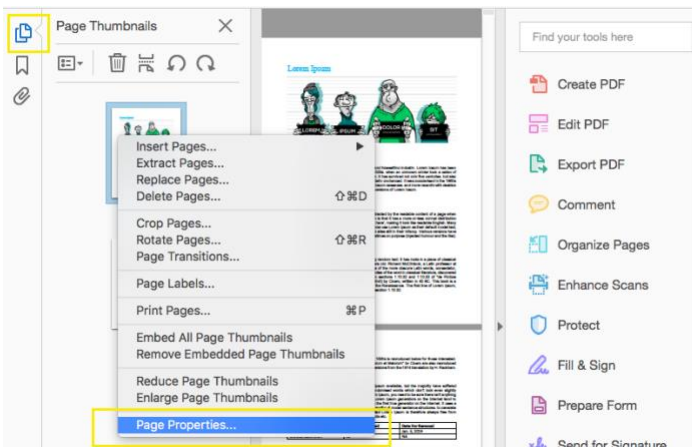- Set the language in the Reading Options

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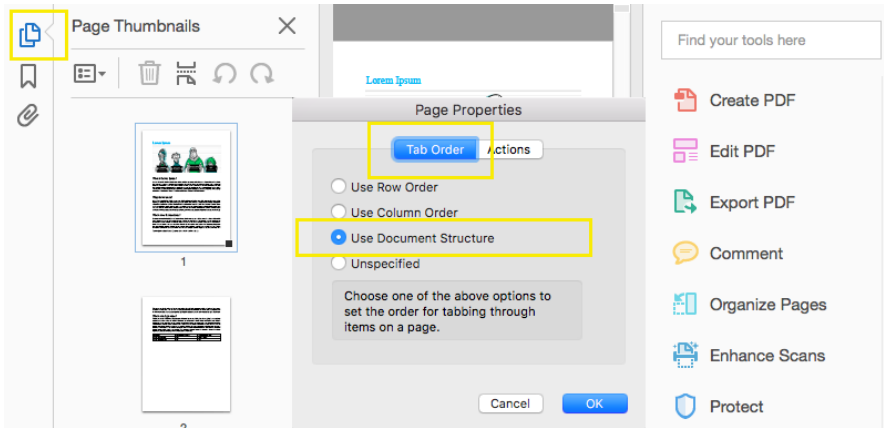Last Updated: 7/24 8:50am

Tabbing order

- Keep integrity of original tabbing order:
  - Go to Thumbnail tab
  - Right click on the first thumbnail and choose "Page Properties"
  - Select the Tab Order tab
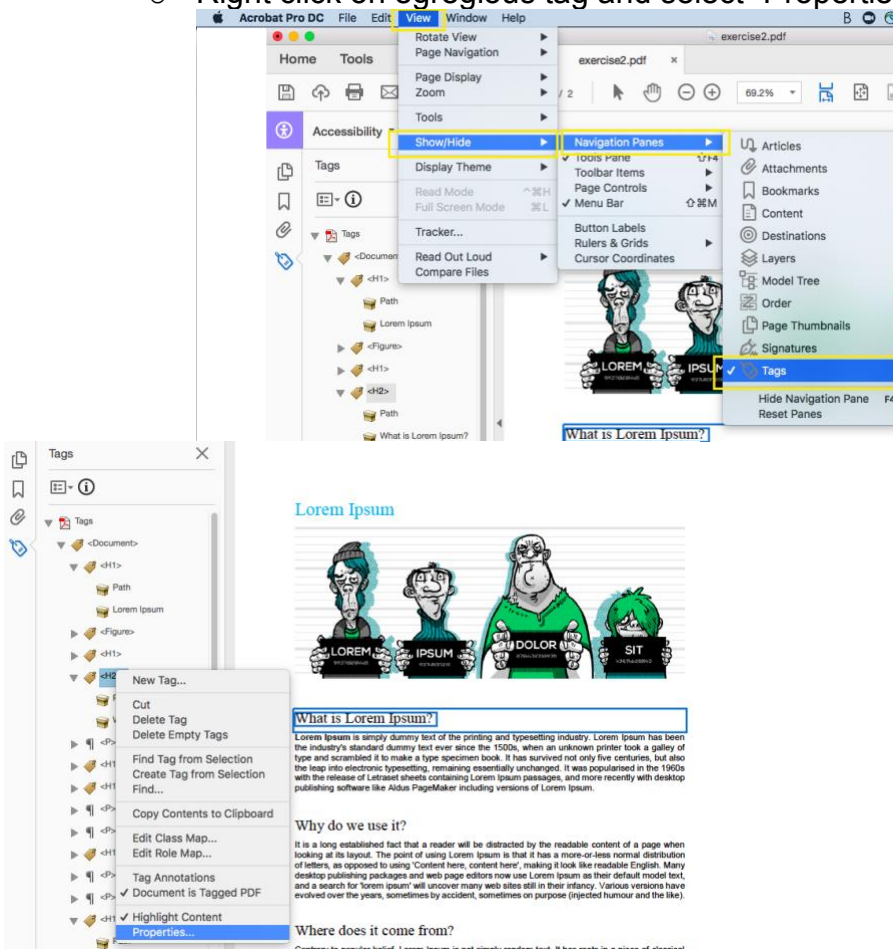 - Select Use Document Structure
  - Click OK

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Headers

- Verify your headers are still accurate
  - View > Show/Hide > Navigation Panes > Tags

- Remediate tags if needed
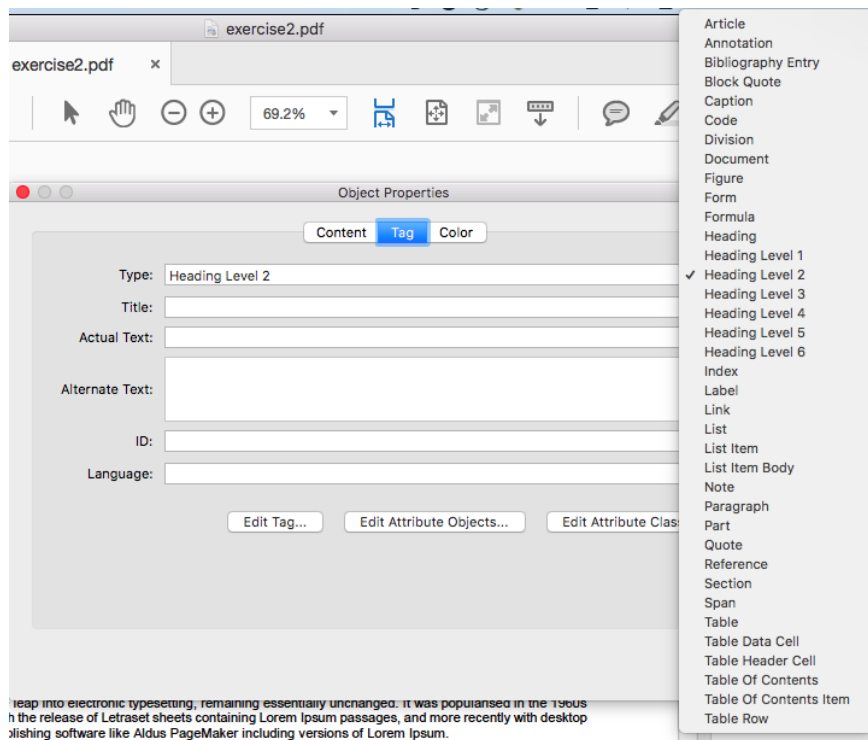 - Right click on egregious tag and select "Properties"

- o Click into the Type field to reveal a dropdown of tags
- o Select the appropriate tag

  NOTE: you can also double click on the tag and type in the correct tag name
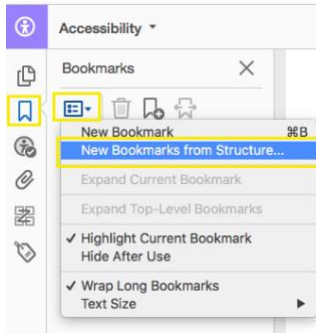
Accessibility Guidelines: Creating PDF Documents
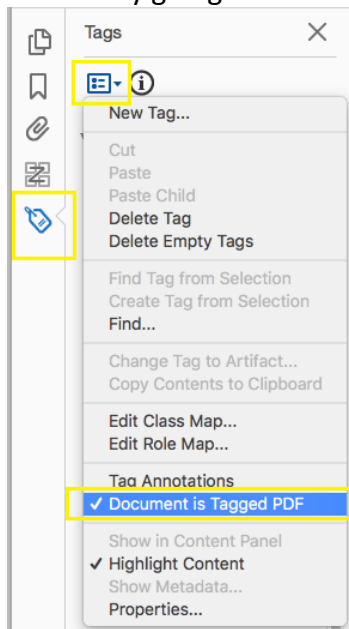Last Updated: 7/24 8:50am

Add Bookmarks

- Bookmark the PDF:
    - Go to the bookmark tab
    - Select New Bookmarks from Structure

Mark the Document as Tagged

- Indicate that the document is tagged:
    - In the Tags page, click Document is tagged PDF

NOTE: Opening the Document Properties will then indicate the document is tagged. This can be verified by going to **File > Properties...** and looking under the **Description** tab (Tagged PDF: Yes).

Run Accessibility Checker

- Click Accessibility
- Click Full Check
- Remediate

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     o Right click on any item to see a list of options for fixing the problem or learning more about it.