

Before submitting your ETD in GradProg, please use the following instructions to complete the following Adobe Acrobat Pro accessibility checks.

Performing Accessibility Checks

1. Select "All tools" in the upper-left corner, then > View more > Prepare for accessibility > Check for accessibility > Clear All
2. Ensure the "Category" is "Document" and check the following boxes:
Accessibility permission flag is set, Document is not image-only PDF, Document is tagged PDF, Text language is specified, Document title is showing in title bar, and Document has appropriate color contrast
3. Change the "Category" to "Alternate Text and Headings", select "Clear All", and check "Figures require alternate text"
4. Clear all checks from "Page Content" and "Forms, Tables and Lists" categories
5. Ensure "Checking Options" states "(7 of 32 in all categories)" and select "Start Checking"
6. Expand the "Document" and "Figures alternate text" sections

Fixing Failed Accessibility Checks

Accessibility permission flag failed check:

1. Select "Accessibility permission flag – Failed"
2. Select the three dots in the upper-right corner next to "Accessibility Checker" then "Fix"
3. Steps 1-2 should fix it automatically. To fix this failed check manually: select File > Document Properties > Security, change the security method to "No Security", then select "OK"

Image-only PDF failed check:

1. Select "Image-only PDF – Failed"
2. Select the three dots in the upper-right corner next to "Accessibility Checker" then "Fix"
3. Select the document language, change the output to "Editable Text and Images", ensure the Downsample is 600 dpi, and select "OK"

Tagged PDF failed check:

1. Select "Tagged PDF – Failed"
2. Select the three dots in the upper-right corner next to "Accessibility Checker" then "Fix"
3. Steps 1-2 should fix it automatically. Tags may also be added manually in the "Add, delete, or edit accessibility tags" on the right

Primary language failed check:

1. Select "Primary language – Failed"
2. Select the three dots in the upper-right corner next to "Accessibility Checker" then "Fix"
3. Enter the language and select "OK"
4. To tag phrases or passages in a language different than the primary language: Select Tags > right click on the tag for the text passage > Properties > Content > select the language

Title failed check:

1. Select "Title – Failed"
2. Select the three dots in the upper-right corner next to "Accessibility Checker" then "Fix"
3. Deselect the "Leave As Is" box under the "Title" field
4. Enter the title of the thesis or dissertation and select "OK"

Color contrast manual check:

1. Use <https://color.adobe.com/create/color-contrast-analyzer> to ensure a text contrast ratio of at least 4.5:1

Figures alternate text failed check:

1. Select "Figures alternate text – Failed"
2. Select the three dots in the upper-right corner next to "Accessibility Checker" then "Fix"
3. Add a brief description that accurately describes the content or purpose of the image
4. Select "Save & Close"

Adobe "Read Out Loud" Feature

1. Select the headphones icon near the top of the page
2. Beginning on the student's title page (not the library cover page), ensure the document is accurately being read aloud by the screen reader
3. If the audio says "Warning: Empty Page", select "All tools" in the upper-left corner, then > View more > Prepare for accessibility > Automatically tag PDF

Once all checks are marked "Passed" or "Needs manual check" and the document can be read using the "Read Out Loud" feature, save the document.