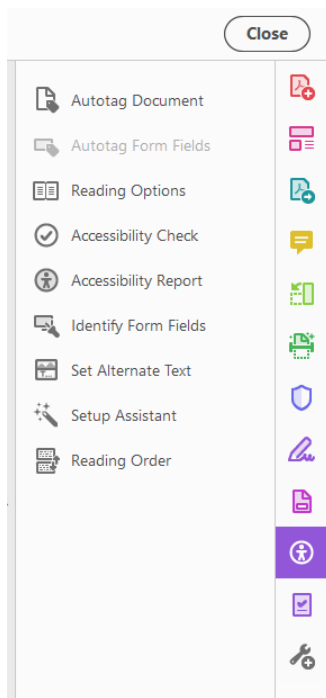


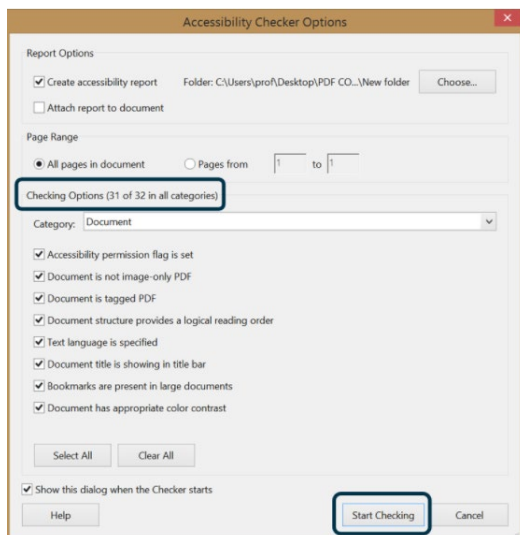
Accessibility Tip of the Week- Automated Accessibility Checker Tool in Acrobat

Acrobat Pro DC has an automated accessibility checker in the program. You can find this tool under **Tools > Accessibility**. If it is not already added to the tool bar on the right pane of your screen, add it so it is there when you edit your documents.

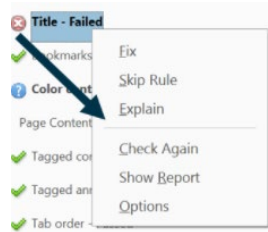
Once you click on the Accessibility tool, it will open to the following:



To run the accessibility report, click on Accessibility Report. A dialog box will open with the following:



Once it has finished checking your document, the results will appear on the left pane of your screen. You will see a list of issues that will pop up. You can get more information on fixing the issues by right-clicking on the issue. The following will pop up:



You can fix the issue and find more information about the issue by clicking on **Explain**.

Before you saved your document as a PDF, it is understood that you ran an accessibility check on the original document created in Word or other program. This will eliminate the majority of issues that arise.

Be aware that even if all issues are fixed on the accessibility report, you still need to manually check your document to make sure it can be read by a screen reader.