**Batch Process PDF Files for Accessibility – Running a Batch File**

* Open a PDF file in Adobe Acrobat
* Click Tools > Action Wizard
* Under Actions, click on a new action to run
* Under Files to be processed, click the Add Files icon
* Select files to process. Folders can be selected





* Once the files are selected click on Start and it will automatically process all of the files.



* Once the action is completed, and it has worked correctly, then each file and action will have a green checkmark.



* Although the documents properties are updated by this process, when running the Full Accessibility check, the document Title will still often fail.



* However, if you right click on the Document-Title you can select “Fix” and then it will recognize the settings (title, subject, keyword and author) that this batch action automatically updated.



* The action is saved in your local Adobe Acrobat settings and can be modified by right-clicking on the action.

