## Run the Make Accessible Process

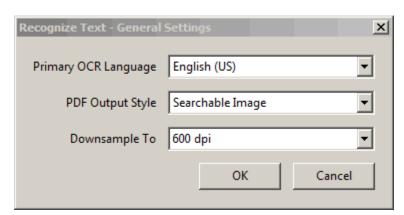
- 1. Open a PDF file in Adobe Acrobat XI Pro
- 2. Click Tools > Action Wizard
- 3. Under Actions, click on Make Accessible
- 4. Under Add Files, click the Start button

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A DE LE DE L	THE STATE EDUCATION DEPARTMENT / THE Deputy Commissioner Office of Higher Education Room 977, Education Building Annex Albany, New York 12234	UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234 Tel: (518) 486-3633 Fax: (518) 486-2254 E-mail: john.dagati@nysed.gov January 8, 2015	•	Files to be processed:  Files to be processed:  Start  Perpare  Set a title and ensure it window title bar.  Add Document I  Set Open Option  A Recognize Text to  Detect Form Fiel	t displays in the Description ns using OCR

- 5. Fill in the Description fields
  - o Remove the check from Leave As Is. Title is for the Title of the file.
  - o Remove the check from Leave As Is. Subject is the deputy area or program office area.
  - o Remove the check from Leave As Is. Author is New York State Education Department
  - Remove the check from Leave As Is. Keywords can be the name of the office or any keywords that describes the file.
  - o Click OK

Description		×
Title:	Unified English Braille (UEB) System	
	Leave As Is	
Subject:	Higher Ed	]
	C Leave As Is	
Author:	New York State Education Department	]
	Leave As Is	
Keywords:	Higher Ed	]
	Leave As Is	
	OK Cancel	

6. For the Recognize Text box, leave the settings as is. Click OK.



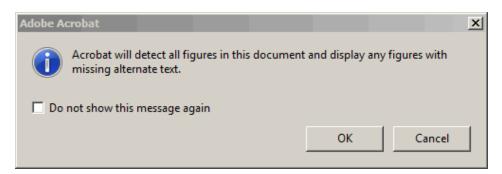
7. For the fillable form window, select No, Skip this Step

Adobe Acrobat						×
	document intend form fields.	ed to be use	d as a fillabl	e form? If so	, choose y	ves to
	Yes, Detect Fo	orm Fields	No, Si	cip this Step		Cancel

8. For Set Reading Language, make sure that English is set. Click OK.



- 9. For figures in the document box, click OK.
  - If there are images in the file, then Adobe will ask you to add ALT TXT to the image. In this example, you would add John D'Agati signature in the Alternate text box. When finished, click Save & Close.



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	John D'Agati signature Save & C	
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• If you do not want to add Alternative text, then click Cancel.

10. If you clicked Save & Close, then the Accessibility Checker Options box will open. Click the Start Checking button.

Accessibility Checker Options	x
Report Options	
Create accessibility report Folder: C:\Users\ecataldo\Docume	nts Choose
Attach report to document	
Page Range	
• All pages in document C Pages from 1 to 1	
Checking Options (31 of 32 in all categories)	
Category: Document	<b></b>
Accessibility permission flag is set	
Document is not image-only PDF	
Document is tagged PDF	
Document structure provides a logical reading order	
Text language is specified	
Document title is showing in title bar	
Bookmarks are present in large documents	
Document has appropriate color contrast	
Select All Clear All	
Show this dialog when the Checker starts	
Help	Start Checking Cancel
	1

11. When you look in the left-hand section, you will see that there are no Bronze Level errors (Tagged PDF, Primary language or Title) in the PDF file.

Accessibility Checker			
Document (2 issues)     Accessibility permission flag - Passed     Image-only PDF - Passed     Tagged PDF - Passed     Logical Reading Order - Needs manual check     Primary language - Passed     Title - Passed		THE STATE EDUCATION DEPARTMENT / THE UNI Deputy Commissioner Office of Higher Education Room 977, Education Building Annex Albany, New York 12234	VERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234 Tel: (518) 486-3633 Fax: (518) 486-2254 E-mail: john.dagati@nysed.gov
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- 12. Save the file.
- 13. The file can now be posted to the web server.