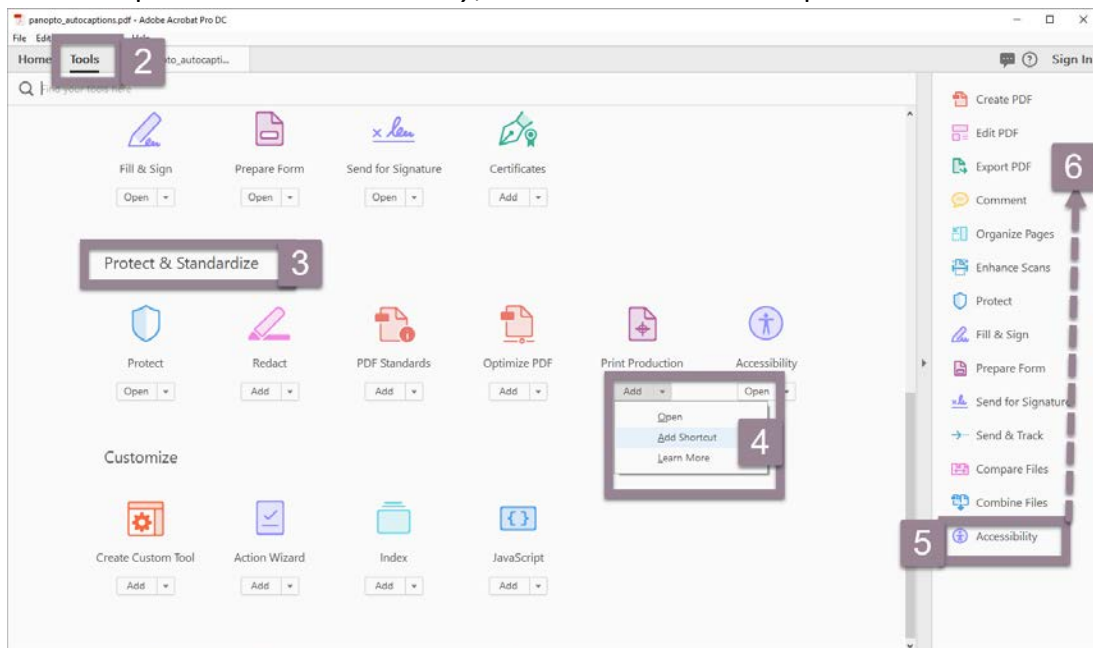


# Using Adobe Acrobat Accessibility Checker

## Enable the Accessibility tool

1. In Adobe Acrobat Pro (the Reader is not capable of this procedure), open your document.
2. If you have not done this before, click on **Tools** in the upper left of the Acrobat window.
3. Scroll down to the *Protect & Standardize* Section
4. In the dropdown below *Accessibility*, click the **Add Shortcut** option

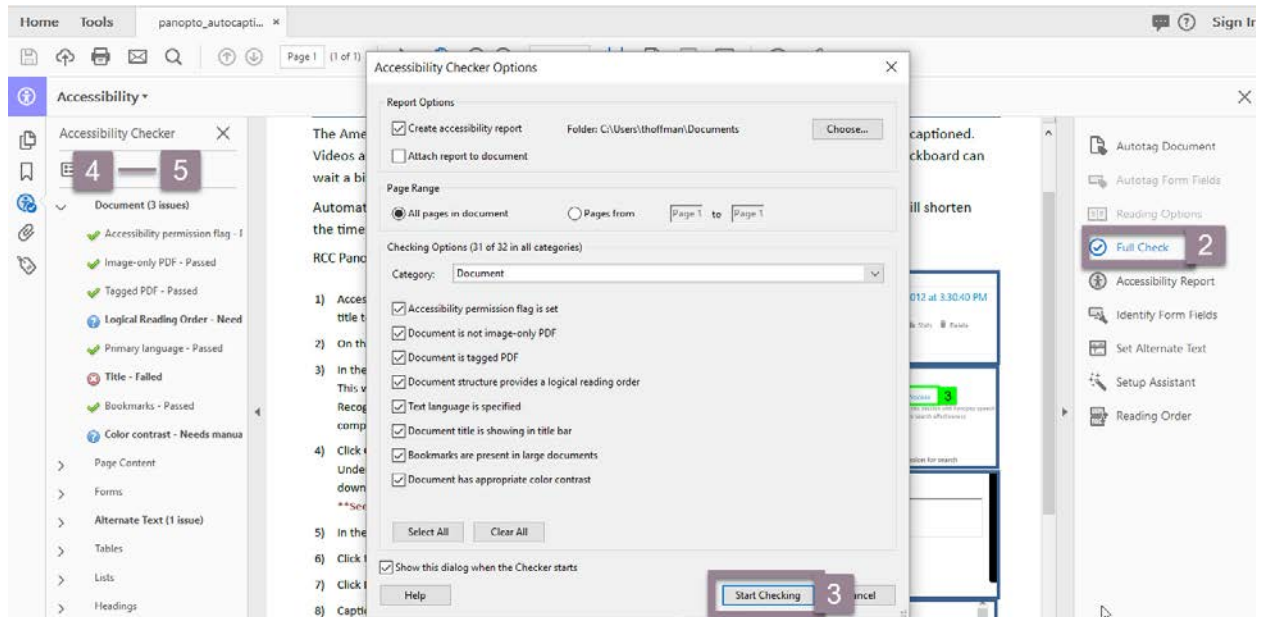


5. If you have already added the shortcut, the tool should be near the bottom of the Tool pane at the far right.
6. If you wish, you may click and drag this tool higher on the list.

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## Check Your Document

1. With your Document up, Click the **Accessibility** tool
2. In the Tool Pane on the right, click **Full Check**.
3. In the Accessibility Checker Options dialog, accept defaults or deselect unwanted options, click **Start Checking**.
4. Results display in a Pane on the Left  
Green Check means Passed  
Red X means an element has failed and needs fixed  
Blue Question mark means Manual Verification Required.



5. You can Right-Click on a Red X to drop down a menu to either Fix the issue or get more information.