

How to Check a PDF for 508 Compliance

To check PDF accessibility, open a PDF using Adobe Acrobat and go to **All Tools**. In some versions of Acrobat, you will need to click **More Tools** in the right tool pane. Next, click **Prepare for Accessibility**, and then click **Check Accessibility**. A window will appear with Accessibility Checker Options.

Make sure all the boxes are checked as shown below and then click **Start Checking**.

Accessibility Checker Options

Report Options

- Create accessibility report
- Folder: C:\Users\Nathan.Grace.CTR\Documents
- Attach report to document

Page Range

All pages in document Pages from to

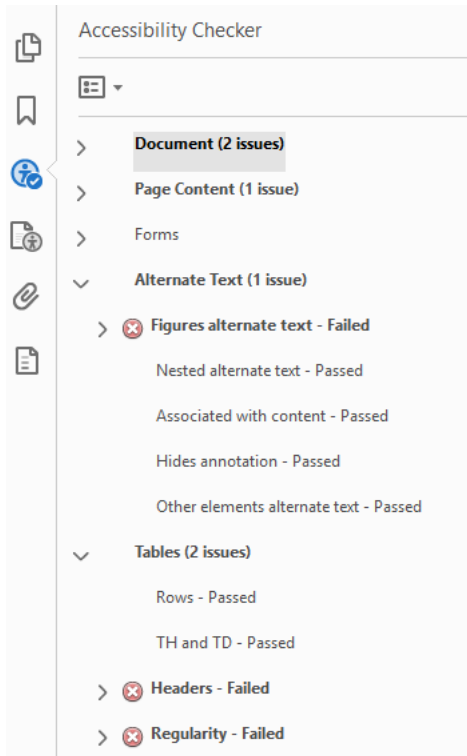
Checking Options (31 of 32 in all categories)

Category:

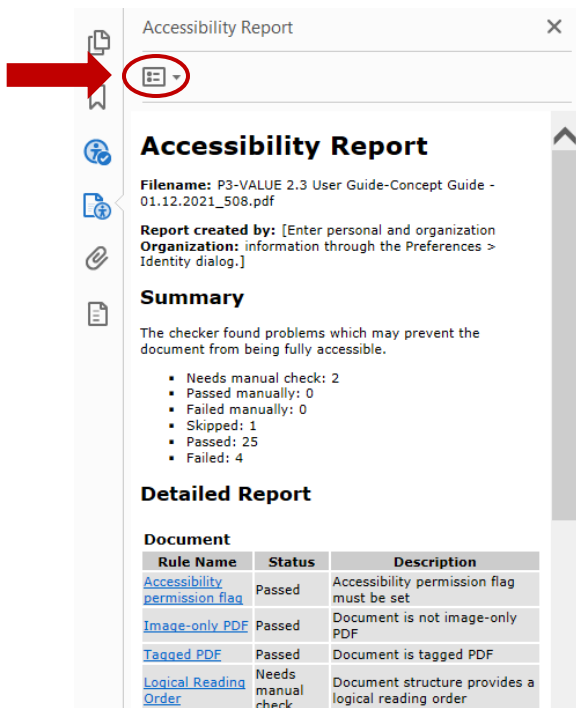
- Accessibility permission flag is set
- Document is not image-only PDF
- Document is tagged PDF
- Document structure provides a logical reading order
- Text language is specified
- Document title is showing in title bar
- Bookmarks are present in large documents
- Document has appropriate color contrast

Show this dialog when the Checker starts

Any errors that are present in the PDF will show up in the Accessibility Checker Report.



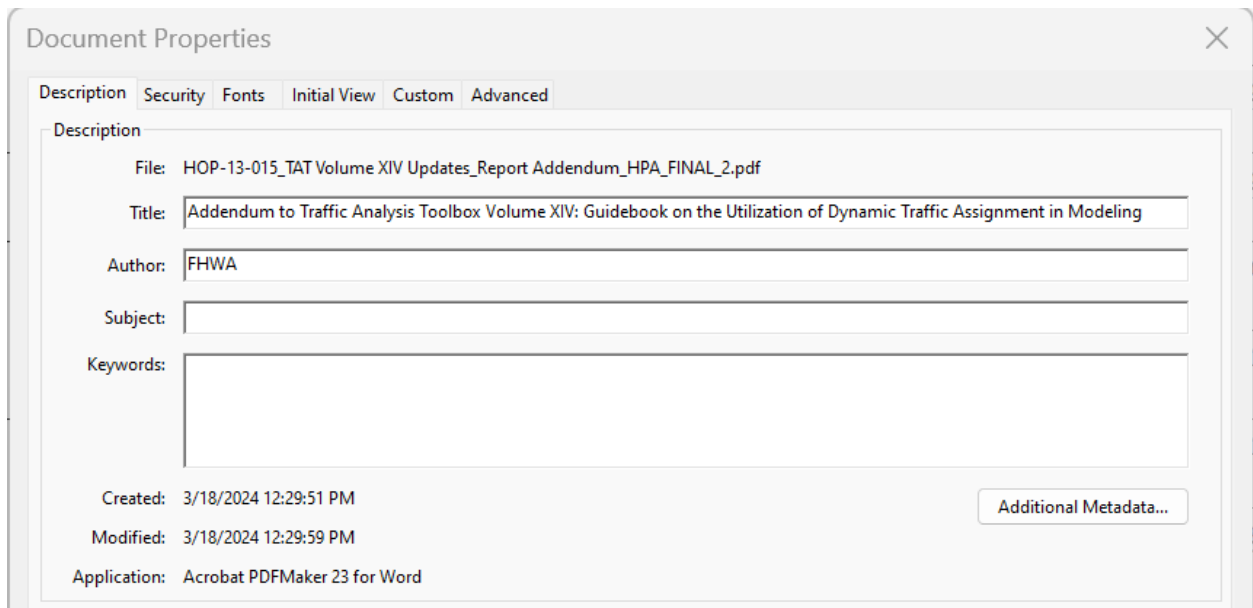
You can also view and save a detailed Accessibility Report from this window.



The Accessibility Report can be saved in HTML format and sent to others for review. Select the Options dropdown highlighted above and select Open Accessibility Report. Give a title to the report and then select a location to save the report in HTML format.

Document Properties

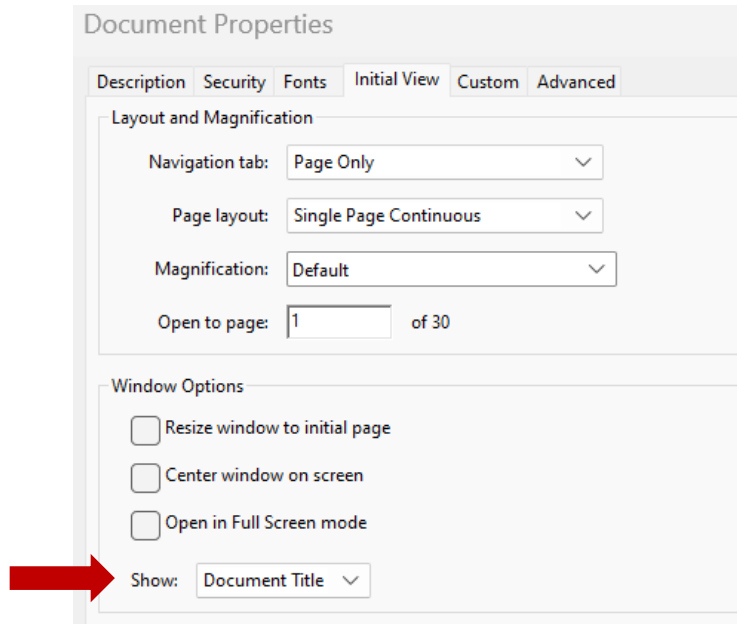
An important step in creating accessible PDFs is completing the **Document Properties** fields. Go to **File**, and then click **Properties** to view the Document Properties window. Under the **Description** tab, the full document title should go in the Title field. For the Author field, enter the agency name. Do not enter a specific person's name in the Author field. You may add text to the Subject and Keywords fields if you'd like, but it is not required.



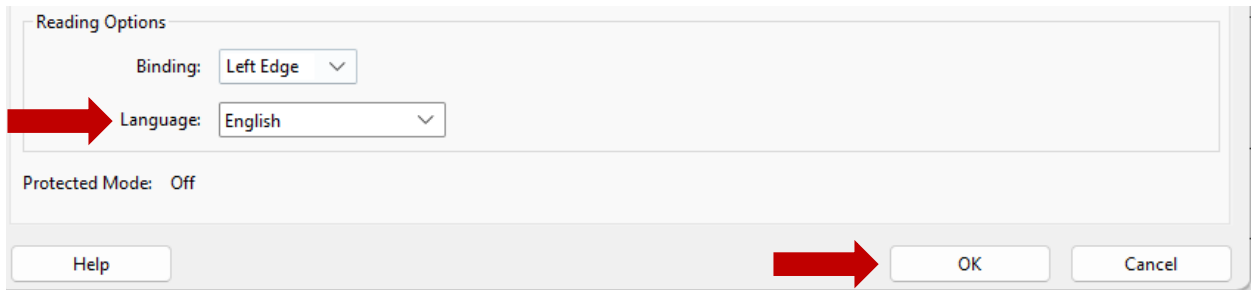
The screenshot shows the 'Document Properties' dialog box with the 'Description' tab selected. The 'File' field contains 'HOP-13-015_TAT Volume XIV Updates_Report Addendum_HPA_FINAL_2.pdf'. The 'Title' field is filled with 'Addendum to Traffic Analysis Toolbox Volume XIV: Guidebook on the Utilization of Dynamic Traffic Assignment in Modeling'. The 'Author' field contains 'FHWA'. The 'Subject' and 'Keywords' fields are empty. At the bottom, the 'Created' and 'Modified' dates are both '3/18/2024 12:29:51 PM' and '3/18/2024 12:29:59 PM' respectively, and the 'Application' is 'Acrobat PDFMaker 23 for Word'. An 'Additional Metadata...' button is visible on the right side.

Field	Value
File	HOP-13-015_TAT Volume XIV Updates_Report Addendum_HPA_FINAL_2.pdf
Title	Addendum to Traffic Analysis Toolbox Volume XIV: Guidebook on the Utilization of Dynamic Traffic Assignment in Modeling
Author	FHWA
Subject	
Keywords	
Created	3/18/2024 12:29:51 PM
Modified	3/18/2024 12:29:59 PM
Application	Acrobat PDFMaker 23 for Word

Under the **Initial View** tab under Window Options, select Document Title from the Show dropdown. This will ensure the full document title is displayed when the PDF is opened by a user/reader.



Under the Advanced tab under Reading Options, select English from the Language dropdown. When done, click OK to save all changes.

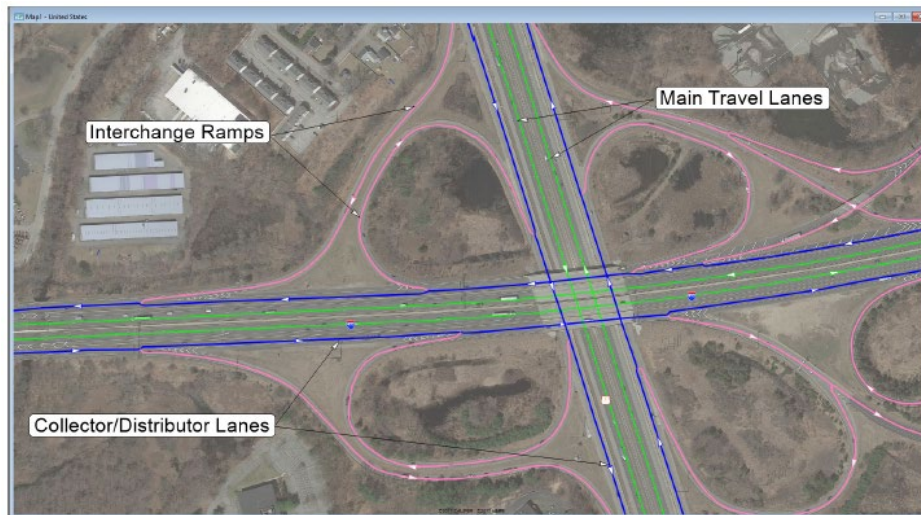


Alternative Text for Figures and Images

Adding alternative text to figures in a PDF ensures accessibility for screen reader users because it provides descriptive text of what the image/figure is illustrating. Alternative text must be provided for images, figures, shapes, objects, and some equations.

The description should be detailed enough so that the individual has a clear understanding of the image. Keep in mind that a detailed figure may require detailed alternative text. Alternative text carries over when a Word document is converted to PDF. Do not copy or repeat captions and surrounding text. This is considered duplicative and nonconformant.

When you develop alternative text descriptions for images and figures, remember we must give disabled individuals access to information that is comparable to the access available to others. Alternative text should be descriptive, and it must provide enough information so that a person using assistive technology has a good understanding of what the figure or image is illustrating.



Example alt text: This aerial view shows a highway interchange in the FAF5 national highway network. The image captures the different link components in the interchange such as ramps, mainline freeway links, and collector/distributor links, which are marked and separated by an overlay of colored lines.

Tip: Avoid starting alt text with “This figure....” or “This image....” Assistive technology already provides this information to the user.

How to Add/Edit Alt Text in Adobe Acrobat Pro

1. Go to the **Tools** menu and select **Accessibility**.
2. Select **Add Alternative Text**.
3. Acrobat will detect figures and allow you to enter text in a pop-up box.
4. Click **Save & Close**.