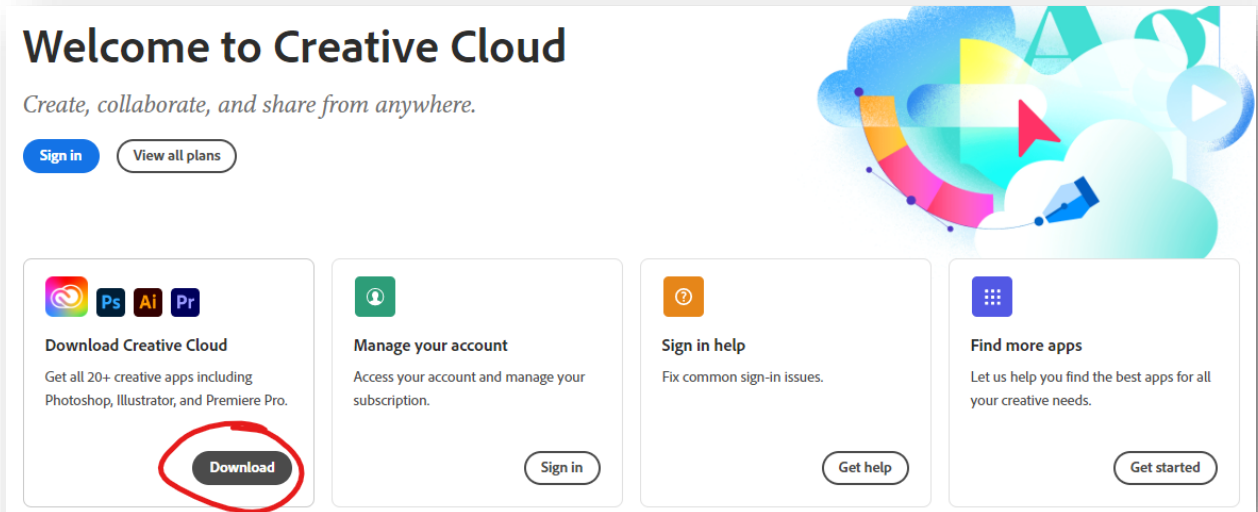




This document will help to guide you through the process of checking and correcting the WCAG compliance of your UE Policy PDF documents.

## Adobe Acrobat Pro - PDF Editor

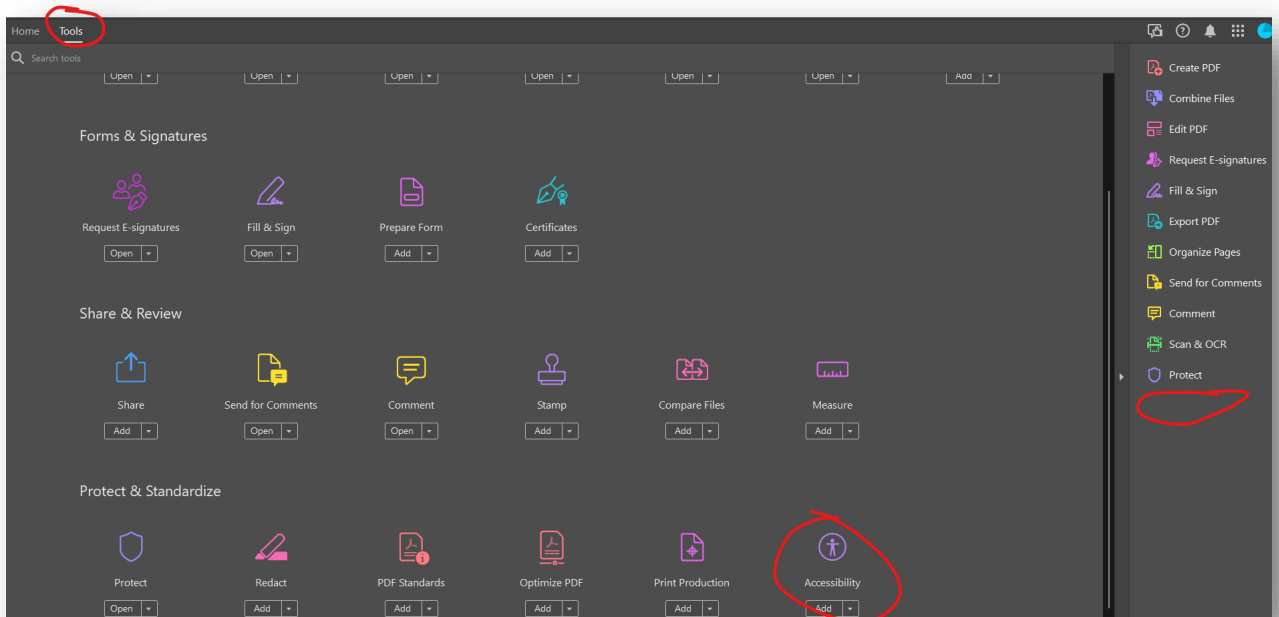
This requires the use of Adobe Acrobat Pro, provided to all full-time employees and Shared Access Stations across campus. It can be downloaded by visiting [creativecloud.adobe.com](https://creativecloud.adobe.com) and downloading the client.



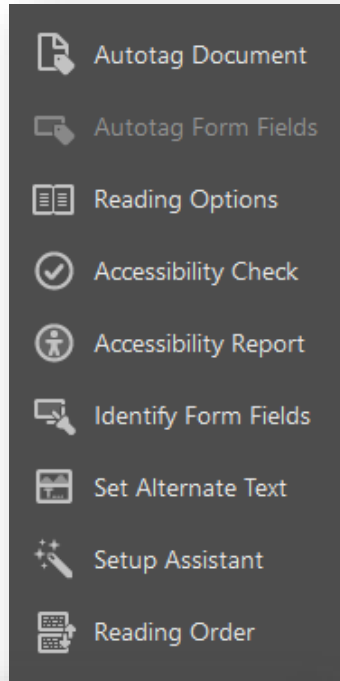
Once installed, sign in and select **Adobe Acrobat** to begin!

## PDF Accessibility Check and Report

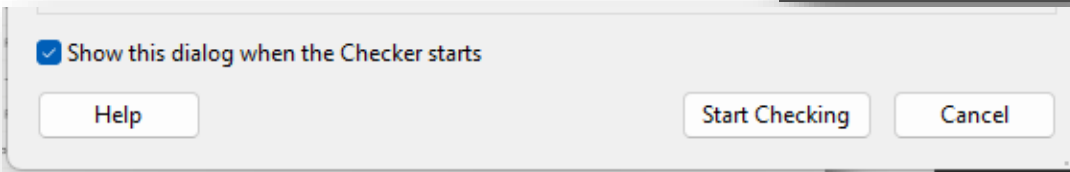
Once you have access to Adobe Acrobat, open your PDF document and select **Tools**. Locate **Accessibility** under the **Protect & Standardize** category. Select **Add** to add this to your shortcuts!



Utilizing the Accessibility tool, select the **Accessibility Check** to begin.



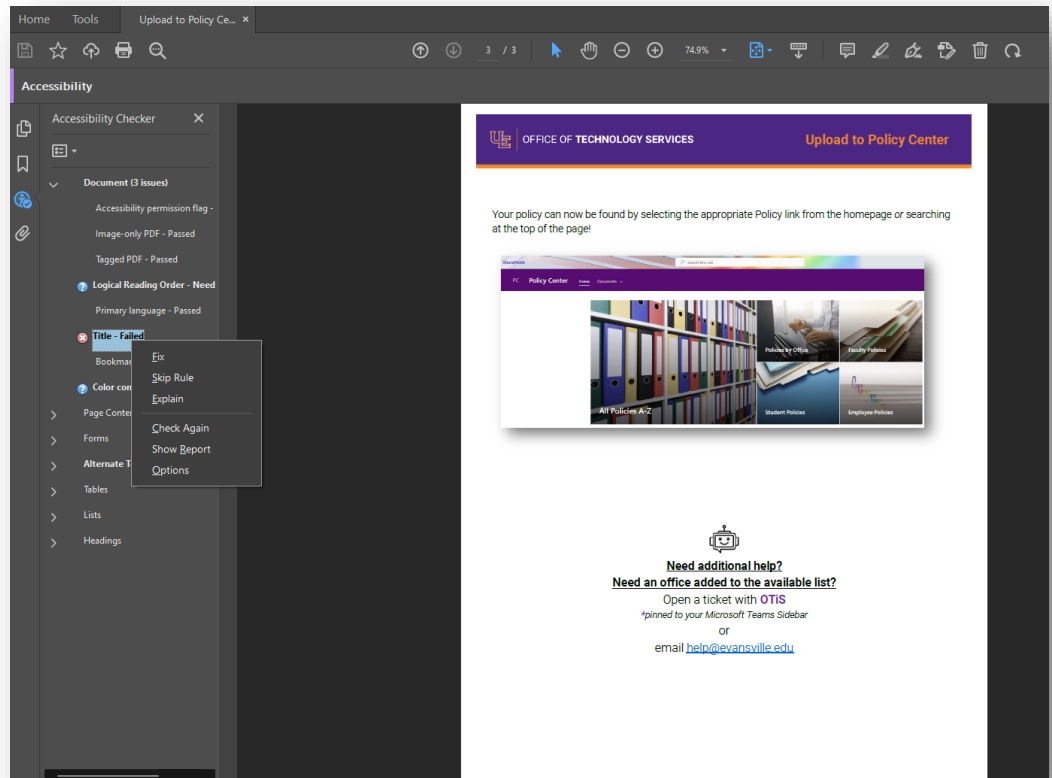
Keep all options selected at the next window, then select **Start Checking** to build the report!



The Accessibility Checker found 3 issues with this document! Right-clicking the issue reported to Fix.

Red marks indicate a need to fix.

Blue question marks indicate a need for manual inspection.





More information on use of the Adobe Acrobat Pro Accessibility tools can be found at [Create and verify PDF accessibility, Acrobat Pro \(adobe.com\)](https://adobe.com)

The screenshot shows the Adobe Acrobat Pro help page for "Create and verify PDF accessibility". The page title is "Create and verify PDF accessibility (Acrobat Pro)" and it includes a "Search Adobe Support" button. The left sidebar lists various categories, with "Create and verify PDF accessibility" selected. The main content area includes a "Before you begin" section with a note about a new product experience and a screenshot of the Acrobat interface showing the accessibility tools on the right side. A note states: "Note: The Full Check tool is renamed to Accessibility Check in Acrobat (May 2020 release)". Below this, there is a section explaining that Acrobat tools make it easy to create accessible PDFs and check the accessibility of existing PDFs, and lists two main actions: "Make PDFs accessible" and "Check accessibility".



### **Need additional help?**

Chat or open a ticket with **OTIS**  
*pinned to your Microsoft Teams menu*

or

email [help@evansville.edu](mailto:help@evansville.edu)