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 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

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## **Policy Accessibility Check**

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The Accessibility Checker found 3 issues with this document!



More information on use of the Adobe Acrobat Pro Accessibility tools can be found at <u>Create and verify PDF accessibility, Acrobat Pro (adobe.com)</u>

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Create and verify PDF accessibility						
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