

On-demand webinar

Beyond the Basics — Creating Accessible PDFs

Our speakers



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Principal Evangelist

Adobe



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Practice Lead

AGS Federal

Agenda

01

Review of Part 1: “How to Make Accessible PDFs”

02

Creating accessible fillable PDF forms

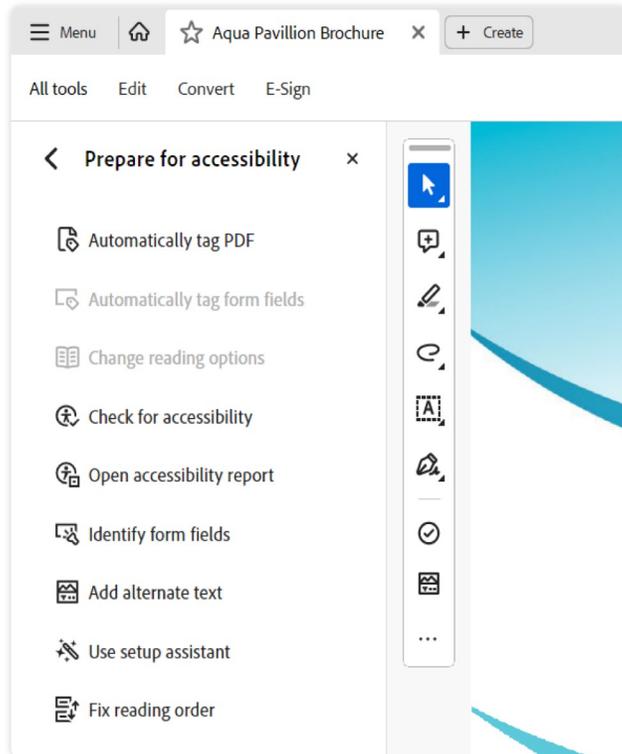
03

Using Guided Actions to automate accessibility tasks

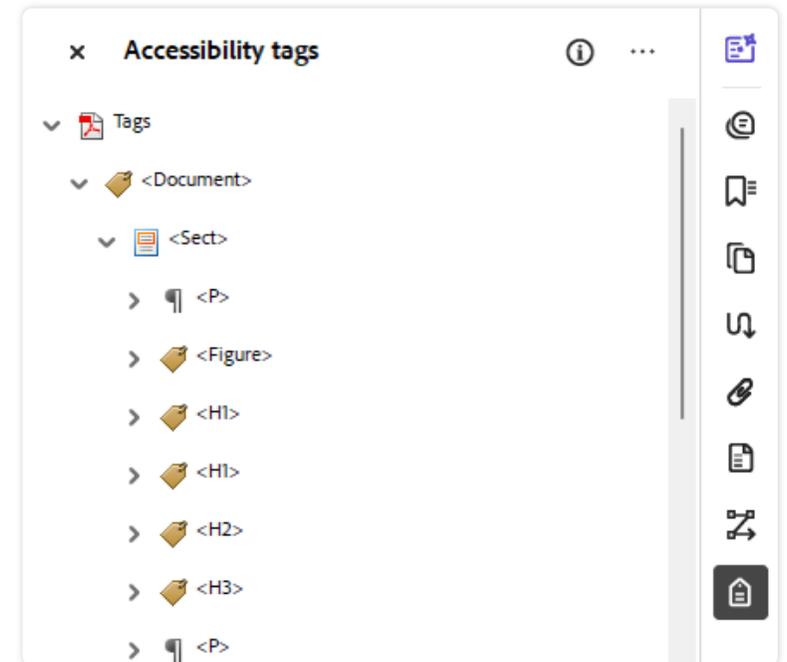
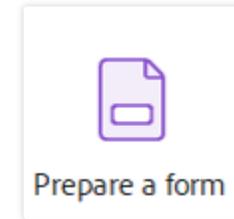
04

Fireside chat on government trends, compliance, and automation strategies

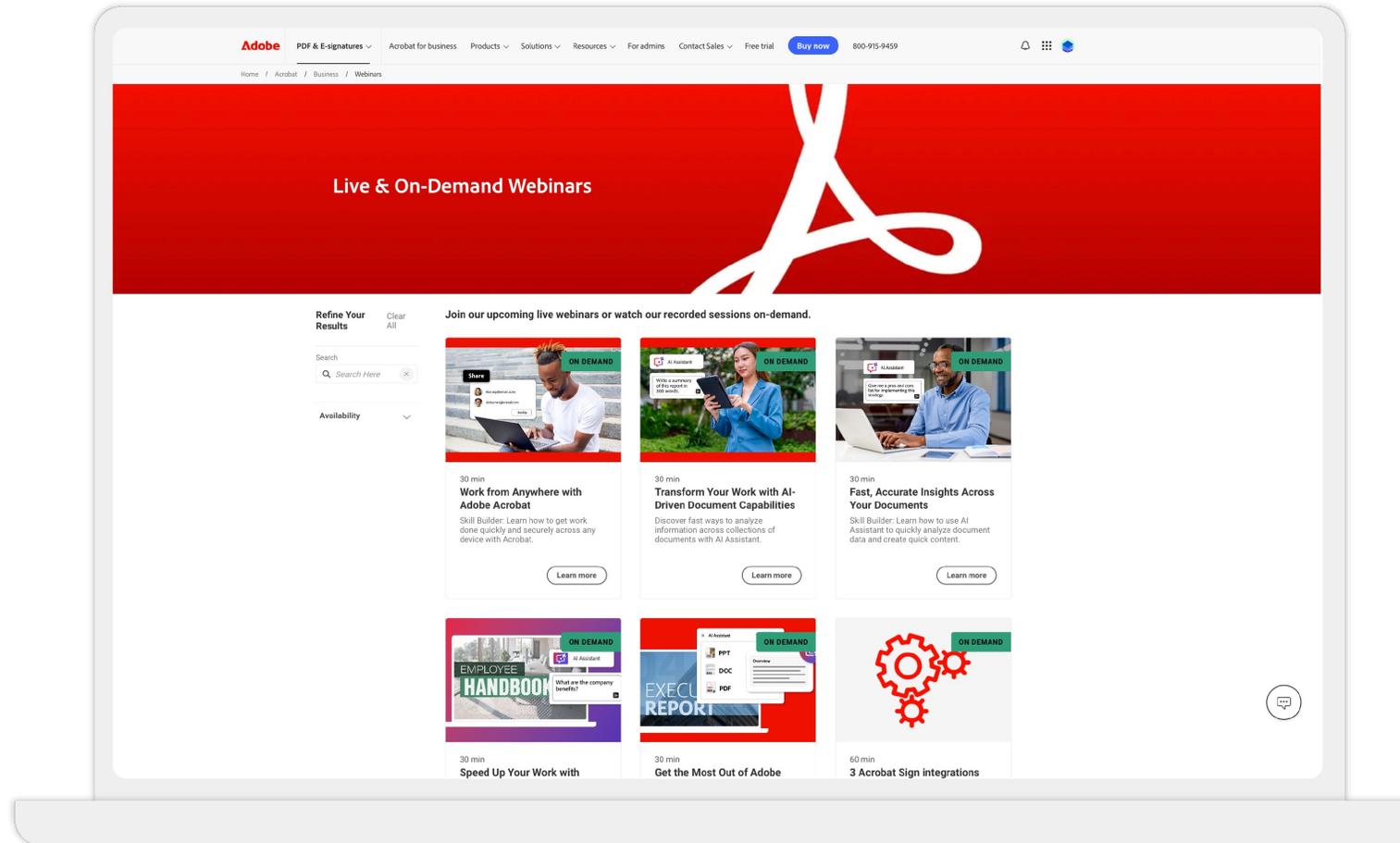
Prepare for accessibility tools



- Automatically tag PDF
- **Automatically tag form fields**
- Change reading order
- Check for accessibility
- Open accessibility report
- **Identify form fields**
- Add alternate text
- Use setup assistant
- Fix reading order



Adobe Acrobat Webinar Hub



Steps to creating accessible fillable PDF forms

1. Make sure your PDF template is accessible.
2. Add form fields to your PDF template.
3. Review and edit field types.
4. Check field names and tool tips.
5. Check the tab order.
6. Add <Form> tags for each field.
7. Move <Form> tags to corresponding <P> tag.

EVENT REGISTRATION

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Event Information

Date of Event: _____ Name of Event: _____

Attendee Information

Company / Firm Name: _____ Vendor ID number: _____

Contact Name _____ Contact Title _____

Business Address: _____

Phone: _____ Office Mobile

Email: _____ Website: _____

Dietary Restrictions: _____

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I understand this is an application and is subject to the approval by AQUA management.

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document Overview

Key ESG Performance Indicators

Governance

Reference Indices	Key Performance Indicator	2023
GRI General Disclosures 2-1	Name of organization	Adobe Inc.
GRI General Disclosures 2-1	Location of organization's headquarters	San Jose, California
GRI General Disclosures 2-1	Restated Certificate of Incorporation	Restated Certificate of Incorporation
GRI General Disclosures 2-3	Reporting period	December 3, 2022 to December 1, 2023
GRI General Disclosures 2-3	Reporting frequency	Annual
GRI General Disclosures 2-3	Reporting contact point	createchange@adobe.com

GRI General Disclosures 2-6 Primary brands, products, & services

Digital Media We provide products, services and solutions that enable individuals, teams, businesses and enterprises to create, publish and promote their content anywhere, and accelerate their productivity by transforming how they view, share, engage with and collaborate on documents and content creation. Our Digital Media segment is centered around Adobe Creative Cloud and Adobe Document Cloud, which include Adobe Express, Adobe Firefly, Photoshop, Illustrator, Lightroom, Premiere Pro, Acrobat, Acrobat Sign and many more products, offering a variety of tools for creative professionals (like photographers, video editors and game developers), communicators and other consumers. This is the core of what we have delivered to customers and users for decades, and we have continually evolved and expanded our Digital Media business model to provide our customers and users with a range of flexible solutions to help them reach their full creative potential.

Digital Experience We provide an integrated platform and set of products, services and solutions through Adobe Experience Cloud that enable businesses to create, manage, execute, measure, monetize and optimize customer experiences spanning from analytics to commerce. Our customers include marketers, advertisers, agencies, publishers, merchandisers, merchants, web analysts, data scientists, developers and executives across the C-suite. The foundation of our offering is Adobe Experience Platform, which provides businesses and brands with an open and extensible system for customer experience management that transforms customer data into robust customer profiles that update in real time and uses insights to deliver personalized digital experiences across various channels.

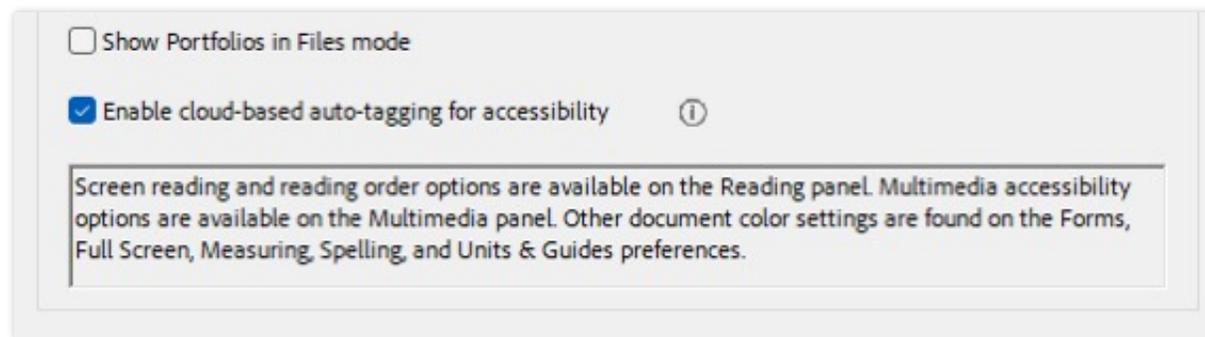
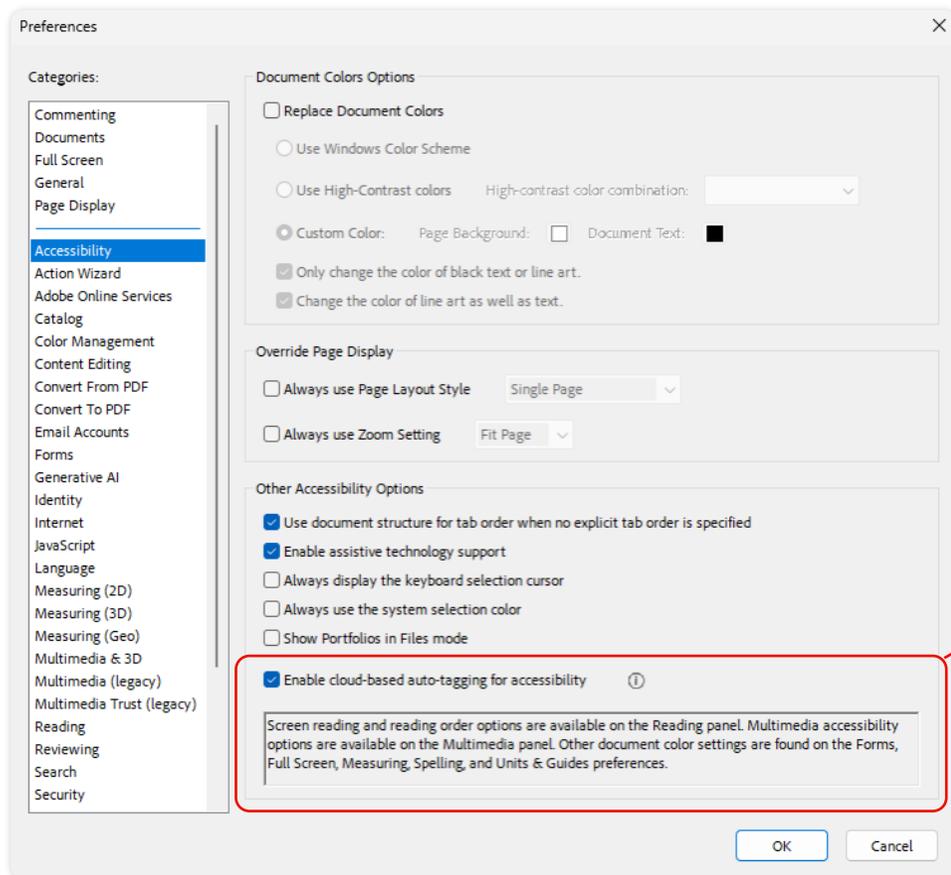
Reference Indices	Key Performance Indicator	2023	2022	2021
GRI General Disclosures 2-6	Total revenue (dollars in millions)	\$19,409	\$17,606	\$15,785
	% of total revenue			
	Americas	60%	68%	67%
	EMEA	25%	26%	27%
	APAC	15%	6%	6%
	Net income (dollars in millions)	\$5,428	\$4,756	\$4,822
	% effective tax rate	20%	21%	5%
	significant acquisitions	None	None	Frame.io Workfront

Accessibility tags

- > ¶ <P>
- > 📄 <H4>
- > ¶ <P>
- > ¶ <P>
- > 📄 <P>
- ▼ 📄 <Art> Done - Key ESG Performance Indicators pg 41
- ▼ 📄 <H2>
- > 📄
- ▼ 📄 <Art> Done - KPIs: Governance pg 42-46
- ▼ 📄 <Sect> pg 42
- ▼ 📄 <H3>
- 📄 Governance
- > 📄 <Table>
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- ▼ 📄 <Sect> pg 43
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- ▼ 📄 <Art> Done - KPIs: Social pg 47-51
- ▼ 📄 <Sect> pg 47
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Preferences: Use cloud-based auto-tagging for best results



Summary

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Helpful resources

[\[Webinar\] How to Make Accessible PDFs](#)

[PDF Accessibility overview](#)

[Acrobat Accessibility Series](#)

[Adobe Acrobat Learn & Support](#)

[Adobe Acrobat Plans & Pricing](#)

[Adobe Trust Center](#)

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Session summary

This webinar, hosted by Lori DeFurio, focuses on creating accessible PDFs using Adobe Acrobat Pro. The session covers essential tools and techniques for making fillable PDF forms accessible, including using the Prepare Form tool, managing the tag tree, and setting tab order. Lori also demonstrates how to create a Guided Action to streamline the accessibility process and shares a special tip for handling complex pages. The session concludes with insights from Tony DiCuffa on government trends, compliance deadlines, and automation strategies for accessibility, especially in light of the April 2026 deadline for Web Content Accessibility Guidelines compliance.

Key takeaways

- Accessibility tools in Adobe Acrobat Pro, such as Prepare Form and tag trees, are essential for creating compliant fillable PDF forms.
- Guided Actions can be used to automate and streamline the accessibility process, saving time and ensuring consistency.
- The cloud-based auto-tagging feature in Acrobat Pro provides the most accurate tagging results, reducing manual work.
- Extracting complex pages using the Organize Pages tool simplifies remediation and minimizes disruption to accessible pages.
- Government entities serving over 50,000 citizens must comply with accessibility standards by April 2026. Automation tools like Acrobat Services APIs offer scalable solutions for large document sets.

Step-by-step demo tutorials

Demo 1: Creating accessible fillable PDF forms

1. Open Adobe Acrobat Pro.
2. Select the Prepare a Form tool.
3. Ensure Auto Detect Form Fields is enabled.
4. Click Create Form to scan the file and add form fields automatically.
5. Review the Fields panel to identify and delete unnecessary fields.
6. Add missing fields manually using the tools provided.
7. Edit field types (e.g., change checkboxes to radio buttons or text fields to dropdown lists).
8. Right-click on each field in the Fields panel and select Properties.
9. Update field names and tooltips to match the label or provide additional information.
10. Select the three dots in the Fields panel and choose Show Tab Numbers.
11. Adjust tab order by dragging fields manually or selecting the funnel icon and choosing Order by Row.
12. Open the Accessibility Tags panel.
13. Click the root of the tag tree.
14. Select the three dots and choose Find and Select Unmarked Annotations.
15. Tag each unmarked annotation as Form.
16. Move Form tags to their corresponding P tags by cutting and pasting them into the correct location in the tag tree.

Demo 2: Using Guided Actions to automate accessibility tasks

1. Open Adobe Acrobat Pro.
2. Select Use Guided Actions.
3. Click New Action.
4. Add Detect Form Fields command and uncheck Prompt User.
5. Add Prepare a Form tool and insert instructions reminding users to check field types, names, and tooltips.
6. Select Pause to allow users time to read instructions.
7. Add Set Tab Order Property command and choose Use Row Order.
8. Add a panel titled Create Tags and include instructions for tagging unmarked annotations and moving Form tags to P tags.
9. Add Save As command and add "Accessible" to the beginning of the file name.
10. Name the action Create Accessible Forms and add a description.
11. Click Start to execute the action and follow the steps displayed in the left panel.

Demo 3: Remediating complex pages using Organize Pages tool

1. Open Adobe Acrobat Pro.
2. Select Organize Pages tool.
3. Extract the problematic page from the document.
4. Open the extracted page and remove incorrect tags using the Accessibility Tags panel.
5. Re-tag the page using the cloud-based auto-tagging feature.
6. Adjust table rows to table headings if necessary.
7. Use Organize Pages tool to reinsert the remediated page into the original document.
8. Verify that the tags for the reinserted page are correctly placed in the tag tree.

Frequently Asked Questions

What is an accessible PDF?

An accessible PDF is a document that can be used and read by all users, including those who rely on assistive technologies like screen readers.

Can I create accessible PDFs from Microsoft Word?

Yes, you can create accessible PDFs from Microsoft Word by using styles, adding alt text to images, and checking for accessibility issues before converting the document to PDF.

How can I check accessibility in Reader and Standard?

You will need Acrobat Pro for these tools — they are not available in Reader or Standard.

I cannot find the Prepare for the Accessibility menu in my version on Acrobat. How do I find it?

You will need an Acrobat Pro to see the tools.

Can Acrobat help me with color contrast?

Yes, but it is not recommended. It is better to fix it in the original InDesign or Word doc.

How do I export from Excel to Adobe and make it accessible?

Use the PDFMaker Add-on (Windows) to do this. In the Preferences of the Add-on, there is a setting to Enable Accessibility and Reflow with tagged Adobe PDF.

Is there a way to standardize the sizing and alignment of fillable boxes?

In the Prepare a Form tool, you can use the match size tools to do this. You can select all the fields and use the match size tool to make them all consistent and aligned.

Do I need the Pro version of Adobe Acrobat for all these functions (including creating forms), or can I do all of this with DC?

For the Accessibility and Action tools, you will need Acrobat Pro. For forms, you only need Acrobat Standard.

Thank you

Adobe Acrobat