

Adobe Acrobat Pro: Make PDFs accessible

Last Modified on 09/26/2025 8:05 pm EDT

Use Adobe Acrobat's Accessibility Checker to create PDFs that satisfy baseline accessibility requirements.

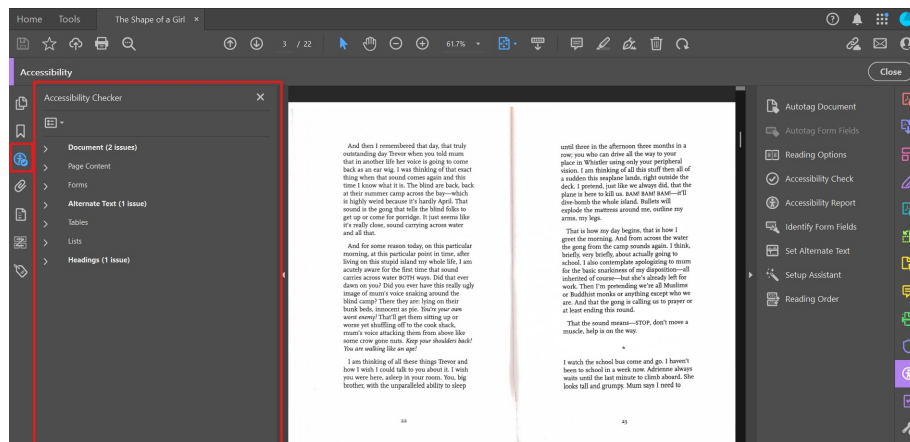
Before you start, you will need:

- **Adobe Acrobat Pro**, an app in **Adobe Creative Cloud** (not the same as the free Adobe Reader)
 - Adobe Acrobat is installed on all [college-owned computers](#), including library and lab computers.
 - Faculty and staff can also install copies [on personal devices](#).
- **A PDF file**. For best results:
 - **If your PDF is a scan**, make sure it is [a clean, high-quality scan](#).
 - **If you created the PDF in a Microsoft Office application** (such as Word), use [Microsoft's Accessibility Checker](#) to make it accessible in that program first and use **File > Save as...** to save a copy as a PDF that preserves those accessibility features.

Step 1: Run Accessibility Check

Step 2: Fix issues

When the Accessibility Check is complete, results will be displayed in a sidebar panel. If you close this panel, the **Accessibility Checker** icon next to the panel reopens it.



Step 3: Manually check for logical reading order

Adobe Acrobat's AI algorithms analyze the document structure to determine reading order, but a human must check it and fix mistakes. This section summarizes the process, see Adobe's [Reading Order Tool for PDFs](#) documentation for more detailed guidance.

Complex Documents

Complex documents with multiple columns, sidebars or footnotes are more likely to have issues. These are the most common and how to fix them.

Scans with two facing pages

Multi-column documents

Documents containing "non-body" text (captions, footnotes, etc.)

For more information

- [Accessibility Best Practices guide](#)
- [Linkedin Learning: Creating Accessible PDFs](#)
- [APA blog post about "non-body" text and accessibility](#)

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

Phone: 610-526-7440 | [Library and Help Desk hours](#)

Email: help@brynmawr.edu | [Service catalog](#)

Location: Canaday Library 1st floor