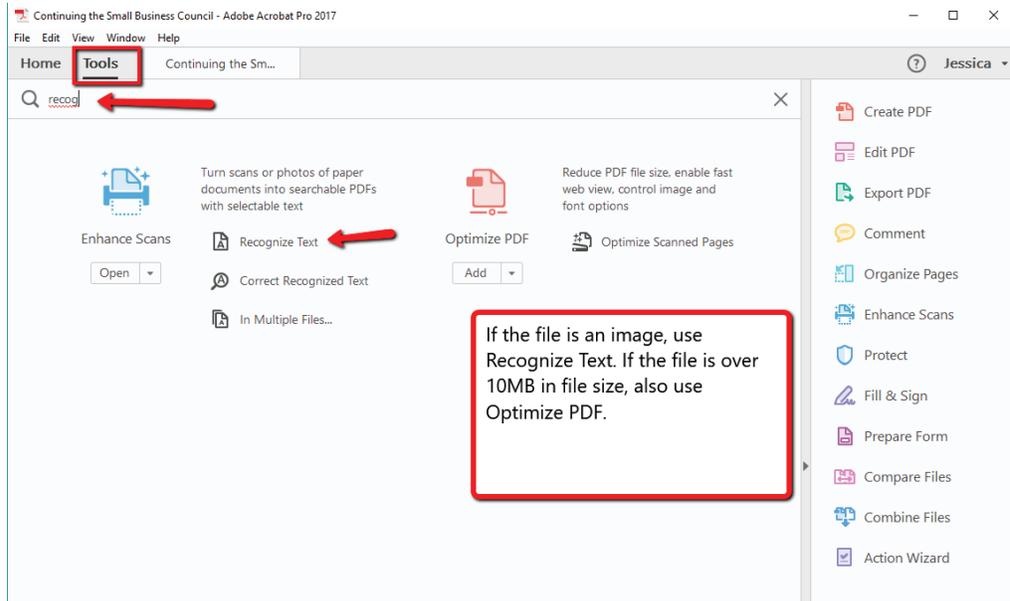




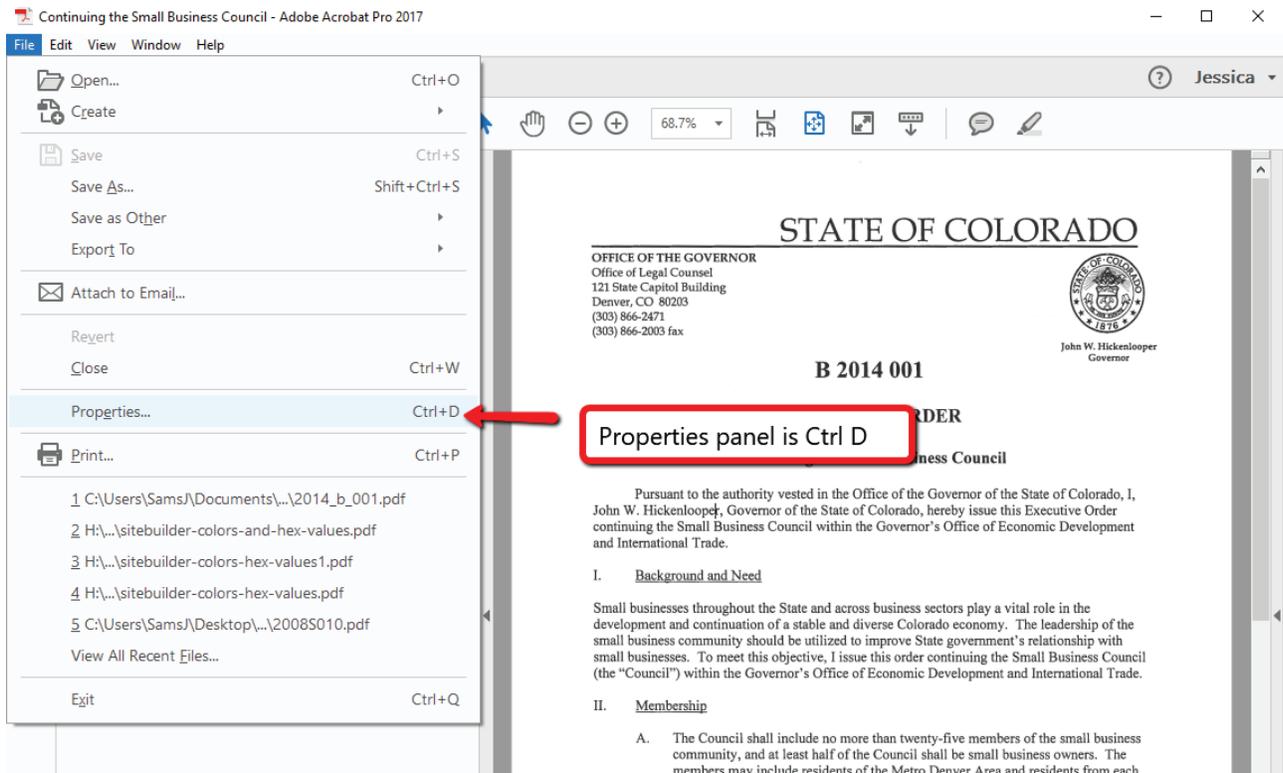
PDF Preparation Standards for posting to a website

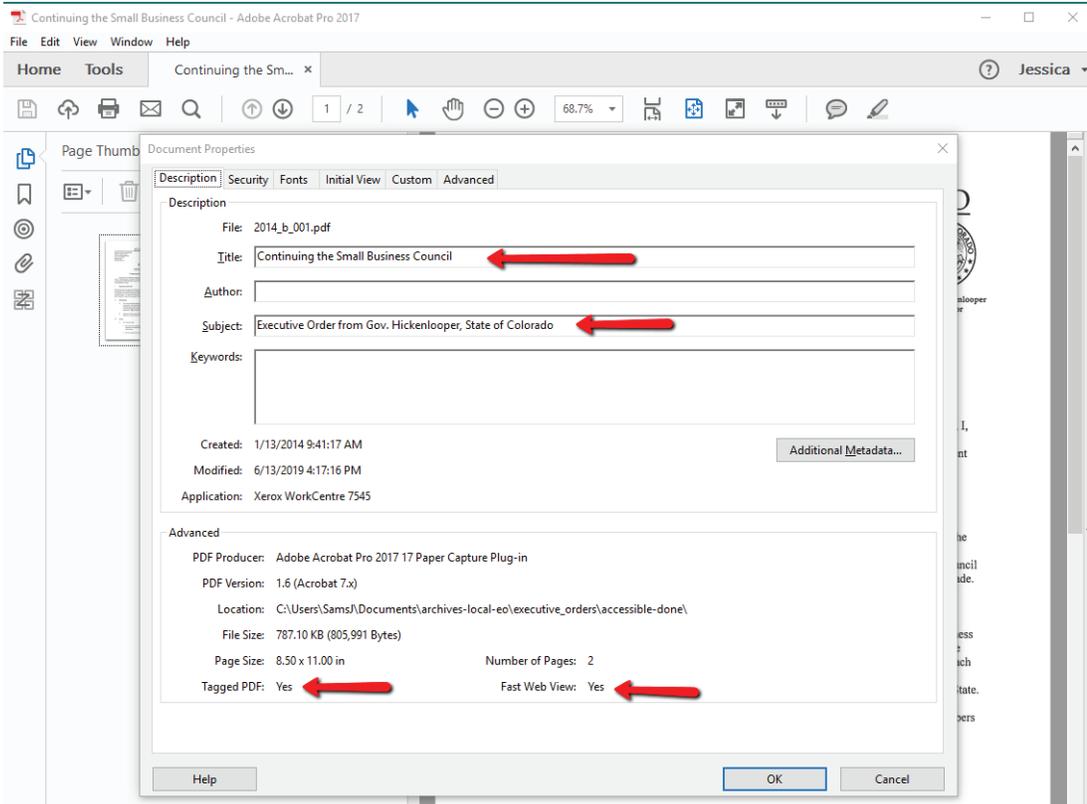
1. Check filename. Use the hyphen instead of periods, parentheses, or ampersands.
2. Check if it is a scanned document by trying to select text. If all the text is an image, run *Recognize Text*.

Screenshots show version: Adobe Acrobat Pro 2017



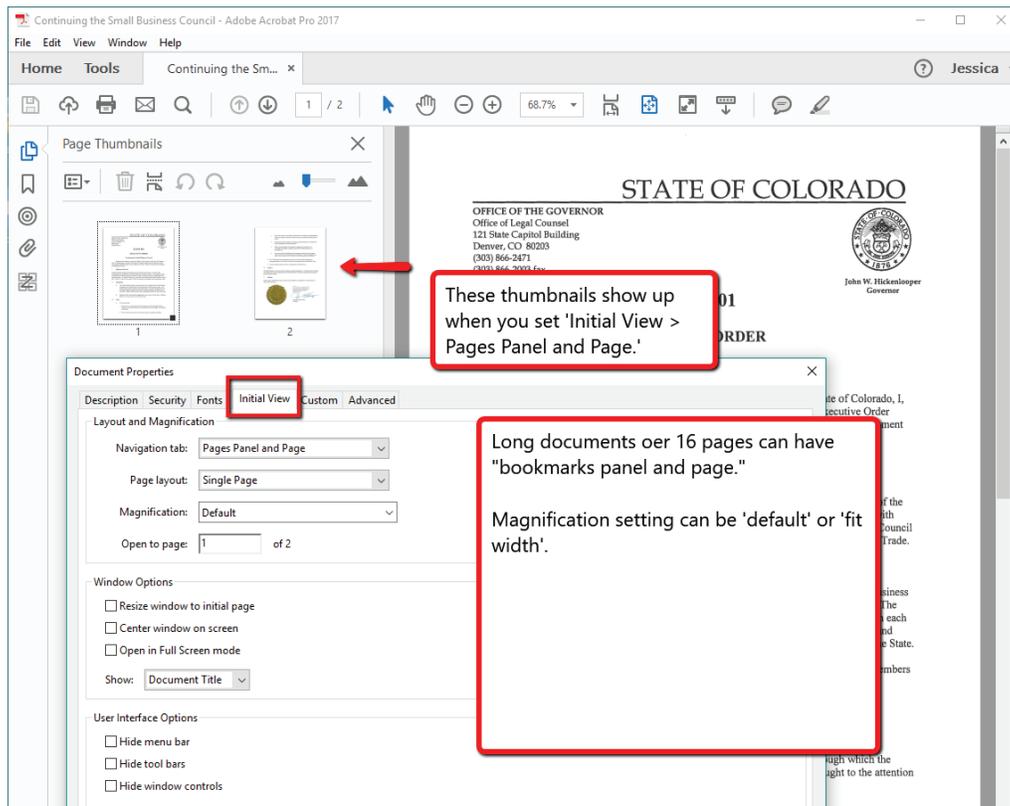
3. Add title & subject metadata in the properties panel. This is for search results pages and the browser tab when the file is opened within a browser.





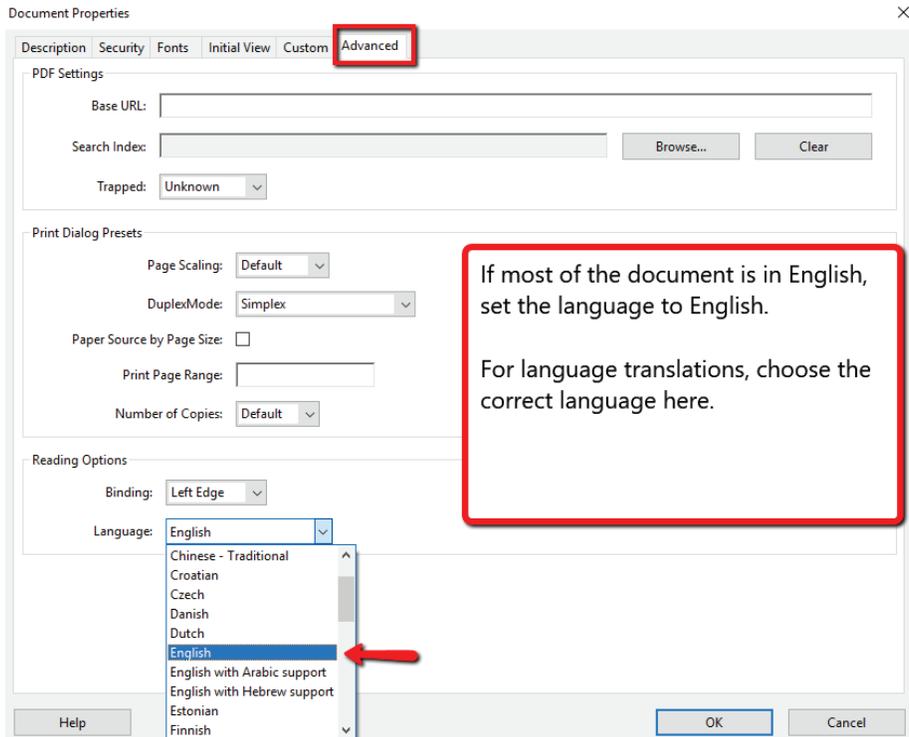
The Advanced items *Tagged PDF* and *Fast Web View* will turn to Yes after all these steps are done.

4. Set the initial view. For long documents, add bookmarks. For short documents, embed pages panel.

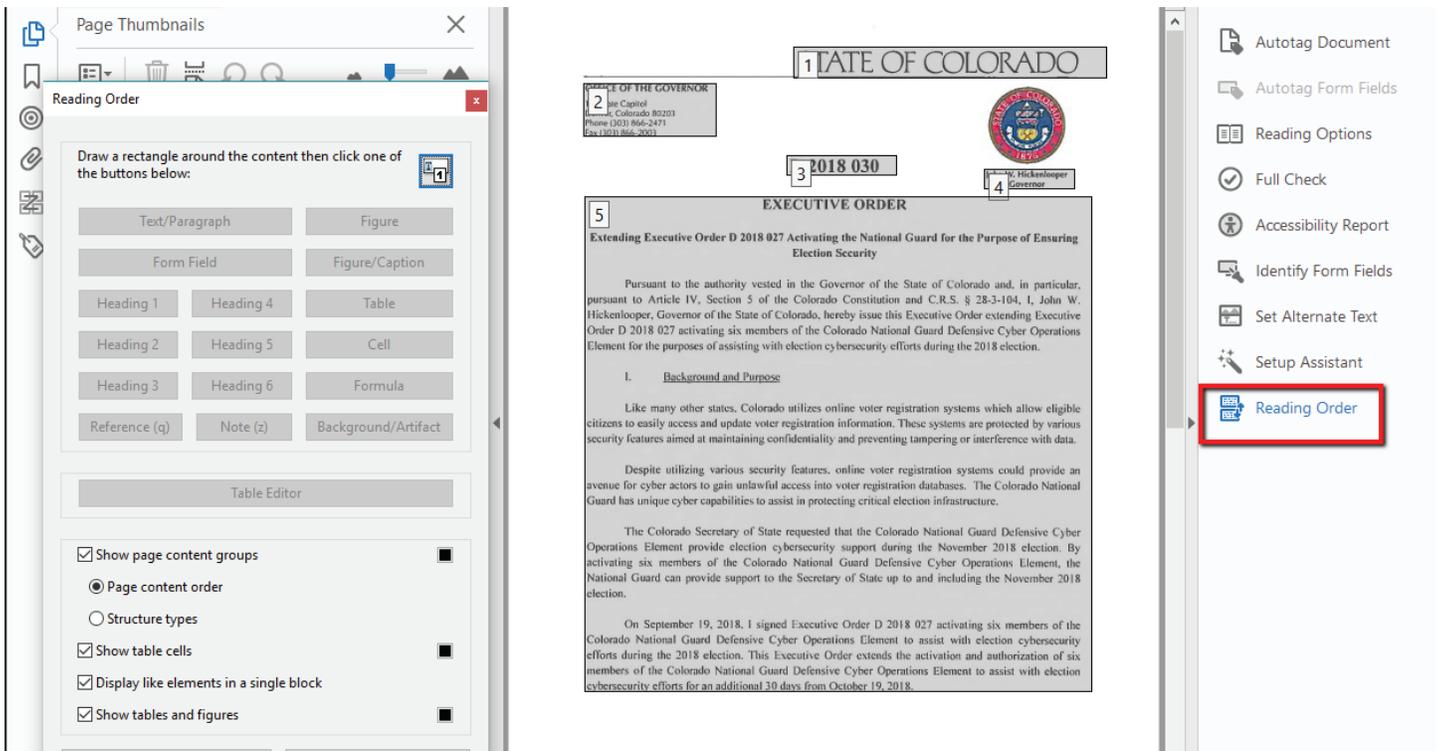




5. Check that the language is set. Important for screen reading technology!

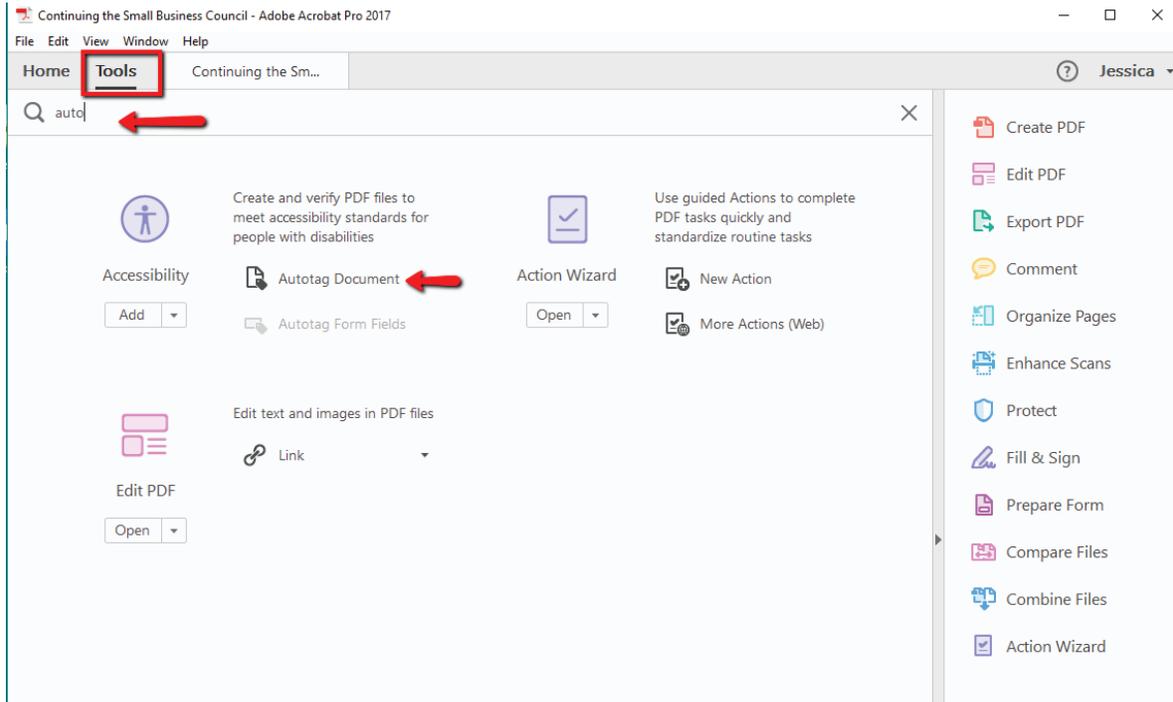


6. Check the reading order. **Accessibility > Reading Order**. It will place numbers next to pieces of content and this indicates the order a screen reader will announce the content.





7. Save, then, if it wasn't tagged in the first place, tag for accessibility with *Autotag Document*. (Always do this after the other steps.)



7. Do 'File > Save As' to optimize. This isn't a normal 'Save' because it also optimizes for fast web view. Always do *Save As* before closing if you made any changes to the document.
8. Check your work at the properties panel. Look for Yes on Tagged PDF and Yes on Fast Web View. Make sure any graphics are still in the file and make sure the text looks the same as it did before. Sometimes the tagging tool corrupts images in the file.

Further Instructions at Adobe:

[Creating Accessible PDFs](#)

[Reading Order Tool Overview](#)

[If you would like a full report on file accessibility then use the Action Wizard: Make Accessible](#)