



Creating an Accessible HTML Document – Adobe Pro

PDF documents are a common fixture in both academic and professional settings. They enable the sharing of fixed documents across a large audience, but they are often not accessible. The following steps outline the process of exporting an accessible PDF document to HTML format for web use.

- 1) *Open* a PDF document in **Adobe Pro**.
- 2) *Select* ‘Edit PDF’ in the sidebar.
- 3) *Scroll* through the document page-by-page to initiate Optical Character Recognition (OCR) on each page.
 - a. Note: As you scroll the document review the OCR results on the page. Ensure they are correct and coherent. **Acrobat** will fix orientation issues automatically.
- 4) *Delete* needless or distracting items like highlights and other artifacts.
- 5) *Edit* any incorrect material like incomplete recognition or limited visibility.
- 6) *Create* labels and titles to go with chapters and sections using the **Reading Order** in the **Accessibility Tool**.
- 7) *Click* on the **Export PDF** on the right-hand tool bar (It can also be found in the **Tools Menu**)
- 8) *Select* **HTML Web Page** from the list in the middle of the screen.
 - a. Ensure the Option ‘Single HTML Page’ is selected.
- 9) *Check* both boxes under the **Add Navigation Frame**.
- 10) *Click* the **Export Button** on the bottom of the page and *select* a save location.
- 11) *Click* **Save**.

Now, a screen reader such as the Adobe Reader Read function, Read and Write, and JAWS can access your file.

Additional Resources:

1. If you are having issues with steps 4 and 5, contact the Instructional Accessibility Group within the CTLD Department.
2. For more information on creating titles, headings, and labels, reference the guide titled *Adjusting Reading Order – Adobe Acrobat Pro*
3. If your PDF has images, reference the guide titled *Creating Alternative Descriptive Text – Adobe Acrobat Pro*
4. To check if your PDF is accessible, reference the guide titled *Document Accessibility Check and Review – Adobe Pro*.