Making Signature Pages ADA Accessible

Make these changes to your signature page BEFORE adding it to your main document. Running "Autotag" or "Add Tags to Document" on an ADA Accessible document may cause ADA errors or undo corrections you have already made to your document.

## If you are using Acrobat Pro X (The version available through Cougar Apps)

1) Click on view, then tools, and then select "Recognize Text". This will open the Recognize Text tool on the right hand side of the screen.
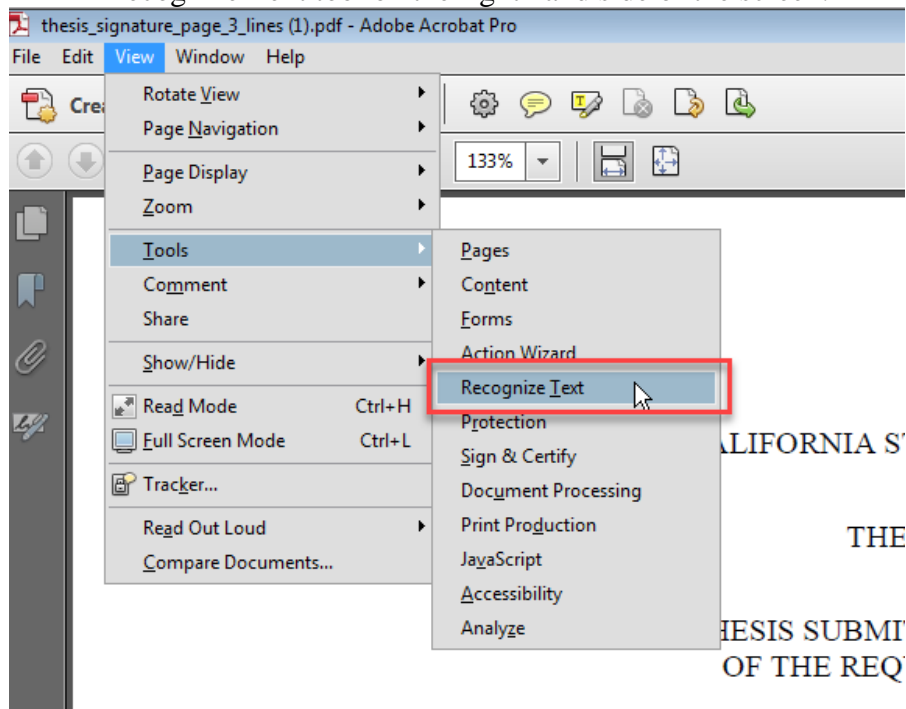
2) On the right hand of the screen select the choice "In This File". This will allow the text in the document to be read by a screen reader, and allow Adobe to identify each section of the document to tag it properly.
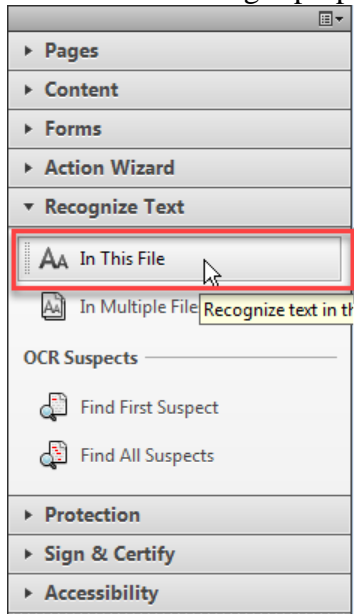

3) Select the option for Accessibility and then click "Add Tags to Document" this will apply the proper tags to the document allowing assistive technologies to process the signature page.
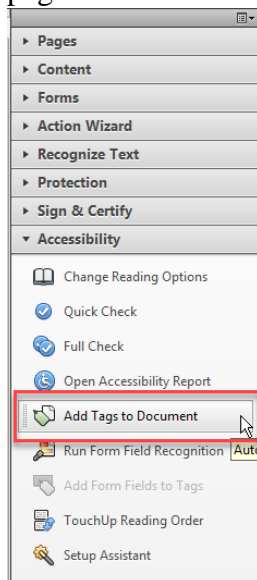
4) Select the "Full Check" option. Click "Start Checking" and "Ok" on the two pop up screens for the "Full Check" tool. This will identify any remaining ADA accessibility errors in your document. There will likely be an error for "No alternate text for figure" regarding the signatures on your signature page.
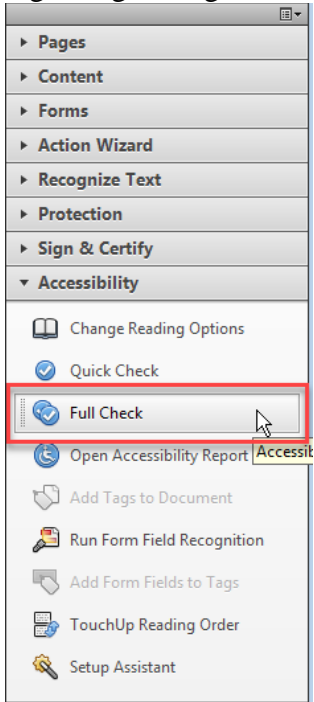
5) To correct the "No alternate text" error click on "TouchUp Reading Order" on the Accessibility menu.
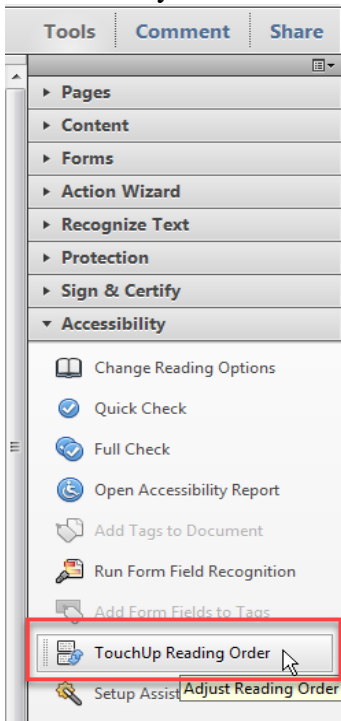
6) Selecting the "TouchUp Reading Order" tool will open the "TouchUp Reading Order" pane and show boxes around the text on the screen. Find the box requiring alternate text. This box will likely be surrounding the signatures, and have a line of text indicating "No alternate text exists." Left click on the small numbered box surrounding the signature. When the entire box turns light blue right click on the numbered box and choose "Edit Alternate Text" from the drop down menu.
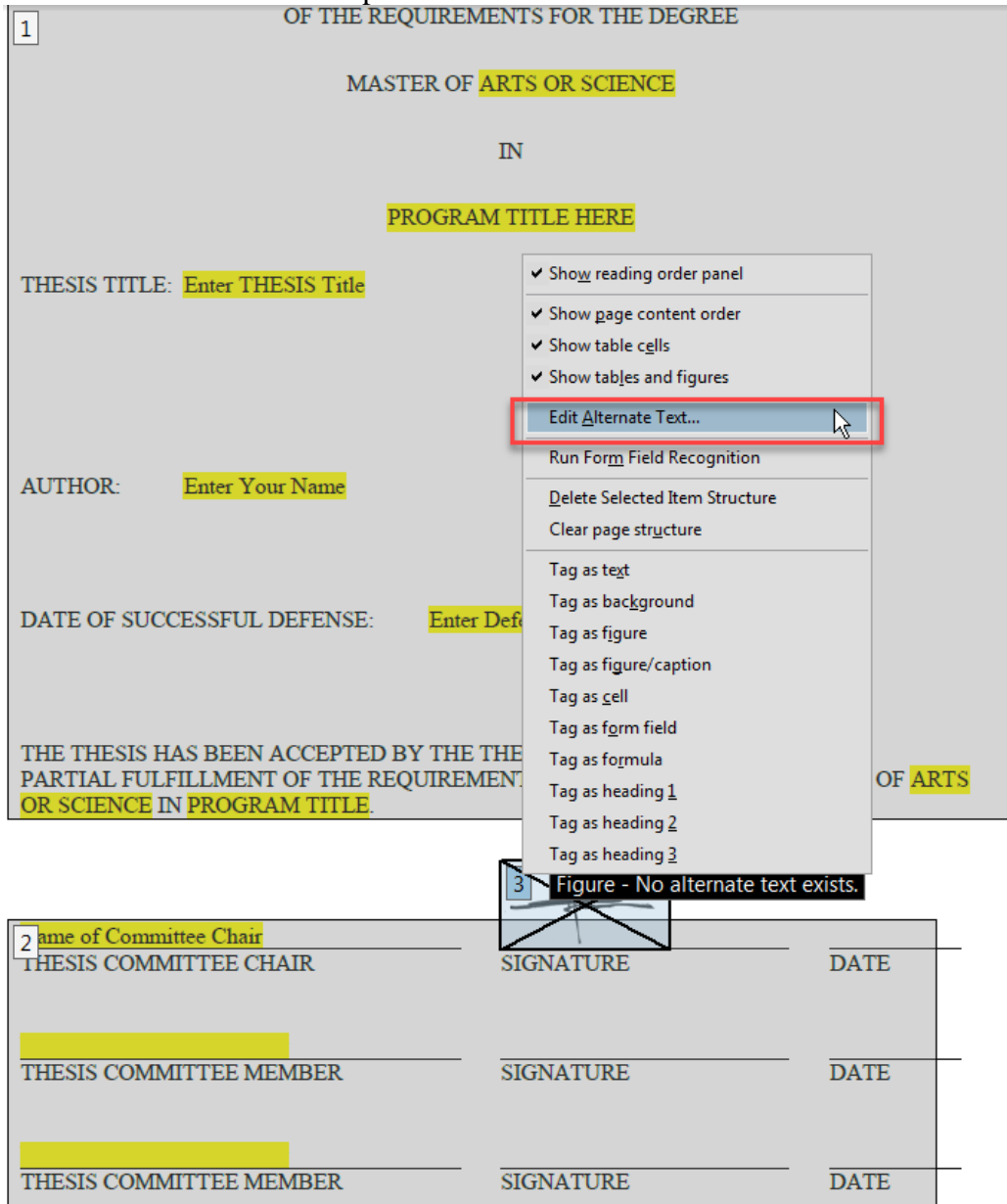

7) Add alternate text for the image indicating that the image is a signature. Note that the figure box may include text or items other than the signature. Repeat this step for each image requiring alternate text.

8) Save the signature page and add it to your main file.

If you are using Acrobat Pro DC (This is the version on the school computers)

Make these changes to your signature page BEFORE adding it to your main document. Running "Autotag" on an ADA Accessible document may cause ADA errors or undo corrections you have already made to your document.
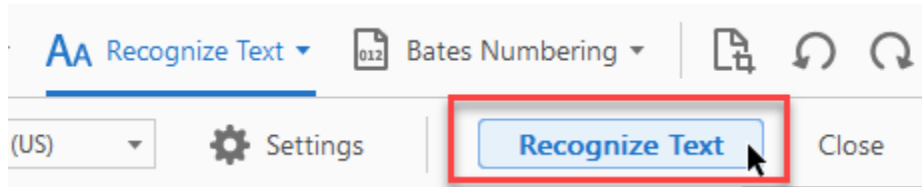
1) Click on the tab for Tools and then click on "Enhance Scans"
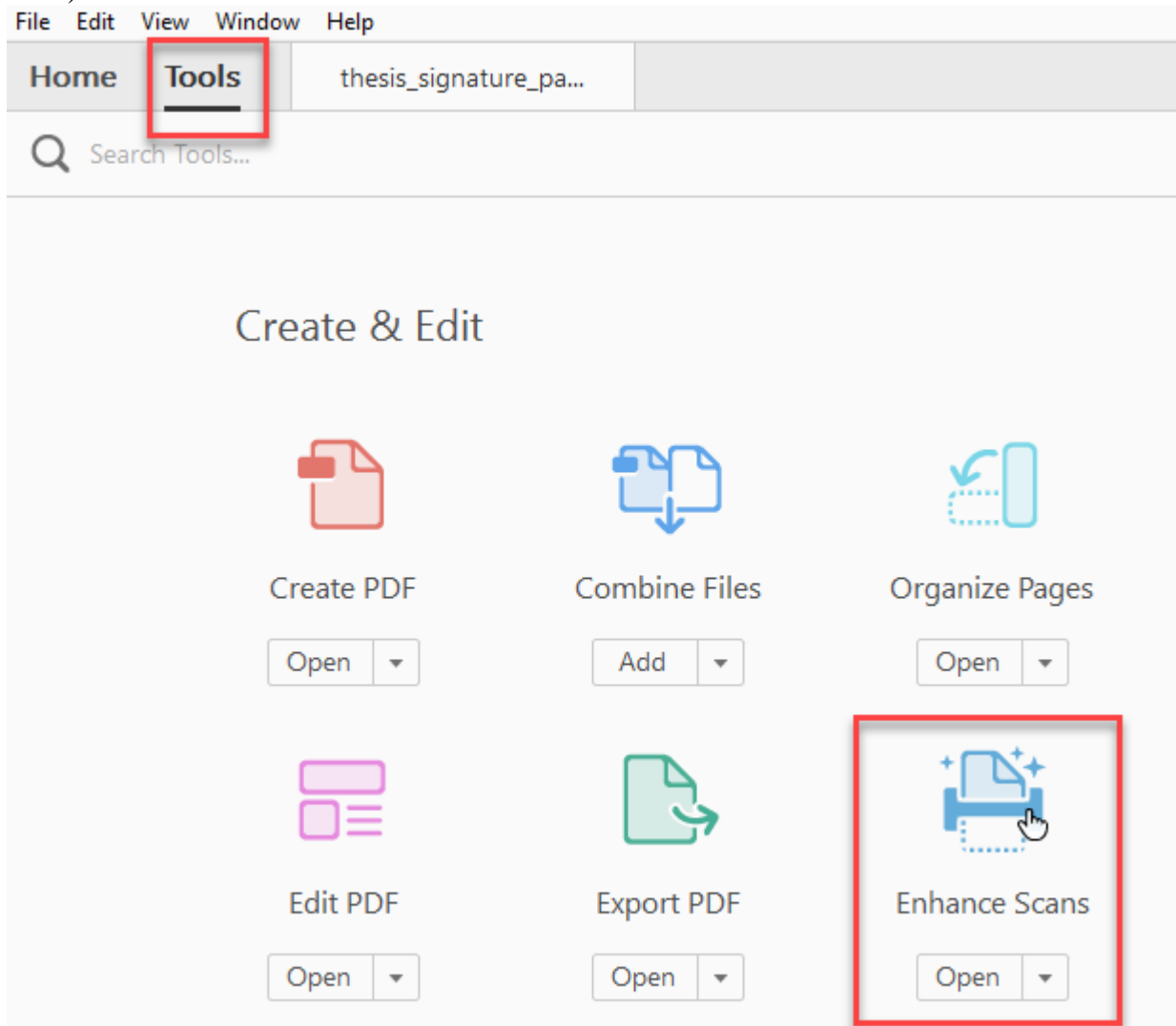
2) Select the option "Recognize Text" and chose "In This File" from the drop down menu.
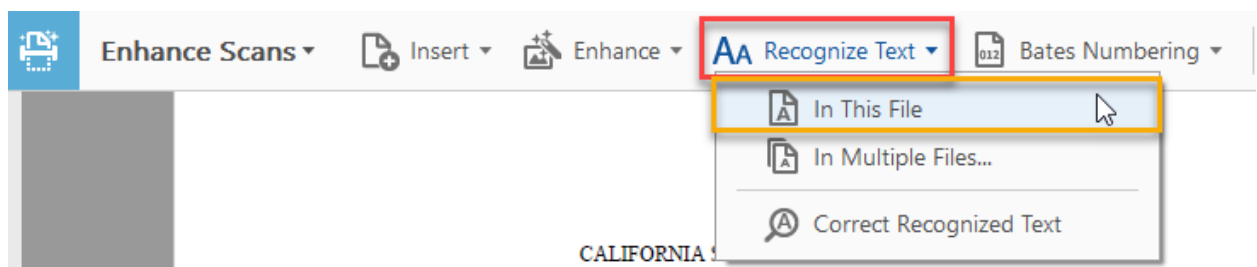
3) Chose the option "Recognize Text". This will make the text in the document accessible to a screen reader, and it will allow Adobe to identify each section of the document and tag it properly.
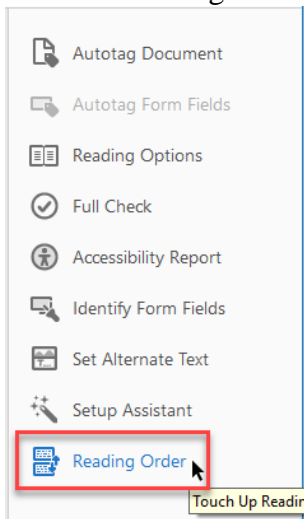

4) Go back to the Tools tab and selection the Accessibility Tool. This will open up a tool panel on the right hand side. Select the first option "Autotag Document".
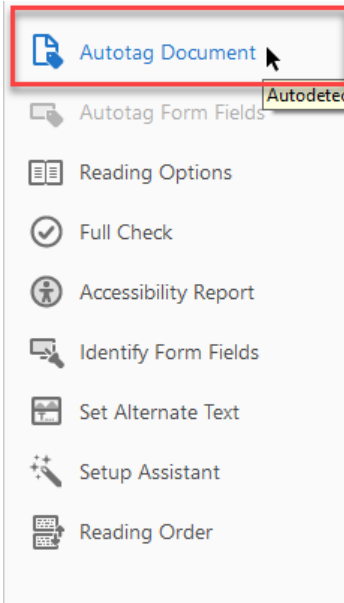
5) Then run the accessibility tool's "Full Check".
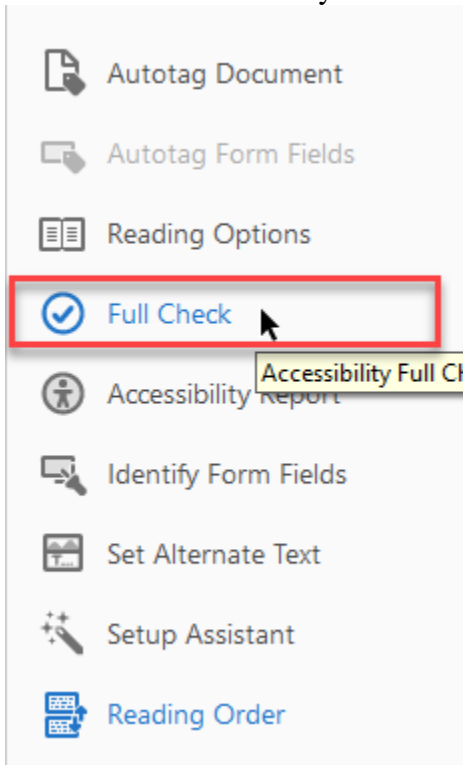
6) You will likely get an error regarding alternate text. To correct this click on "Reading Order" on the right hand side of the screen.

7) Selecting the "Reading Order" tool will open the "Touch Up Reading Order" pane and show boxes around the text on the screen. On the "Touch Up Reading Order" tool select the radio button for "Structure types" which will display a word or symbol in the upper left hand corner of each box on the screen identifying the type of box/tag it contains.
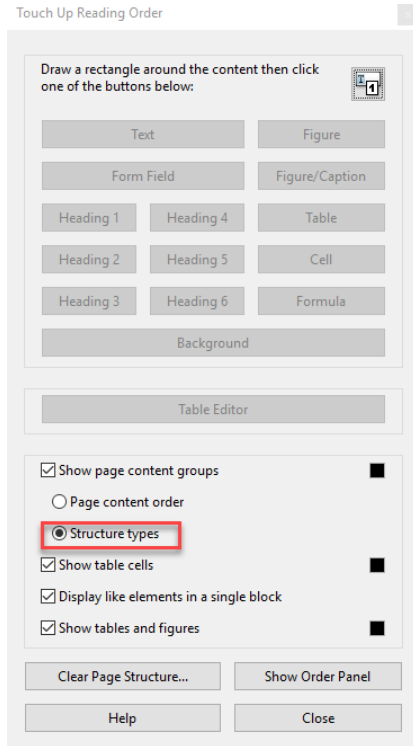
8) Find the box stating "Figure". The Figure box will also have a line of text indicating "No alternate text exists." Most of the other boxes will have a "P". Left click on the "Figure" box making sure to click on the actual word and not the area surrounding it. When the entire box turns light blue right click on the text "Figure" and choose "Edit Alternate Text" from the drop down menu.
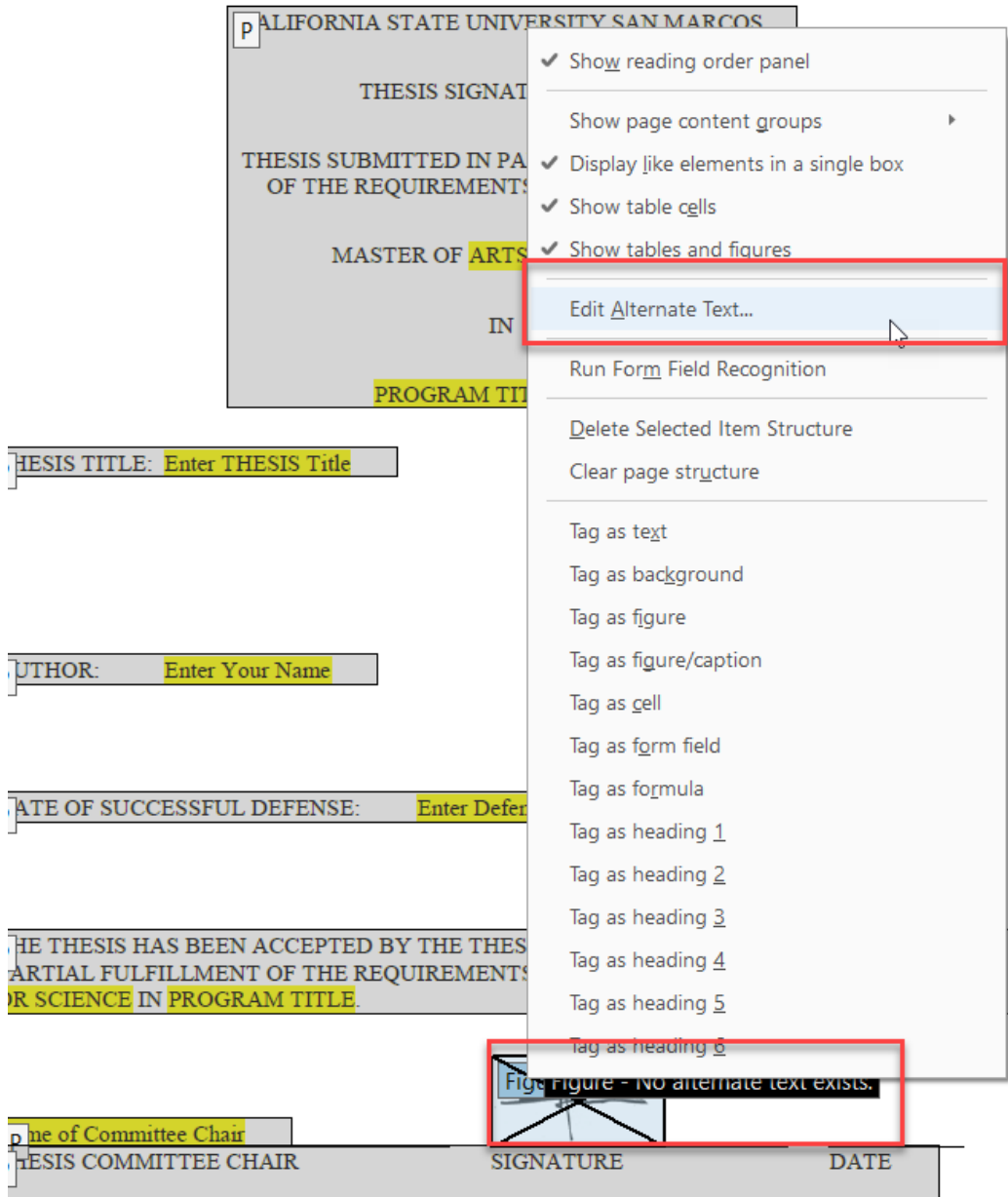
9) Add alternate text for the image indicating that the image is a signature. Note that the figure box may include text or items other than the signature. Repeat this step for all images requiring alternate text.
10) Save the signature page and add it to your main file.