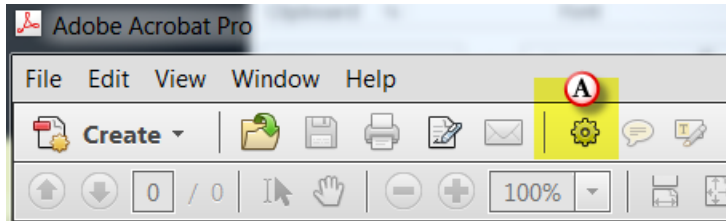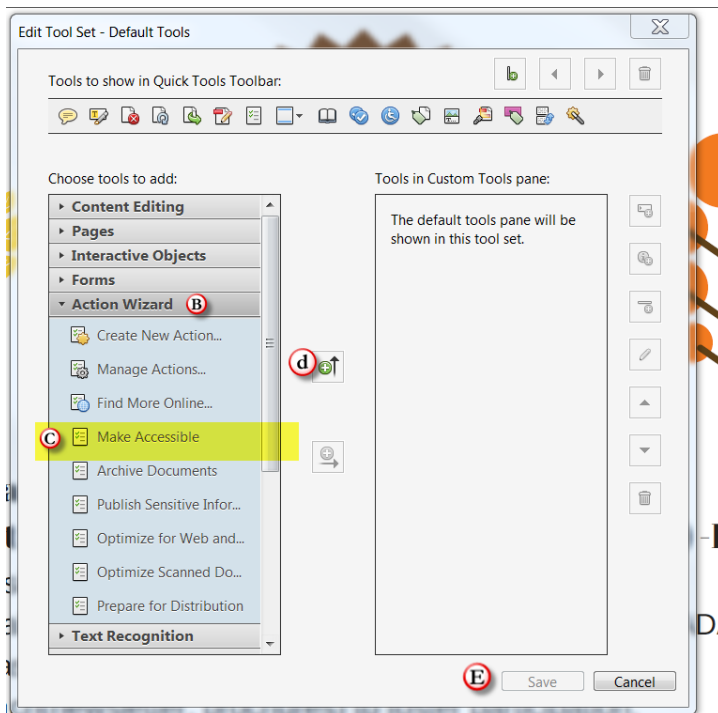# ACCESSIBILITY

ADD ICONS TO YOUR TOOL BAR

Adding the accessibility icons to your tool bar makes it easy to get started.
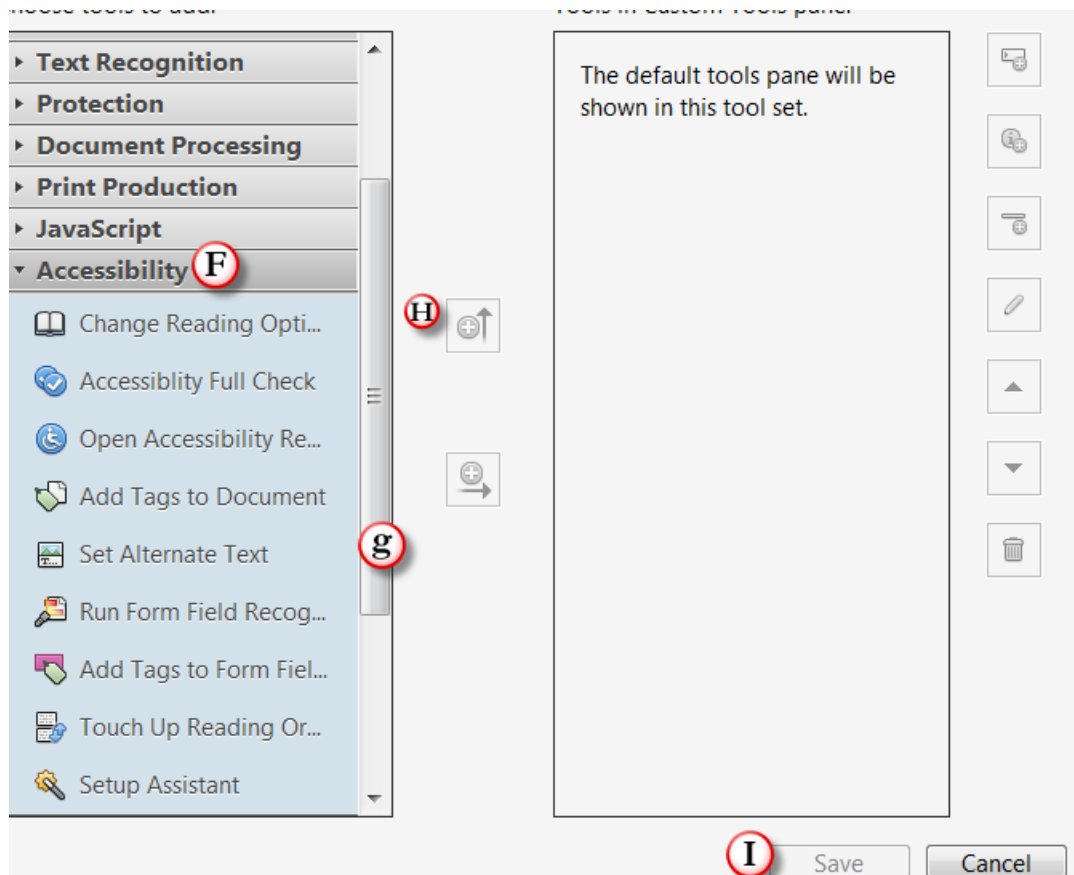

A. Click the 'gear' icon in the tool bar.

B. Click 'Action Wizard'
C. Choose the icon 'Make Accessible'
D. Click this button to move the icon to your tool bar
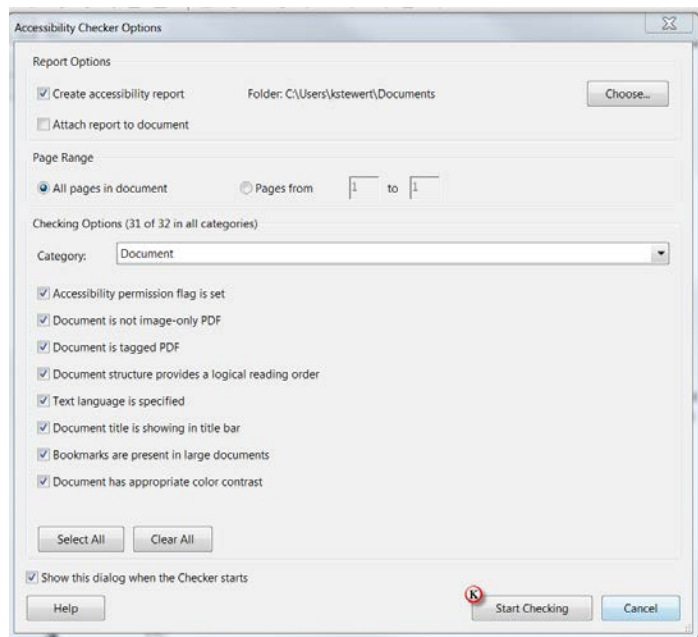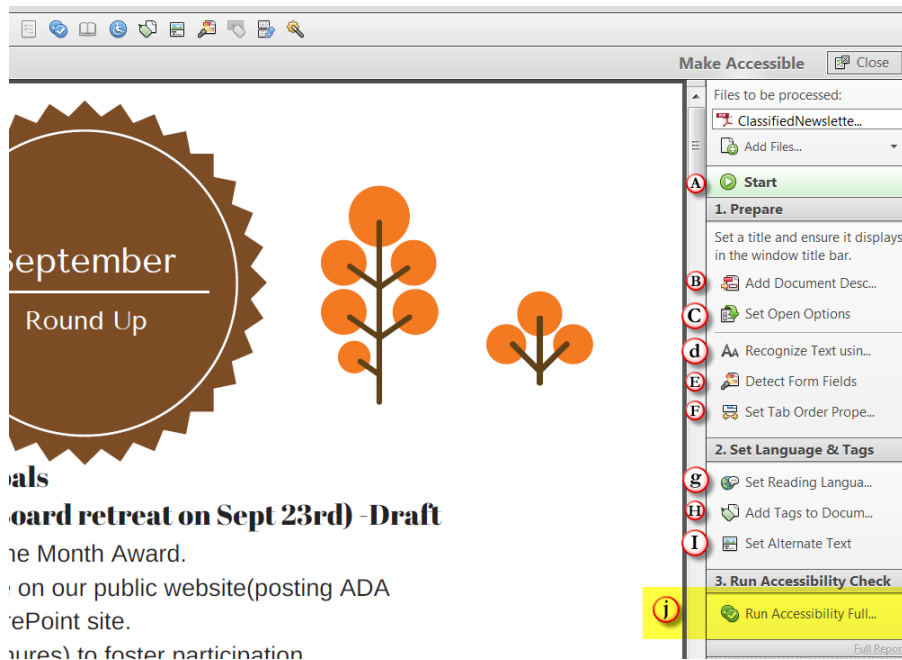E. Click save

Add other accessibility icons

F. Select Accessibility Header
G. Select all the icons
H. Move the icons to the tool bar
I. Press save

START YOUR ACCESSIBLITY CHECK

Starting is easy.

A. You can choose to press "Start"
B. Or you can go at your own pace and press buttons "B" – "I."
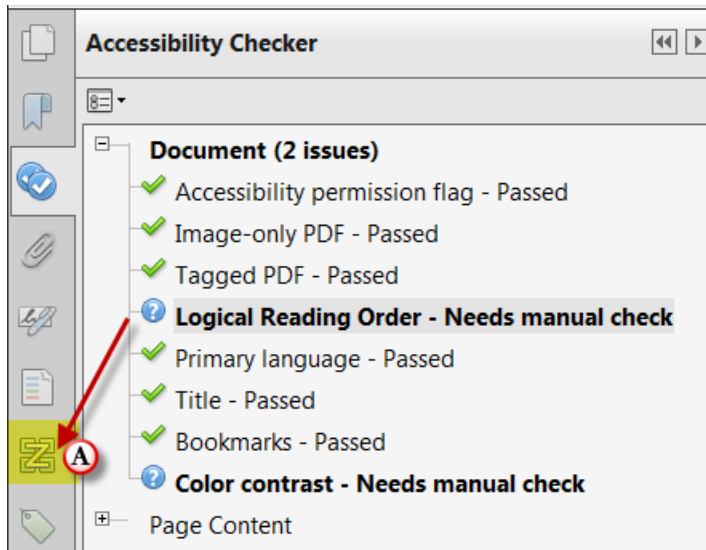C. Then finally choose (J) Run Accessiblity Full Check

J. Leave all checkboxes as is, and press 'Start Checking' (k)

REVIEW YOUR REPORT

On the left hand side of the screen your report should appear. Click the crosshairs to get more information about each portion of the report.

LOGICAL READING ORDER – MANUAL CHECK

A. Click the reading order icon

Scan the reading order with your eye to ensure the reading order makes logical sense.

If something is wrong, change the reading order.

B. Click Reading Order Pane
C. Select "Show reading order panel"
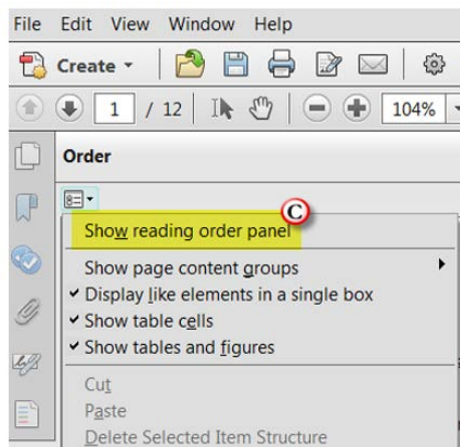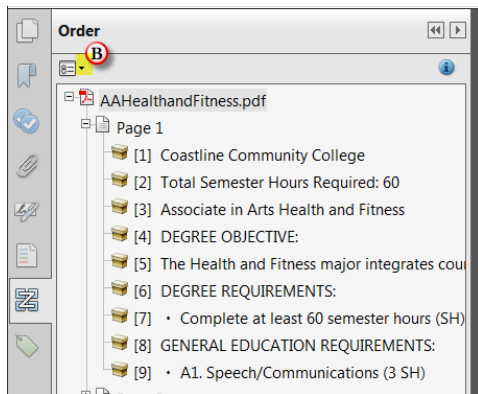
The panel will allow you to select text and add it to the reading order. This is useful if Adobe has trouble reading your document because of fancy text etc. If Adobe cannot read your document it will not be able to make it accessible. Defining 'text' and 'figures' through the reading order pane will help Adobe make your document accessible.

FORMS –TAGGED FORM FIELDS

A. Click the green tag field if you have these errors
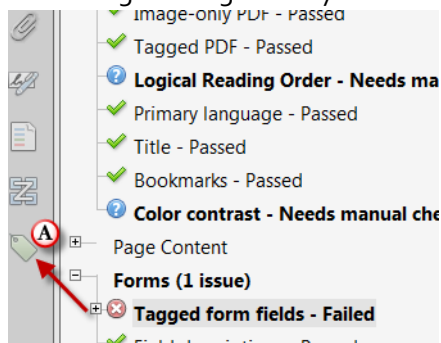
B. Check form fields button
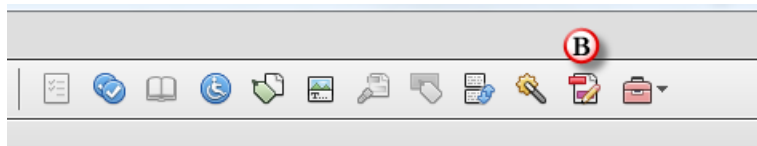
C. Form field missing
D. Incorrect description

E. Click Add Form Field
F. Change the Name to 'First Aid Applied' or other acceptable name
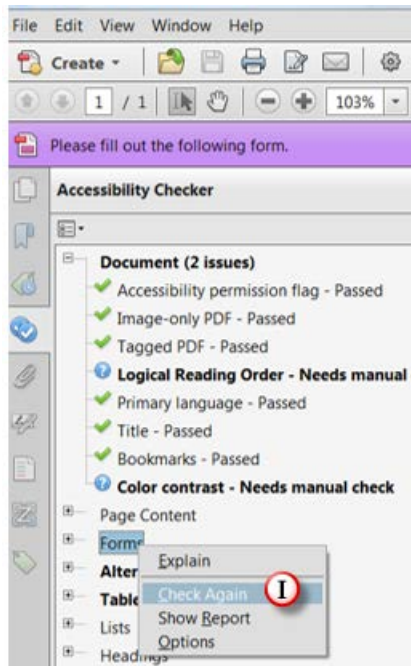G. Change the tool tip name to an acceptable title as well

Read through the form and make sure the titles and descriptions make sense. Make sure every field has a name and tooltip.

H. Click Close Form Editing when you are finished
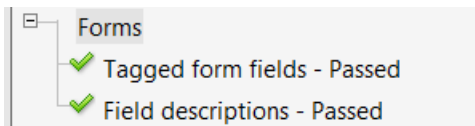
I.   Click Check Again to make sure you fixed all the errors.

If you fixed everything, the tagged form fields read 'passed' now.