



# OFFICE OF THE CHIEF INFORMATION OFFICER

## ADOBE ACROBAT CREATING COMPLIANT DOCUMENT ACCESSIBILITY CHECKLIST

### ADA ADOBE ACROBAT PRO DOCUMENT CHECKLIST

- Add a Language.
- Know how to use NVDA to navigate Excel documents to do a manual check.
- Do a Manual Check in Adobe.
  - The Logical Reading Order is correct.
  - The Color Contrast is good.
  - The Navigation Links are correct.
  - The Navigation Links work.
- Use the option: Save as Other > PDF/A

