Check PDF Images for Alternate Text

To verify if the images in a PDF document have alternate text:

1. **Open** the document in Adobe Acrobat.
2. Click to launch the **Accessibility Tool** in the *Tools Pane* on the right side of the window (as shown in Figure 1).
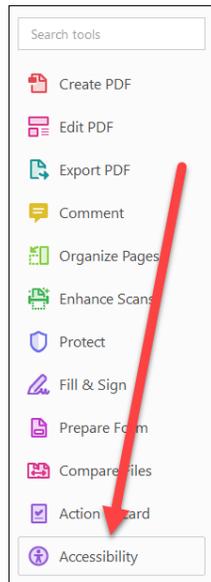
Figure 1: Accessibility Short Cut in the Tools Pane

*Note: If the Accessibility Tool is not visible, add it by going to the Tools menu and selecting **Add Shortcut** in the Add drop-down menu underneath the Accessibility tool in the Protect & Standardize section.*

3. Click **Set Alternate Text** (as shown in Figure 2).
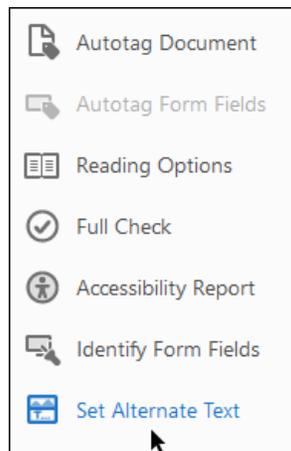
Figure 2: Set Alternate Text in the Accessibility Menu

4. Use the **Arrows** on the *Set Alternate Text* tool to scroll through and review the alternate of each image. For each image, make sure adequate alternate text has been entered that describes the image's purpose or check the *Decorative Figure* box if the image is for decoration only. For example, in Figure 3, "Mt. SAC Logo" correctly appears as the alternate text for that image.
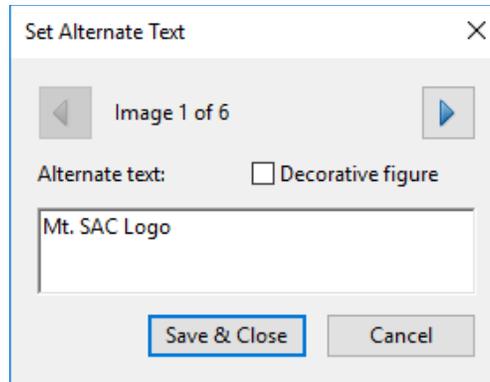
Figure 3: Set Alternate Text Tool

Note: If you find an image that is missed when you scroll through the document using the Set Alternate Text Tool, follow the instructions to classify the image as a figure.

Classify an Image as a Figure

1. Open the **Reading Order Tool**.
2. Click and drag to **Select** the image.
3. Click the **Figure** button to classify the image as a figure (as shown in Figure 4).
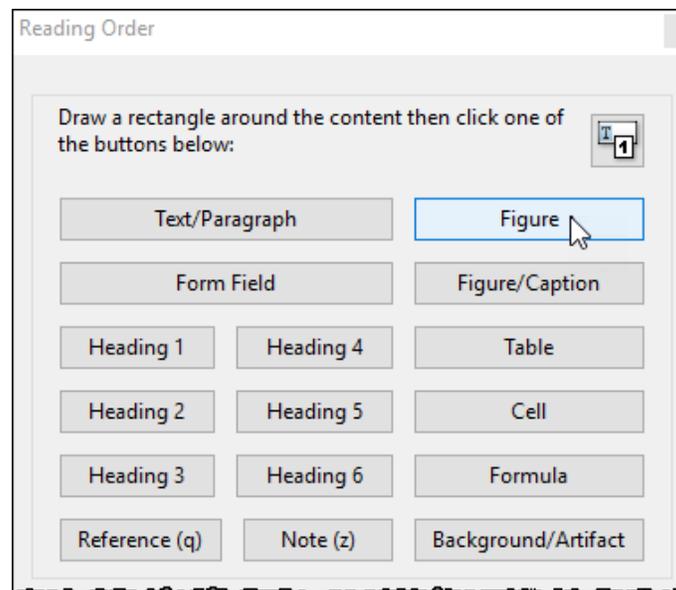
Figure 4: Reading Order Tool

4. Click **Close.**
5. Launch the **Set Alternate Tool** again and the image now appears.
6. Add **Alternate Text** to the image.
7. Click **Save.**