# Optimizing Accessibility |Acrobat Practice

1. Set up workspace
	1. Tags Pane: View > Show/Hide > Navigation Panes > Tags
	2. Accessibility Tools: Tools tab > Search for Accessibility > Select “Add”
2. Run accessibility “Full Check”
	1. Make easy repairs
3. Repair tag structure with “Reading Order” tool
	1. Hide Decorative images
	2. Improve tables
	3. Headers/Footers?
	4. Headings?
4. Verify/Repair content reading order in “Reading Order” tool (optional)
5. Verify tag structure and order in “Tags” pane (if needed)

## Practice

### Images



Captain Kangaroo

### Tables

##### Spring Semester

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Day** | **Start Time** | **End Time** | **Instructor** |
| **BIO 100** | M, W, F | 08:00 | 09:20 | Miller |
| **BIO 110** | T, Th | 09:00 | 10:20 | Smith |
| **BIO 120** | M, W, F | 13:00 | 14:20 | Williams |
| **BUS 100** | T, Th | 10:00 | 11:20 | Brown |
| **BUS 110** | M, W, F | 10:00 | 11:20 | Wilson |
| **BUS 120** | M, W, F | 14:00 | 15:20 | Jones |