

Making your PDF Accessible

This guide will cover the following items for PDFs:

Making your PDF Accessible.....	1
Making your PDF searchable.....	1
Adding Bookmarks to your PDF.....	2
Additional Resources	4

The paid version of Adobe (Adobe Acrobat Pro) is required to complete the tasks below. You may download this version of Adobe Acrobat at UBC On The Hub: [Adobe Acrobat DC Professional](#).

Making your PDF searchable

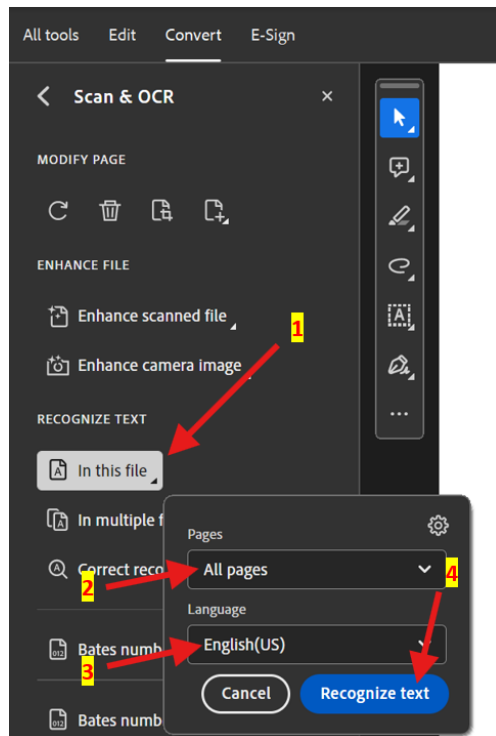
See Video Guide Below:

[Video - Adobe for OCR \(Searchability\)](#)

Creating searchable text in your PDF

1. Open the PDF in Adobe Acrobat Pro. All UBC faculty and staff can [access Adobe Acrobat Pro for a yearly subscription fee](#).
2. Search for a term that is in the content. If the term is found, the PDF uses readable text.
3. If the term is not found, run Optical Character Recognition (OCR) to create readable text from the scanned content. In the **All Tools** menu (left side of screen), select **Scan & OCR**
4. In the **Scan & OCR** menu, under **RECOGNIZE TEXT** select **In this File**; a popup will appear, ensure that pages is set to **All Pages** and language is set to target language (Usually English(US))

Note: Make sure you are in Adobe Acrobat, if you do not see these buttons, you may not be in Adobe Acrobat



5.

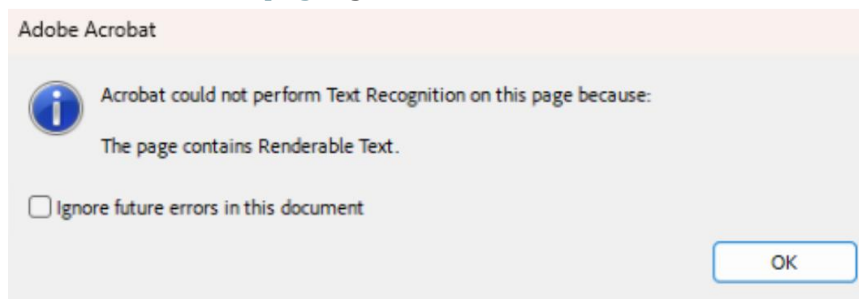
6. Select **Recognize Text**

7. Save the now searchable PDF

The PDF will now be searchable.

Note:

If you get a popup stating “Adobe could not perform recognition (OCR) on this page because: This page contains renderable text” (see image below), Adobe detects that there is already some [searchable text](#) in your file. Proceed by selecting **Ignore Future Errors in This Document**. For additional workarounds, see Adobe’s [“Acrobat cannot run OCR due to renderable text on page”](#) guide.



Adding Bookmarks to your PDF

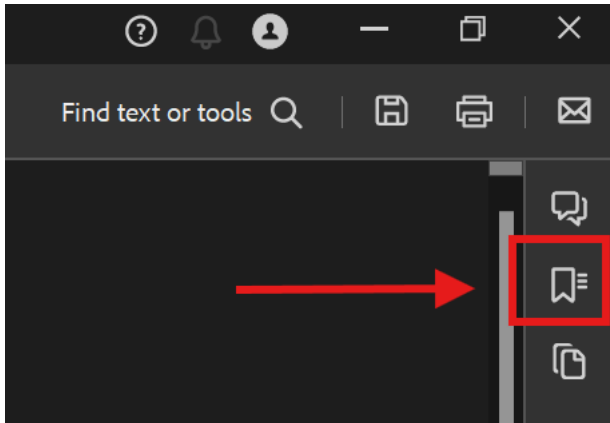
The following steps will go over adding bookmarks that will take the user to a specified location in the document when selected.

See Video Guides Below:

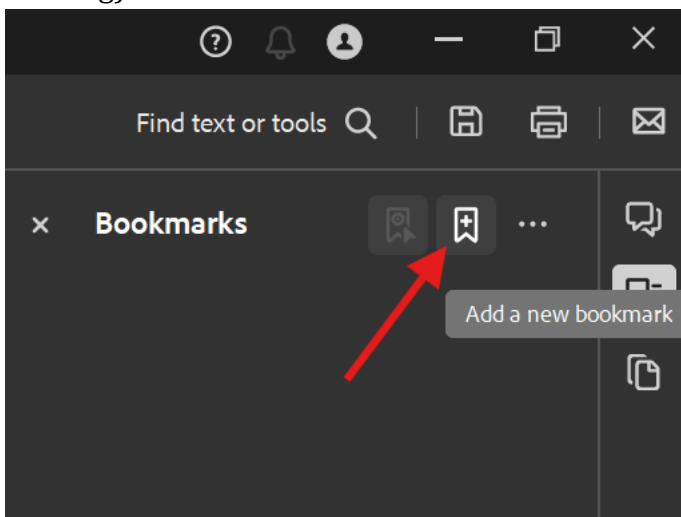
Video - Adobe for Bookmarks

Creating Bookmarks (Includes headings, etc.)

1. Open the PDF in Adobe Acrobat Pro. All UBC faculty and staff can [access Adobe Acrobat Pro for a yearly subscription fee](#).
2. On the right-hand toolbar, there are 3 icons underneath the Mail icon in the ribbon menu, select the second icon (shown below), the Bookmarks icon (this will open the **Bookmarks** tab)



3. Highlight the text you want to make into a Bookmark (for example a chapter title or heading) and then select the **Add New Bookmark** icon

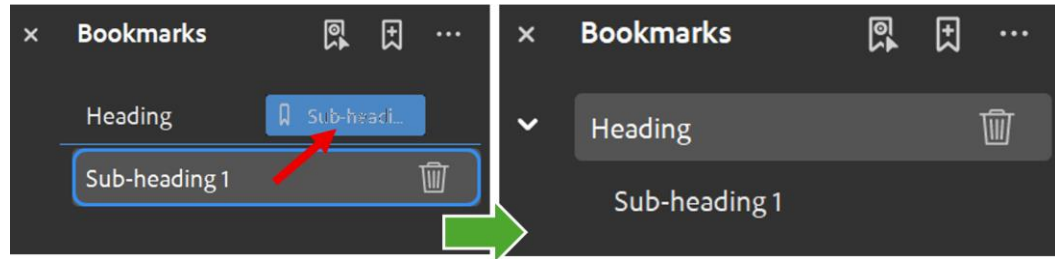


The selected text will now appear as a bookmark (you can edit the name of the bookmark, this will not affect the text that you had highlighted)

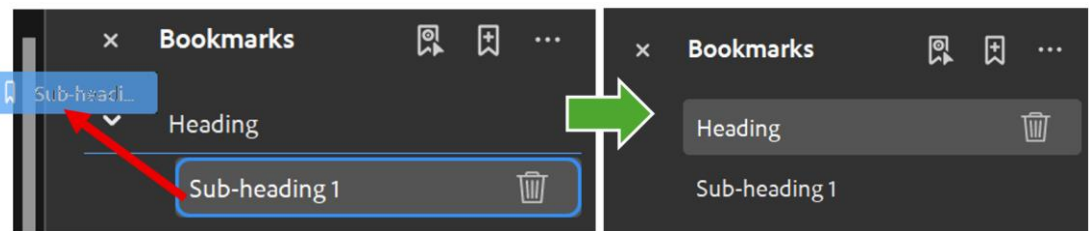
Note: You may repeat this step to add the desired amount of bookmarks

4. To **Nest Bookmarks** if desired, create the bookmark as usual (step 2)

- a. Click and drag the subheading into and **to the right** of the main heading text (will appear as photo on the right after successful nesting)



- b. To un-nest, drag the sub-heading away from and **to the left** of the heading



Note: When un-nesting, the blue line indicates where the selection will be placed (longer line → un-nested; shorter line → nested)

Bookmarks will now be available to viewers; this may be accessed in PDF navigation tabs.

Note: PDFs with over 21 pages are recommended to have bookmarks

Additional Resources

[Accessibility Guidelines \(Adobe\)](#)

[Accessibility Checker Tools \(Adobe\)](#)

For more information about OCR Text Recognition click here: [Adobe's OCR](#).
