

# The Leaders in PDF Accessibility and Innovation



# PDF Accessibility, Simplified.

It's a new day in accessibility for people with disabilities and for you. Now, per the Section 508 Standards Refresh, your PDFs must be held to a higher level of accessibility guaranteeing that everyone is able to read your digital documents.

HEARABLE



SEEABLE



UNDERSTANDABLE



## How Are PDFs Made Accessible?

As a first step, PDFs must have tags for assistive technologies (AT) used by people with disabilities to be able to detect the content within the PDF - without tags there is nothing for AT to read! Tagging involves adding structural information about elements, such as headings, paragraphs, lists and tables to PDFs so that they can be read and navigated accurately and efficiently by people with disabilities.

## Heard about Automated Tagging? Here are the Pros and Cons

Ever since the genesis of tagging PDFs, users have tried to automate the process. Adobe has an accurate and intuitive automated tagging tool built into Acrobat Pro. But tagging PDFs is only the first step toward accessibility. While automatic tagging eases the process, manual verification and error correction is needed to achieve 100% accessibility compliance with the standards. While automation tools vary in accuracy, the more complex a document is, the more these tools struggle to tag them properly. In fact, 100% accessibility compliance cannot be achieved through entirely automated processes with the exception of our **CommonLook Dynamic** tool, which achieves 100% compliance for documents with repeating layouts like statements, receipts, invoices, reports and many healthcare insurance documents. The secret is CommonLook's built-in accessibility templates. Details here: <https://commonlook.com/commonlook-dynamic/>

PREPARATION



REMEDiation



QUALITY ASSURANCE



COMPLIANCE

Tag your docs using Acrobat's tagging functionality. Automated in batches works fine.

Use Commonlook to remediate the document to required accessibility standards.

Use Commonlook to generate a compliance report.

100%  
Guaranteed



# Ready for PDF Accessibility? CommonLook Is.

Our industry-leading suite of tools test, create, remediate and validate. We ensure your PDFs are accessible, usable and in compliance with the latest federal mandates and industry guidelines. And CommonLook's training will help you be successful every step of the way, while keeping your skills sharp.

## Fast and Flexible Solutions

Do it yourself, have us do it or use a hybrid approach



**COMMONLOOK  
PDF VALIDATOR**  
Free PDF  
Accessibility  
Checker



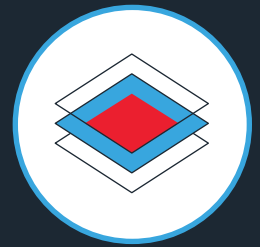
**COMMONLOOK  
CLARITY**  
PDF Accessibility  
Monitor and  
Tracker



**COMMONLOOK  
PDF**  
Accessibility/  
Remediation  
Software



**COMMONLOOK  
OFFICE**  
Microsoft  
to Accessible  
PDF Creator



**COMMONLOOK  
DYNAMIC**  
Accessible PDF  
Generator

### What Makes Commonlook Different?

- ✓ CommonLook's original, first-to-market software plugins for Microsoft® Word, PowerPoint and Adobe® Acrobat are widely viewed as the professional's choice in the PDF accessibility industry.
- ✓ CommonLook has the most complete suite of PDF accessibility tools, services and training in the industry.
- ✓ CommonLook's Chief Technical Officer contributes to the authoring of the PDF/UA standard-generally regarded as the gold standard of PDF accessibility, as it relates to various issues, including tables and other complex objects.
- ✓ Only CommonLook software and Adobe Acrobat are recognized by the W3C as PDF remediation tools capable of making PDFs compliant with WCAG 2.0AA.



# Remediation Services

CommonLook remediation services make it simple to ensure your PDF documents are compliant. Remediating PDF and other documents for accessibility can be a highly technical process that requires in-depth knowledge of document format, accessibility standards, and the recommended best practices.

Using CommonLook Remediation Services, you avoid the significant up-front costs and the logistical strain of setting up your own document accessibility team, which has proven to be a difficult undertaking for any business. The developer of our software also participates in setting the standards for accessibility, therefore, keeping our tools up to date with the requirements

## What is the Remediation Process?



Client emails the files they need remediated.



We provide a fixed, firm price for 100% guaranteed compliance.



When the quote is accepted, we remediate & return the compliant PDF documents.



Each document is accompanied by a compliance report.



## What is Included?

CommonLook's professional services provide **The CommonLook Report**, an iron-clad guarantee of compliance with Section 508, WCAG 2.0, PDF/UA or HHS standards. We deliver comprehensive, fully documented results.

## Our PDF Remediation Services Include:

Use CommonLook PDF on each document to identify and fix accessibility issues.

Identify and correctly handle scanned documents (OCR, complete OCR correction, and tagging).

Review and correct the logical structure of the file, including verification of tabbing order.

Check and correct tables, including proper tagging of complex tables using Linked Headers or logically redesigning the tables if necessary without changing the physical view.

Review alternative text, provide if necessary.

Correctly mark Heading, Lists, References, Footnotes, Endnotes and Tables of Contents.

Review Scripts; verify and fix inaccessible script functionality (for example functionality dependent on the mouse).

Review form elements. Fix known accessibility issues with radio buttons.

Optionally, convert "Print then Fill" forms to "Fill and Print" forms.

Properly tag Callouts and other Annotations, including Links.

Test each document with at least one type of tags-aware assistive technology.

Ensure the document passes Adobe's Acrobat Accessibility Checker.

Provide a CommonLook compliance certificate for your standards, including Section 508 or WCAG 2.0 AA.

# We are laser focused on PDF accessibility.

Find out why top corporations and 70% of leading government agencies use CommonLook software, services and training every day to ensure their documents are in compliance.



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*Making the world a better place through  
digital document accessibility  
and innovation!*

