

CITL WORKAROUND GUIDE: IMPROVING PDF ACCESSIBILITY WITHOUT STRUCTURAL REMEDIATION

This guide walks through a workaround for improving PDF accessibility in Panorama when structural remediation is unavailable due to system limits.

[Walkthrough Video](#) [2:05]

WHEN TO USE THIS WORKAROUND

- The PDF shows a red accessibility gauge in Panorama.
- The accessibility report indicates the document is not tagged.
- You receive an error stating your institution has reached its maximum limit for structural remediation.

STEP-BY-STEP INSTRUCTIONS

1. Open a PDF's Accessibility Report to review flagged issues.
2. (Optional) For any issue, select **Learn More** to view Step-by-step instructions for fixing the problem in the source file.
3. (Optional) Select the **What This Means** tab to understand why the issue is flagged and how it impacts accessibility.
4. (Optional) If you have access to Adobe Acrobat Pro, run the Accessibility Checker and address issues before re-uploading the PDF.
5. Close the accessibility report to access additional document options.
6. From the document menu, select **Alternative Formats**.
7. Select **OCR Formats**, then choose either **OCR Overlaid PDF** or **OCR Reconstructed PDF**.
8. Select your preferred OCR option and click **Generate**.
Note: Processing may take up to 10 minutes.
9. Once processing is complete, download the OCR PDF and click **Back**.
10. Reopen the accessibility report for the original document.
11. Drag and drop the newly downloaded OCR PDF into the Update Document section and click **Update**.
12. After the file finishes loading, confirm the update and review the updated accessibility score.
13. Review any remaining accessibility issues and address them as needed.