

Manuscript Accessibility Check Instructions

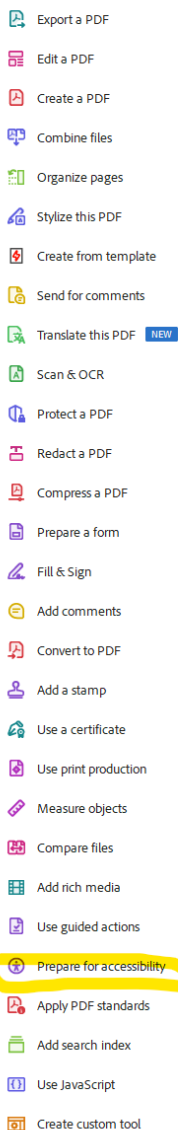
For Summer 2026 and Fall 2026 graduates, Graduate Studies strongly recommend that manuscripts pass accessibility requirements in Adobe Acrobat prior to submission to the Digital Repository and/or ProQuest (PhD only).

Starting for Spring 2027 graduates, all manuscripts must pass accessibility requirements in Adobe Acrobat.

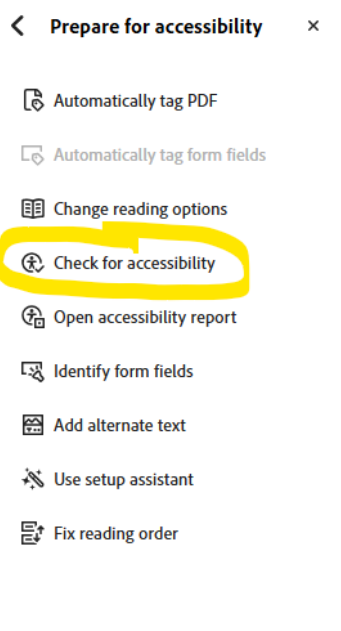
Instructions to Prepare for Accessibility in Adobe Acrobat

1. Open manuscript PDF file in Adobe Acrobat
2. Navigate to All Adobe Acrobat Tools and click on “Prepare for accessibility”

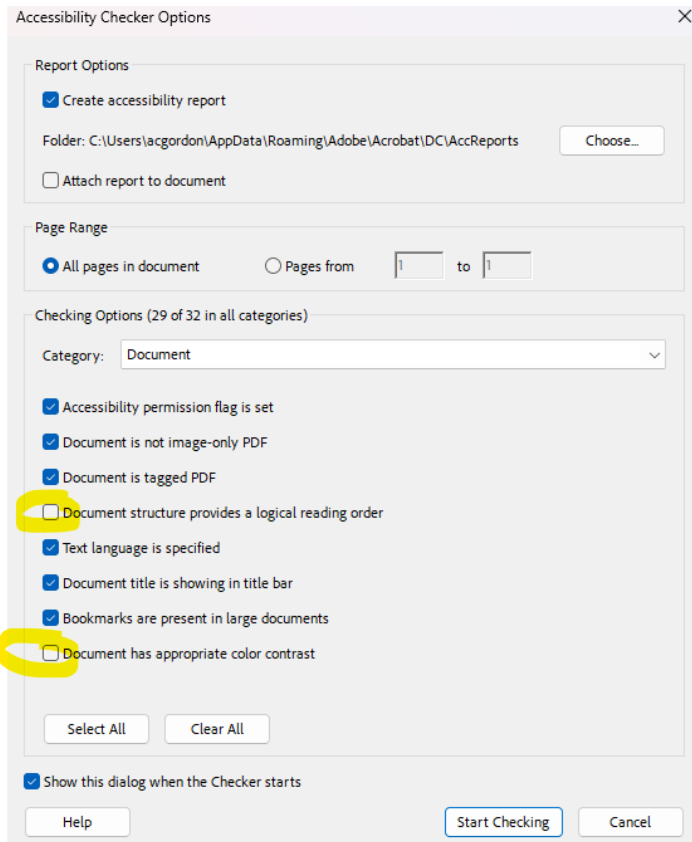
All tools x



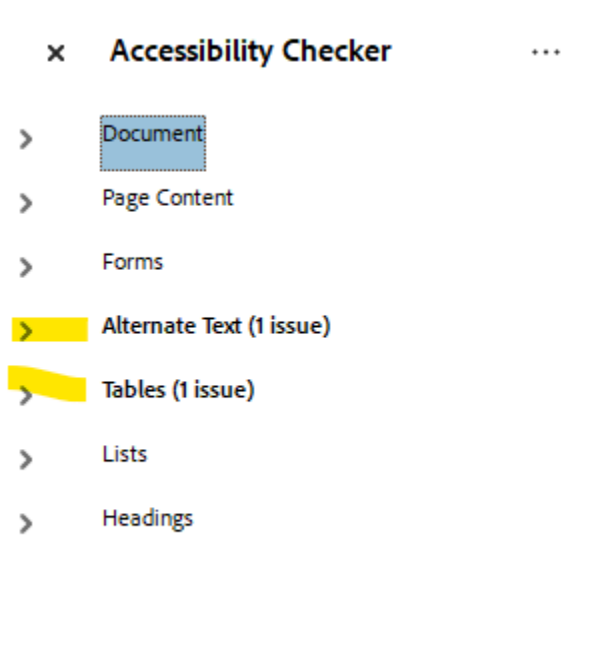
3. Click on “Check for accessibility”



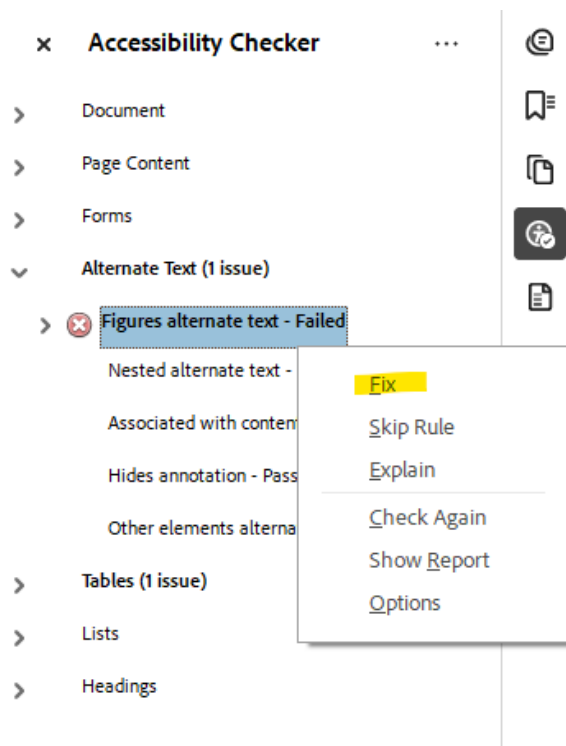
4. Uncheck “Document structure provides a logical reading order” and “Document has appropriate color contrast.” Then click on “Start Checking.” Graduate Studies staff will check these two items manually during manuscript formatting review.



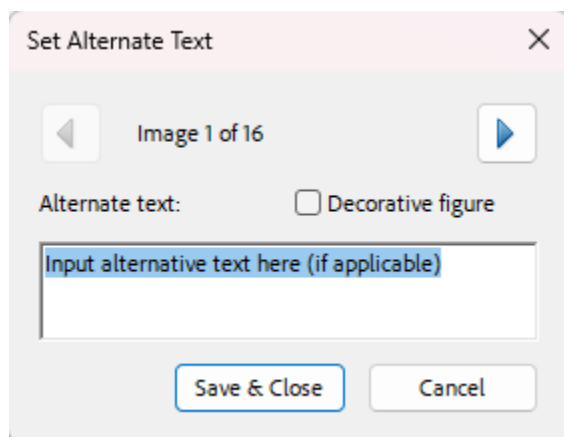
5. Expand the sections with any issues.



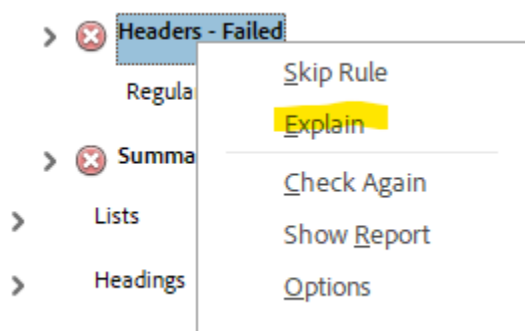
6. Right click on the sub-heading with the identified issue. In this screenshot below, there is an option to “Fix” the issue. Click on “Figures alternative text – Failed” and clicked on “Fix.”



- a. If there is a “Fix” option, you will be guided through a way to add alternative text or fix the issue.



7. If there is not a “Fix” option, you will need to make revisions in your original manuscript file to address the issue. In this screenshot below, there is not a “Fix” button under the issue of “Headers – Failed”. You should click on “Explain” and learn more about the heading issue to fix in your original file. Most likely, this heading is related to inconsistent level headers in the document or a heading in your essay that is not tagged as a heading.



8. Once you have made the corrections to your document, please “Check for accessibility” one more time to ensure that the changes were all saved in your document.

We recommend that you review all the manuscript formatting and accessibility resources available on the [Graduate Studies website](#). If you have questions about manuscript formatting requirements, please contact manuscripts1@unm.edu. If you have specific questions about Adobe, please visit the [Adobe Creative Commons](#) in the Zimmerman library or schedule an appointment with [Dayna Diamond](#).