# State of Nevada Enterprise IT

# Adobe Acrobat Pro Inspect Documents and Delete Unnecessary Content

**You must have Adobe Acrobat Pro is required to remediate pdf documents.**

The first step before remediating documents is to go to this link <http://ada.nv.gov/Users/CleanUpCurrentSite/> .On this page you will find the WCAG 2.0 and 508 standards for accessibility. On the bottom of this page, the link <http://ada.nv.gov/Efforts/PDF_Report/> will take you to a page to look up each agencies website.

The Second step is to click on your agencies page to see exactly how many documents are currently on your website to remediate. This will give you an idea of how many documents to “Delete or Remediate”.

The Third step is to locate a simple document and start the remediation process to become familiar with how to remediate a document.

The hardest and nearly impossible documents to remediate are Redacted material, Fillable forms and Scanned documents. These forms are extremely time consuming and should be remediated last.

I have included Instructions on making most PDF documents compliant and I will create a more advanced class on how to remediate Fillable forms along with redacted material. If you have any questions about document remediation please email StateWeb [StateWeb@admin.nv.gov](mailto:StateWeb@admin.nv.gov)

Contents

[1](#_Toc526860453)

[Inspect Documents and Delete Unnecessary Content 1](#_Toc526860454)

[Select and Add Remediation Tools 4](#_Toc526860455)

[Add Accessibility Tools 4](#_Toc526860456)

[Document Title 5](#_Toc526860457)

[Creating a Document Title 5](#_Toc526860458)

[Title Continued 6](#_Toc526860459)

[Creating a Title Cont. 6](#_Toc526860460)

[Setting PDF to Document Title 7](#_Toc526860461)

[Changing File Name to Document Title 7](#_Toc526860462)

[Setting the Language 8](#_Toc526860463)

[Setting the Language in PDF 8](#_Toc526860464)

[Using the Action Wizard 9](#_Toc526860465)

[Making accessible documents with this tool. 9](#_Toc526860466)

[Using the Action Wizard Cont. 10](#_Toc526860467)

[Accessibility Checker Options 13](#_Toc526860468)

[Accessibility Check 13](#_Toc526860469)

[Finding Errors on Page 14](#_Toc526860470)

[Finding all Errors on PDF page 14](#_Toc526860471)

[Tagging Images 15](#_Toc526860472)

[Tagging Images 15](#_Toc526860473)

[Alternative Text 16](#_Toc526860474)

[Alternative Text 16](#_Toc526860475)

[How to Fix Tables 17](#_Toc526860476)

[Giving the table a description 17](#_Toc526860477)

[How to Fix Tables Cont. 18](#_Toc526860478)

[Detailed Table Summary 18](#_Toc526860479)

[How to Fix Tables Cont. 19](#_Toc526860480)

[Setting Header Rows 19](#_Toc526860481)

[How to Fix Tables Cont. 20](#_Toc526860482)

[Setting Header Rows Cont. 20](#_Toc526860483)

[Incorrect Headings 21](#_Toc526860484)

[Changing the Structure of headings 21](#_Toc526860485)

[Unidentified Content 22](#_Toc526860486)

[Removing Unidentified Content 22](#_Toc526860487)

[How to Tag Text 23](#_Toc526860488)

[Tagging Text 23](#_Toc526860489)

[Assigning Headings 24](#_Toc526860490)

[Headings 24](#_Toc526860491)

[Hyperlinks 25](#_Toc526860492)

[Tagging Hyperlinks 25](#_Toc526860493)

[How to Tag Hyperlinks Cont. 26](#_Toc526860494)

[Hyperlinks Continued 26](#_Toc526860495)

[Adding text to Hyperlinks 27](#_Toc526860496)

[Adding text to Unmarked Links 27](#_Toc526860497)

[Logical Reading Order 28](#_Toc526860498)

[Logical Reading Order 28](#_Toc526860499)

[How to Fix the Reading Order 29](#_Toc526860500)

[Reading Order Continued 29](#_Toc526860501)

[Color Contrast 30](#_Toc526860502)

[Color Contrast 30](#_Toc526860503)

[A Compliant PDF Document 31](#_Toc526860504)

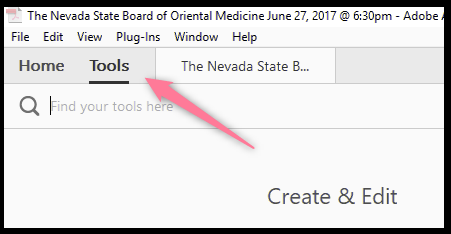
[An example of a Compliant PDF Document. 31](#_Toc526860505)

Adding Tools for Remediation

## Select and Add Remediation Tools

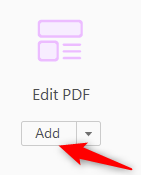
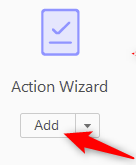
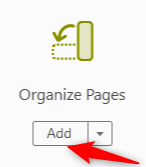
To make documents you will have to select them from the tools menu.

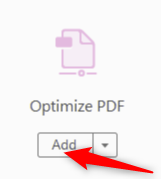
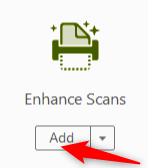
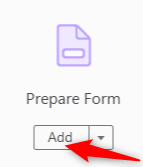
1. Select “Tools”.



# Add Accessibility Tools

The three tools that help with remediating PDF documents are:

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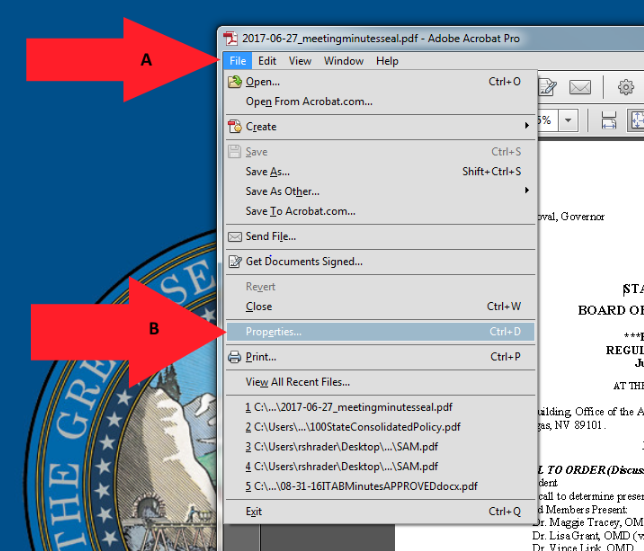
Once you have added the remediation tools they will be located on the right panel for future use.

# Document Title

## Creating a Document Title

The first step in creating a compliant PDF is to give your document a title instead of a file name.

1. Select “File”.
2. Scroll down and select “Properties”.

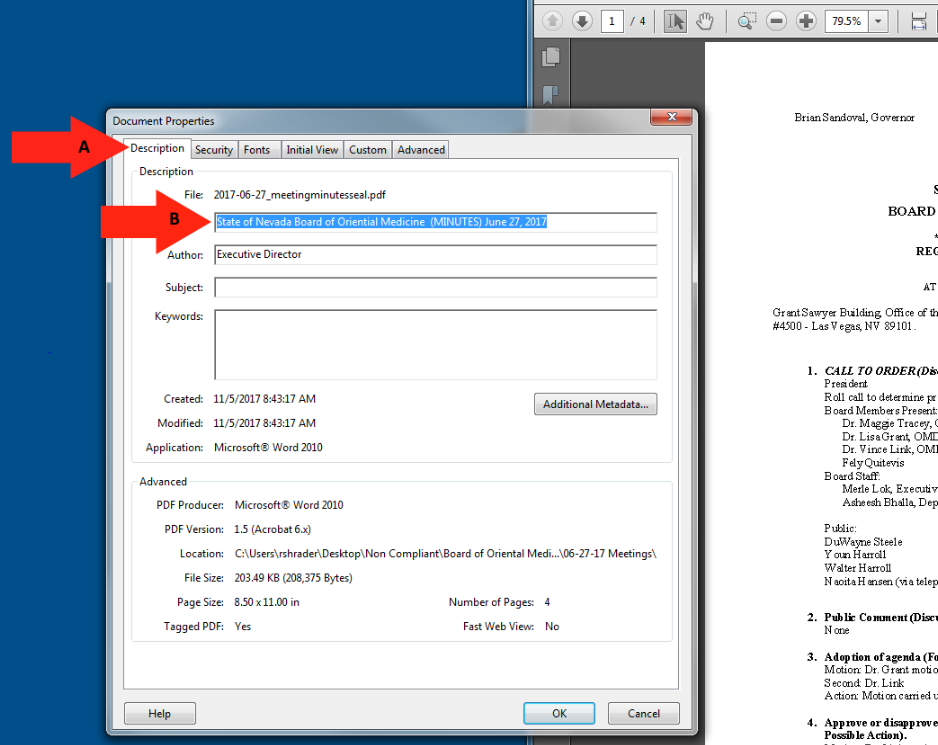


# Title Continued

## Creating a Title Cont.

Make sure to give the document a title. When a PDF document is saved it will be saved under a document file name and not a title.

1. Select the “description” tab.
2. Give a “Title” description to the document.

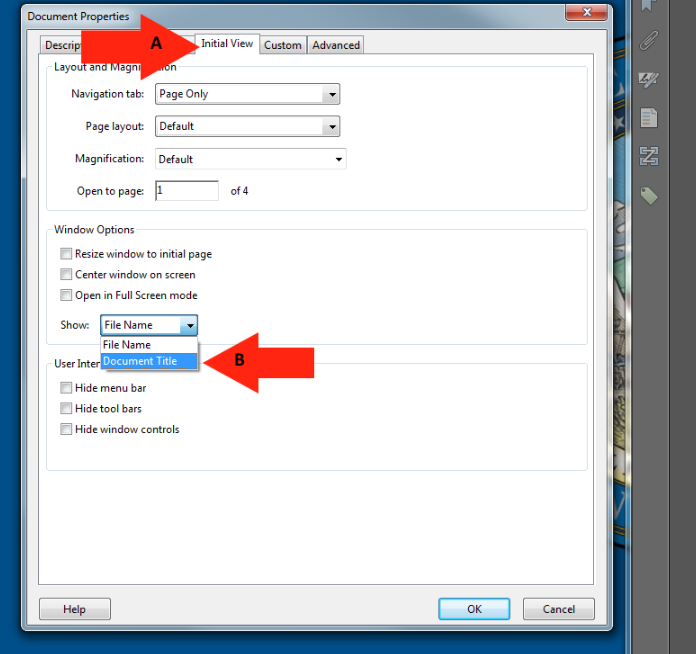


# Setting PDF to Document Title

## Changing File Name to Document Title

When adding a Title to you document, you must also change the Metadata from File Name to Document Title.

1. Select the “Initial View” tab.
2. Change the File Name to “Document Title.

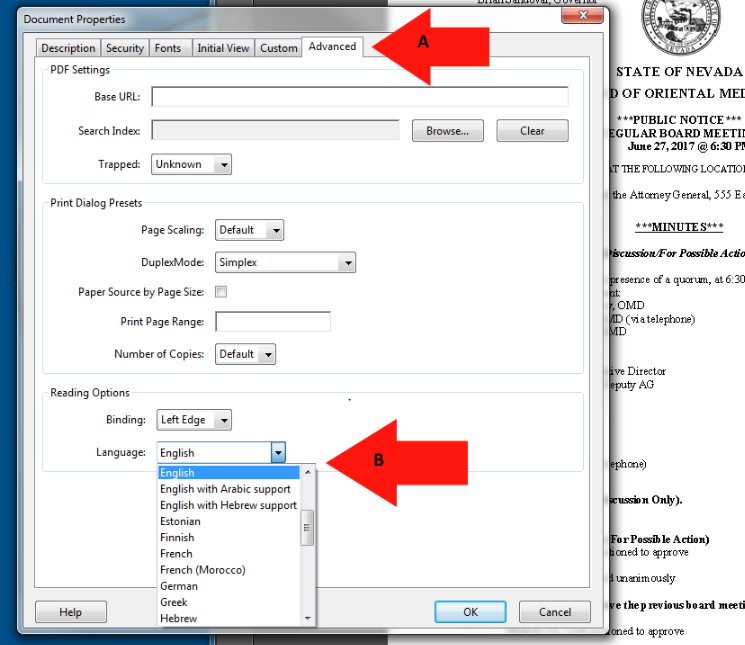


# Setting the Language

## Setting the Language in PDF

Screen reader technology will read the document to the user in the language set for the document. The steps to set the correct language in a PDF are:

1. Select the “Advanced” tab.
2. Choose the “Language” that you prefer you document to be set as.

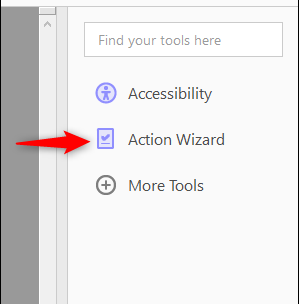


# Using the Action Wizard

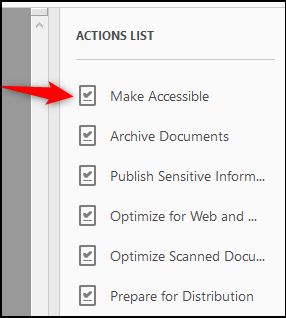
## Making accessible documents with this tool.

The next step after giving a PDF document a title is to run the full check option to see what errors are in the document. This tool is used to give all images and tables the option to add Alt text as the scan runs.

1. Select the “Action Wizard” option.

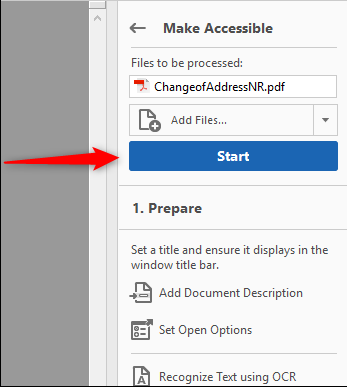
****

1. Click on the “Make Accessible” option.

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# Using the Action Wizard Cont.

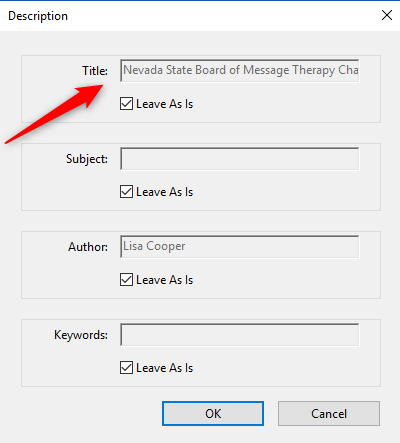
**C.** Click the “Start” option to run the accessible scan.

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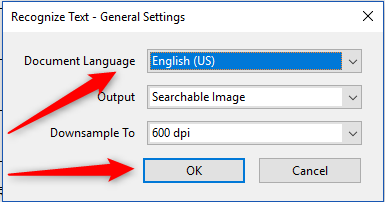
**This space intentionally left blank.**

Using the Action Wizard Cont.

Give the document a Title and click ok.

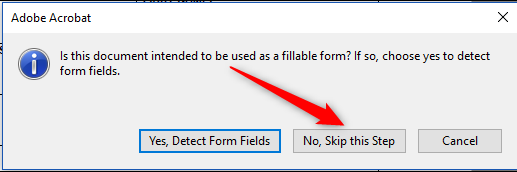
****

Set the language to English and click ok.

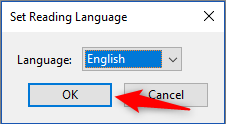
****

Using the Action Wizard Cont.

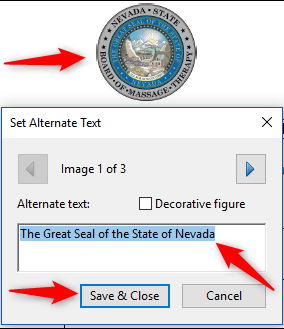
If this document is really a fillable form, STOP. Send to [stateweb@admin.nv.gov](mailto:stateweb@admin.nv.gov) and go to the next document. Otherwise, select *No, Skip this Step*.



Make sure the language is set to English and click ok.

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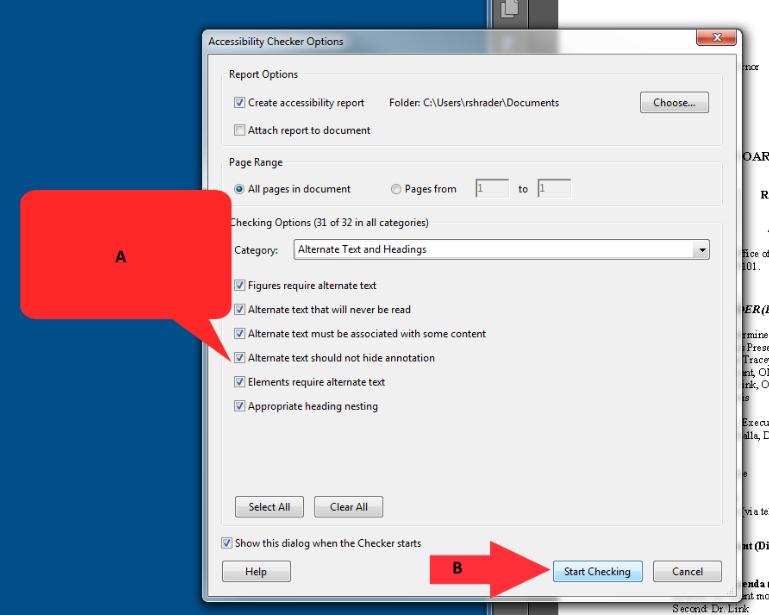
If your document has images or tables, Give them a description in each box and click save/close.

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# Accessibility Checker Options

## Accessibility Check

To be able to scan for all errors on a PDF document, all the option boxes should be checked.

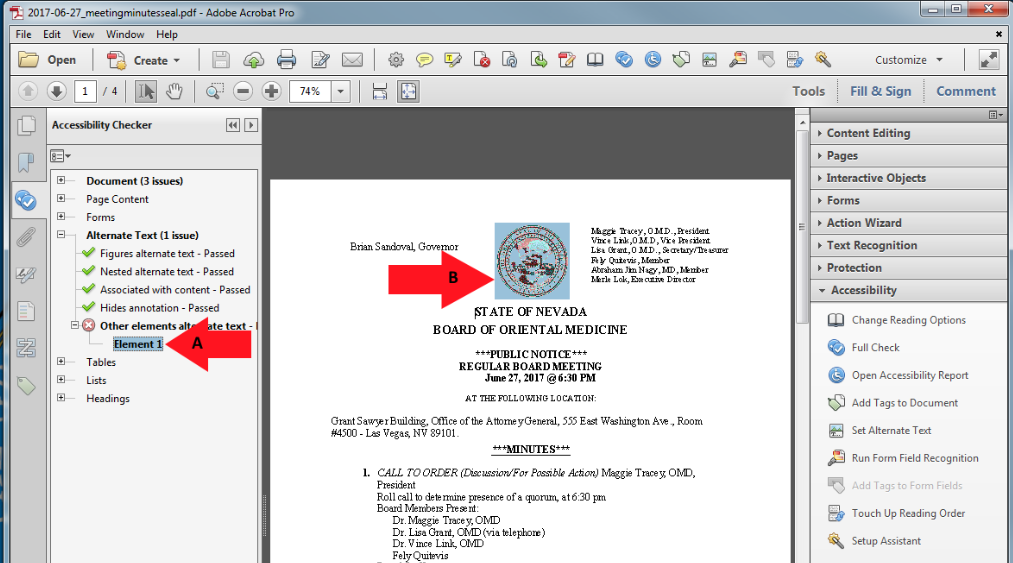
1. Check all boxes to run a “Full Check”.
2. Select the “Start Checking” option to run the scan.
3. 

# Finding Errors on Page

## Finding all Errors on PDF page

Running the Accessibility checker will give results of all errors found throughout the entire document. In order to make a document compliant, all errors must be corrected.

1. Select the “Element”.
2. The PDF error will highlight on the page when selecting the Element.

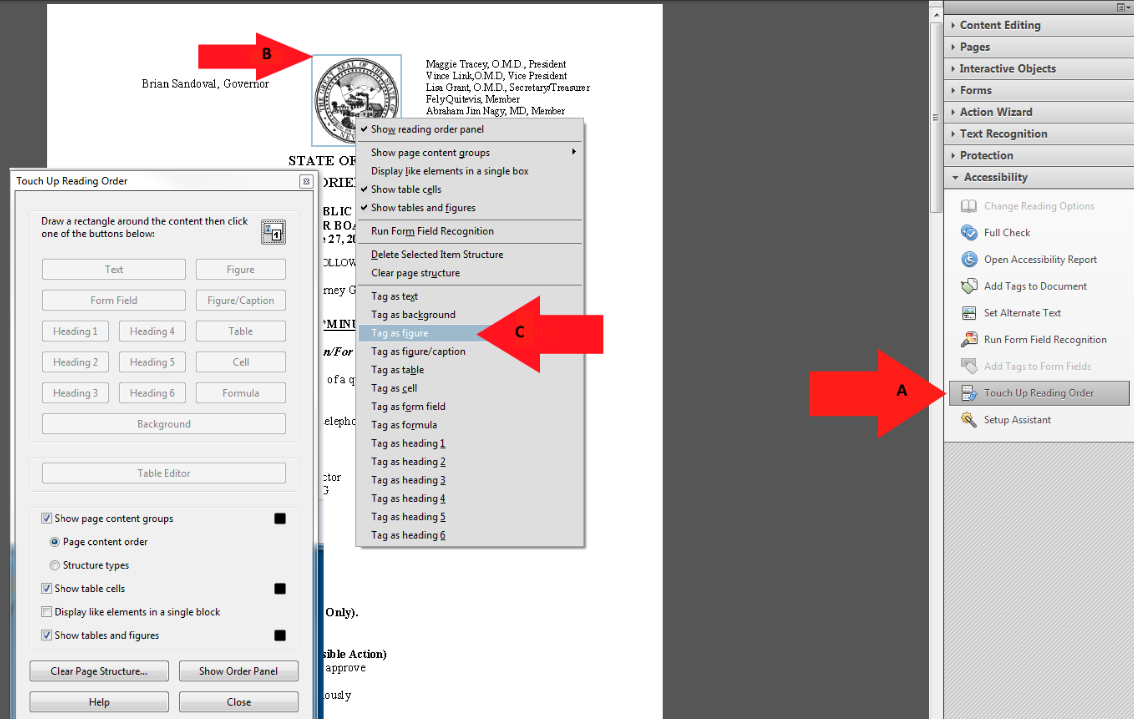


# Tagging Images

## Tagging Images

All Images, Tables, and Unidentified content must be tagged in a PDF document to make it compliant. Screen reader technology will read an image and the image description is what is read back to the user.

1. Select “Touch Up Reading Order”.
2. Using the “Touch Up” tool, Enclose the Image until it is selected.
3. Tag the Image as a “Figure”.

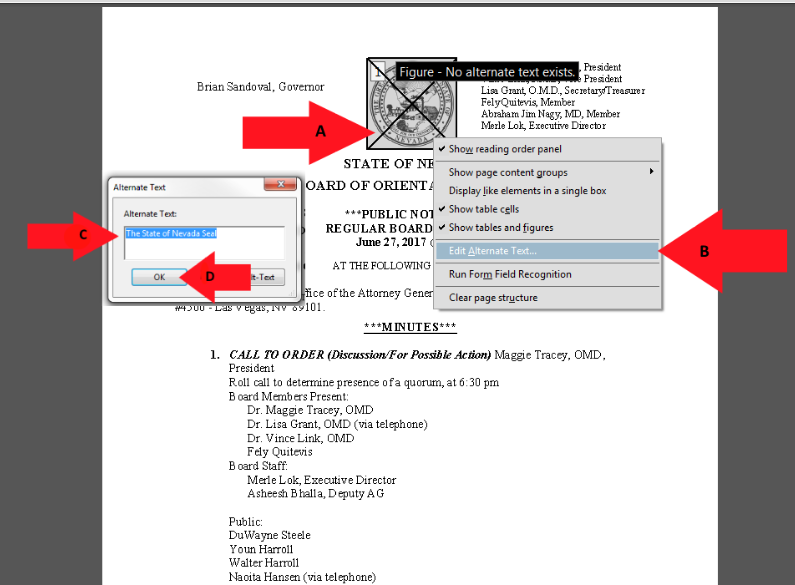


# Alternative Text

## Alternative Text

Alternative text should be provided with all visual content: pictures, clip art, tables, shapes, groups, charts, embedded objects, ink, and videos.

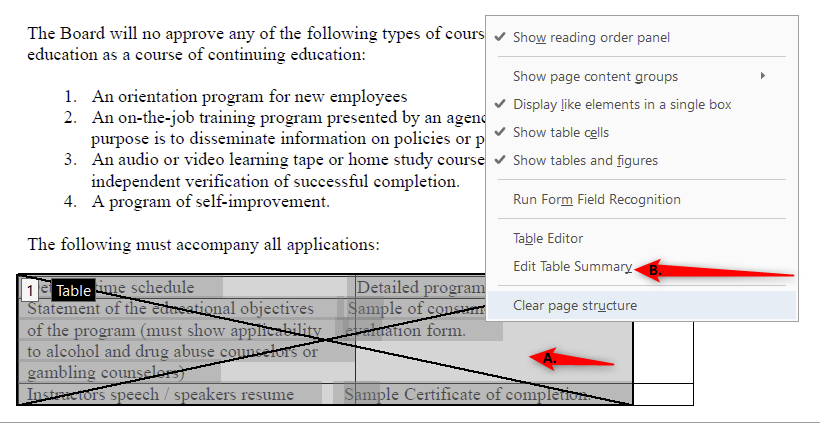
1. Right-click on “Figure”
2. Select “Edit Alternate Text”.
3. Add a description to the “Figure”.
4. Select “OK” to save changes.



# How to Fix Tables

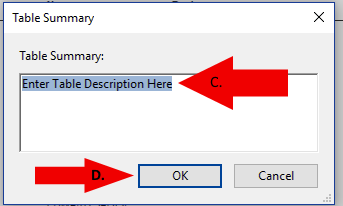
## Giving the table a description

A table must have header rows identified and the table must have a description to make them compliant.

1. Right Click on the Table to open Table Menu.
2. Select “Table Summary.  
   ****

**Instructions for a complex table and summary are found on the next page.**

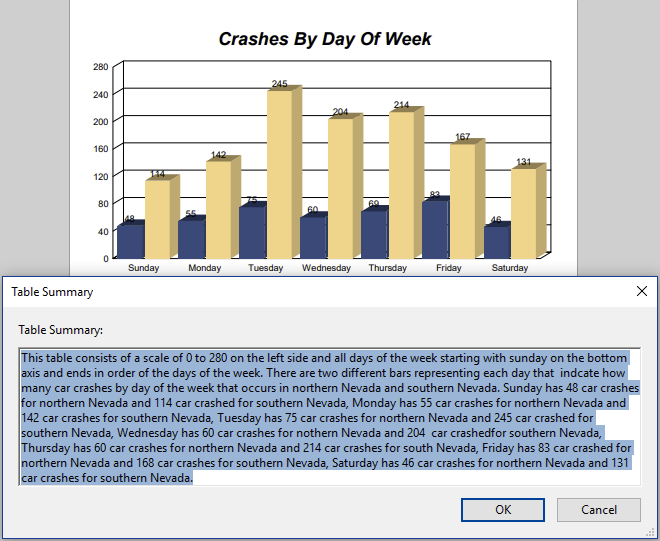
1. Give the Table a “Table Description”.
2. Click “Ok” to save.

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# How to Fix Tables Cont.

## Complex Table Detailed Summary

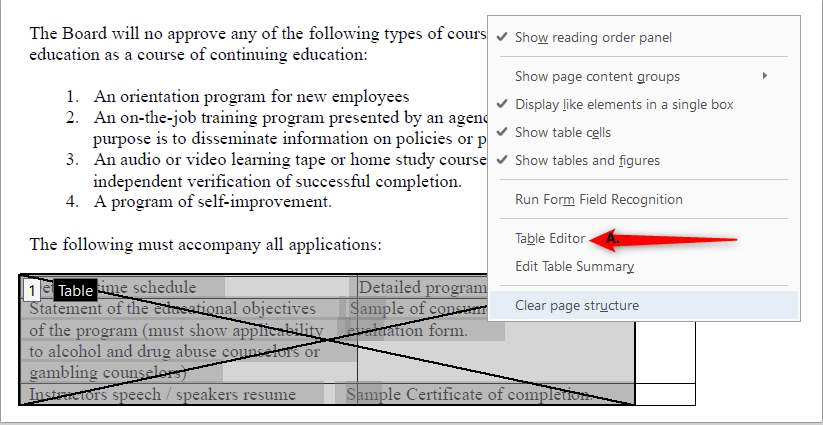
For users who cannot perceive a visual overview of a table, understanding a data table always means reconstructing the relationship between every element of the table and how they interact with one another. The user needs to understand how many rows or columns there are, which elements represent header information, which are simple data cells, etc.(Screen Reader technology will read out the number of rows and columns in every table) Authors are therefore advised to omit this information and do their very best to create simple data tables whenever possible (tables that only have one row or column of headers), even if this means breaking a complex data table into a number of smaller, simpler data tables. The table description should explain all the element included in the table, so a non-sighted or low vision user can understand what information table contains without being able to see the graphics or details of the table. I have included the example of a table and included a sample description below.

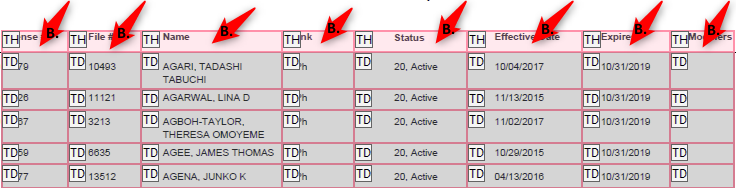


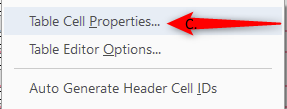
# How to Fix Tables Cont.

## Setting Header Rows

A table must have header rows identified to make the table compliant.

1. Right click on the table and select Table Editor.
2. Hold down the Shift key and click all cells that are designated to be the Table Header Cells.



1. Right click on table and select “Table Cell Properties”.

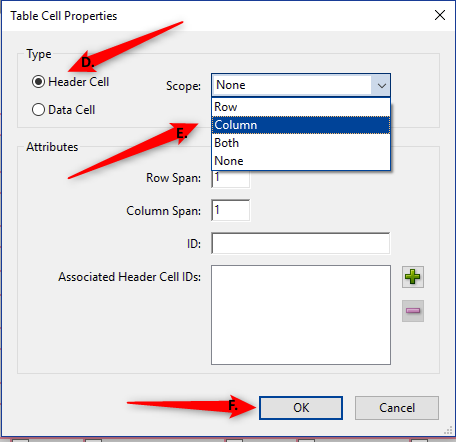
# How to Fix Tables Cont.

## Setting Header Rows Cont.

**D.** Select “Header Cells”.

**E.** Select “Row, Column, or Both” for header cells.

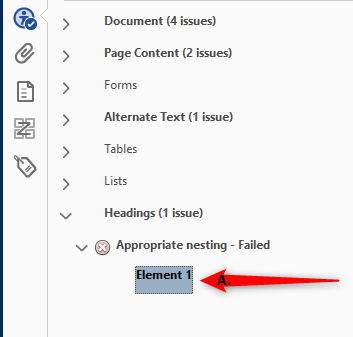
**F.** Click “ok” to save your changes.

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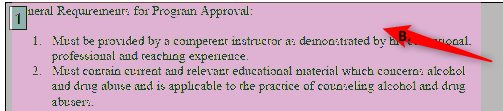
# Incorrect Headings

## Changing the Structure of headings

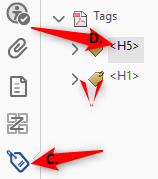
1. Select the “Element”.



1. The error will highlight on the page.

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1. Click on the “Tags” icon.
2. Highlight the Heading tag and delete it.

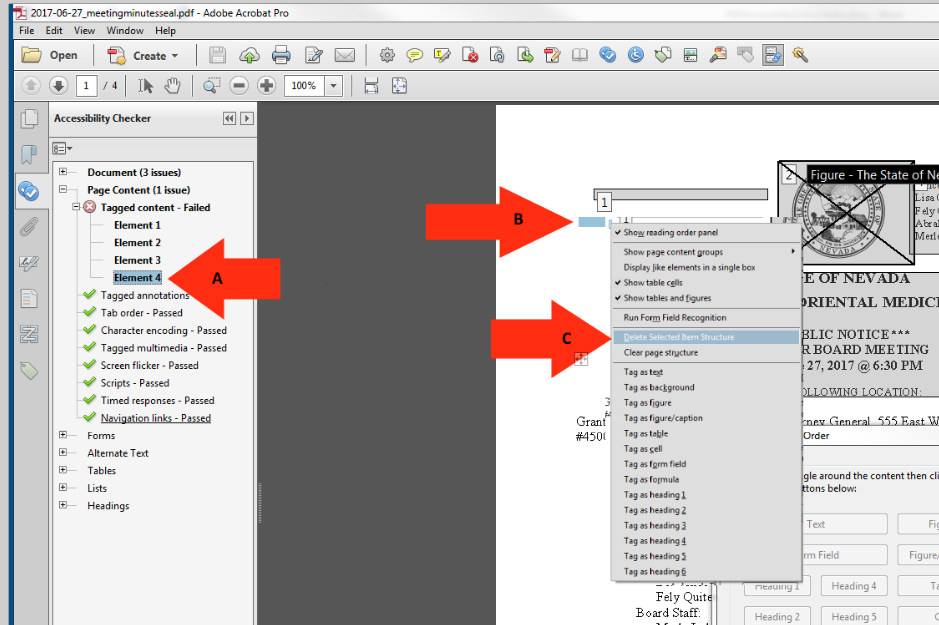
****

# Unidentified Content

## Removing Unidentified Content

The Accessibility checker will identify content in a PDF that needs to be tagged or removed from the document to become compliant. In this example the content is unidentified and needs to be removed.

1. Select the “Element” to highlight the error on the page.
2. Using the “Touch Up” tool, enclose the tagged content.
3. Right-click and select “Delete Selected Item Structure.

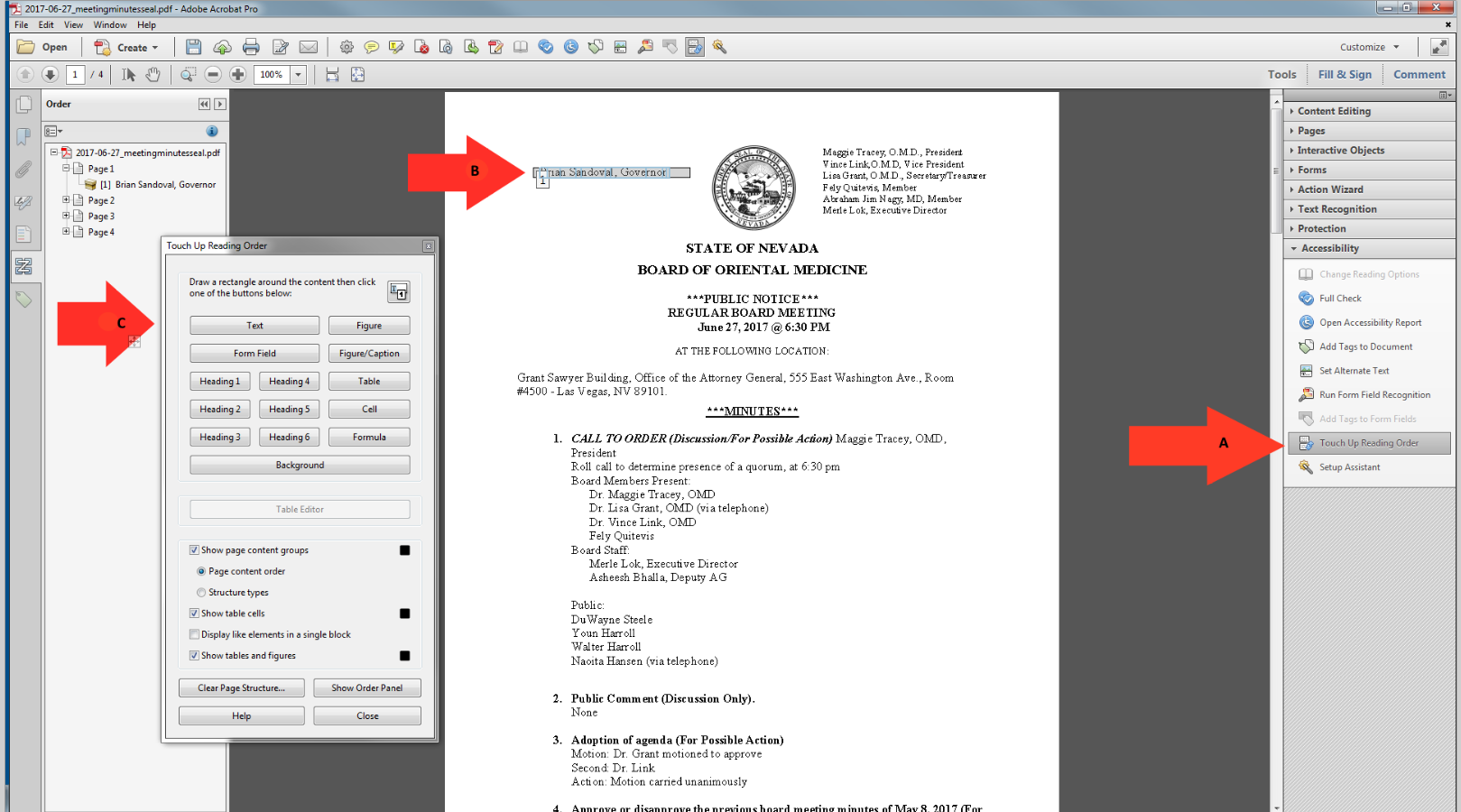


# How to Tag Text

## Tagging Text

In order for a screen reader to understand a document, all text on a page needs to be identified correctly to make it a better experience for the user.

1. Select the “Touch Up Reading Order” tab.
2. Enclose the text until it is completely highlighted.
3. Choose text in the “Reading Order” panel.

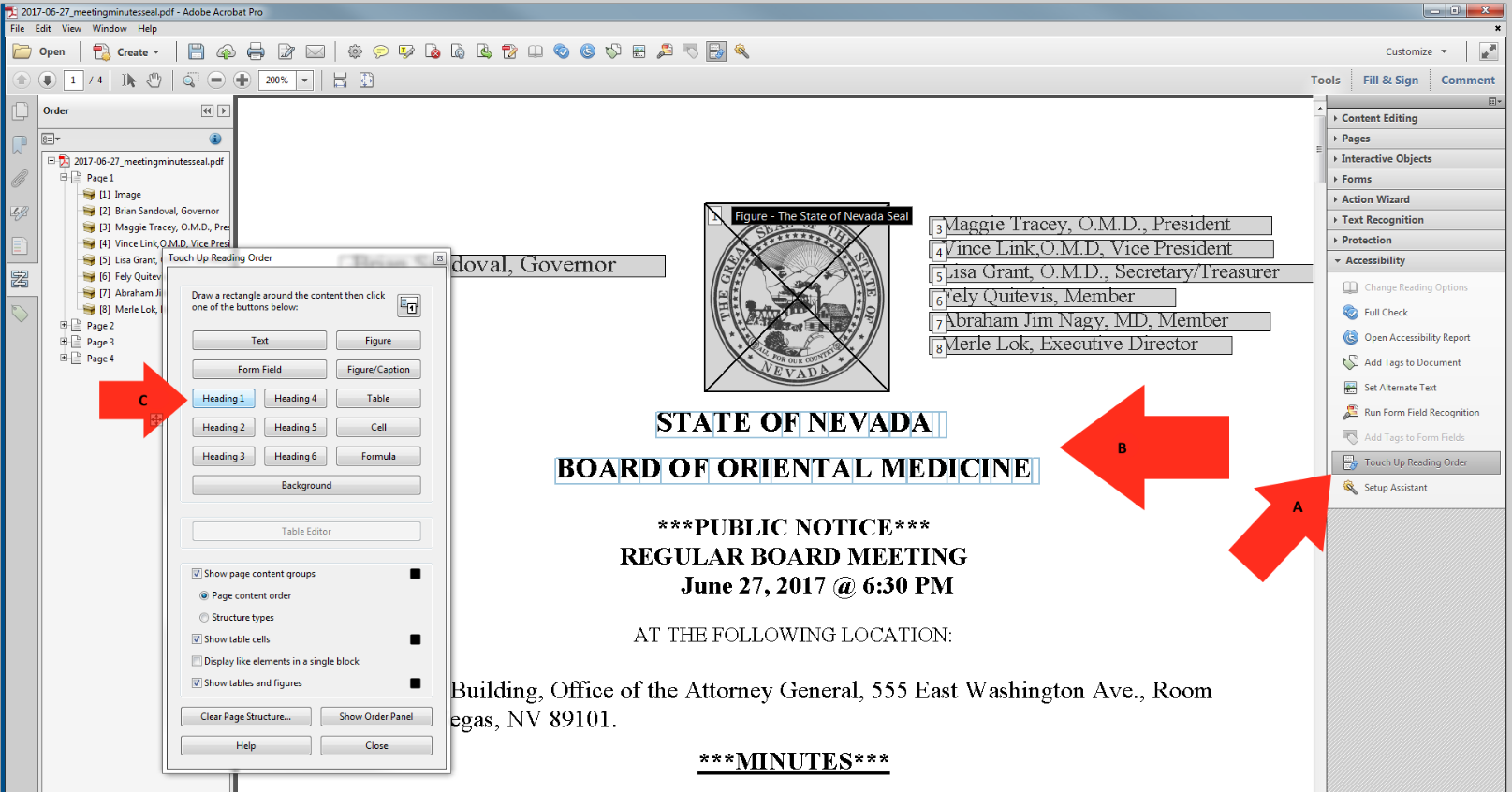


# Assigning Headings

## Headings

Proper headings are used in a PDF document, so a disabled user can navigate through a document with ease. It would be extremely difficult to find content in a document without headings and require them to read the entire document in order to find the piece of information that they were looking for.

1. Select the “Touch Up Reading Order” tab.
2. Enclose the text until it is completely highlighted.
3. Choose the proper “Heading” in the touch up reading order panel.

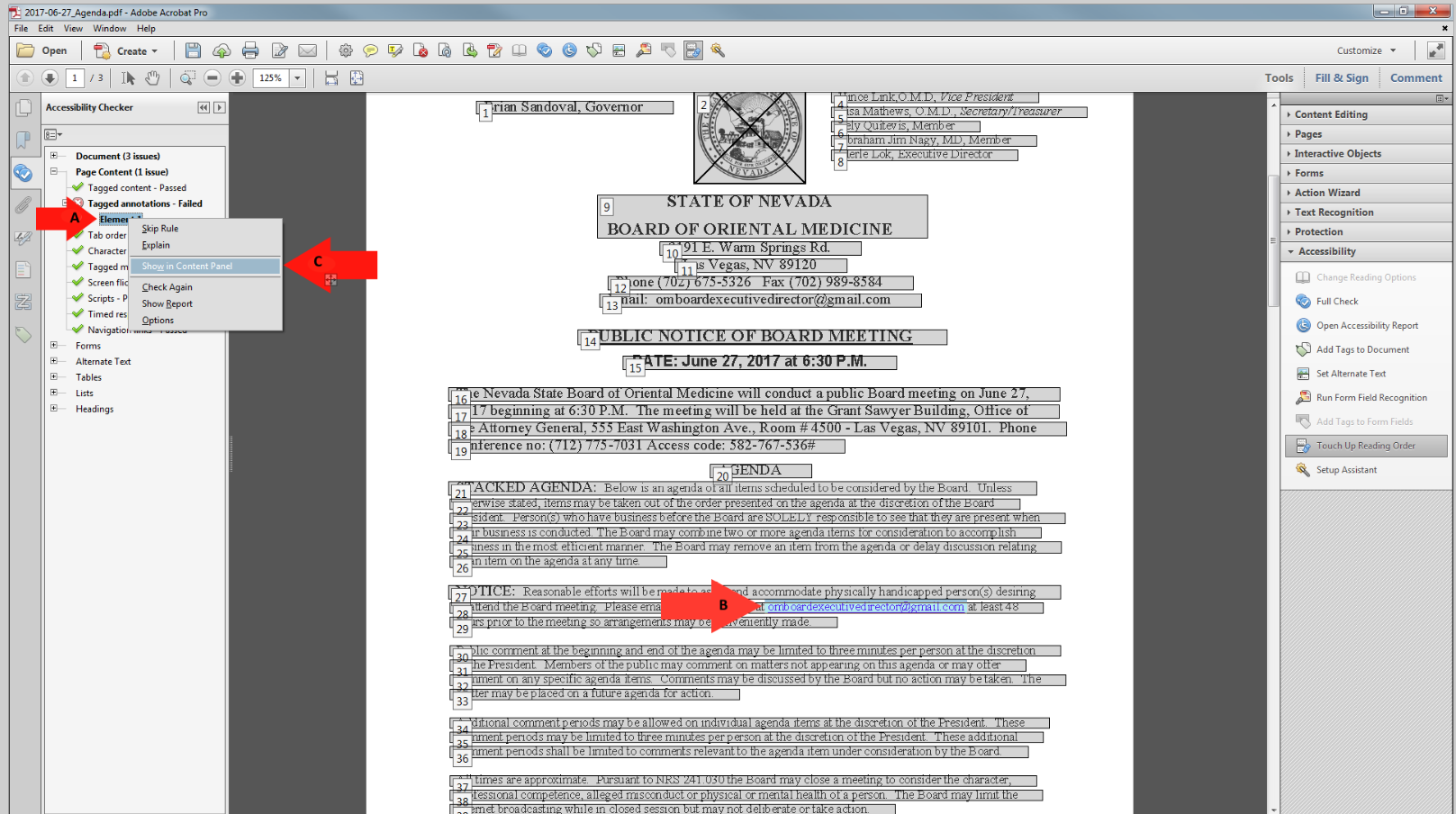


# Hyperlinks

## Tagging Hyperlinks

All hyperlinks in a PDF will need to be identified to make the document ADA compliant. There are multiple steps in this process.

1. Select the “Element” to find the hyperlink.
2. The hyperlink will highlight on the PDF document.
3. Right-click on the “Element” and choose “Show in Content Panel”.

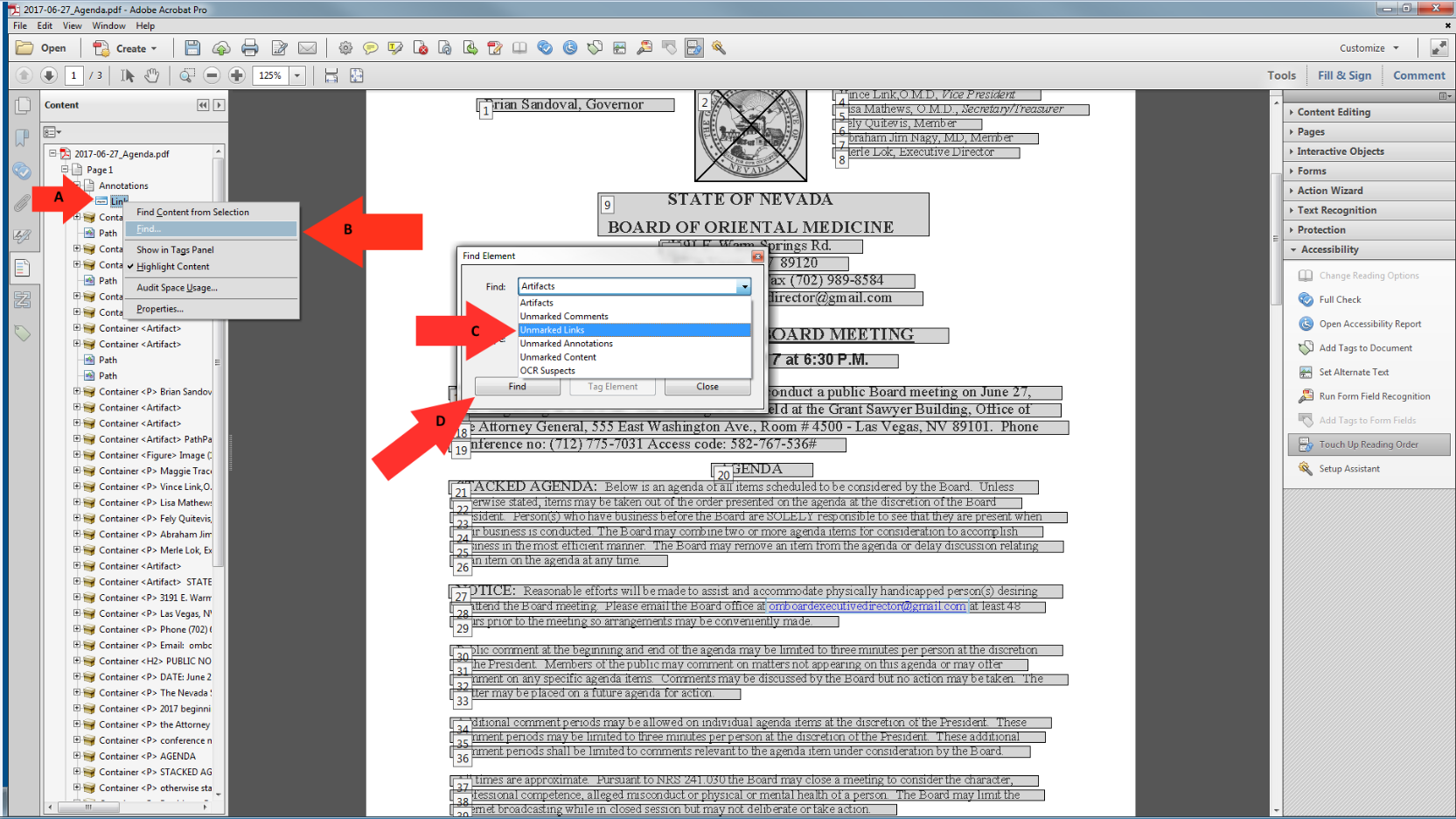


# How to Tag Hyperlinks Cont.

## Hyperlinks Continued

To find Unmarked Links in a PDF you have to search for them using the Find Element option.

1. Right-click on “Link”.
2. Select “Find” and it will open the “Find Element” search window.
3. Highlight “Unmarked Links” option.
4. Select “Find” to start the search.

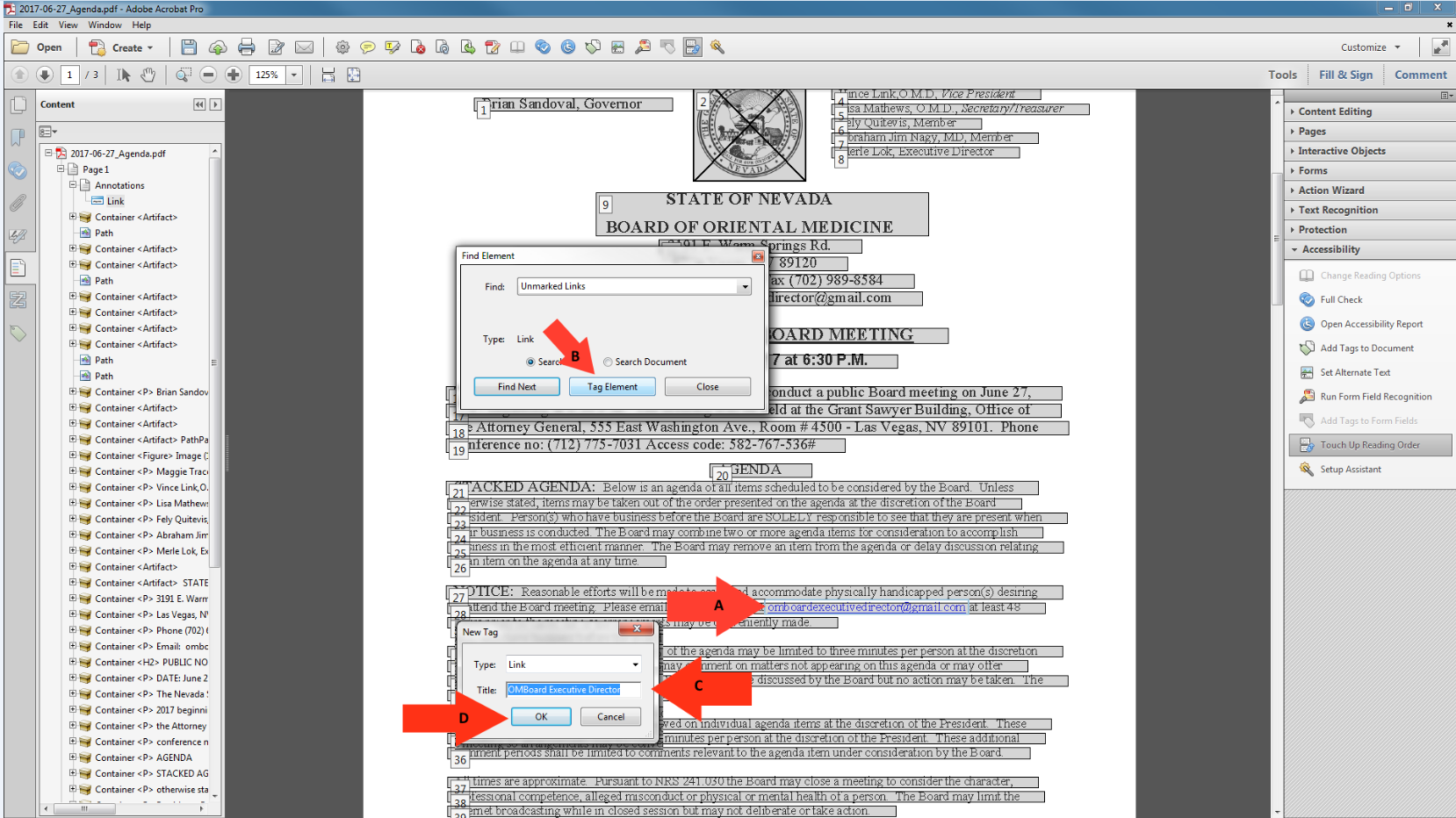


# Adding text to Hyperlinks

## Adding text to Unmarked Links

Adding text to hyperlinks in a PDF document will give users a better description of the link and the link will be read as the description instead of the URL.

1. The location of the Hyperlink after the search has finished.
2. Choose the “Tag Element” option.
3. Give the Hyperlink a “Title”.
4. Click “OK” to save changes.

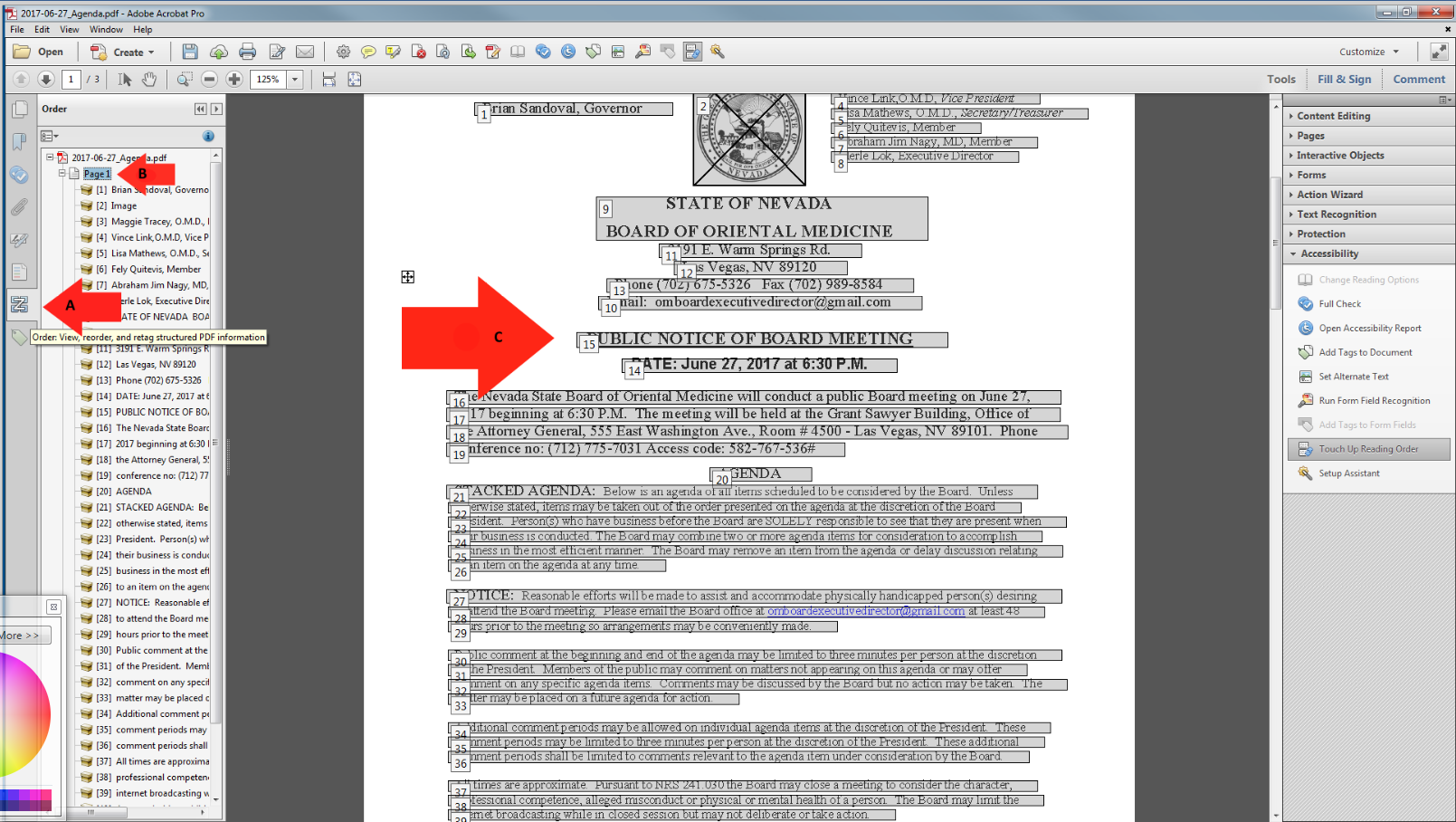


# Logical Reading Order

## Logical Reading Order

When reading a PDF document using screen reader technology, all text is read the same as it would be in a book. All document should be checked to have the document read in order. Once

1. Select the “Order” tab.
2. Start at the beginning of the document, page 1.
3. This reading order is out of order.

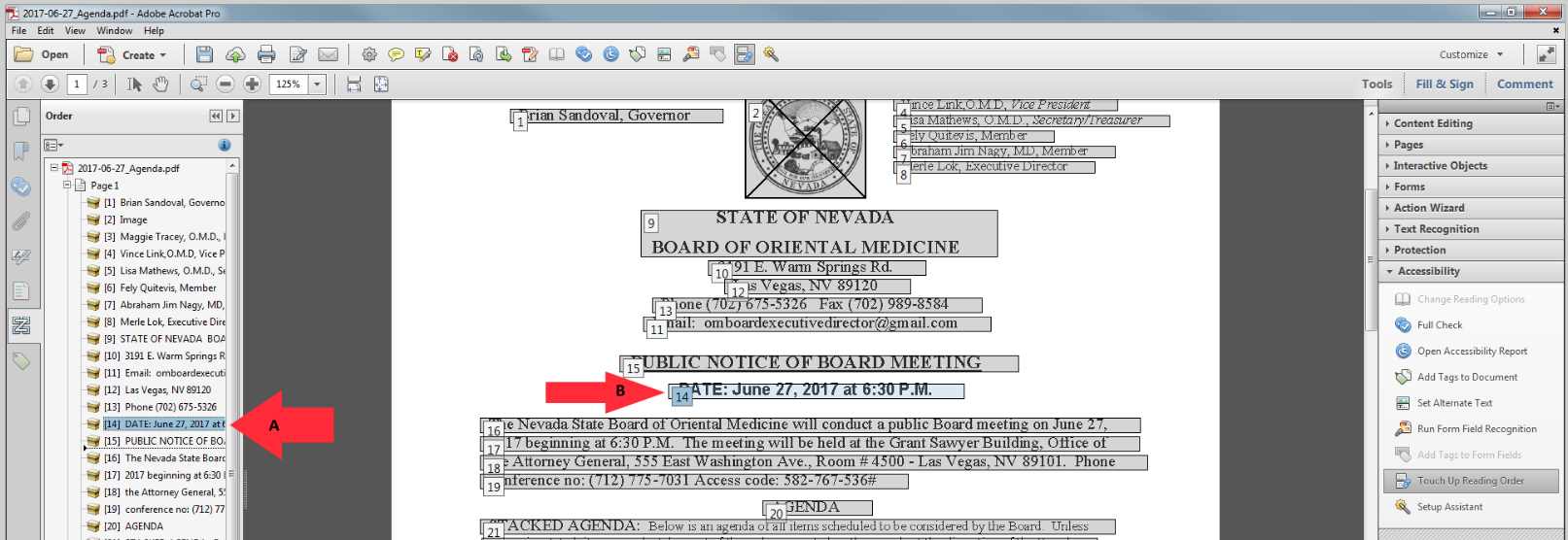


# How to Fix the Reading Order

## Reading Order Continued

The structure of the Reading Order can be changed during document remediation and here are the steps to fix the document and put it back into logical reading order.

1. Select the text and move it up or down to put in the correct order.
2. When you have moved the text, you will see the reading order in the document.

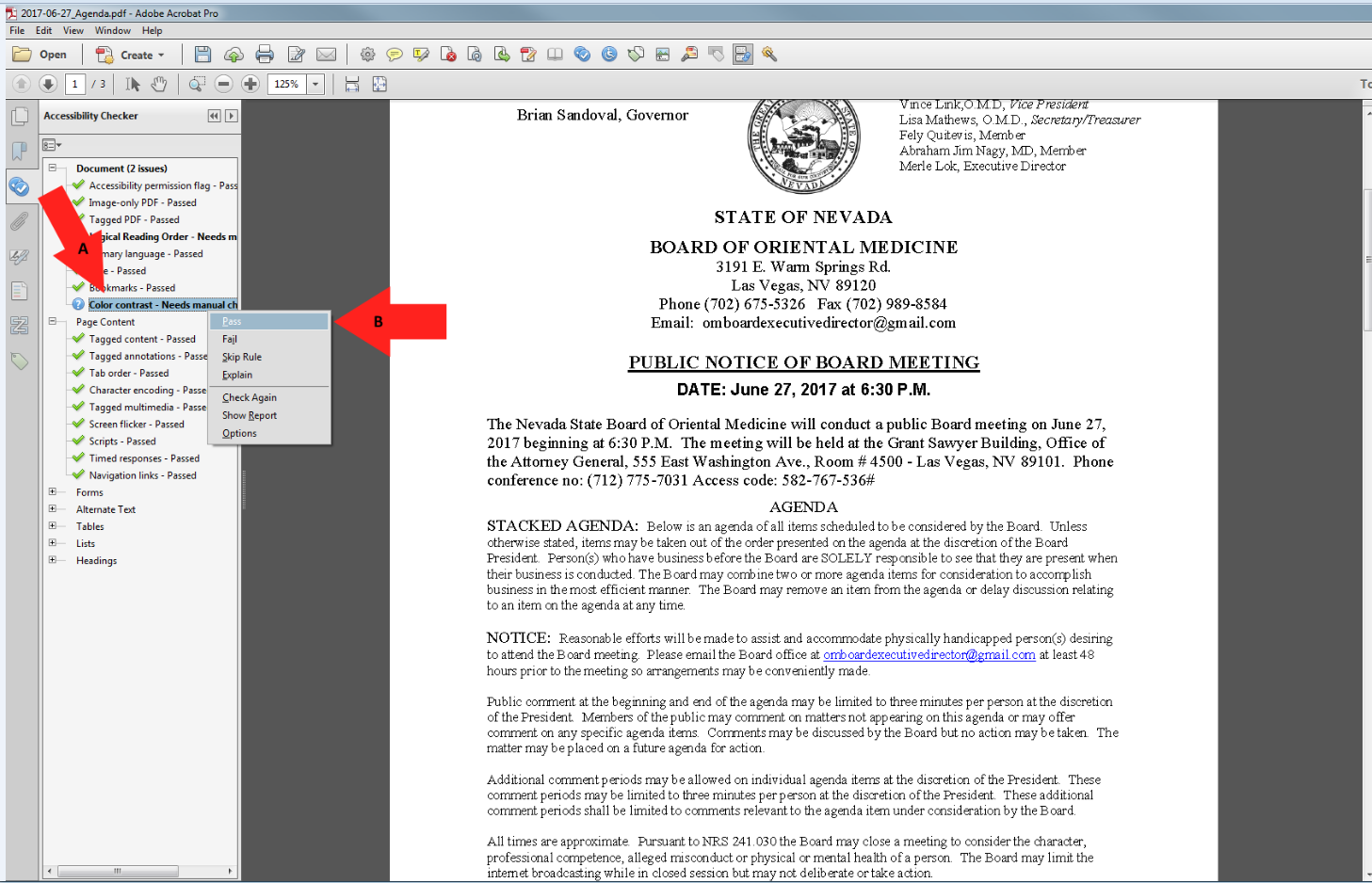


# Color Contrast

## Color Contrast

The color contrast will show up and can be ignored by manually passing it in the accessibility checker as this can be addressed in the source document and not in the PDF. The color of the text can only be fixed in the WORD version and not in the PDF version.

1. Right-click on “Color Contrast”.
2. Select “Pass” to fix the error manually. The color of the text can only be changed using the source document and is unable to be fixed in the PDF.



# A Compliant PDF Document

## An example of a Compliant PDF Document.

This is what a document should look like when all of the errors have been corrected.

1. Re-run the “Full Check” option and the left pane will show the document results. There should be no errors and the entire document should have green checks in order to be compliant.

