



## Adobe Acrobat Pro Inspect Documents and Delete Unnecessary Content

**You must have Adobe Acrobat Pro 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/](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)



Any further questions please refer to this QR code reader or this URL.

[http://ada.nv.gov/Training/document\\_remediation/](http://ada.nv.gov/Training/document_remediation/)

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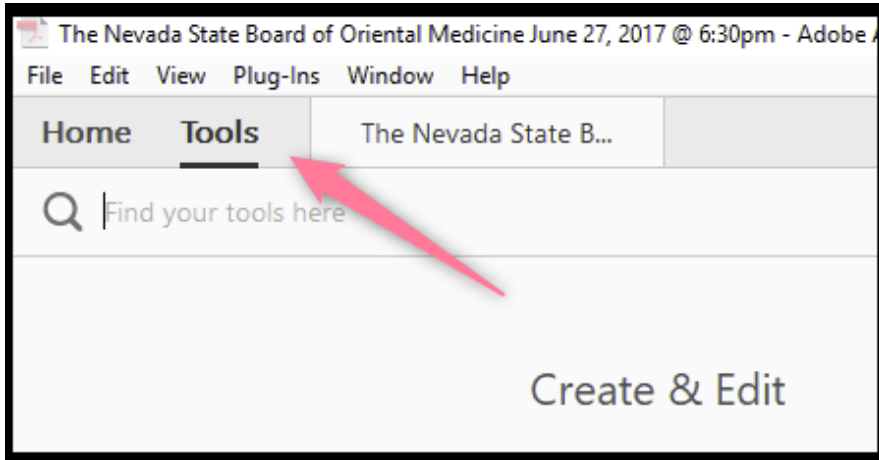
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# Adding Tools for Remediation

## Select and Add Remediation Tools

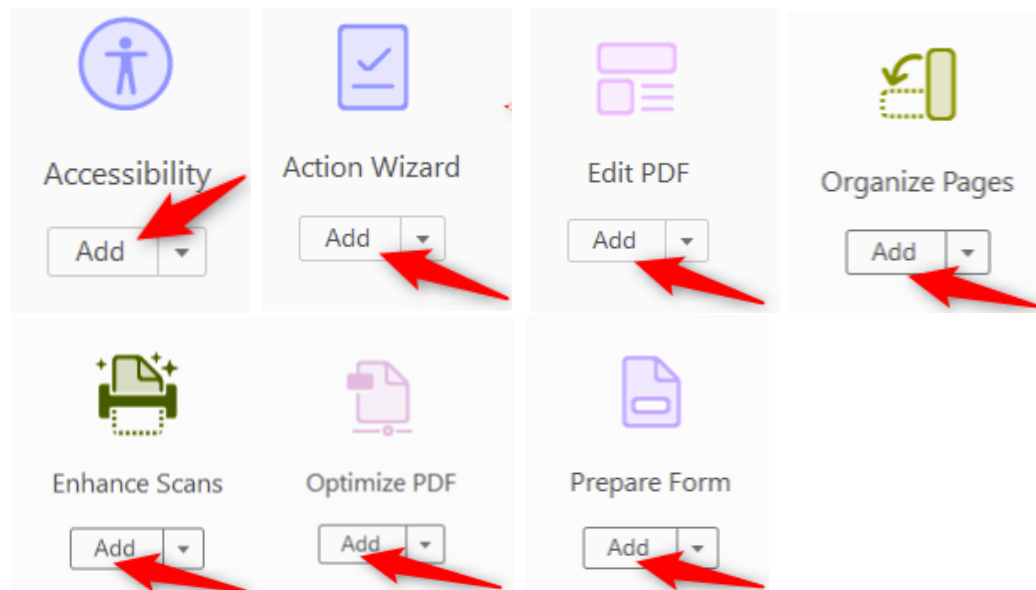
To make documents you will have to select them from the tool's menu. They will appear in the right side of the page.

- A. Select "Tools".



## Add Accessibility Tools

The seven tools that help with remediating PDF documents are:



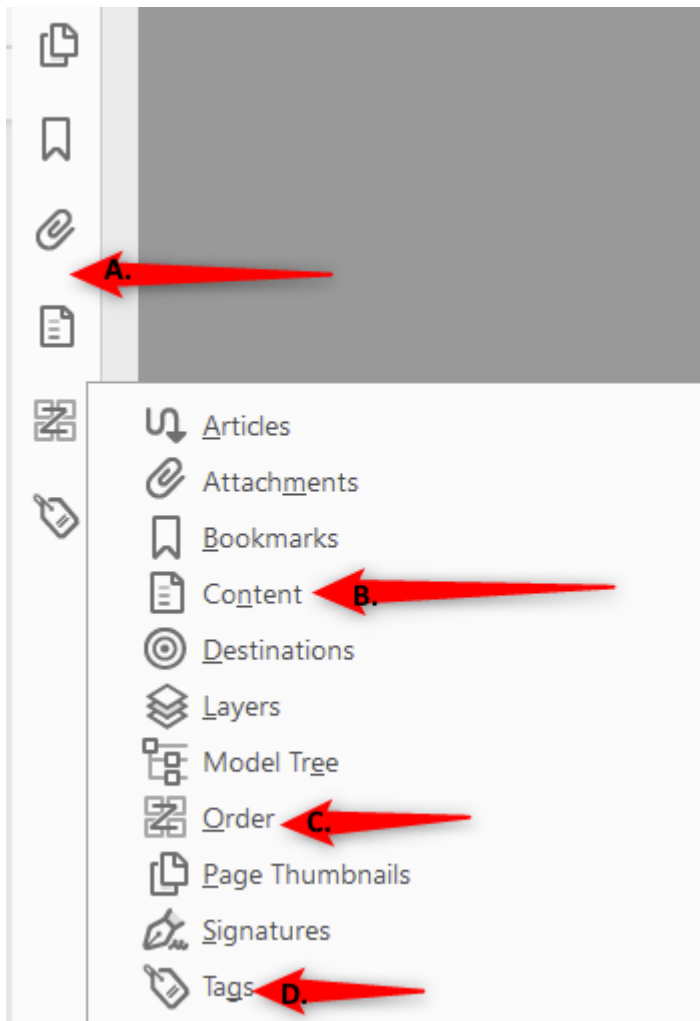
Once you have added the remediation tools they will be located on the right panel for future use.

## Add Accessibility Tool Continued

### Select and Add Remediation Tools

To make documents you will have to select them from the left pane tool's menu. They will appear in the left side of the page after they have been added.

- A. Right-click on "Left Pane".
- B. Select "Content".
- C. Select "Order".
- D. Select "Tags".



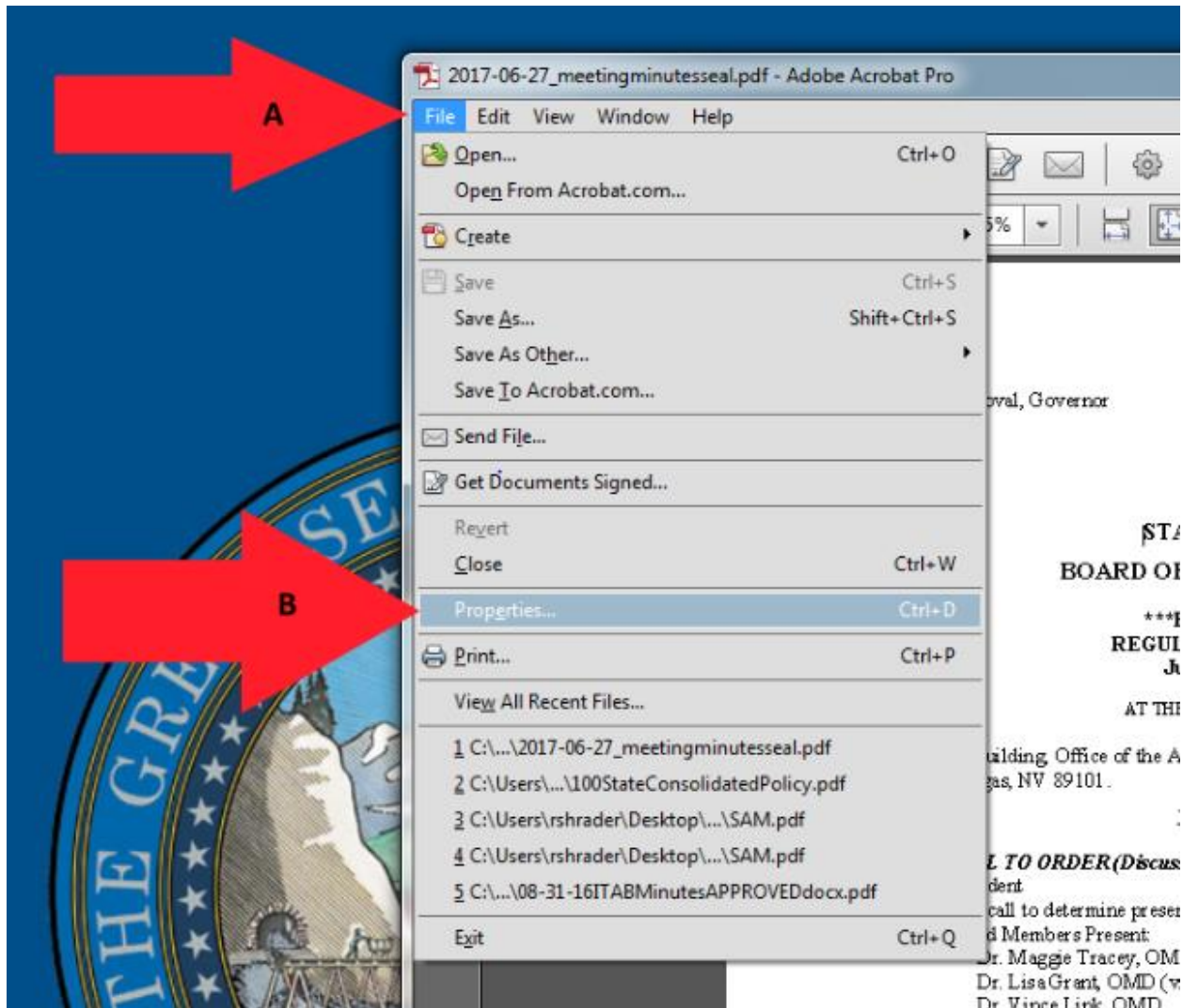
Once you have added the remediation tools they will be located on the left panel for future use.

# 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.

- A. Select "File".
- B. Scroll down and select "Properties".

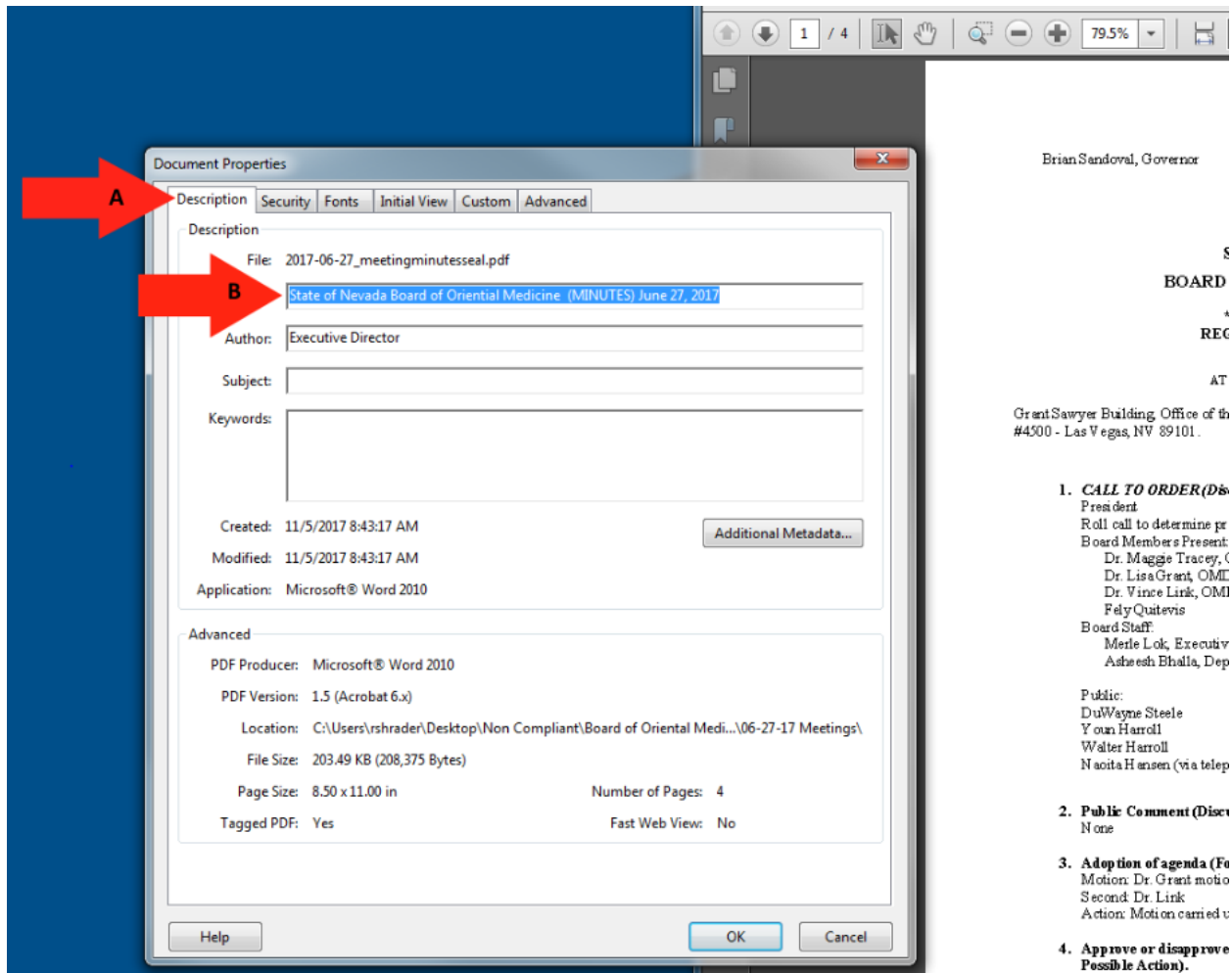


# Title Continued

## 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.

- A. Select the "description" tab.
- B. Give a "Title" description to the document.

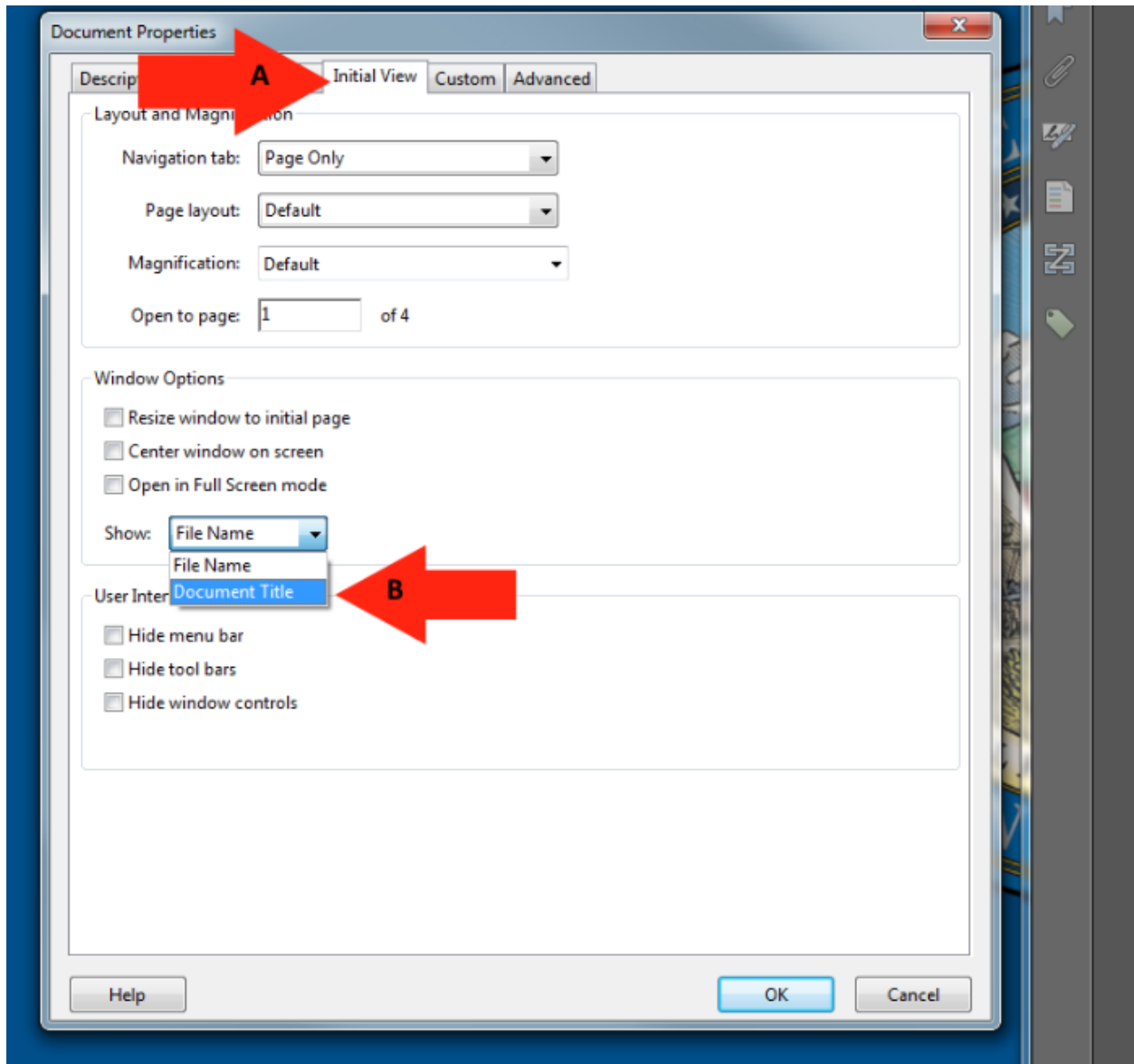


# Setting PDF to Document Title

## 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.

- A. Select the "Initial View" tab.
- B. Change the File Name to "Document Title."



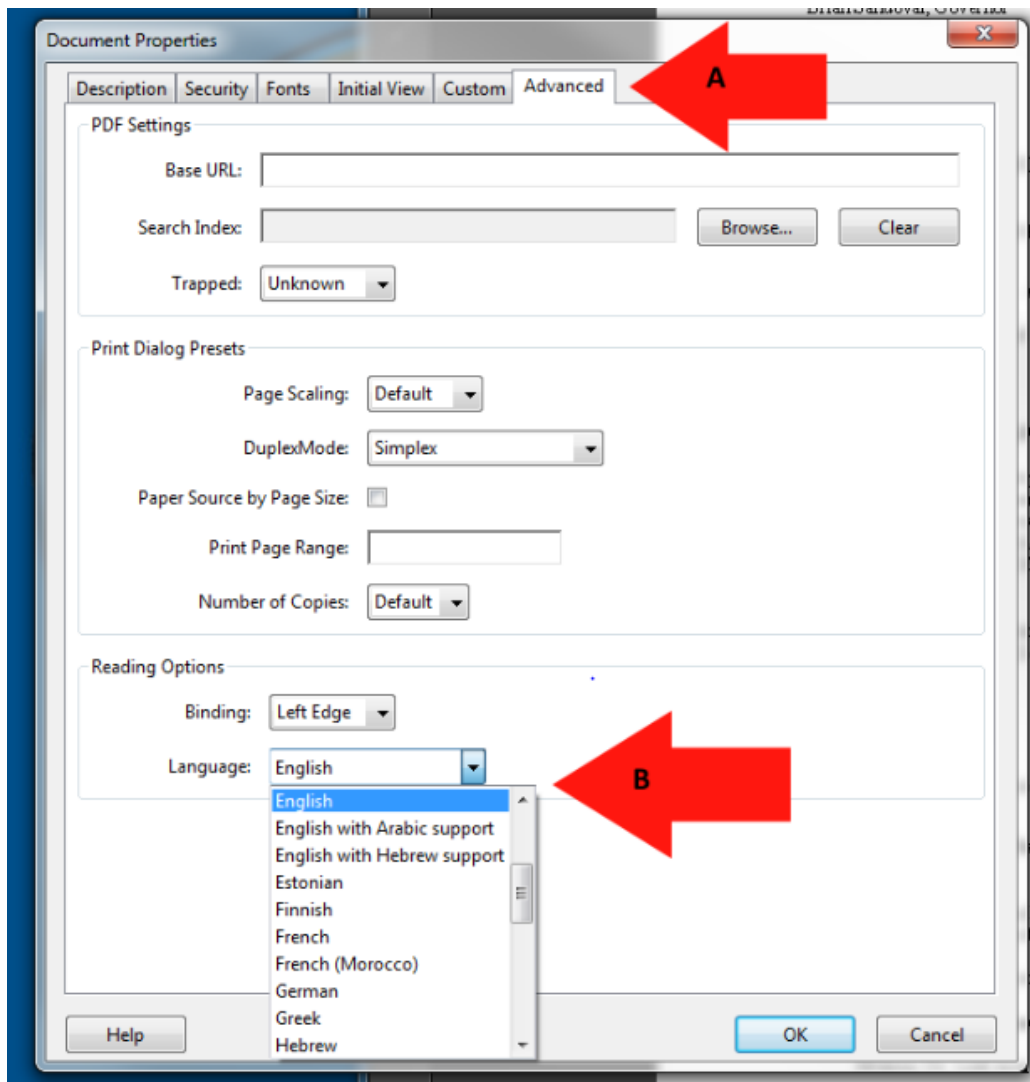


# Setting the Language

## 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:

- A. Select the "Advanced" tab.
- B. Choose the "Language" that you prefer you document to be set as.



The screenshot shows the "Document Properties" dialog box with the "Advanced" tab selected. A red arrow labeled "A" points to the "Advanced" tab. Below it, the "Language" dropdown menu is open, showing a list of languages including English, English with Arabic support, English with Hebrew support, Estonian, Finnish, French, French (Morocco), German, Greek, and Hebrew. A red arrow labeled "B" points to the "Language" dropdown menu.

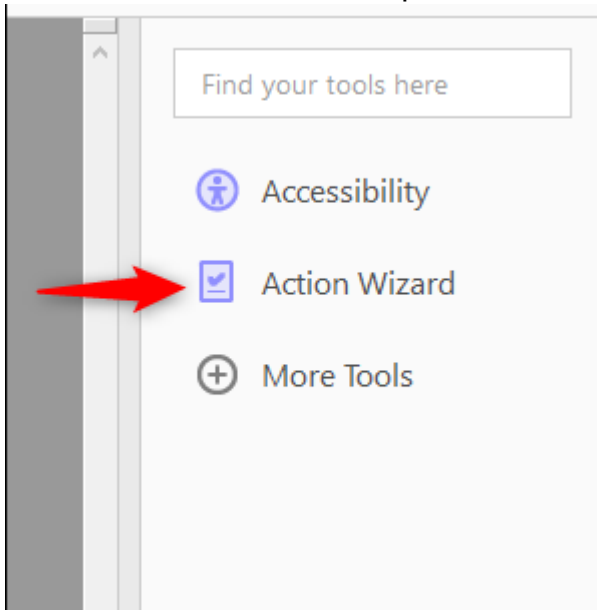
STATE OF NEVADA  
D OF ORIENTAL MEI  
\*\*\*PUBLIC NOTICE\*\*\*  
EGULAR BOARD MEETII  
June 27, 2017 @ 6:30 PM  
AT THE FOLLOWING LOCATION  
the Attorney General, 555 E  
\*\*\*MINUTE S\*\*\*  
Discussion/For Possible Actio  
presence of a quorum, at 6:30  
nt:  
e, OMD  
MD (via telephone)  
MD  
ave Director  
eputy AG  
ephone)  
Discussion Only).  
For Possible Action)  
tioned to approve  
d unanimously  
ve the previous board meeti  
oned to approve

## Using the Action Wizard

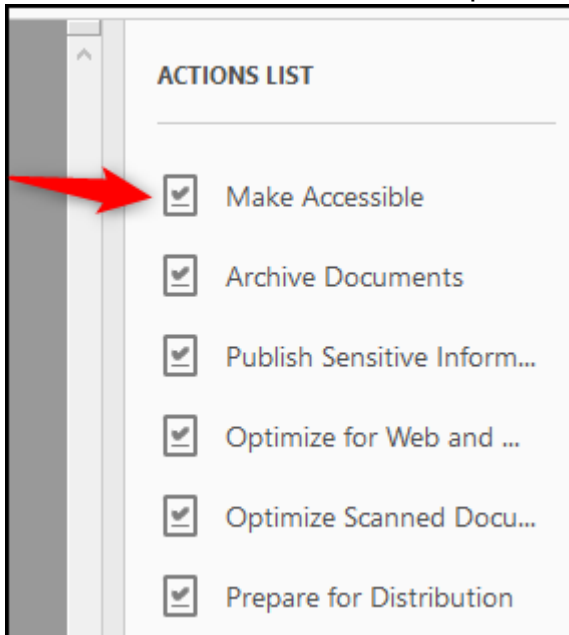
[Making accessible documents with this tool.](#)

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.

- A.** Select the “Action Wizard” option.

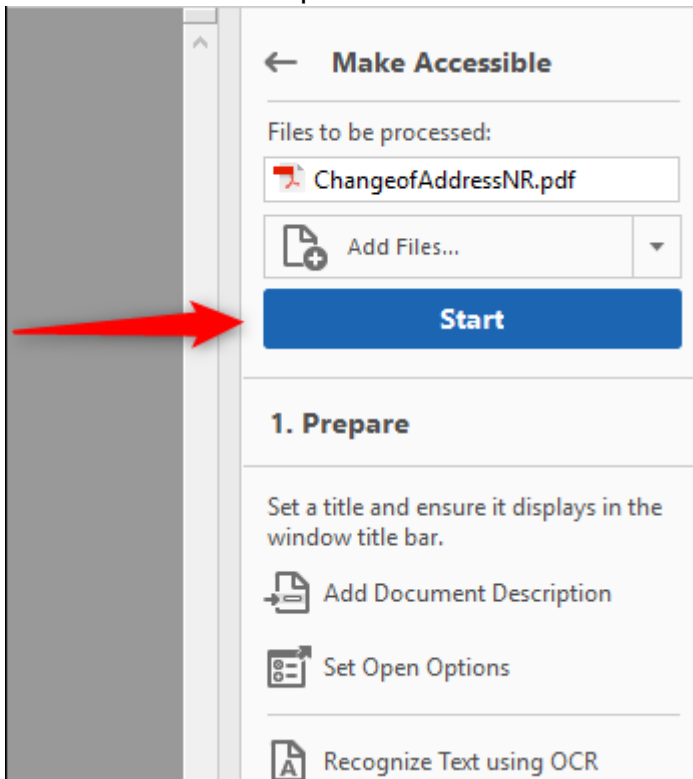


- B.** Click on the “Make Accessible” option.



## Using the Action Wizard Cont.

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



**This space intentionally left blank.**

## Using the Action Wizard Cont.

Give the document a Title and click ok.

Description

Title: Nevada State Board of Message Therapy Cha  
 Leave As Is

Subject:   
 Leave As Is

Author: Lisa Cooper  
 Leave As Is

Keywords:   
 Leave As Is

OK Cancel

Set the language to English and click ok.

Recognize Text - General Settings

Document Language: English (US)

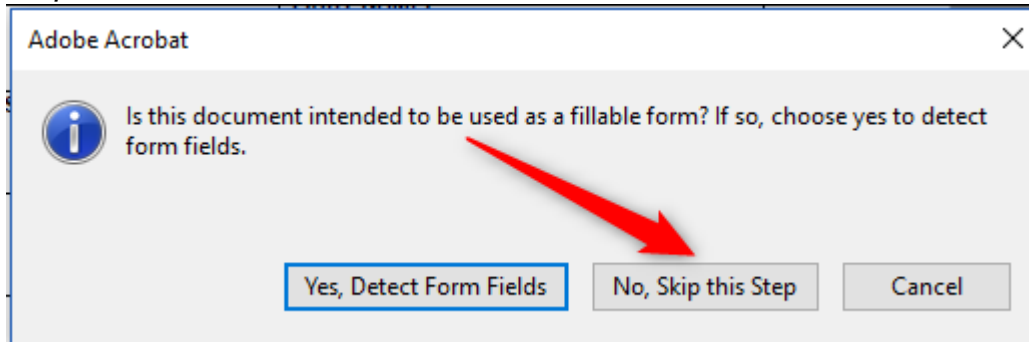
Output: Searchable Image

Downsample To: 600 dpi

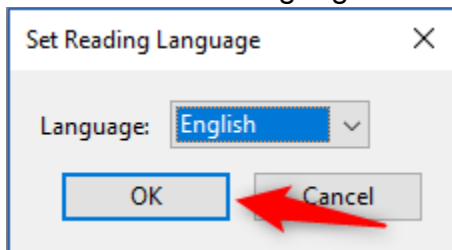
OK Cancel

## Using the Action Wizard Cont.

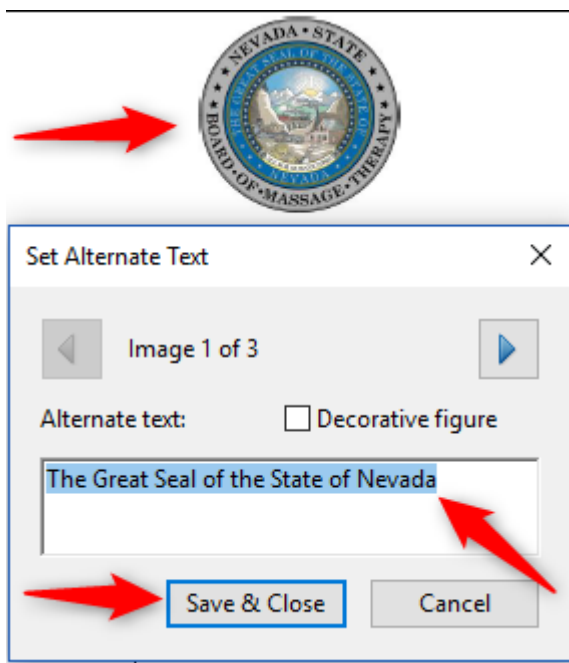
If this document is really a fillable form select yes, otherwise, select *No, Skip this Step*.



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



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

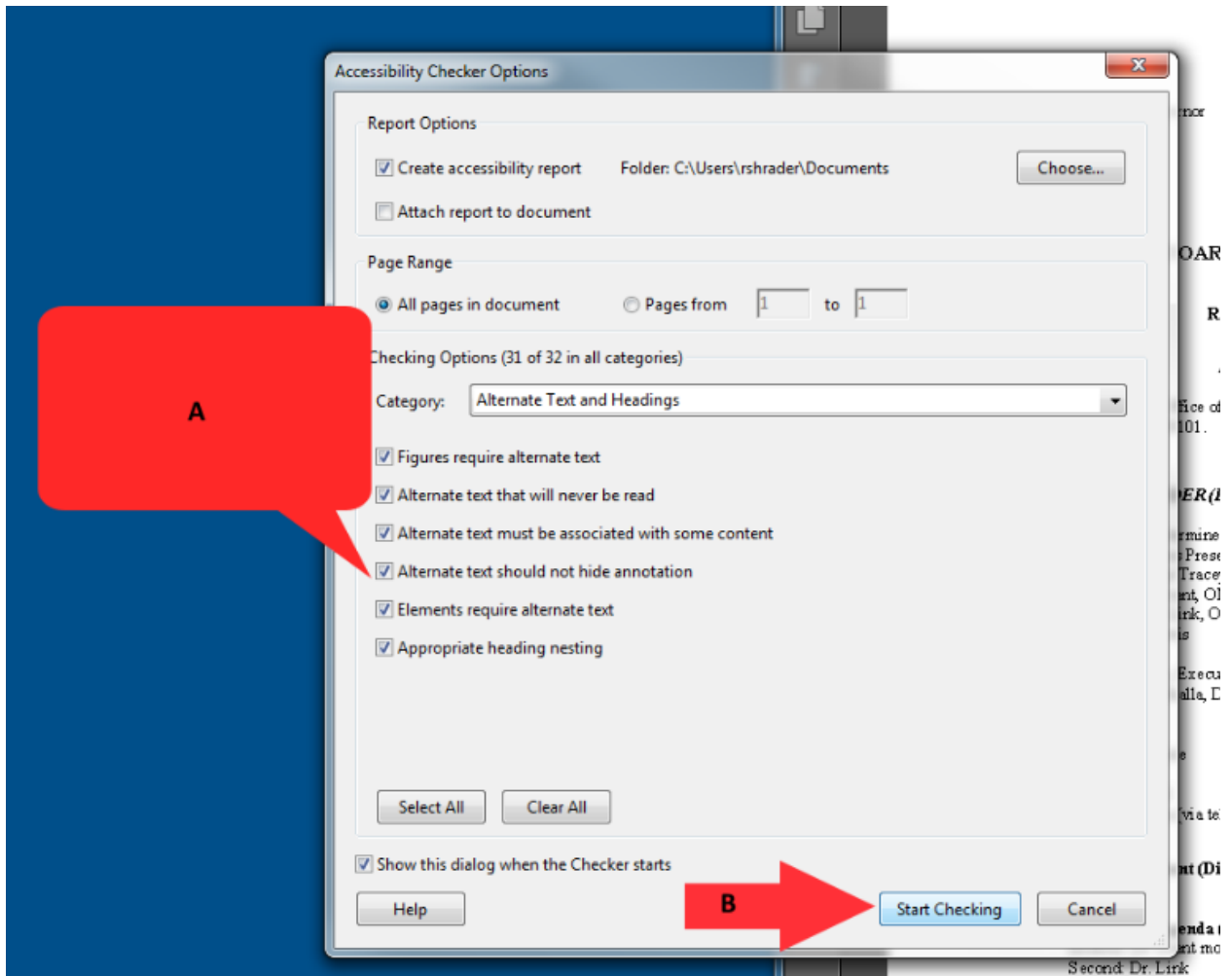


# Accessibility Checker Options

## Accessibility Check

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

- A. Check all boxes to run a “Full Check”.
- B. Select the “Start Checking” option to run the scan.



## Accessibility Checker Options Cont.

### Accessibility Checker Cont.

Be to check Tables must have a summary to ensure that the checker scans for tables.

- A. Select “Forms, Tables and Lists” from the drop-down menu.
- B. Make sure to check the “Tables must have a summary”.

Accessibility Checker Options

Report Options

Create accessibility report Folder: C:\Users\rshraider\Documents Choose...

Attach report to document

Page Range

All pages in document  Pages from  to

Checking Options (32 of 32 in all categories)

Category: Forms, Tables and Lists

All form Document

All form Page content

All form Forms, Tables and Lists

All form Alternate Text and Headings

TR must be a child of Table, THead, TBody, or TFoot

TH and TD must be children of TR

Tables must have headers

Tables must contain the same number of columns in each row and rows in each column

Tables must have a summary

LI must be a child of LI

Lbl and LBody must be children of LI

Select All Clear All

Show this dialog when the Checker starts

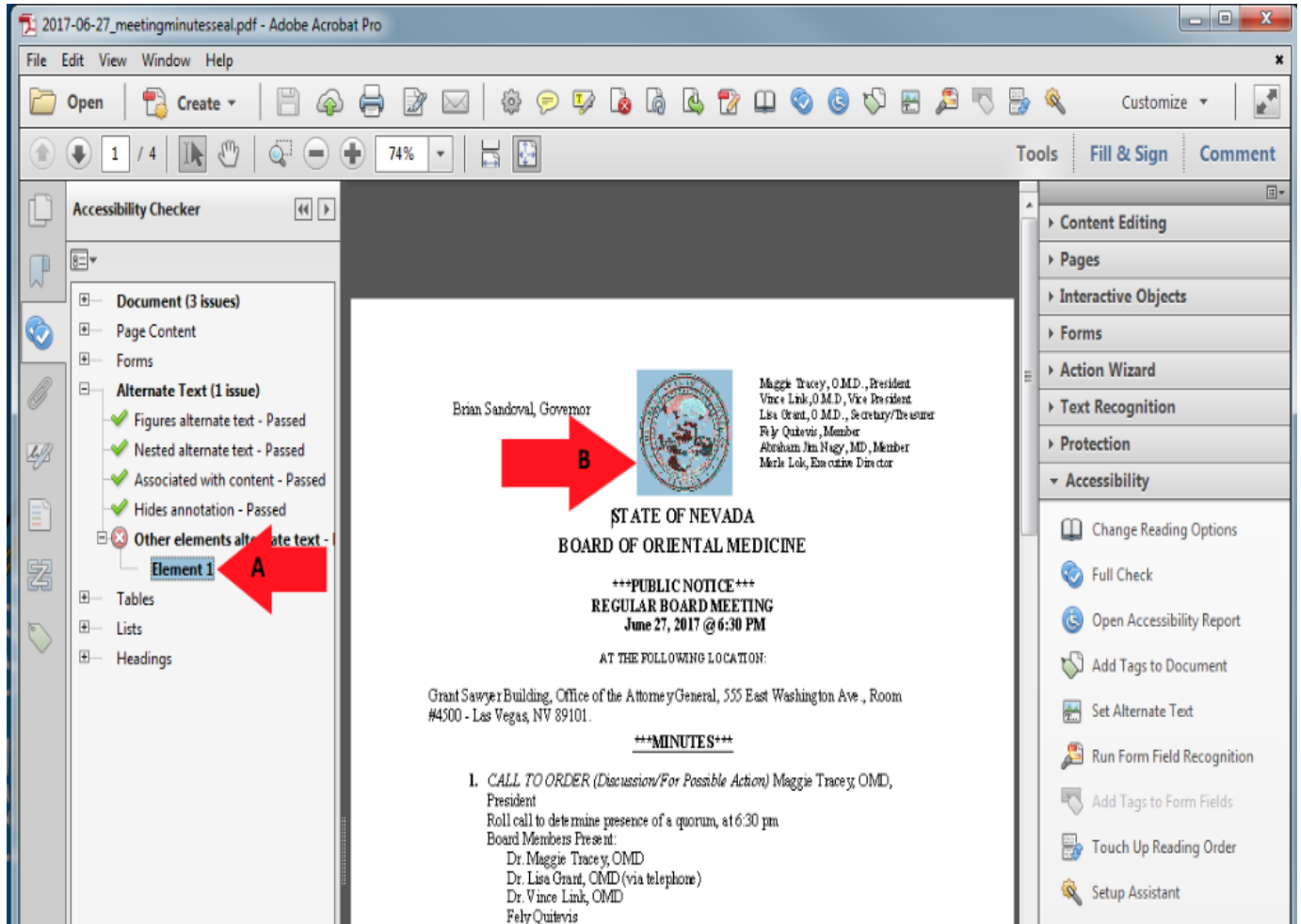
Help Start Checking Cancel

# 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.

- A. Select the "Element".
- B. The PDF error will highlight on the page when selecting the Element.



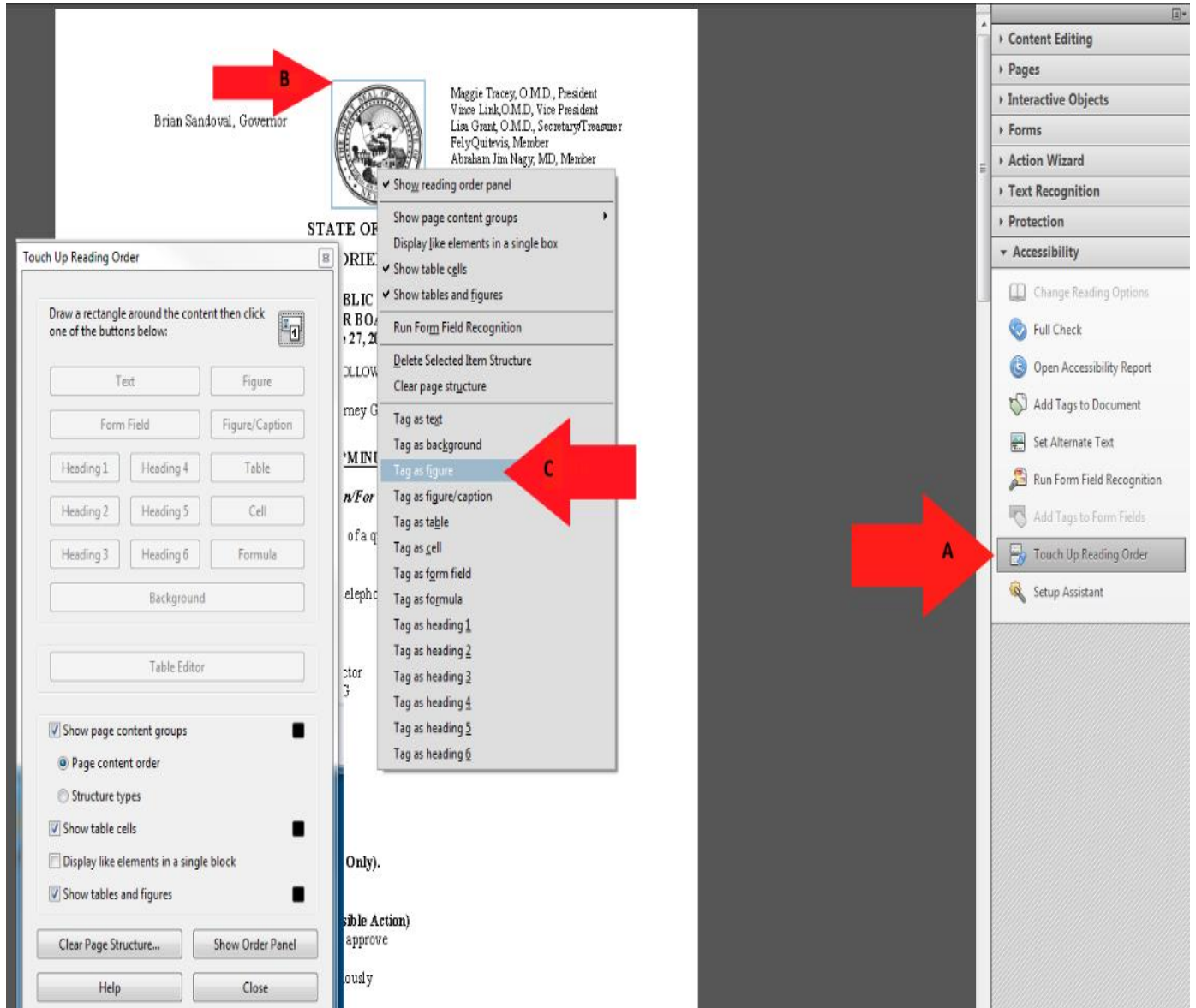


# Tagging Images

## 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.

- A. Select “Touch Up Reading Order”.
- B. Using the “Touch Up” tool, Enclose the Image until it is selected.
- C. Tag the Image as a “Figure”.

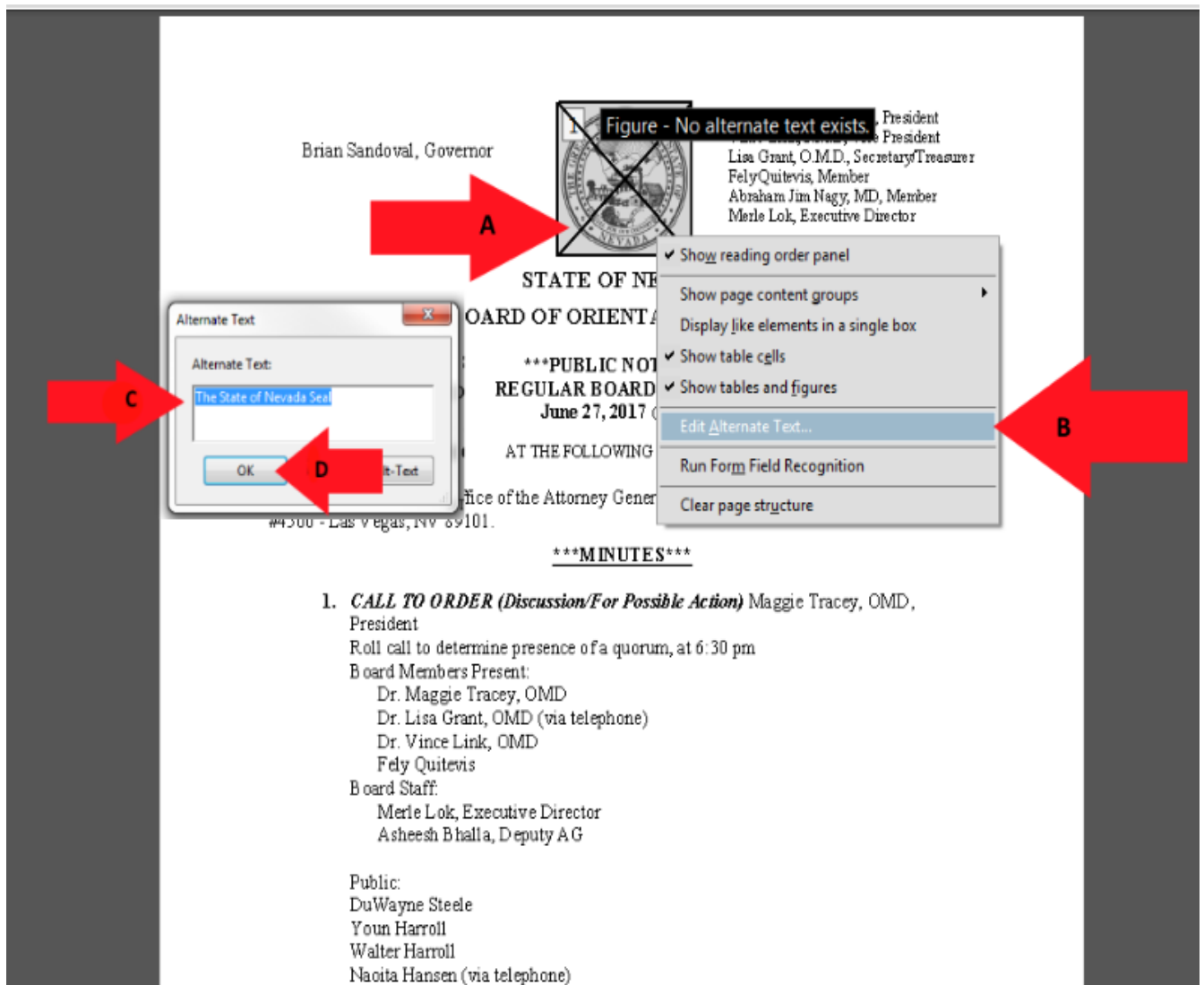


# Alternative Text

## Alternative Text

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

- E. Right-click on "Figure"
- F. Select "Edit Alternate Text".
- G. Add a description to the "Figure".
- H. Select "OK" to save changes.

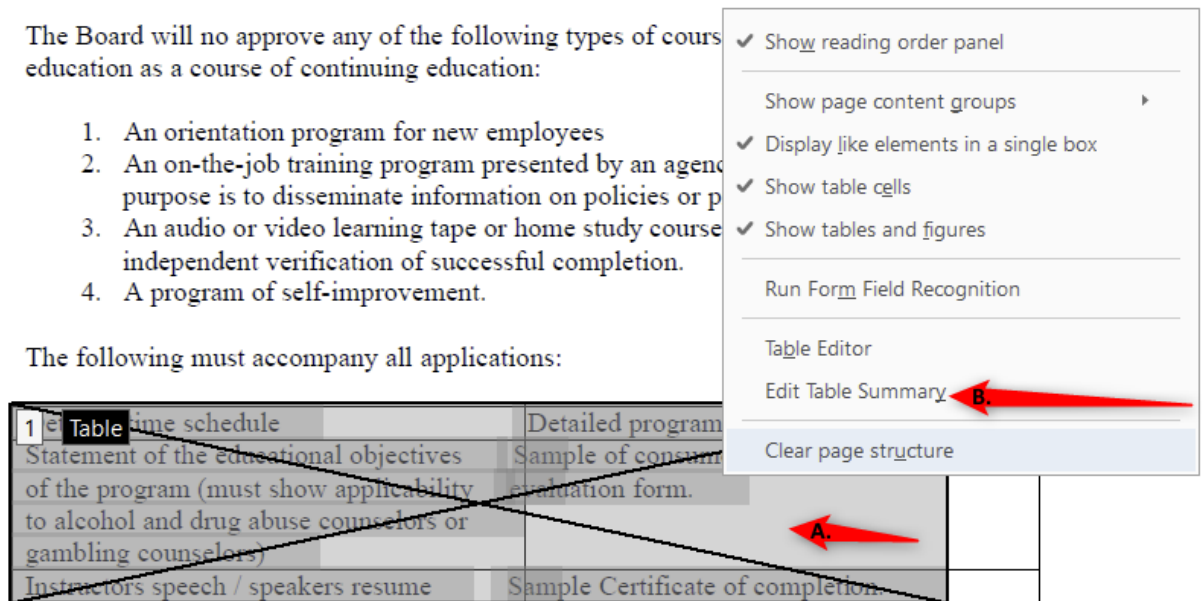


# How to Fix Tables

## Giving the table a description

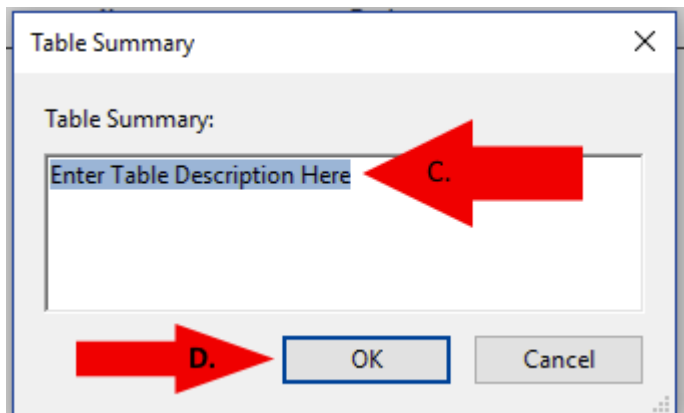
A table must have header rows identified and the table must have a description to make them compliant.

- A. Right Click on the Table to open Table Menu.
- B. Select "Table Summary."



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

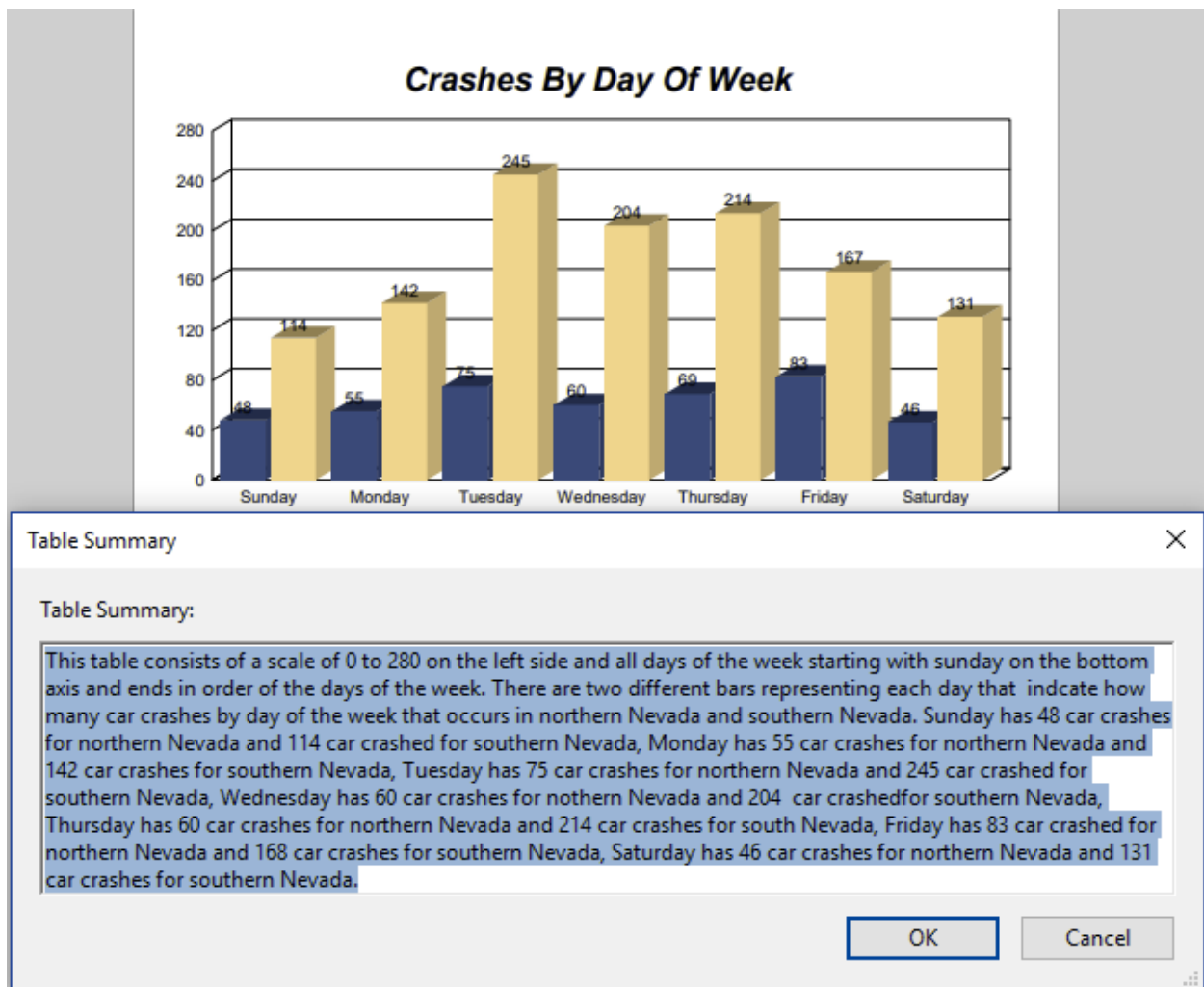
- C. Give the Table a "Table Description".
- D. Click "OK" to save.



## 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.

A. Right click on the table and select Table Editor.

The Board will no approve any of the following types of courses for credit education as a course of continuing education:

1. An orientation program for new employees
2. An on-the-job training program presented by an agency where the primary purpose is to disseminate information on policies or procedures
3. An audio or video learning tape or home study course without independent verification of successful completion.
4. A program of self-improvement.

The following must accompany all applications:

1. Detailed program time schedule	Detailed program
Statement of the educational objectives of the program (must show applicability to alcohol and drug abuse counselors or gambling counselors)	Sample of consumption evaluation form.
Instructor's speech / speakers resume	Sample Certificate of completion

B. Hold down the Shift key and click all cells that are designated to be the Table Header Cells.

TH Inse	TH File #	TH Name	TH Insk	TH Status	TH Effective Date	TH Expire	TH Months
TD 79	TD 10493	TD AGARI, TADASHI TABUCHI	TD h	TD 20, Active	TD 10/04/2017	TD 10/31/2019	TD
TD 26	TD 11121	TD AGARWAL, LINA D	TD h	TD 20, Active	TD 11/13/2015	TD 10/31/2019	TD
TD 57	TD 3213	TD AGBOH-TAYLOR, THERESA OMOYEME	TD h	TD 20, Active	TD 11/02/2017	TD 10/31/2019	TD
TD 59	TD 8835	TD AGEE, JAMES THOMAS	TD h	TD 20, Active	TD 10/29/2015	TD 10/31/2019	TD
TD 77	TD 13512	TD AGENA, JUNKO K	TD h	TD 20, Active	TD 04/13/2016	TD 10/31/2019	TD

C. Right click on table and select "Table Cell Properties".

Table Cell Properties... **C.**

Table Editor Options...

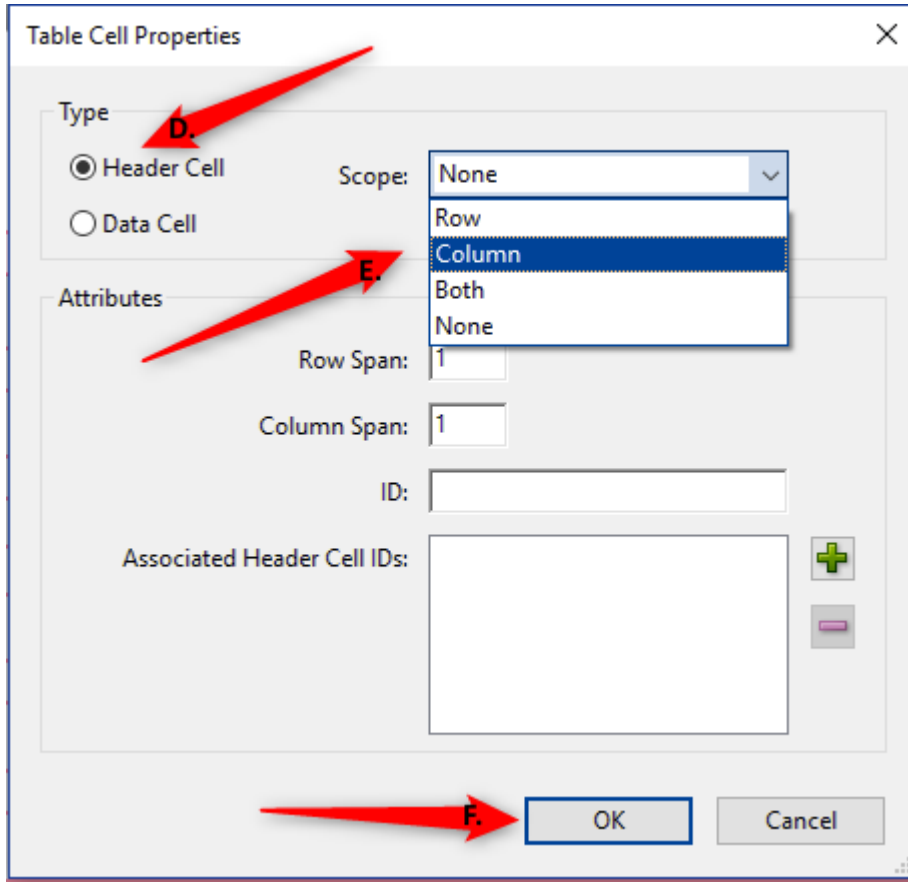
---

Auto Generate Header Cell IDs

# How to Fix Tables Cont.

## Setting Header Rows Cont.

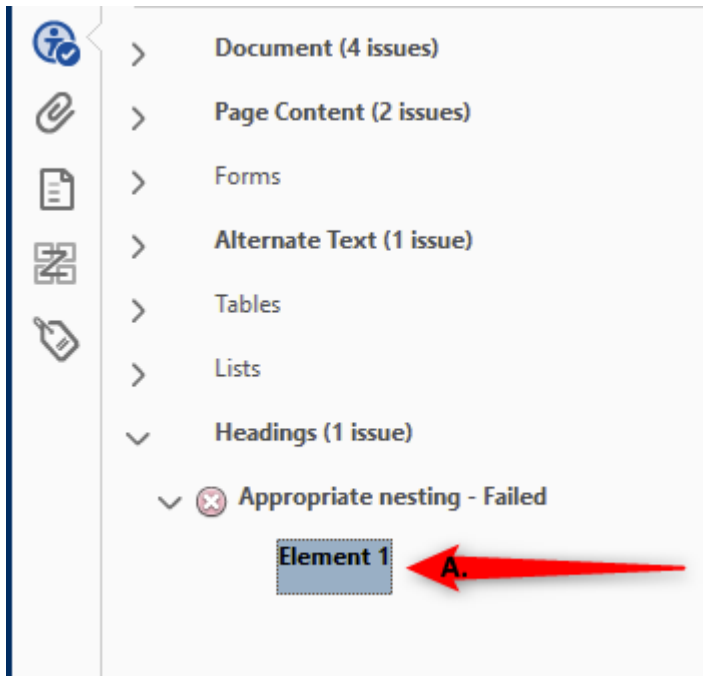
- D. Select "Header Cells".
- E. Select "Row, Column, or Both" for header cells.
- F. Click "ok" to save your changes.



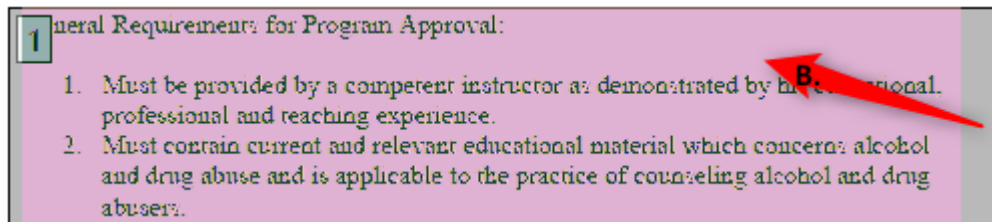
# Incorrect Headings

## Changing the Structure of headings

A. Select the "Element".

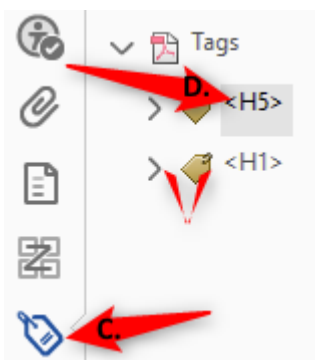


B. The error will highlight on the page.



C. Click on the "Tags" icon.

D. Highlight the Heading tag and delete it.

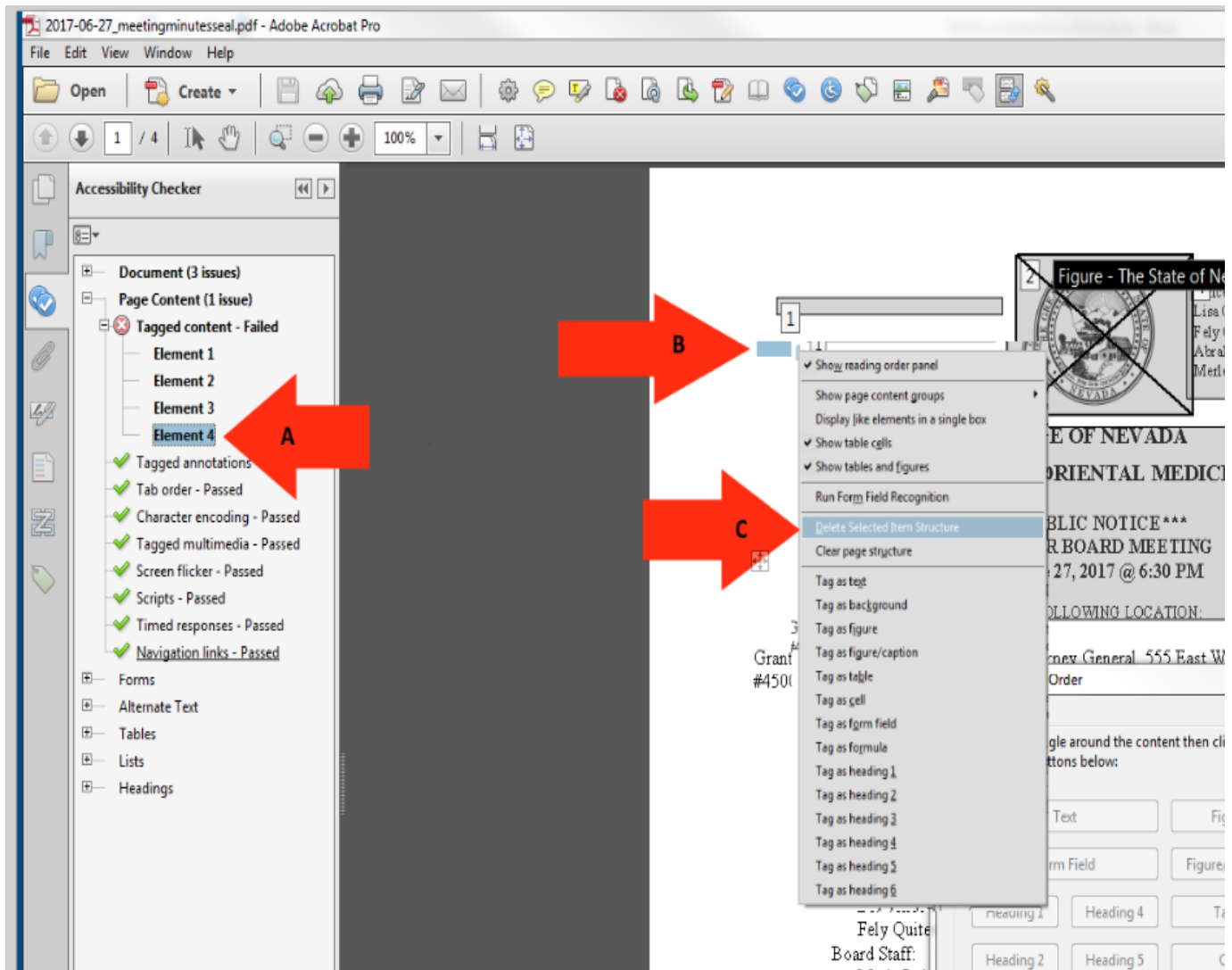


# Unidentified Content

## 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.

- I. Select the "Element" to highlight the error on the page.
- J. Using the "Touch Up" tool, enclose the tagged content.
- K. Right-click and select "Delete Selected Item Structure."



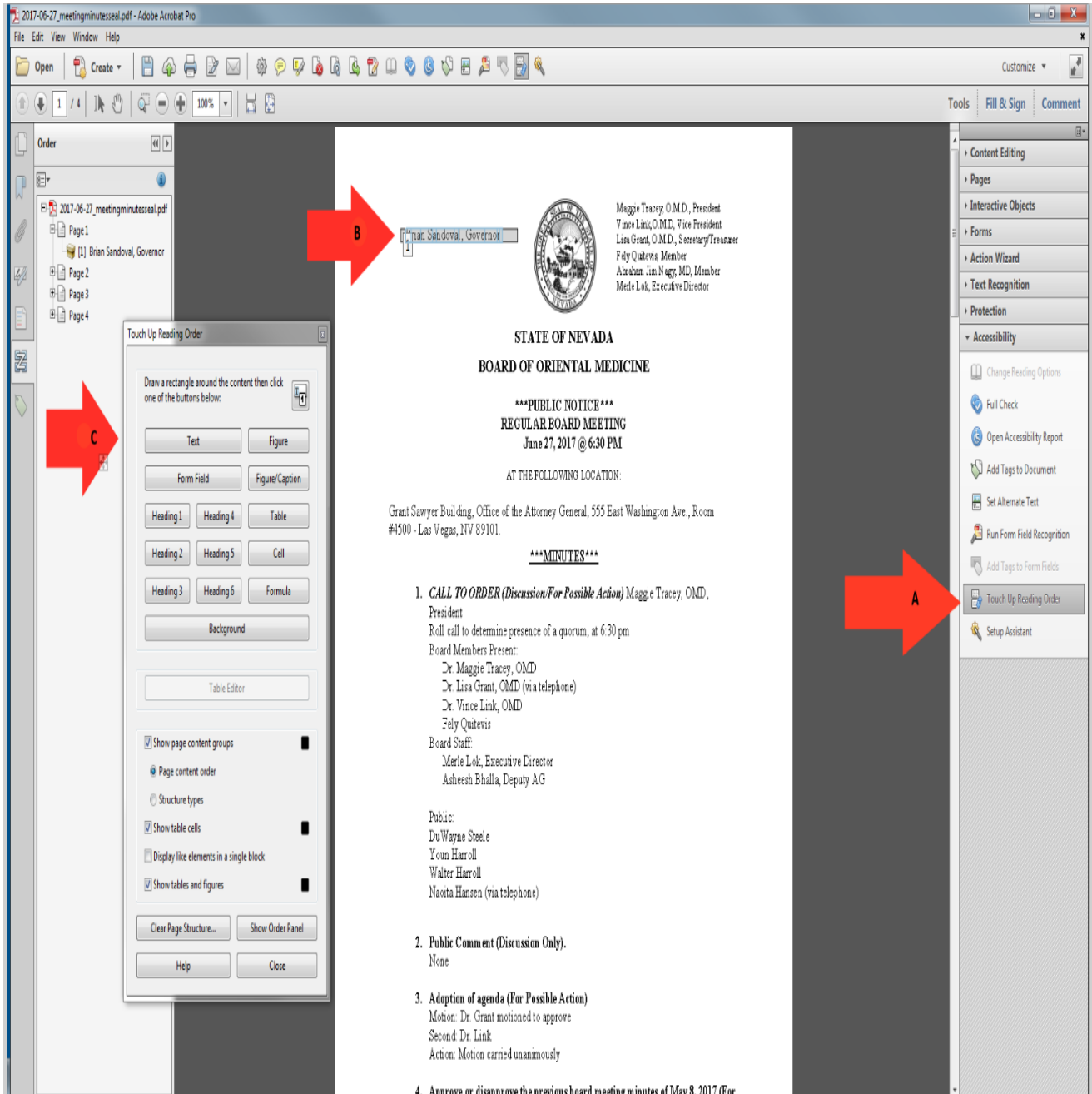


# How to Tag Text

## 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.

- A. Select the “Touch Up Reading Order” tab.
- B. Enclose the text until it is completely highlighted.
- C. 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.

- A. Select the "Touch Up Reading Order" tab.
- B. Enclose the text until it is completely highlighted.
- C. Choose the proper "Heading" in the touch up reading order panel.

The screenshot shows the Adobe Acrobat Pro interface with a PDF document titled "2017-06-27\_meetingminutesseal.pdf". The document content includes the State of Nevada Seal, the text "STATE OF NEVADA BOARD OF ORIENTAL MEDICINE", a public notice for a regular board meeting on June 27, 2017 at 6:30 PM, and a list of board members. The Touch Up Reading Order panel is open, showing a grid of heading options (Heading 1 through Heading 6) and other content types like Text, Figure, Form Field, and Table. Red arrows labeled A, B, and C point to the "Touch Up Reading Order" tab in the right-hand pane, the highlighted text in the document, and the "Heading 1" button in the panel, respectively.

Figure - The State of Nevada Seal

3 Maggie Tracey, O.M.D., President

4 Vince Link, O.M.D., Vice President

5 Lisa Grant, O.M.D., Secretary/Treasurer

6 Fely Quitevis, Member

7 Abraham Jim Nagy, MD, Member

8 Merle Lok, Executive Director

doval, Governor

**STATE OF NEVADA**

**BOARD OF ORIENTAL MEDICINE**

**\*\*\*PUBLIC NOTICE\*\*\***

**REGULAR BOARD MEETING**

**June 27, 2017 @ 6:30 PM**

AT THE FOLLOWING LOCATION:

Building, Office of the Attorney General, 555 East Washington Ave., Room  
egas, NV 89101.

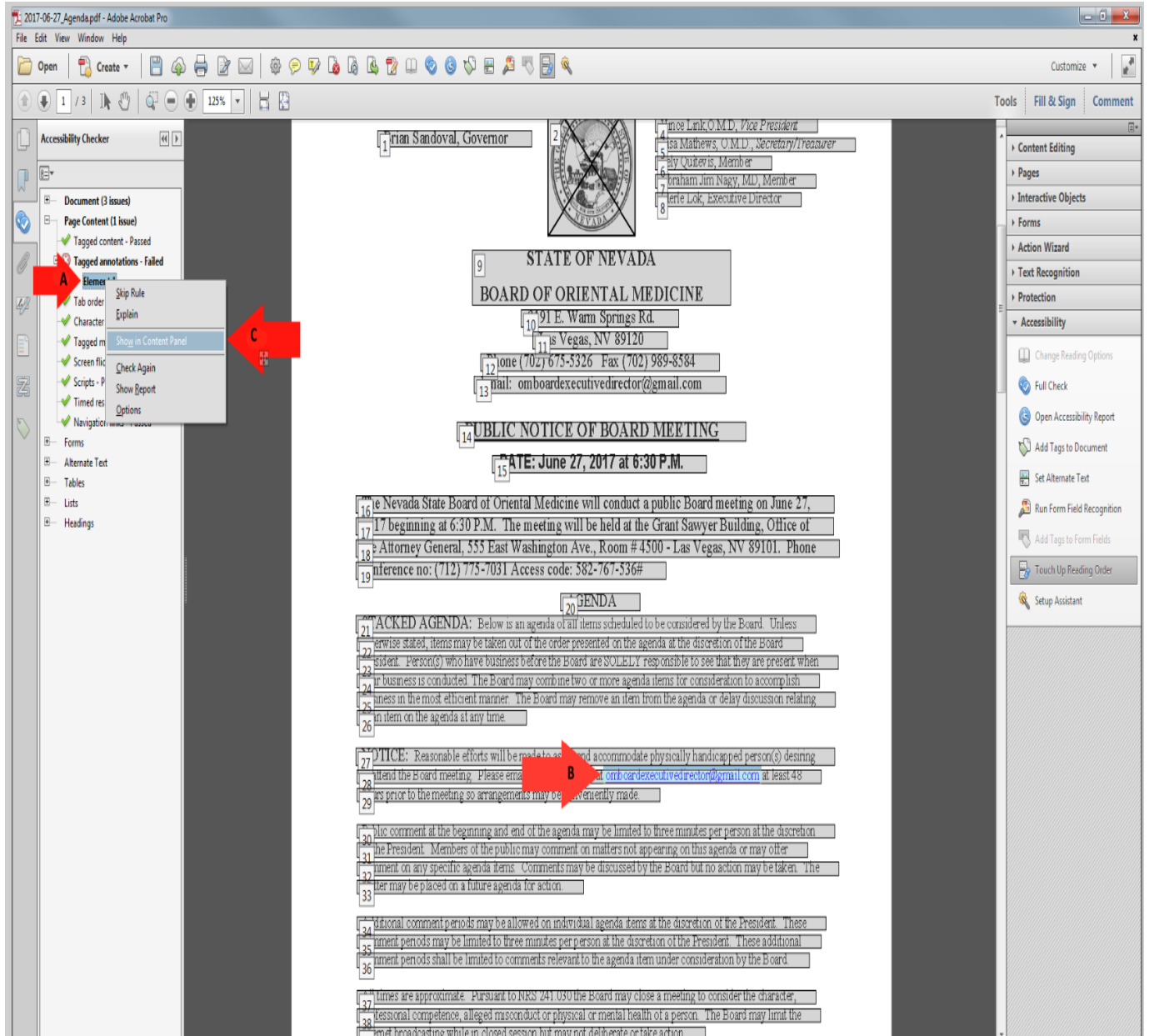
**\*\*\*MINUTES\*\*\***

# 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.

- A. Select the "Element" to find the hyperlink.
- B. The hyperlink will highlight on the PDF document.
- C. Right-click on the "Element" and choose "Show in Content Panel".

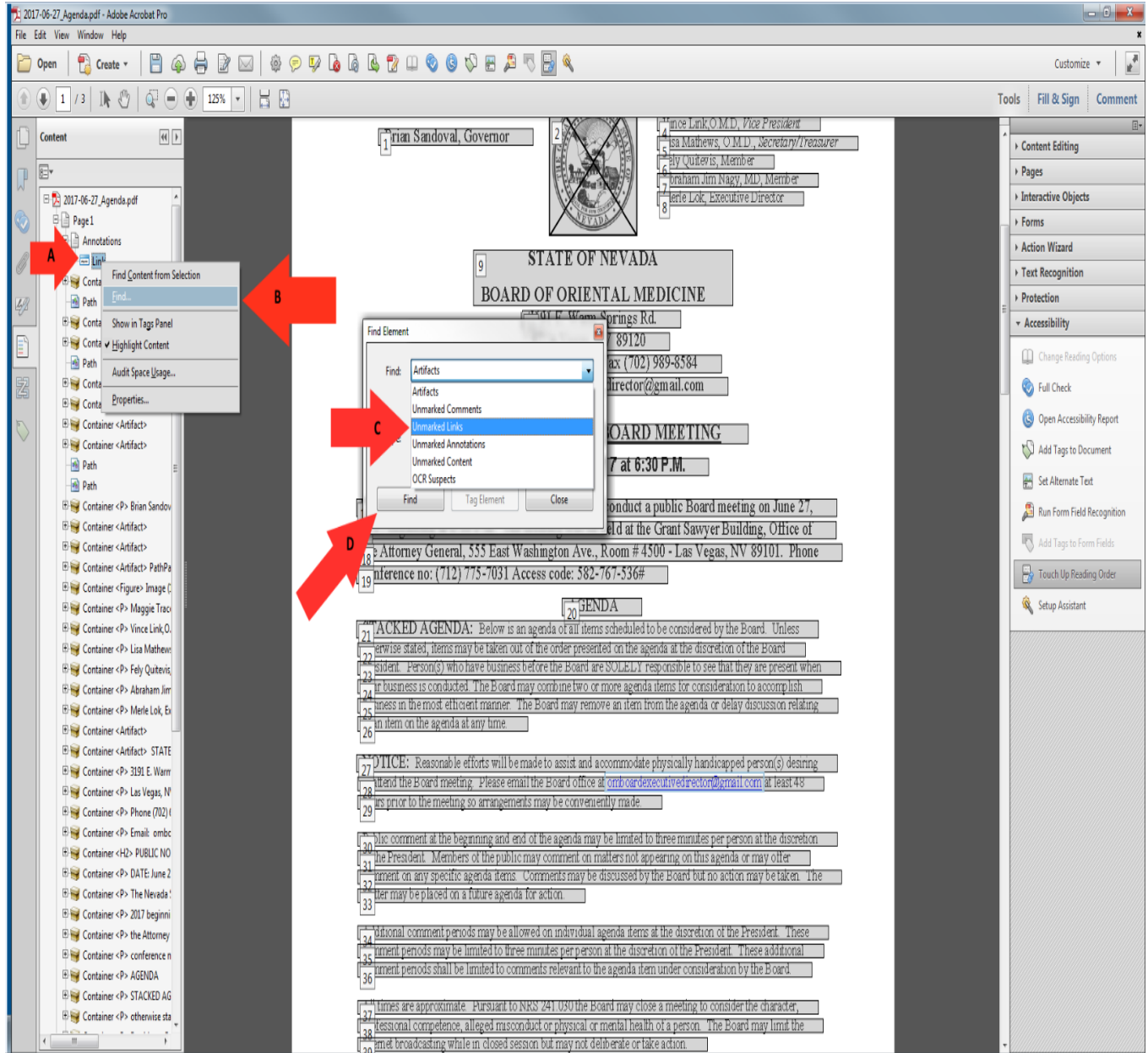


# How to Tag Hyperlinks Cont.

## Hyperlinks Continued

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

- A. Right-click on "Link".
- B. Select "Find" and it will open the "Find Element" search window.
- C. Highlight "Unmarked Links" option.
- D. Select "Find" to start the search.

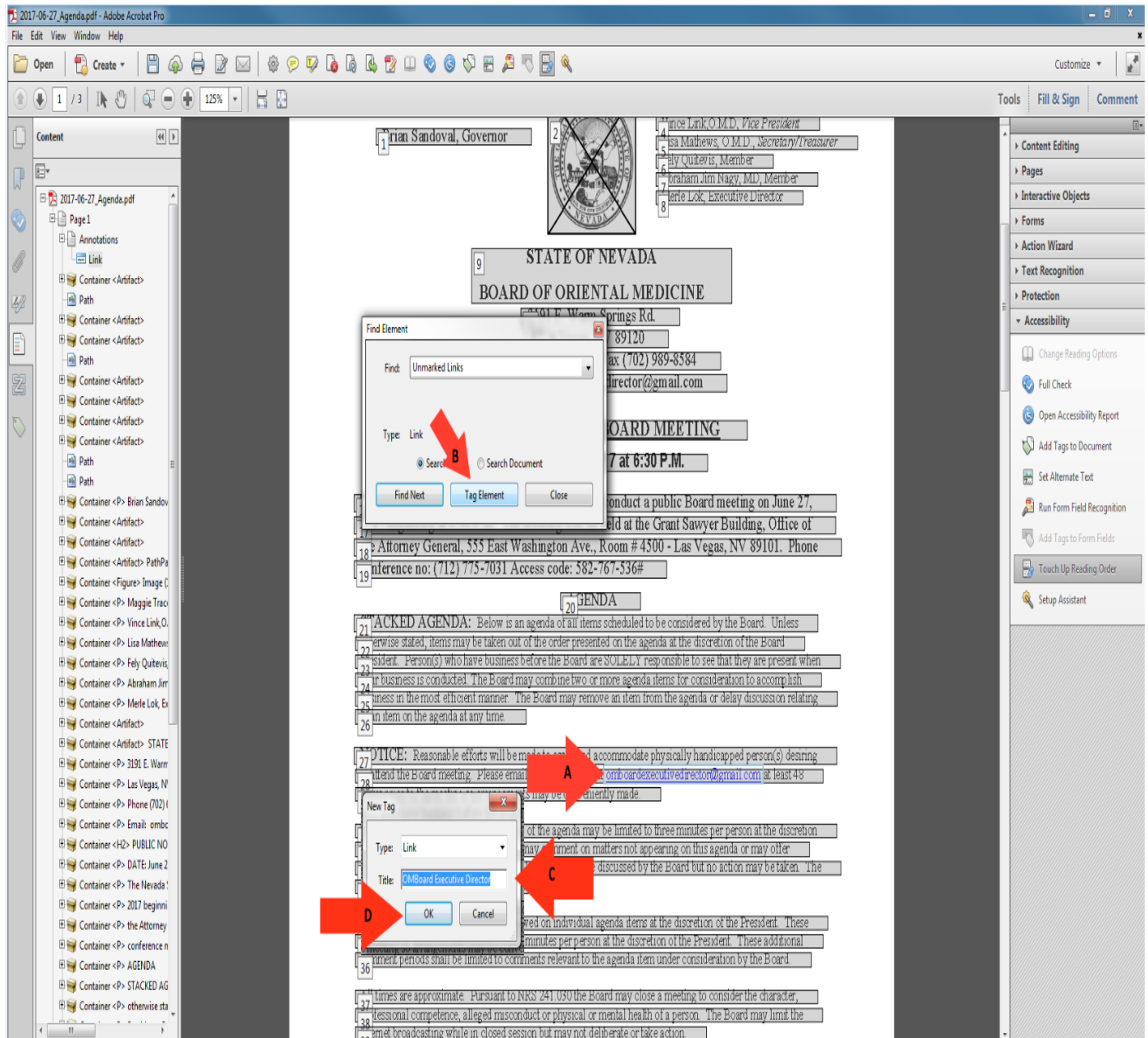


# Adding text to Hyperlinks

## 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.

- A. The location of the Hyperlink after the search has finished.
- B. Choose the "Tag Element" option.
- C. Give the Hyperlink a "Title".
- D. 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

- A. Select the "Order" tab.
- B. Start at the beginning of the document, page 1.
- C. This reading order is out of order.

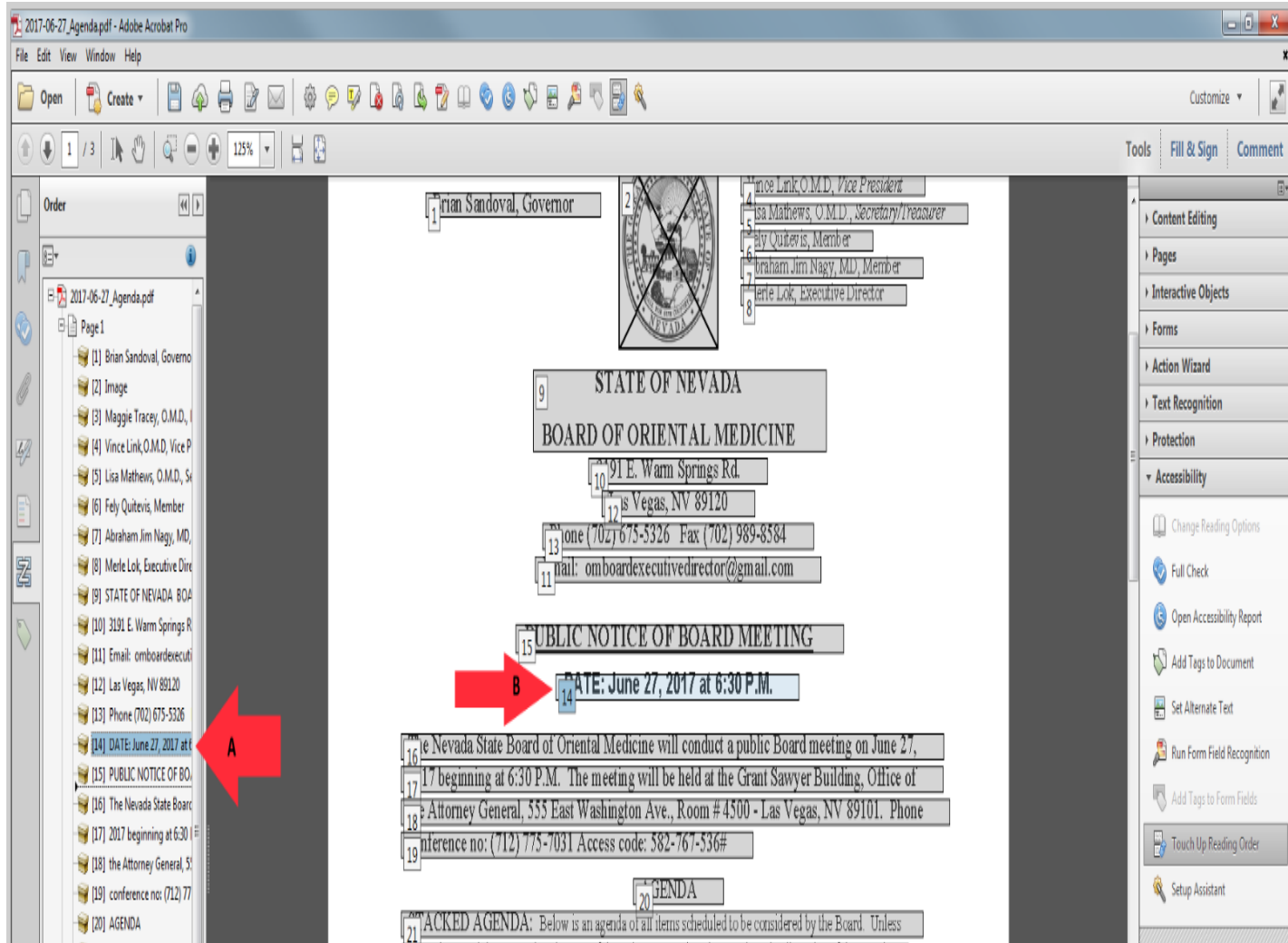
The screenshot displays the Adobe Acrobat Pro interface with a PDF document titled "2017-06-27\_Agenda.pdf". The document content includes the header for the "STATE OF NEVADA BOARD OF ORIENTAL MEDICINE" and a "PUBLIC NOTICE OF BOARD MEETING" for June 27, 2017. A logical reading order is overlaid on the document, with numbers 1 through 39 placed next to various text elements. Three red arrows are used to highlight specific actions: arrow 'A' points to the "Order" tab in the left sidebar; arrow 'B' points to "Page 1" in the sidebar; and arrow 'C' points to the "PUBLIC NOTICE OF BOARD MEETING" section in the main document area.

# 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.

- A. Select the text and move it up or down to put in the correct order.
- B. 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.

- A. Right-click on "Color Contrast".
- B. 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.

The screenshot shows the Adobe Acrobat Pro interface. On the left, the Accessibility Checker panel is open, displaying a list of issues. The 'Color contrast - Needs manual change' issue is highlighted. A red arrow labeled 'A' points to this issue. A context menu is open over this issue, with a red arrow labeled 'B' pointing to the 'Pass' option. The main document content on the right is a public notice from the State of Nevada, Board of Oriental Medicine, dated June 27, 2017, at 6:30 P.M. The notice includes the board's name, address, phone number, and a public comment period.

**Brian Sandoval, Governor**

Vince Link, O.M.D., *Vice President*  
Lisa Mathews, O.M.D., *Secretary/Treasurer*  
Fely Quiteris, *Member*  
Abraham Jim Nagy, MD, *Member*  
Merle Lok, *Executive Director*

**STATE OF NEVADA**  
**BOARD OF ORIENTAL MEDICINE**  
3191 E. Warm Springs Rd.  
Las Vegas, NV 89120  
Phone (702) 675-5326 Fax (702) 989-8584  
Email: [ombordexecutivedirector@gmail.com](mailto:ombordexecutivedirector@gmail.com)

**PUBLIC NOTICE OF BOARD MEETING**  
**DATE: June 27, 2017 at 6:30 P.M.**

The Nevada State Board of Oriental Medicine will conduct a public Board meeting on June 27, 2017 beginning at 6:30 P.M. The meeting will be held at the Grant Sawyer Building, Office of the Attorney General, 555 East Washington Ave., Room # 4500 - Las Vegas, NV 89101. Phone conference no: (712) 775-7031 Access code: 582-767-536#

**AGENDA**

**STACKED AGENDA:** Below is an agenda of all items scheduled to be considered by the Board. Unless otherwise stated, items may be taken out of the order presented on the agenda at the discretion of the Board President. Person(s) who have business before the Board are SOLELY responsible to see that they are present when their business is conducted. The Board may combine two or more agenda items for consideration to accomplish business in the most efficient manner. The Board may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

**NOTICE:** Reasonable efforts will be made to assist and accommodate physically handicapped person(s) desiring to attend the Board meeting. Please email the Board office at [ombordexecutivedirector@gmail.com](mailto:ombordexecutivedirector@gmail.com) at least 48 hours prior to the meeting so arrangements may be conveniently made.

Public comment at the beginning and end of the agenda may be limited to three minutes per person at the discretion of the President. Members of the public may comment on matters not appearing on this agenda or may offer comment on any specific agenda items. Comments may be discussed by the Board but no action may be taken. The matter may be placed on a future agenda for action.

Additional comment periods may be allowed on individual agenda items at the discretion of the President. These comment periods may be limited to three minutes per person at the discretion of the President. These additional comment periods shall be limited to comments relevant to the agenda item under consideration by the Board.

All times are approximate. Pursuant to NRS 241.030 the Board may close a meeting to consider the character, professional competence, alleged misconduct or physical or mental health of a person. The Board may limit the internet broadcasting while in closed session but may not deliberate or take action.



# 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.

- A. 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.

The screenshot displays the Adobe Acrobat Pro interface. On the left, the Accessibility Checker pane is open, showing a list of categories and their status. All items are marked with a green checkmark, indicating they have passed. A large red arrow labeled 'A' points to the Accessibility Checker pane. The main content area shows a public notice from the State of Nevada, Board of Oriental Medicine, dated June 27, 2017, at 6:30 P.M. The notice includes the board's name, address, phone number, and email, as well as an agenda for a public meeting. The right-hand pane shows the 'Tools' menu with 'Full Check' and 'Open Accessibility Report' options highlighted.

**Accessibility Checker**

- Document
  - Accessibility permission flag - Passed
  - Image-only PDF - Passed
  - Tagged PDF - Passed
  - Logical Reading Order - Passed manually
  - Primary language - Passed
  - Title - Passed
  - Bookmarks - Passed
  - Color contrast - Passed manually
- Page Content
  - Tagged content - Passed
  - Tagged annotations - Passed
  - Tab order - Passed
  - Character encoding - Passed
  - Tagged multimedia - Passed
  - Screen flicker - Passed
  - Scripts - Passed
  - Timed responses - Passed
  - Navigation links - Passed
- Forms
  - Tagged form fields - Passed
  - Field descriptions - Passed
- Alternate Text
  - Figures alternate text - Passed
  - Nested alternate text - Passed
  - Associated with content - Passed
  - Hides annotation - Passed
  - Other elements alternate text - Passed
- Tables
  - Rows - Passed
  - TH and TD - Passed
  - Headers - Passed
  - Regularity - Passed
  - Summary - Passed
- Lists
  - List items - Passed
  - Lbl and LBody - Passed
- Headings
  - Appropriate nesting - Passed

**STATE OF NEVADA**  
**BOARD OF ORIENTAL MEDICINE**  
3191 E. Warm Springs Rd.  
Las Vegas, NV 89120  
Phone (702) 675-5326 Fax (702) 989-8584  
Email: ombboardexecutivedirector@gmail.com

**PUBLIC NOTICE OF BOARD MEETING**  
**DATE: June 27, 2017 at 6:30 P.M.**

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Anyone desiring additional information regarding the meeting, including information on how to obtain supporting board meeting material is invited to email the Executive Director at [ombboardexecutivedirector@gmail.com](mailto:ombboardexecutivedirector@gmail.com). Supporting material for the public body is located at 3191 E. Warm Springs Rd, Las Vegas, NV 89120.