First Three Steps in Remediating a PDF

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CONTENT TOOL IS A POWERFUL TOOL FOR CREATING, EDITING, AND MANAGING THE CONTENT OF PDF DOCUMENTS. IT ALLOWS USERS TO ADD, DELETE, AND MODIFY TEXT AND IMAGES IN A PDF FILE

QUICKLY AND EASILY. IT ALSO ALLOWS USERS TO CREATE AND EDIT ANNOTATIONS, BOOKMARKS, CONTENT TOOL, TO CREATE A REMEDIATED DOCUMENT.

Document Title

The Suggested first step to remediate a document is to confirm that the document has a title, or to create a title if there is no title. Note that if the source document (i.e., Word, Excel, PowerPoint) has a title, the PDF will have a title. If not, one will need to be added to the PDF.

Creating/Confirming a Document Title

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

- 1. Click on "File" at the top of the menu bar.
- 2. Select "Properties" to open the Document Properties window.
- 3. View the Description tab to determine if the document has a title and/or if the title is an appropriate description of the document.

👃 State	Nevada Board of Examiners for Long Term Care Admini	strators Code of Ethics - Ad	obe Acrobat Pro (32-bit)
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Creating/Changing a Title

If there is no title, or if the title does not provide an accurate description of the document perform the followingsteps:

- 1. Select the "description" tab. If there is no text in the Title box, a document name will need to be added. Rease note that the text displayed in the Title field will be the name of the document provided to users of assistive technology.
- 2. If there is text in the Title box confirm that it is an accurate/relevant title. If it is not an accurate title, or if there is no title input the title in the "Title" field.
- 3. Click the OK button.

	rity Fonts Initial View Cus	tom Advanced	
Description			
File:	ExtractingPages.pdf		
2 Title:	State of Nevada Board of Exa	miners for Long Term Care Administrators Code of Eth	hics
Author:	destey		
Subject:			
Keywords:			
Created:	12/16/2011 9:27:45 AM		Additional Metadata
Modified:	3/25/2021 8:10:20 AM		
Application:	PScript5.dll Version 5.2.2		
Advanced			
PDF Produ	cer: Acrobat Distiller 8.3.1 (Wi	ndows)	
PDF Versi	on: 1.6 (Acrobat 7.x)		
Locati	on: C:\Users\thanairygomez\[Desktop\	
File S	ize: 29.77 KB (30,486 Bytes)		
Page S	ize: 8.50 x 11.00 in	Number of Pages: 3	
Tagged P	DF: Yes	Fast Web View: No	

Setting PDF to Document Title

Changing or confirming the document title is set.

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

- 1. Click on the "Initial View" tab in the "Document Properties" window.
- 2. Confirm that the value displayed in the "Show" field is "Document Title. If the "Show" dropdown menu is set to "File Name" change this to "Document Title"

Document Properties		×
Description Section 1 Initial View Custom Advanced		
Layout and Magnification		
Navigation tab: Page Only ~		
Page layout: Default		
Magnification: Default ~		
Open to page: 1 of 3		
Window Options		
Resize window to initial page		
Center window on screen		
Open in Full Screen mode		
2 Show: Document Title V File Name		
User Interface options		
🗌 Hide menu bar		
Hide tool bars		
Hide window controls		
Help	ОК	Cancel

Setting or confirming the Language in PDF

Screen reader technology will read the document to the user in the language set for the document. A document can only have one language setting. The steps to set the correct language in a PDF are:

- 1. Click on the "Advanced" tab in the Document Properties window.
- 2. Choose the "Language dropdown" and confirm that the language in the Reading Options section of the tab is correct.
- 3. Click the "OK button to save any changes to the PDF title or language.

Document Properties	×					
Description Security Fonts Initial View Custom Advanced						
PDF Settings						
Base URL:						
Search Index: Browse Clea	ər					
Trapped: Unknown ~						
Print Dialog Presets						
Page Scaling: Default V						
DuplexMode: Simplex ~						
Paper Source by Page Size:						
Print Page Range:						
Number of Copies: Default ~						
Reading Options						
Binding: Left Edge ~						
2 Language: English						
Protected Mode: On English with Arabic support						
English with Hebrew support						
Estonian						
Finnish French						
French (Morocco)						
German	0					
Help Greek OK	Cancel					