

Content Panel in 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.

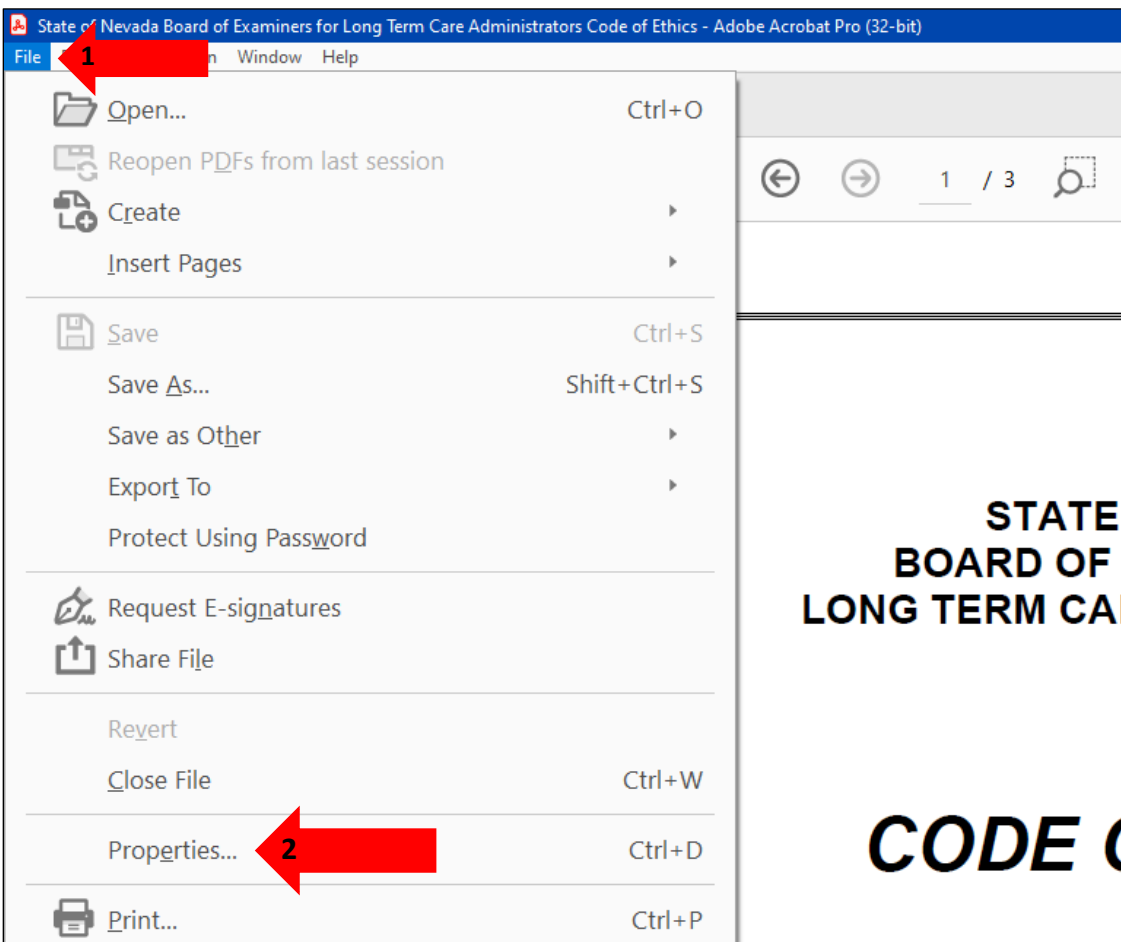
Document Title

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.



Creating/Changing a Title

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

1. Select the “description” tab. If there is no text in the Title box, a document name will need to be added. Please 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.

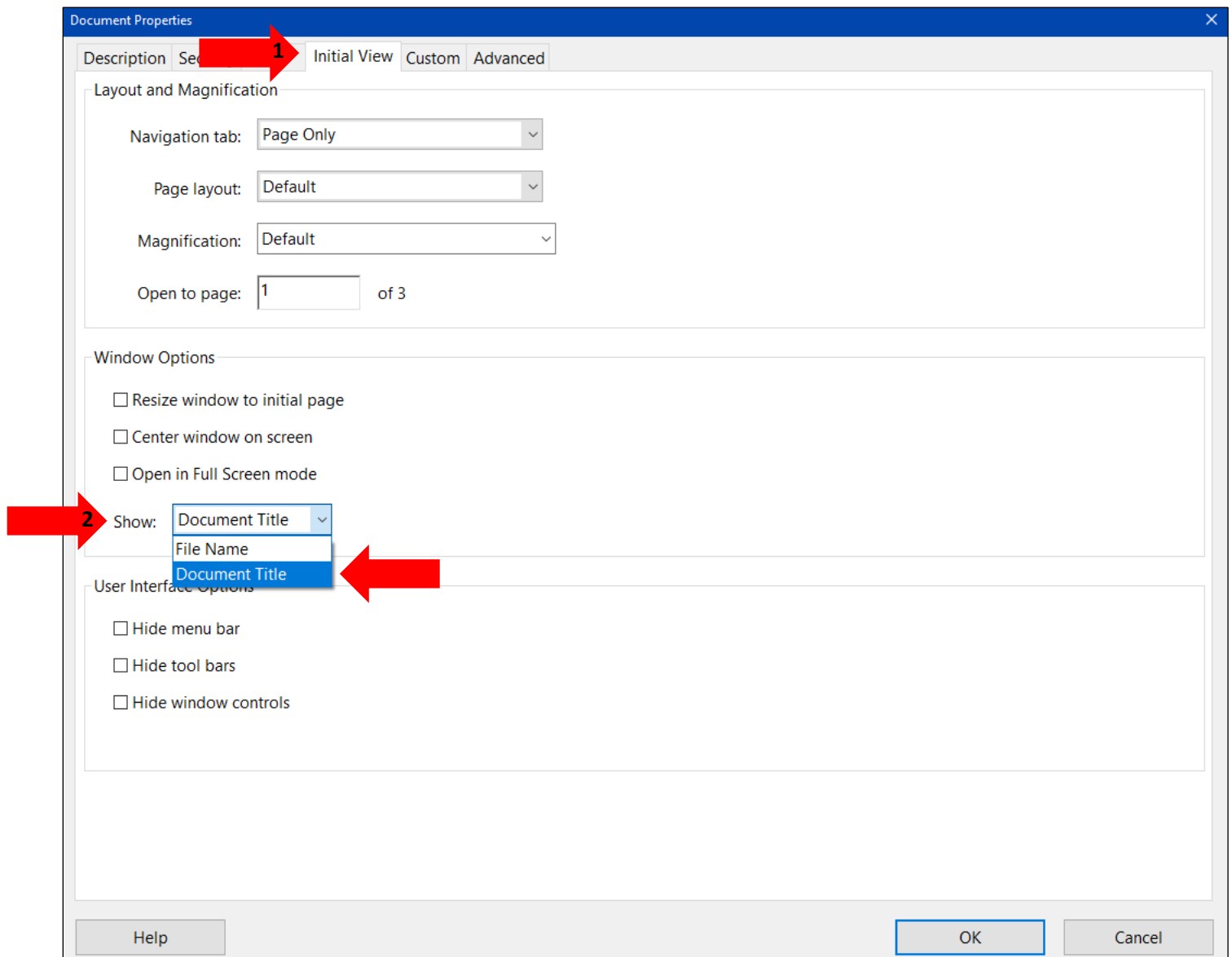
The screenshot shows the 'Document Properties' dialog box with the 'Description' tab selected. A red arrow labeled '1' points to the 'Description' tab. Another red arrow labeled '2' points to the 'Title' field, which contains the text 'State of Nevada Board of Examiners for Long Term Care Administrators Code of Ethics'. The 'File' field shows 'ExtractingPages.pdf'. Other fields include 'Author: destey', 'Subject', and 'Keywords'. Metadata information is displayed at the bottom, including 'Created: 12/16/2011 9:27:45 AM', 'Modified: 3/25/2021 8:10:20 AM', and 'Application: PScript5.dll Version 5.2.2'. The 'Advanced' tab is also visible, showing PDF producer and version information.

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.

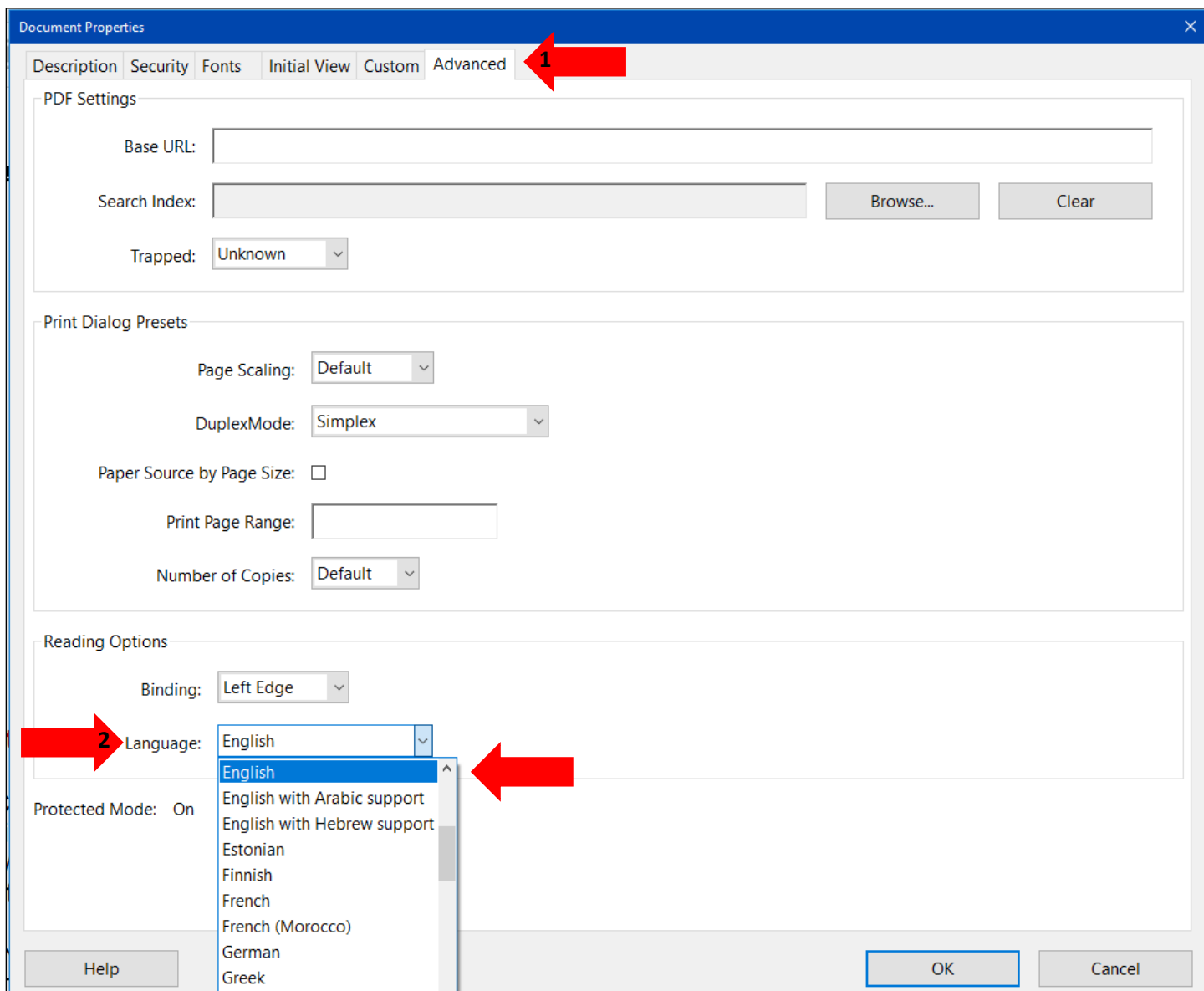
1. Click on the “Initial View” tab in the “Document Properties” window.
2. Confirm that the value displayed in the “Show” field is “Document Title”. If the “Show” dropdown menu is set to “File Name” change this to “Document Title”



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.

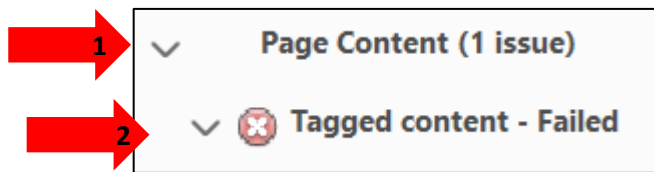


Full Check on Document

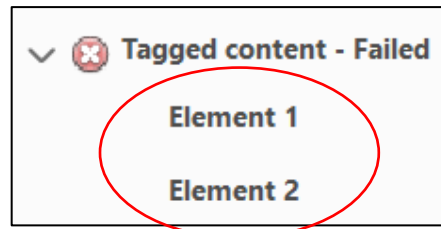
First thing to do is do a full Accessibility Check so that we can see an error that can be fixed in the Content Tool on the left tool menu.



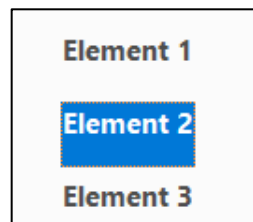
- 1) One issue that we found is Page Content issue open this.
- 2) It will show that the issue is Tagged Content Failed.



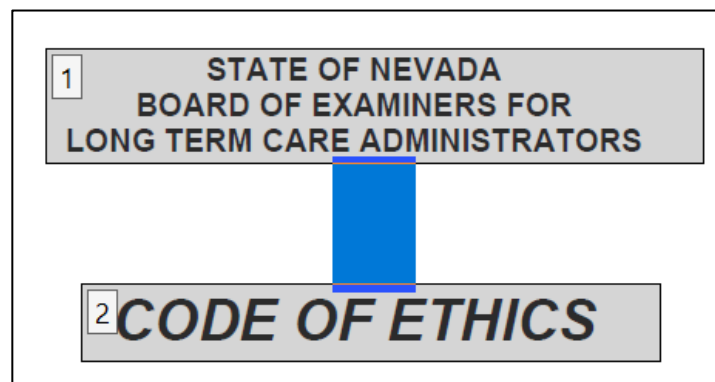
- a. Open this issue as well.
- b. You see elements as the issue.



- c. When you select them, you will also see what is being selected in the document.



- d. They look like they are in-between the text on the document or just in random spots.



- e. Those random spots is text of blank spaces.

Fixing the Text and Path in Content Panel

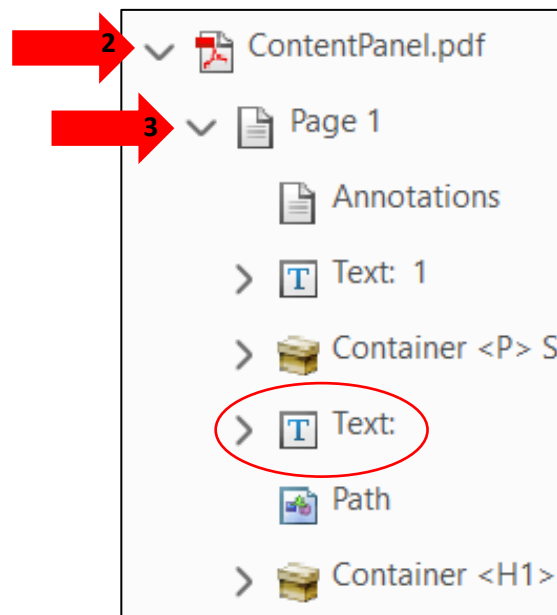
After doing a full Accessibility Check we can now work to fix the errors that have appeared. We will only be working on the errors or issues that are related to the Content tool.

To delete those, follow these steps:

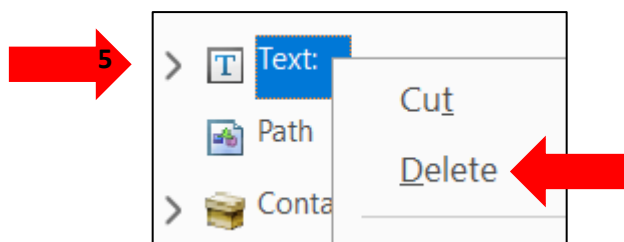
1. Open the Content tool on the left menu.
 - i. It appears like a piece of paper with one corner folded.



2. Open the document icon from the Content Panel.
3. Open the page that you are currently on. Example Page 1.
4. Then find any content that is called "Text:" there cannot be any written text after the "Text: "icon. If there is text an example: "Text: page 1" do not delete.

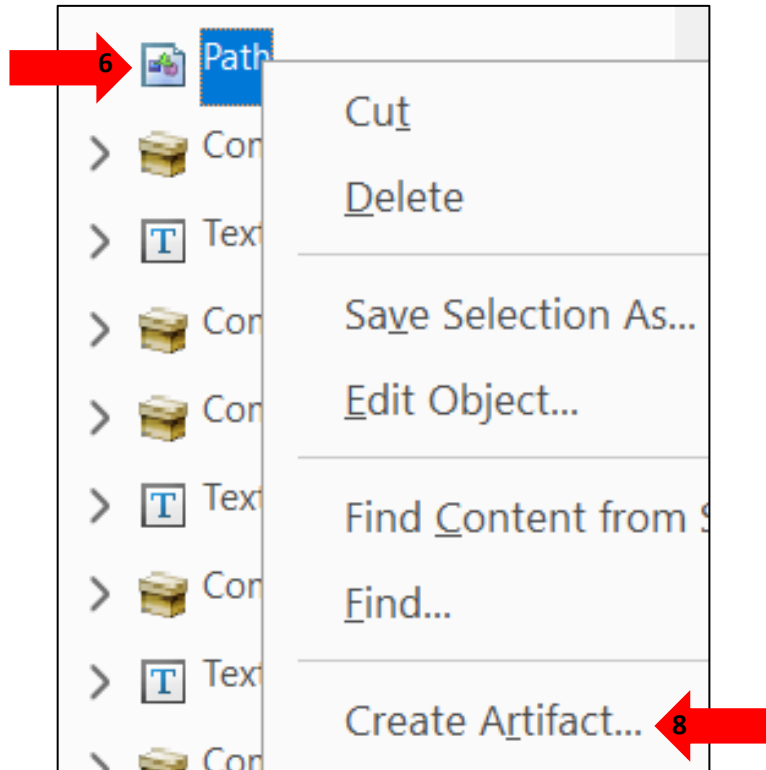


5. Once you see any blank Text you can delete it.
 - i. Right click on the blank text.
 - ii. Select delete.



Another issue you may find is Path icon. These should not be deleted. You will have to make them into an Artifact.

6. You do this by right clicking on the Path icon.
7. You will select Create Artifact.
8. Create Artifact will appear.
 - i. Only use the Artifact Type and only select the Page option.
 - ii. Click on the OK button.



Then anything that was Artifact will be now in a Container. Example how it will now appear in the container it will show Container <Artifact> Path.

