Headings

Contents

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.
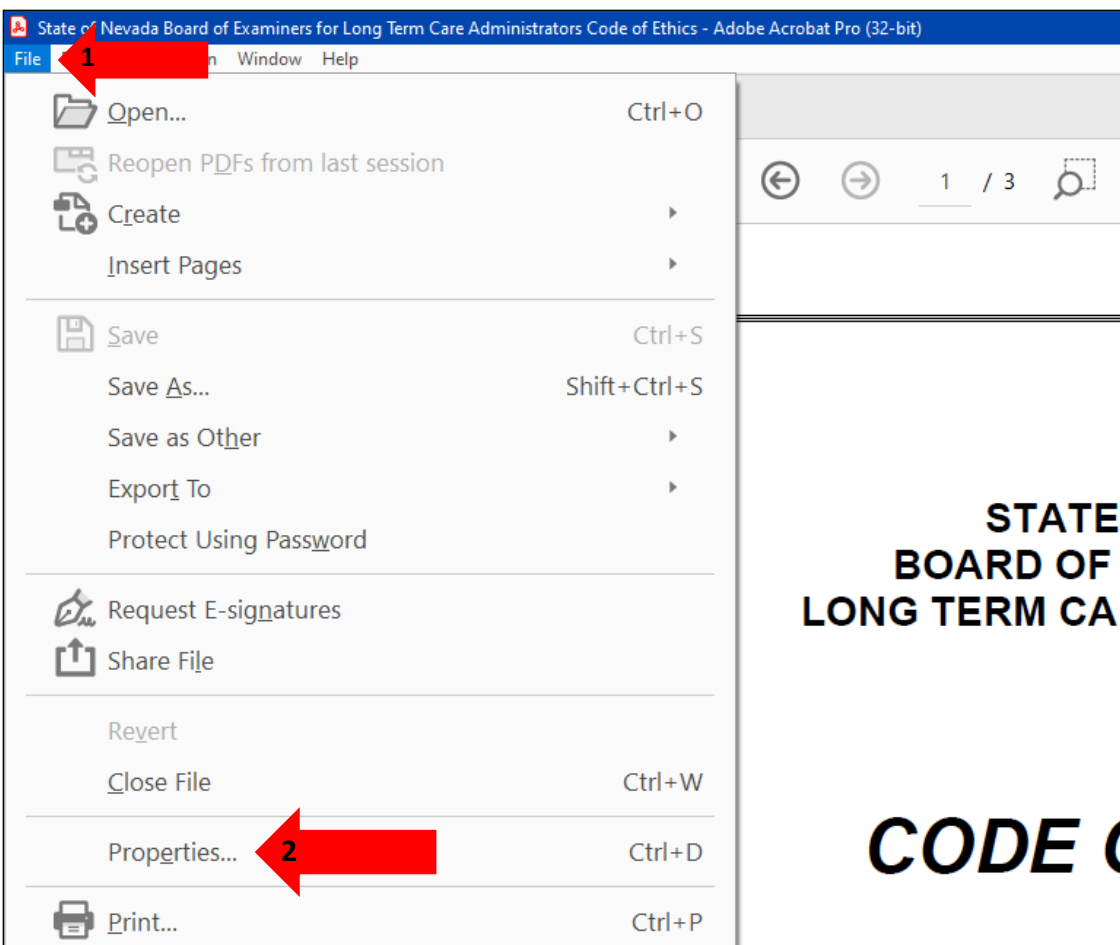
Document Title

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 of Nevada Board of Examiners for Long Term Care Administrators Code of Ethics - Adobe Acrobat Pro (32-bit)

File **1** n Window Help

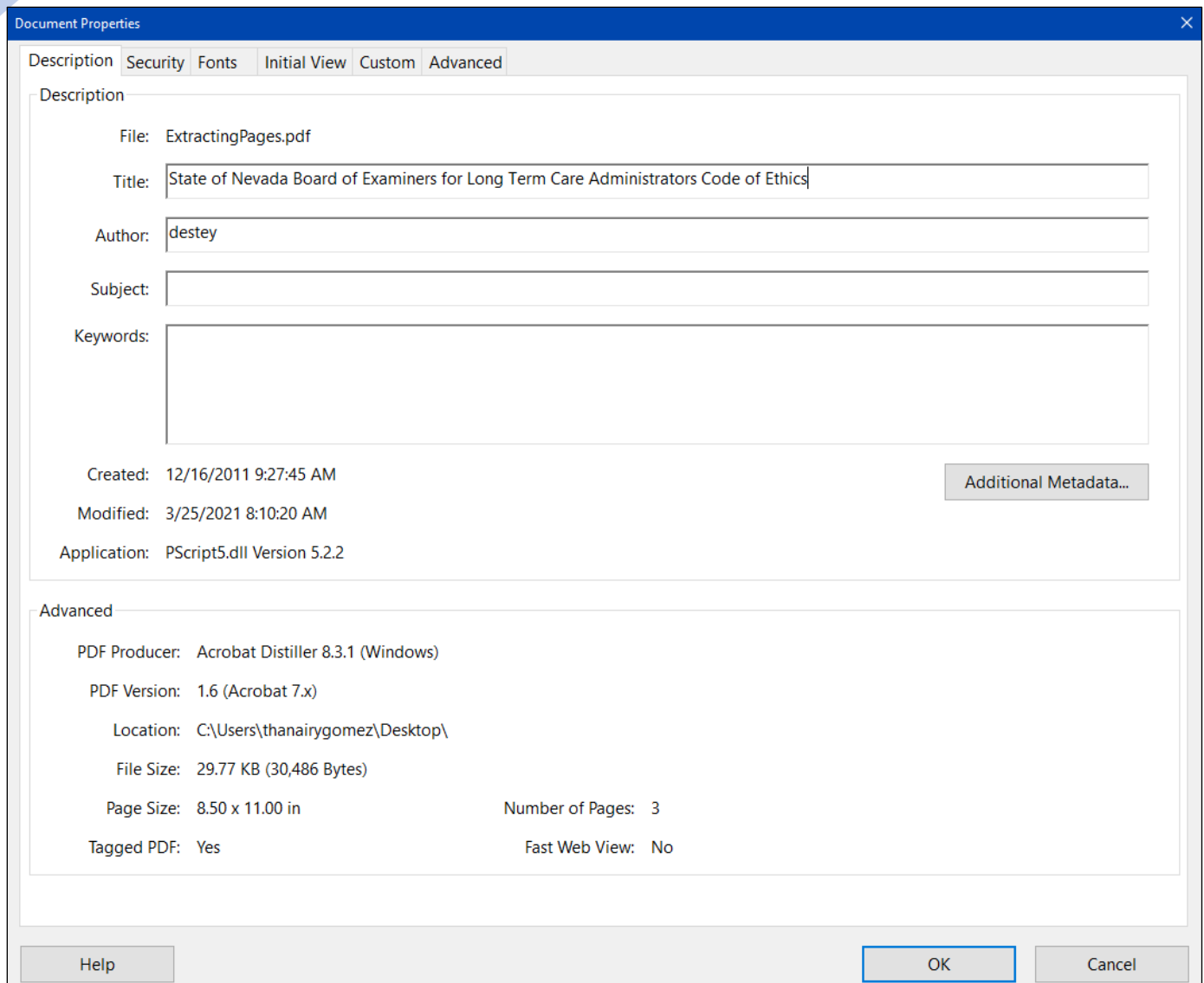|	
Open...	Ctrl+O
Reopen PDFs from last session	
Create	▶
Insert Pages	▶
Save	Ctrl+S
Save As...	Shift+Ctrl+S
Save as Other	▶
Export To	▶
Protect Using Password	
Request E-signatures	
Share File	
Revert	
Close File	Ctrl+W
Properties... **2**	Ctrl+D
Print...	Ctrl+P

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STATE
BOARD OF
LONG TERM CAR

CODE C

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.
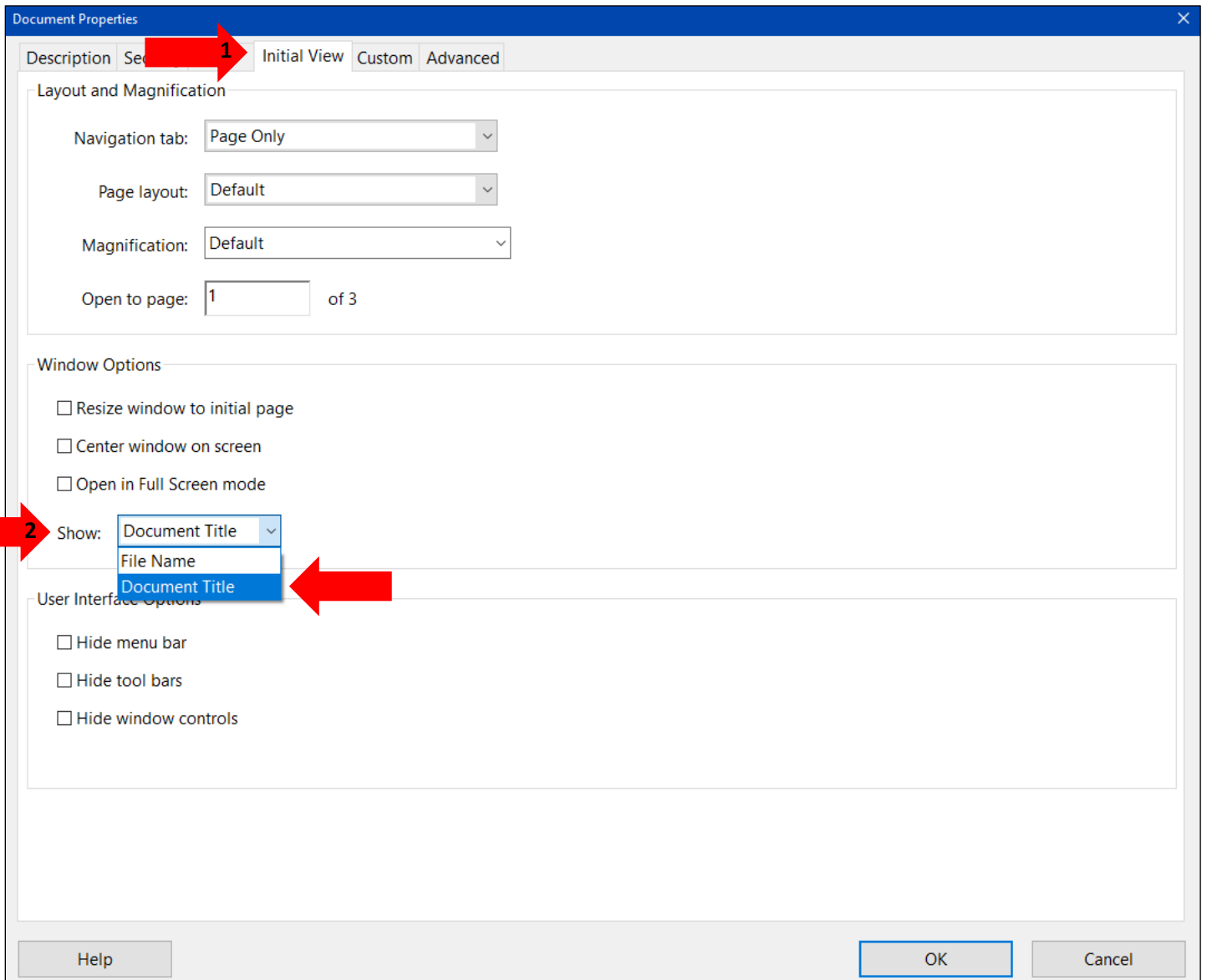3. Click the OK button.

1

2

Document Properties   ✕

Description | Security | Fonts | Initial View | Custom | Advanced

Description

File: ExtractingPages.pdf

Title: State of Nevada Board of Examiners for Long Term Care Administrators Code of Ethics

Author: destey

Subject:

Keywords:

Created: 12/16/2011 9:27:45 AM

Modified: 3/25/2021 8:10:20 AM

Application: PScript5.dll Version 5.2.2

[Additional Metadata...]

Advanced

PDF Producer: Acrobat Distiller 8.3.1 (Windows)

PDF Version: 1.6 (Acrobat 7.x)

Location: C:\Users\thanairygomez\Desktop\

File Size: 29.77 KB (30,486 Bytes)

Page Size: 8.50 x 11.00 in   Number of Pages: 3

Tagged PDF: Yes   Fast Web View: No

[Help]   [OK]   [Cancel]

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 | Sec... | **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

File Name

Document Title

User Interface Options

☐ Hide menu bar

☐ Hide tool bars

☐ Hide window controls

Help | OK | 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.
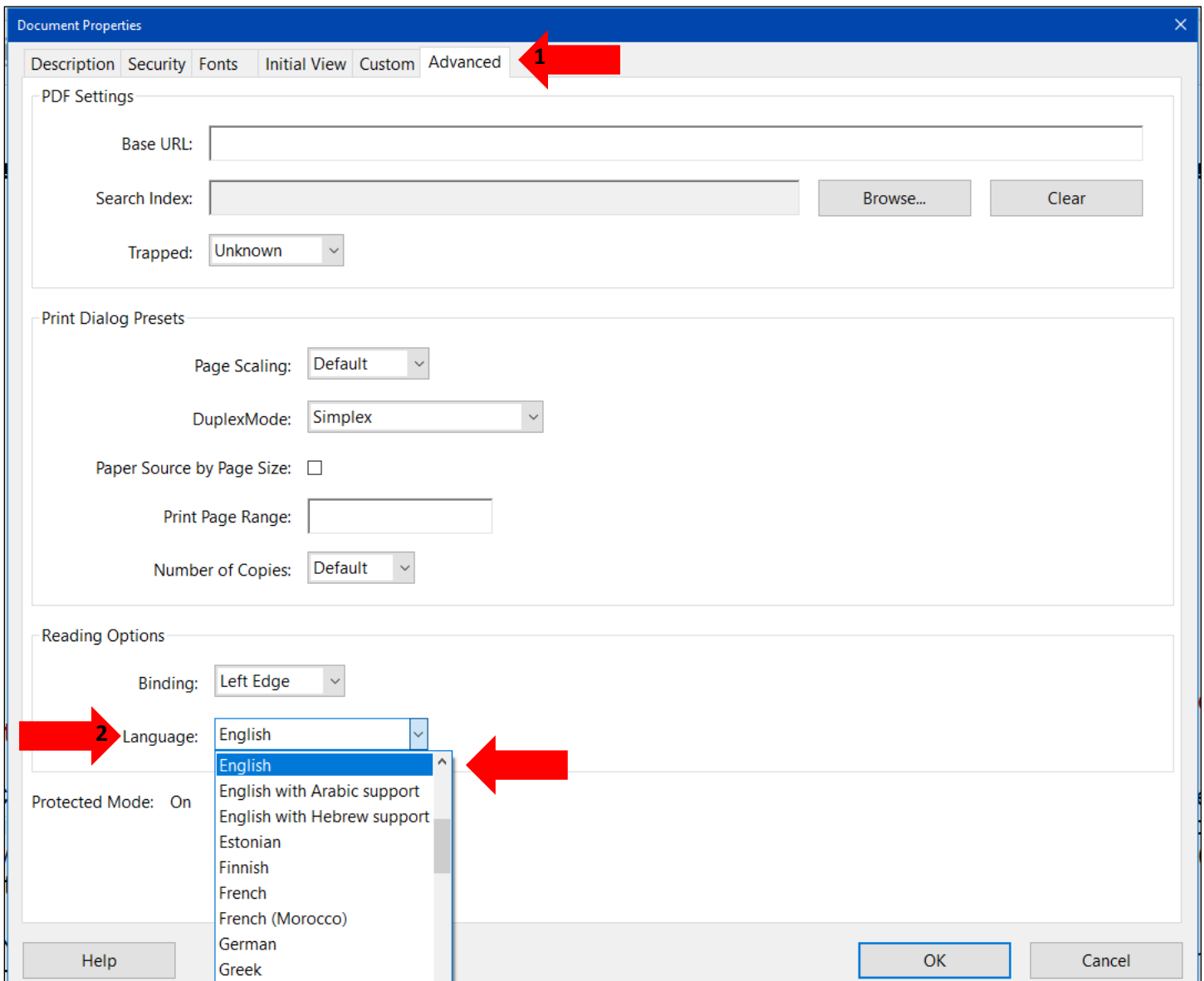
Heading 1 on First Page

A Heading 1 needs to be applied to the first page of every document. This is not inherently noticeable when using the accessibility check so it's necessary to check for an H1 and if there isn't one, apply it.

1. Select Reading Order in the Accessibility Tool
2. Right Click on the document, click on Show Page Content Groups, and choose Structure Types
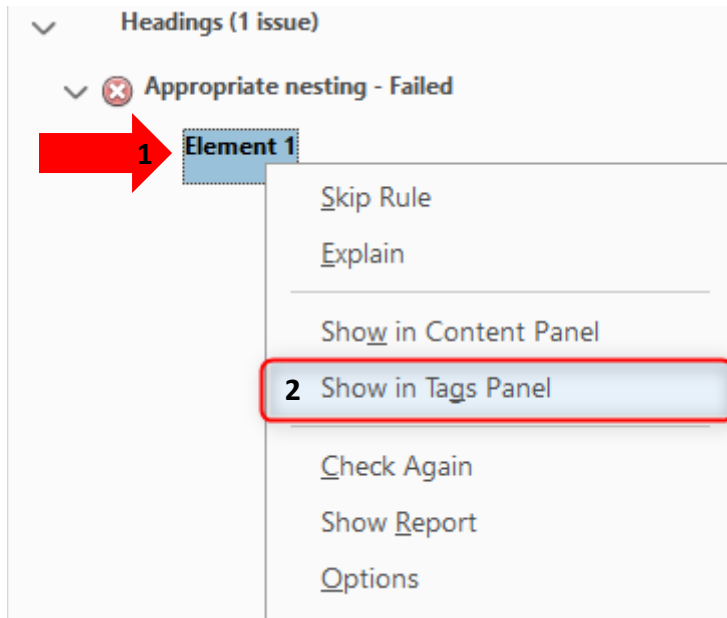3. After choosing structure types look for an H1 tag on the page.
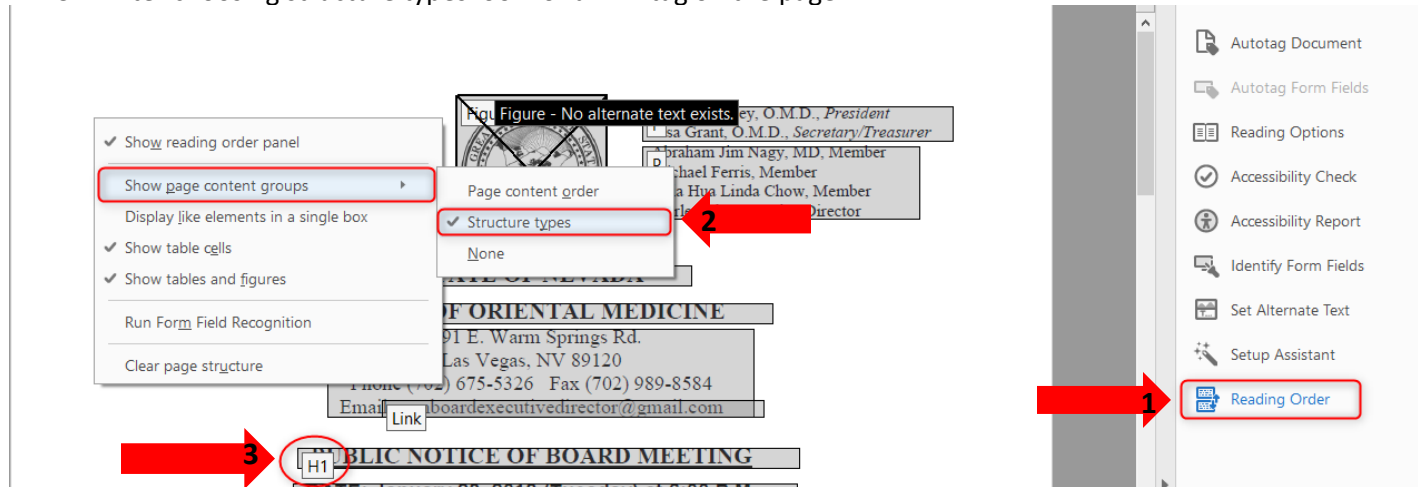
To apply an H1 encapsulate a heading on the page, right click on the document then choose "tag as heading 1"
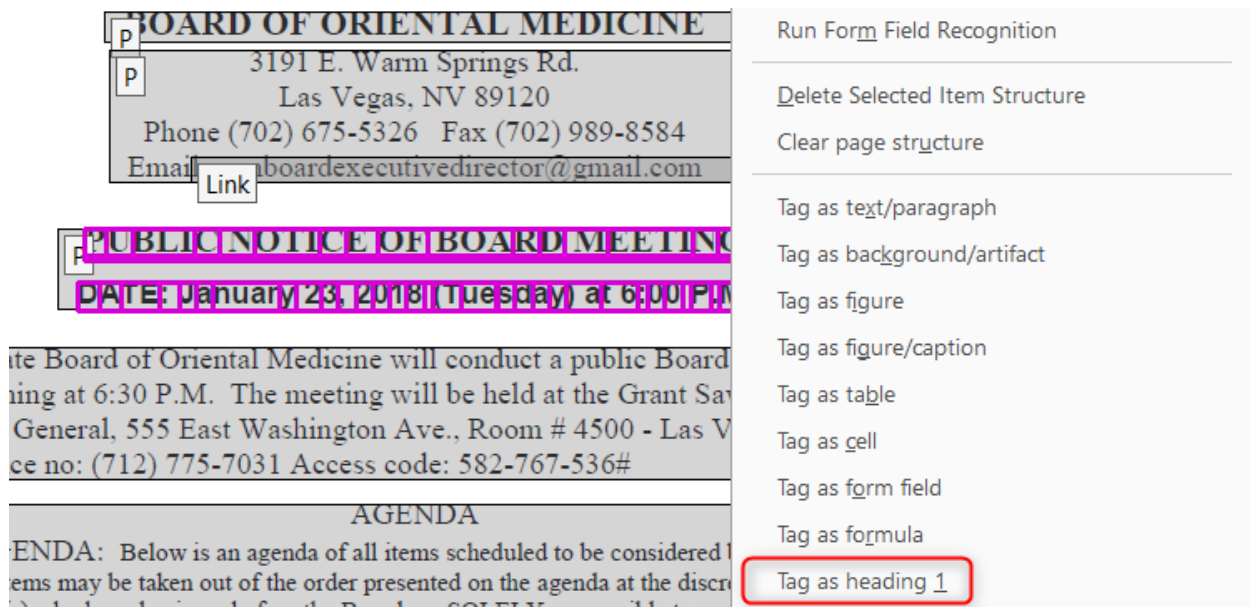
Incorrect Heading Issue

Change the Structure

1. Right Click on Element 1
2. Choose Show in Tags Panel

This will highlight the problem element in the tags panel.

3. Change the tag by double clicking the tag to edit it. It can change into a P, or an H1-6 tag.