

Identify and Fix Errors in Document

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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.

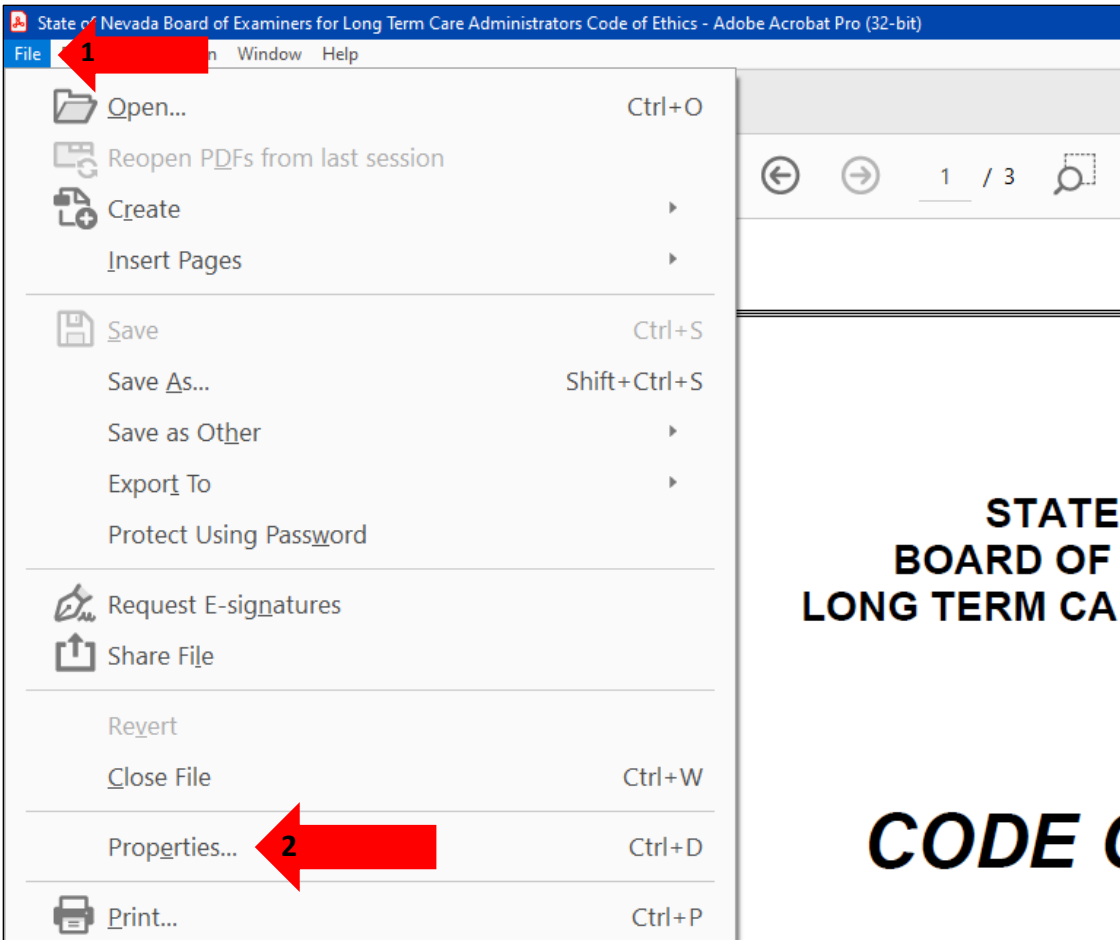
Document Title

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.

1

2

The image shows a screenshot of the "Document Properties" dialog box in Adobe Acrobat. The "Description" tab is selected, and the "Advanced" tab is also visible. The "Description" tab contains fields for File, Title, Author, Subject, and Keywords. The "Advanced" tab contains fields for PDF Producer, PDF Version, Location, File Size, Page Size, Number of Pages, Tagged PDF, and Fast Web View. The "Title" field is filled with "State of Nevada Board of Examiners for Long Term Care Administrators Code of Ethics". The "Author" field is filled with "destey". The "Created" field is "12/16/2011 9:27:45 AM" and the "Modified" field is "3/25/2021 8:10:20 AM". The "Application" field is "PScript5.dll Version 5.2.2". The "Advanced" tab shows "PDF Producer: Acrobat Distiller 8.3.1 (Windows)", "PDF Version: 1.6 (Acrobat 7.x)", "Location: C:\Users\thanairygoz\Deskto\", "File Size: 29.77 KB (30,486 Bytes)", "Page Size: 8.50 x 11.00 in", "Number of Pages: 3", "Tagged PDF: Yes", and "Fast Web View: No". There are "Help", "OK", and "Cancel" buttons at the bottom.

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 Additional Metadata...

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

Application: PScript5.dll Version 5.2.2

Advanced

PDF Producer: Acrobat Distiller 8.3.1 (Windows)

PDF Version: 1.6 (Acrobat 7.x)

Location: C:\Users\thanairygoz\Deskto\

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

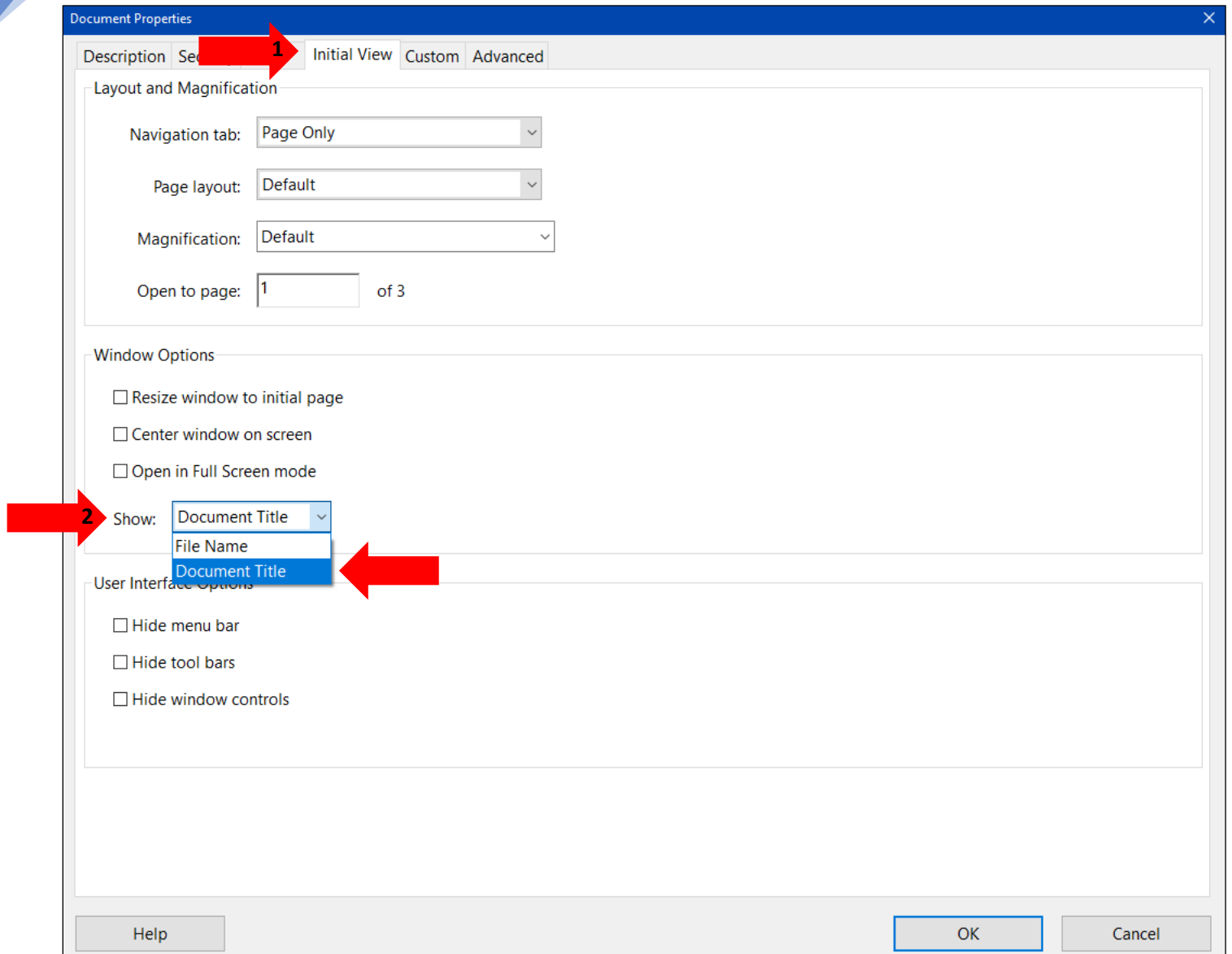
Help OK Cancel

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.

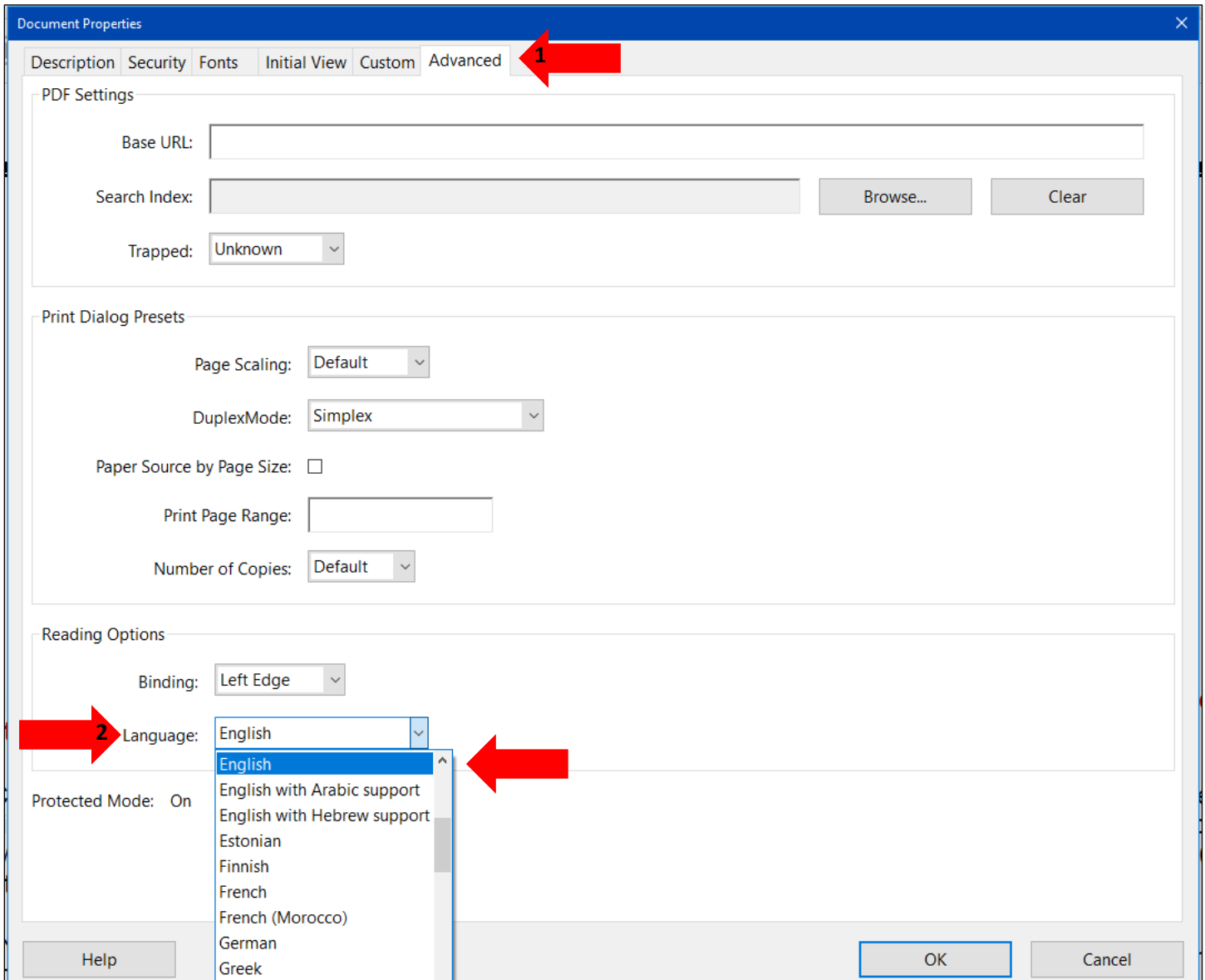
1. Click on the "Initial View" tab in the "Document Properties" window.
2. Confirm that the value displayed in the "Show" field is "Document Title. If the "Show" dropdown menu is set to "File Name" change this to "Document Title"



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.



Identify and Fix Errors in Document

Finding all Errors on PDF Page

Running the Accessibility checker will give results of all errors found throughout the entire document.

To make a document compliant, all errors must be corrected.

1. Select the “Element” or “Figure”
2. The PDF error will be highlighted on the page when selecting the error.

The screenshot shows a PDF viewer interface. On the left, the Accessibility Checker panel is open, displaying a tree view of issues. Under 'Figures alternate text - Failed', 'Figure 1' is highlighted with a red arrow labeled '1'. On the right, the public notice page is displayed. A red arrow labeled '2' points to the seal of the State of Nevada, which is the image that failed the accessibility check.

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.

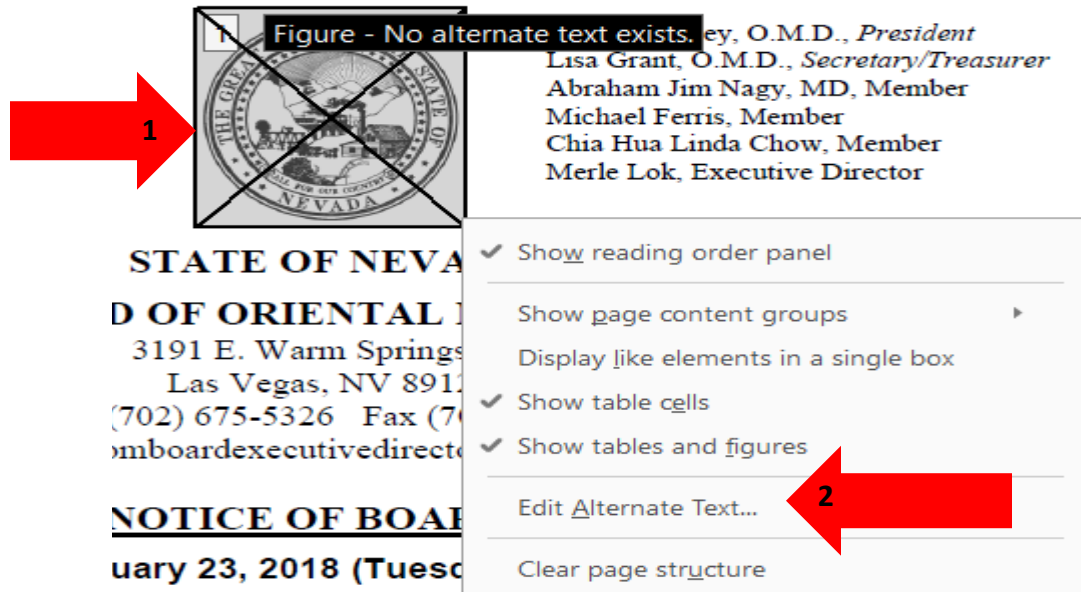
1. Select “Reading Order” located in the Accessibility Tool
2. Hold down left click on the mouse and draw a box to enclose the image until it is highlighted.
3. Right click and select “Tag as figure”.

The screenshot shows the same PDF viewer interface. On the right, the Accessibility Tool panel is open, and the 'Reading Order' option is selected. A red arrow labeled '2' points to the seal of the State of Nevada, which is being highlighted. Another red arrow labeled '3' points to the 'Tag as figure' option in the Accessibility Tool panel.

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 the figure
2. Select "Edit Alternate Text"



1. Add a description to the figure.
2. Select "OK" to save changes.

