

Extracting Text from Unnecessary Tables

Contents

Document Title.....	2
Creating/Confirming a Document Title	2
Creating/Changing a Title.....	3
Setting PDF to Document Title	4
Changing or confirming the document title is set.	4
Setting or confirming the Language in PDF	5
Merged Cells in Tables	6
Merged cells with multiple headings in a table can cause a regularity issue in Adobe.	6
How to create a table structure in the tags panel:	6
Fix regularity issues:.....	9

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.

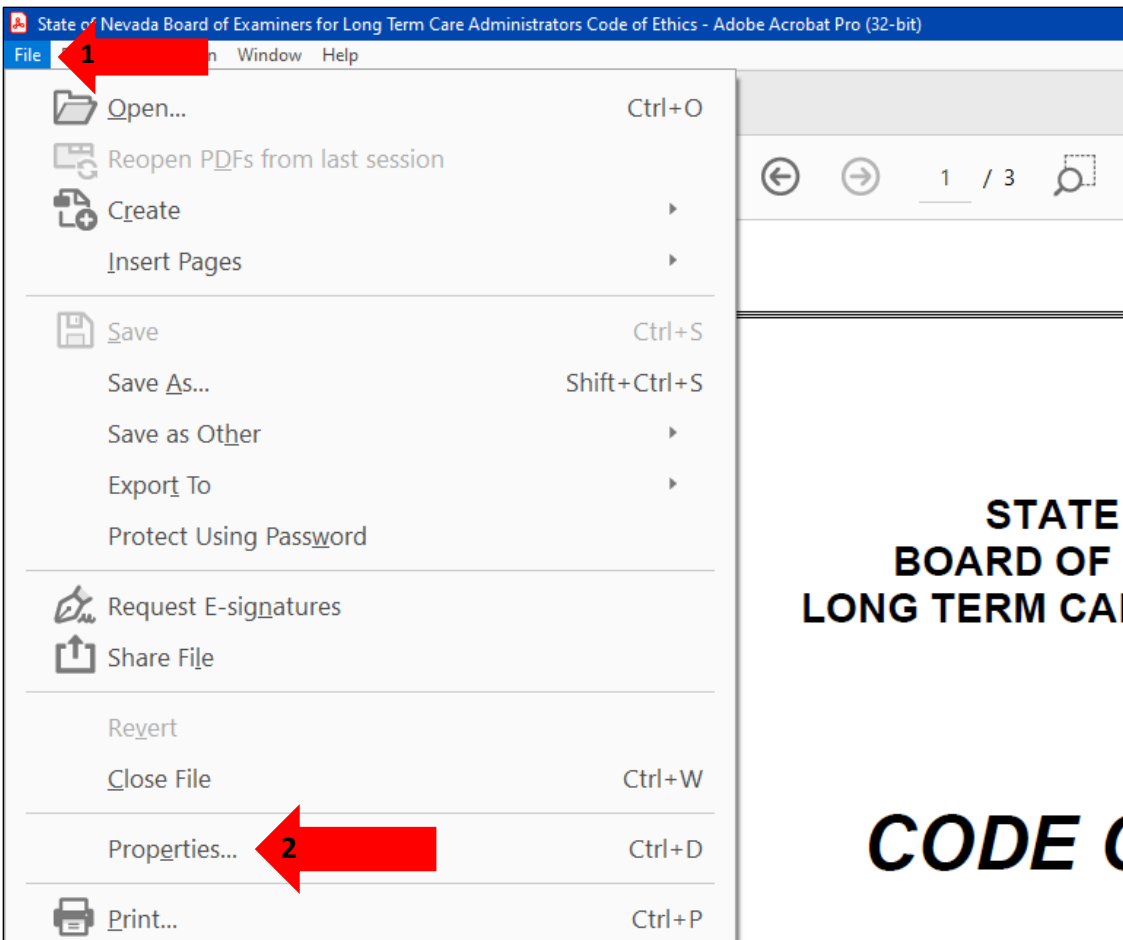
Document Title

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.

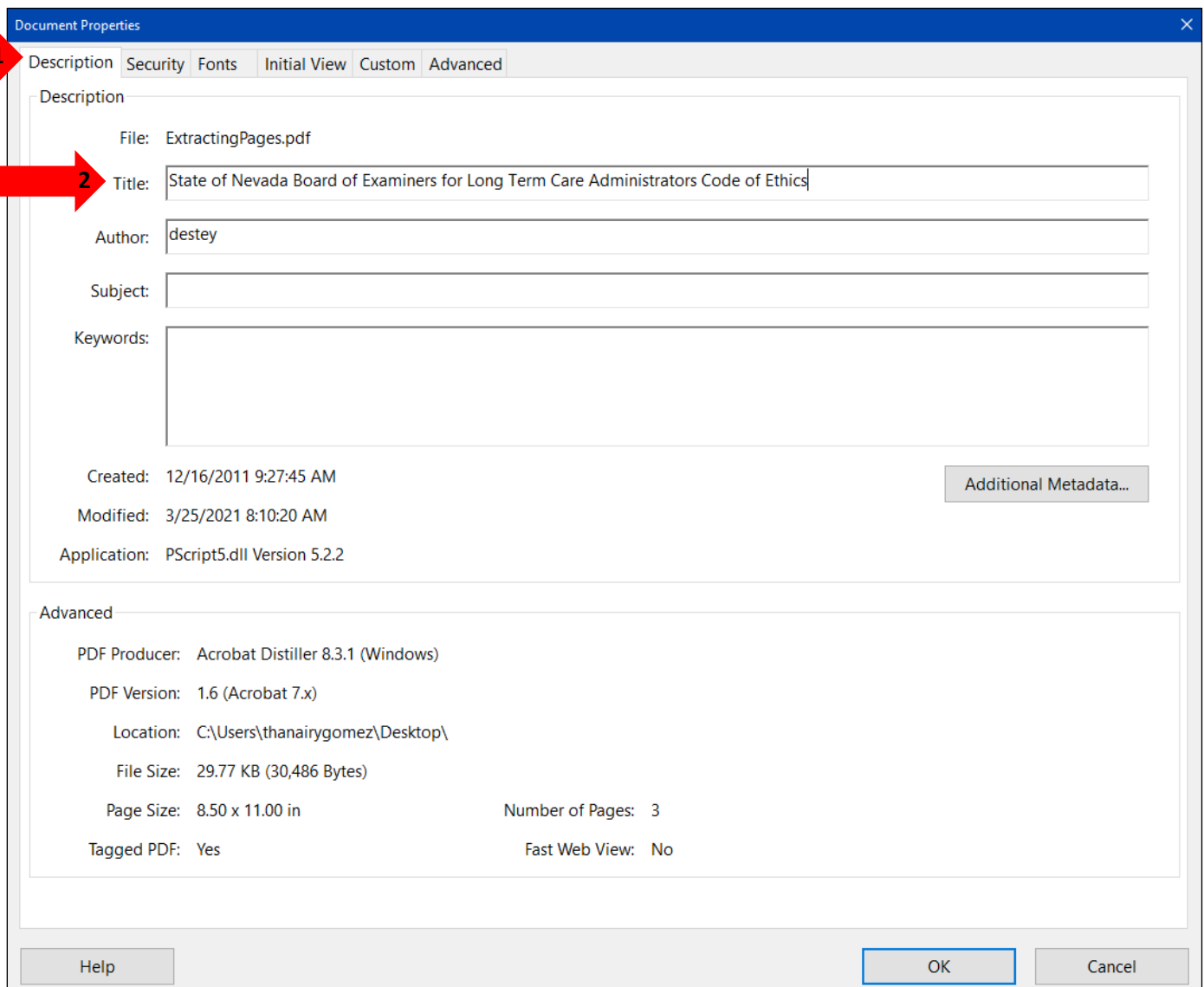
1. Click on “File” at the top of the menu bar.
2. Select “Properties” to open the Document Properties window.
3. View the Description tab to determine if the document has a title and/or if the title is an appropriate description of the document.



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. The 'Title' field contains the text 'State of Nevada Board of Examiners for Long Term Care Administrators Code of Ethics'. The 'Author' field contains 'destey'. The 'Subject' and 'Keywords' fields are empty. The 'Advanced' tab is also visible, showing PDF metadata such as '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', and 'Fast Web View: No'. The 'OK' button is highlighted with a blue border.

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\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

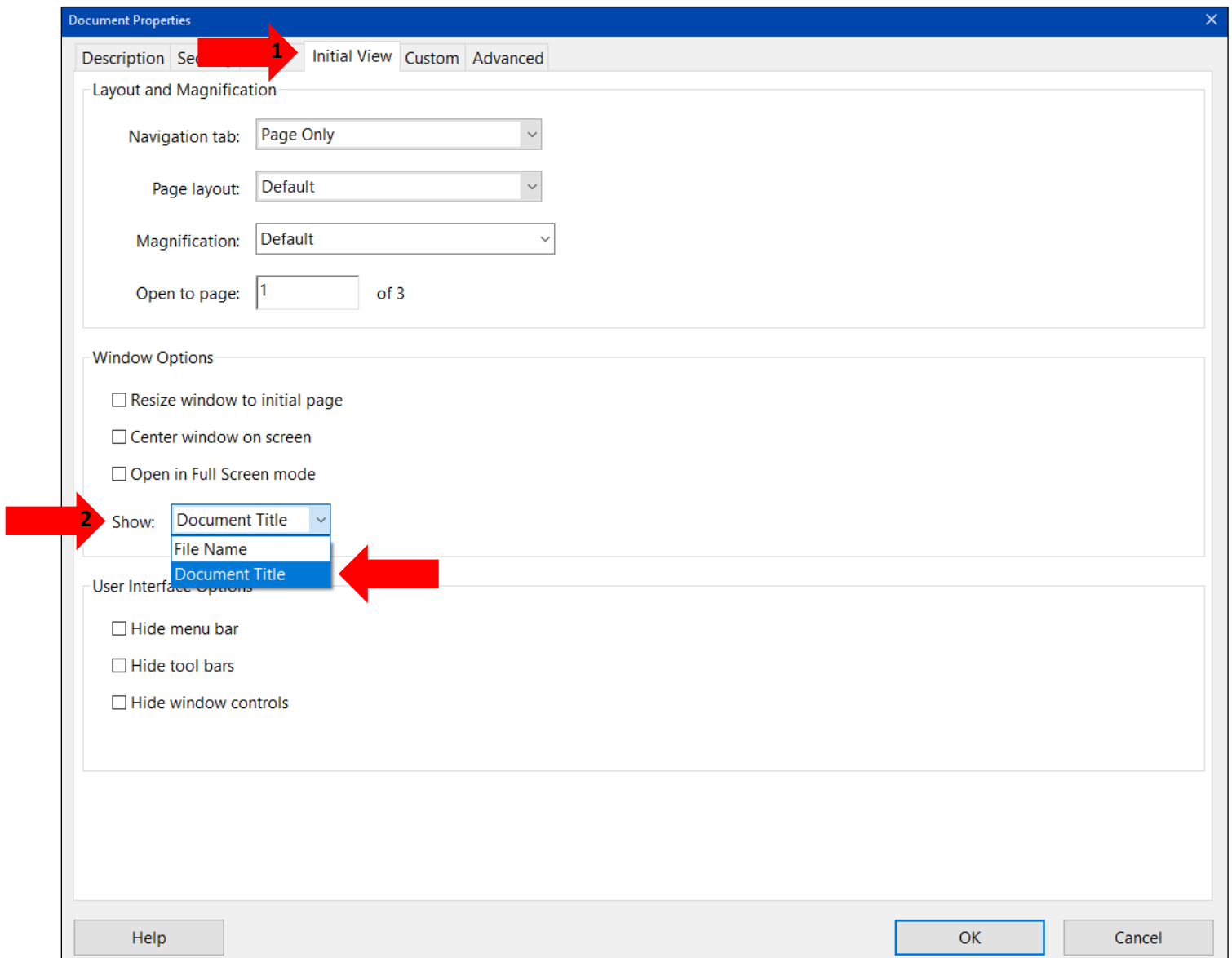
Help OK Cancel

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.

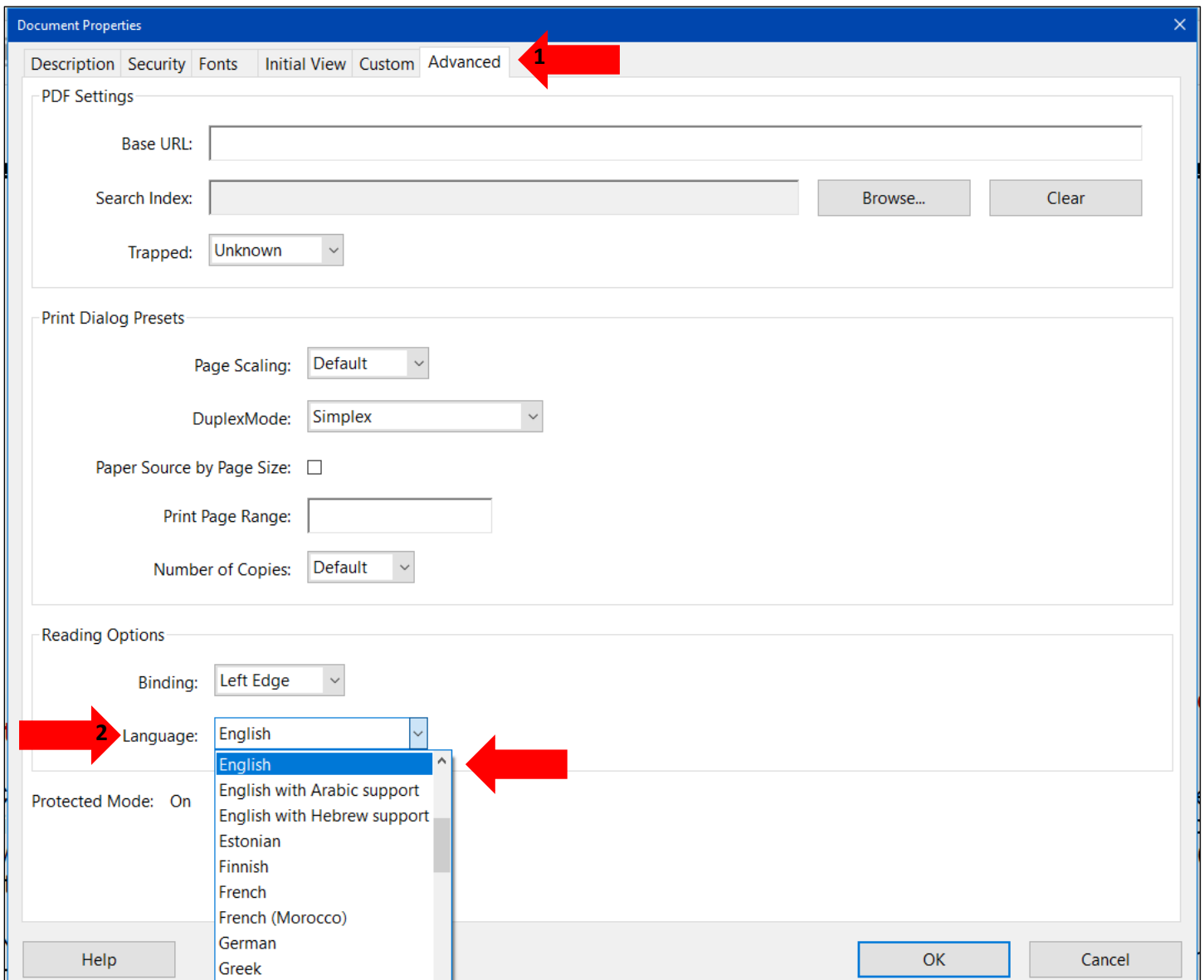
1. Click on the "Initial View" tab in the "Document Properties" window.
2. Confirm that the value displayed in the "Show" field is "Document Title. If the "Show" dropdown menu is set to "File Name" change this to "Document Title"



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:

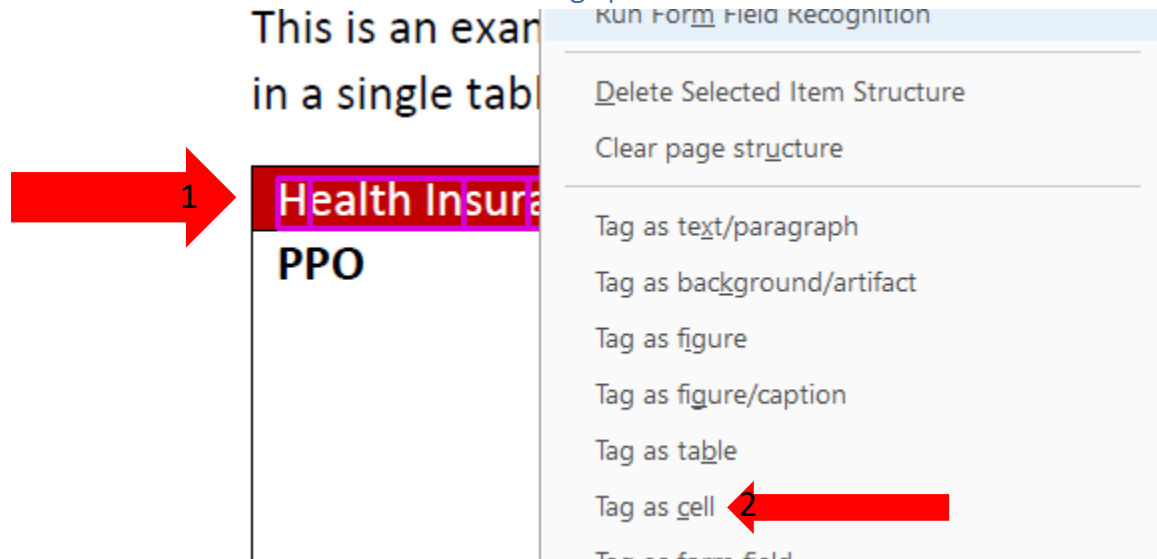
1. Click on the “Advanced” tab in the Document Properties window.
2. Choose the “Language dropdown” and confirm that the language in the Reading Options section of the tab is correct.
3. Click the “OK button to save any changes to the PDF title or language.



Merged Cells in Tables

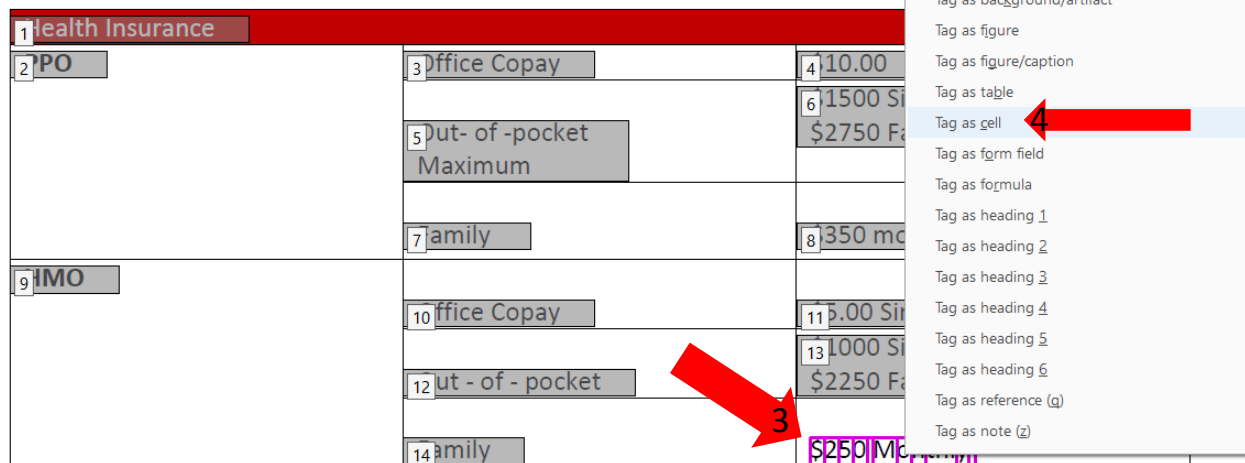
Merged cells with multiple headings in a table can cause a regularity issue in Adobe. This issue can be fixed by structuring the table inside of the tags panel.

How to create a table structure in the tags panel:

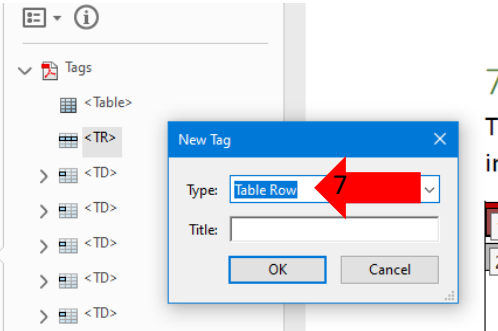
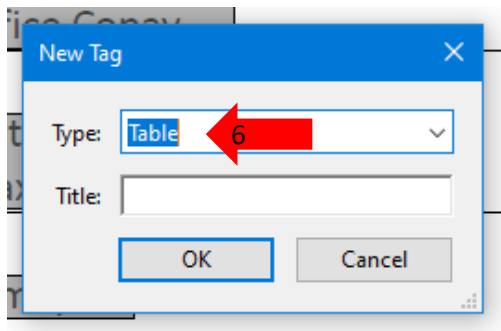
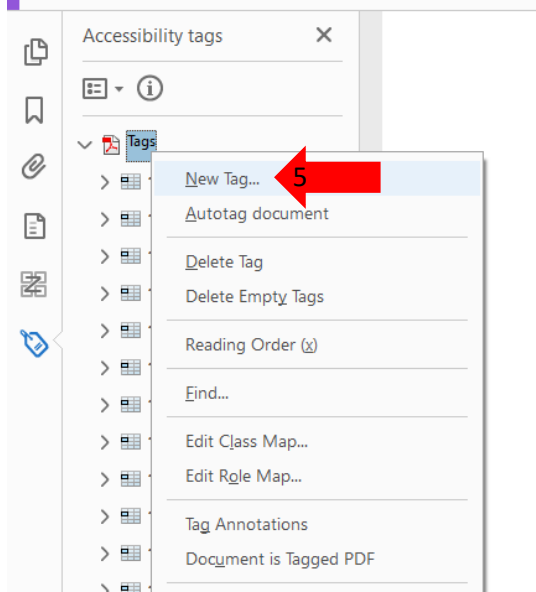


7.1 Insurance Plans

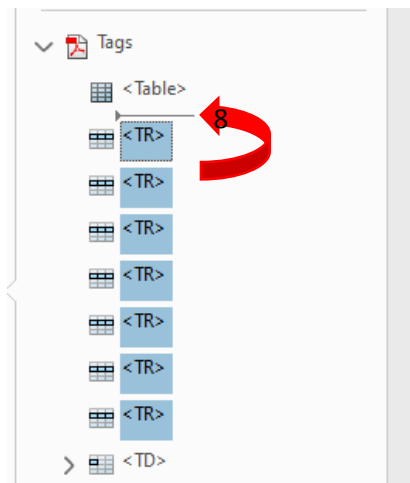
This is an example of a complex table with different heading styles covering multiple rows in a single table.



1. Encapsulate and tag each text individually as a "Cell"
2. Right click and select tag as "Cell"
3. Repeat for all cells
4. Tag as cell



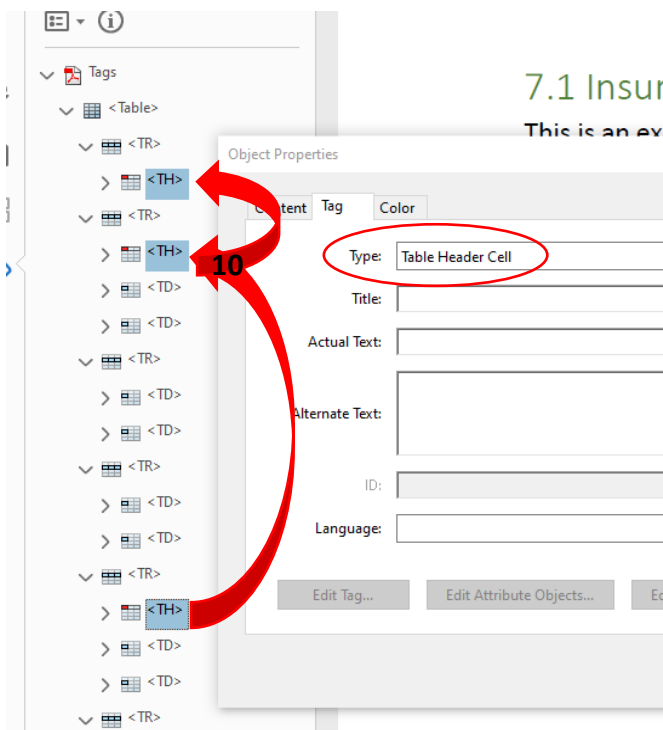
5. Right click in tags panel and select the "New Tag" option.
6. Change type to "Table" and click OK to create a new Table tag in the tags panel.
7. Repeat steps E-F to create 7 Table Rows (TR) tags under the Table tag.



8. Highlight all Table Row tags and drag them up to nest them inside the Table tag.



9. Nest all cells into their respective rows with same method as step H.

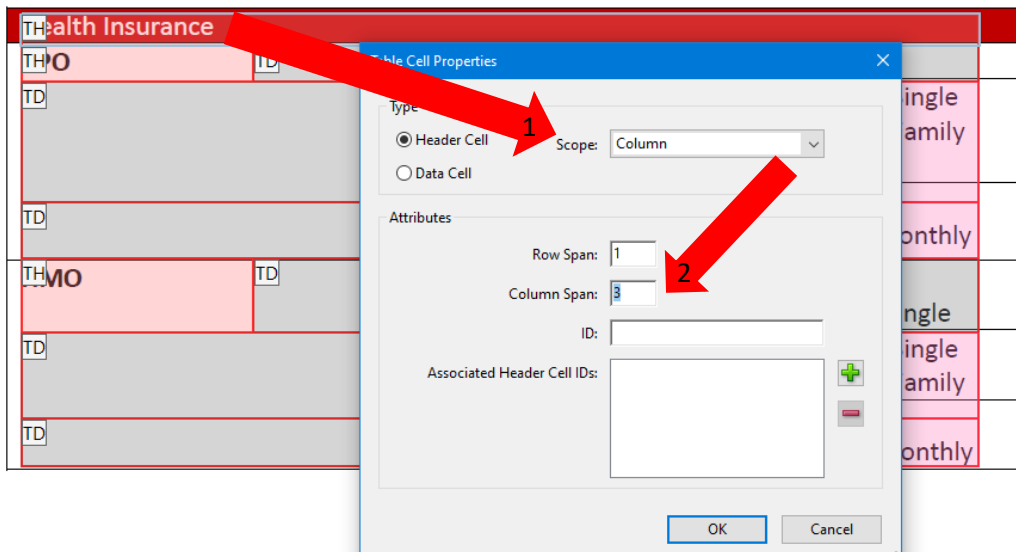


10. Select the proper header cells and right click to open "Properties". Change type to Table header cell so cells now show as <TH>.

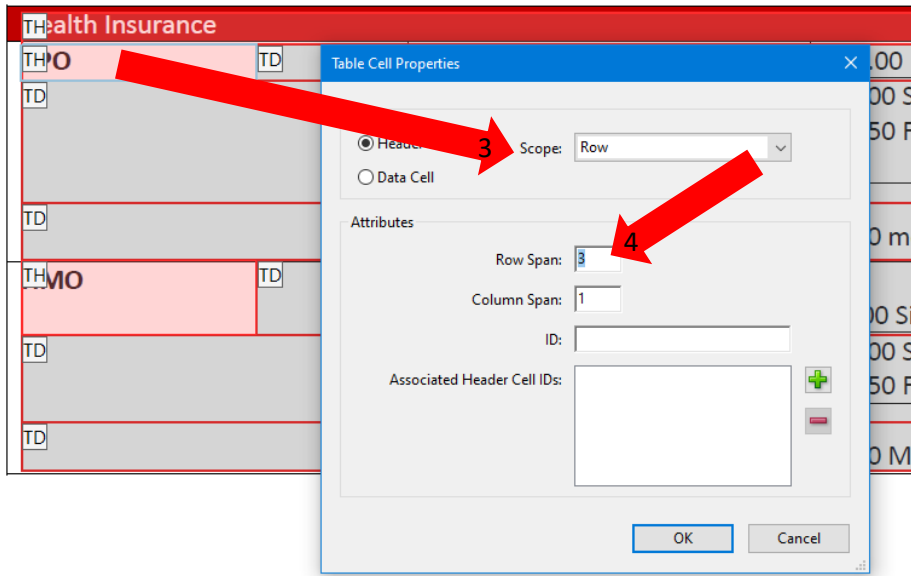
Fix regularity issues:

Health Insurance					
TH	MO	TD	Office Copay	TD	\$10.00
TD			Out-of-pocket Maximum	TD	\$1500 Single \$2750 Family
TD			Family	TD	\$350 monthly
TH	MO	TD	Office Copay	TD	\$5.00 Single
TD			Out-of-pocket	TD	\$1000 Single \$2250 Family
TD			Family	TD	\$250 Monthly

1. Table is currently irregular because not all rows have the same number of cells. Use table editor to open this view.



2. Right click on the first table cell and select "Table Cell Properties". Change the scope to Column and the column span to 3 to make this one cell seem like 3.



3. The next TH down needs to span 3 rows to cover the empty spaces in the two rows below. Use the same process as the last step but change the scope to "row" and the row span to 3.
4. Repeat step 3 for the last "TH". This should make all rows regular and fix any header and regularity issues.

[Headers - Passed](#)

[Regularity - Passed](#)