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# STATE OF NEVADA

# ADA REMEDIATION GUIDE

REV. 12/30/20 – EITS WEB TEAM

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# SETUP ADA TOOLS

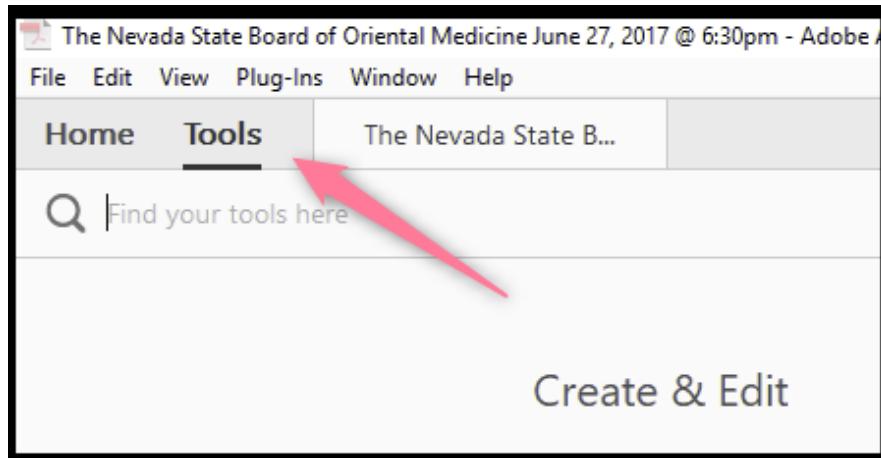
ADOBE ACROBAT PRO IS REQUIRED TO REMEDIATE PDF DOCUMENTS (ADobe READER WILL

## Select and Add Remediation Tools

This section will explain how to set up pre-set remediation tools in the far-left tool panel

- 1) Select the Tools option from the Adobe menu.

- A. Select “Tools”.



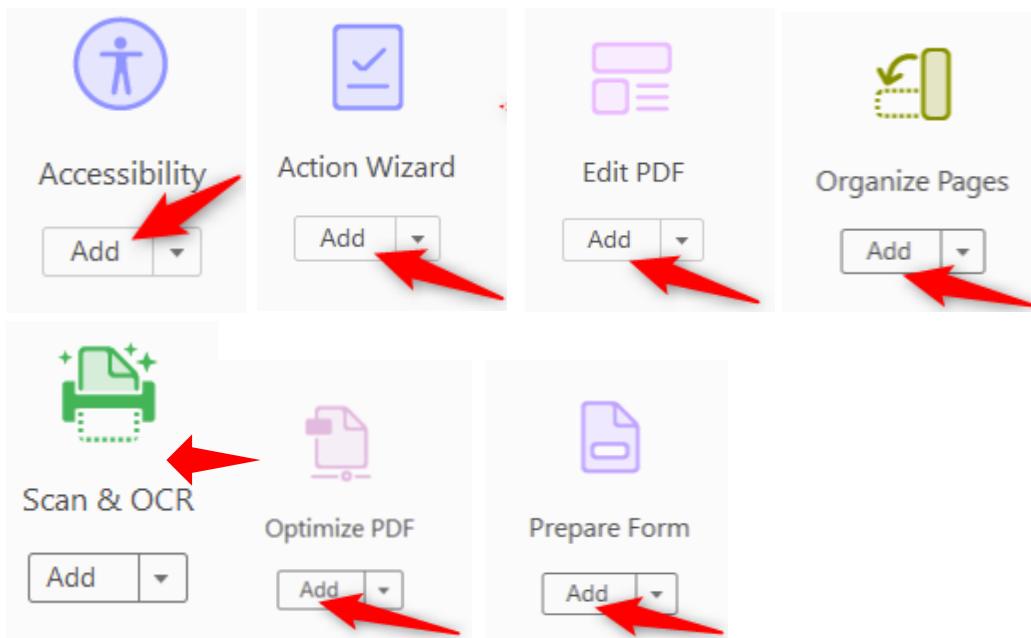
## Add Accessibility Tools Right Side

- 2) Click the Add button associated with the following seven Adobe tools. This will make the tools available for quick access in the far-right tool panel. The functionality of these tools will be explained later in this guide. (Add internal document link to appropriate section?) if the Add button says “Open”, that indicates that the tool has already been added.

1. Accessibility
2. Action Wizard
3. Edit PDF
4. Organize Pages
5. Scan & OCR Note: Replace visual also
6. Optimize PDF
7. Prepare Form

Note: if the short cut has already been added, the message under the tool icon will be “Open”. If the short cut has not been added, the message under the tool icon will be “Add”.

## Add Accessibility Tools Right Side (continued)



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**AFTER YOU HAVE ADDED THE REMEDIATION TOOLS, THEY WILL BE LOCATED ON THE RIGHT PANEL FOR FUTURE USE**

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## Add Accessibility Tools Left Side

This section will explain how to set up remediation tools in the far-left tool panel.

1. Open a PDF
2. To display the left side tool panel, check the open arrow located in the middle of the far-left tool panel.
3. Using a keyboard mouse, Right click on the left side of Adobe Acrobat Pro DC:

## Add Accessibility Tools Left Side (continued)

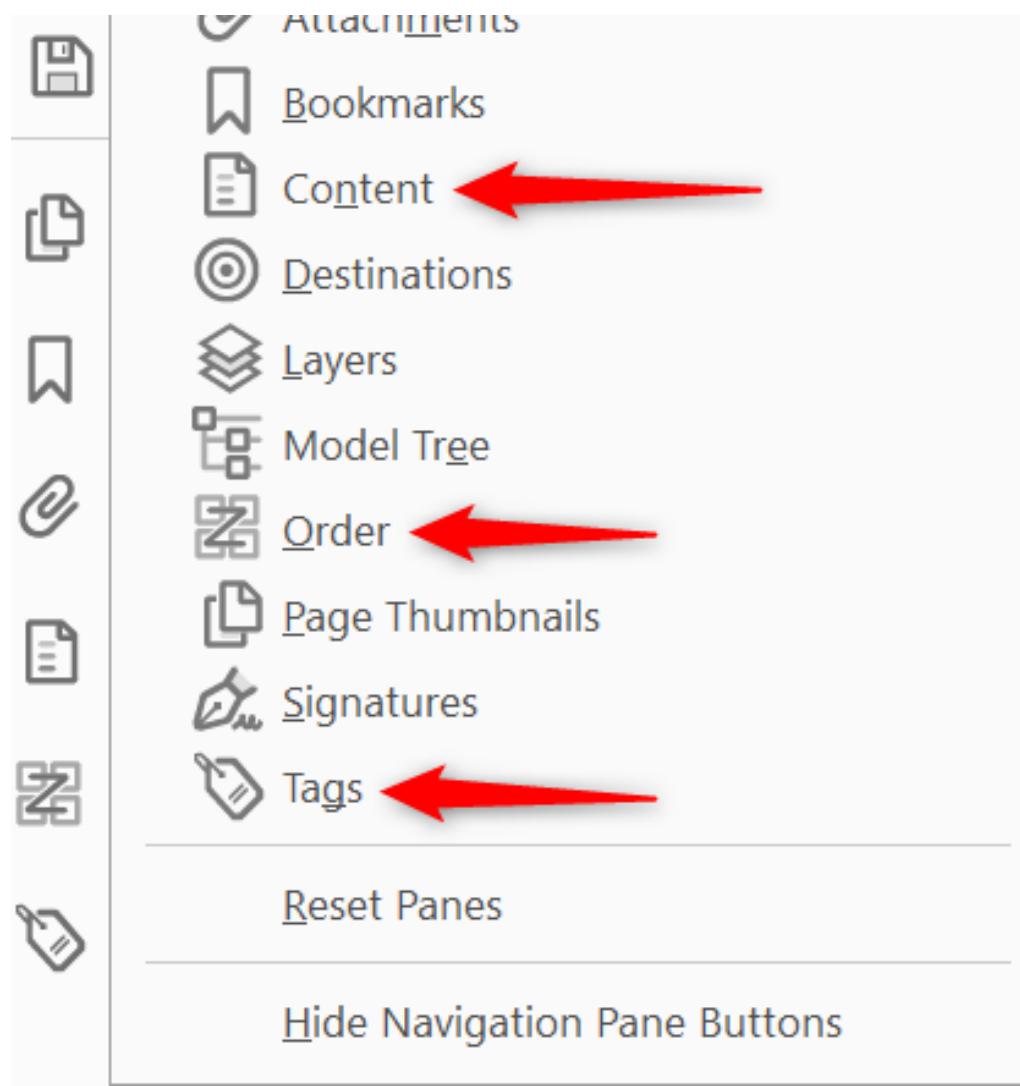


1. The following default tools will display:
2. Page Thumbnails (first tool in in the panel)
3. Bookmarks (second tool in the panel)
4. Attachments (third tool in the panel)

## Add Accessibility Tools Left Side (continued)

The following three tools that are added to the left side of Adobe Acrobat Pro and will help with remediating a PDF document. The three tools to add:

1. Content
2. Order
3. Tags



Add the Content, Order and Tags tools to the left-hand tool panel

- 1) Expand the left-hand tool pane by clicking the expansion arrow (described above)
- 2) Right-click in any empty space in expanded panel
- 3) Click on the name of the tool that you want to add
- 4) Repeat steps 2 and 3 to add additional tools

# ADOBE ACROBAT PDF

## 1-First three Steps in remediation a PDF:

**ALWAYS TRY TO REMEDIATE THE SOURCE FIRST (WORD, EXCEL, POWERPOINT, ETC) BEFORE YOU TRY TO REMEDIATE THE PDF- THIS WILL ELIMINATE A LOT OF ISSUES AND MAKE REMEDIATION A LOT EASIER AND CLEANER**

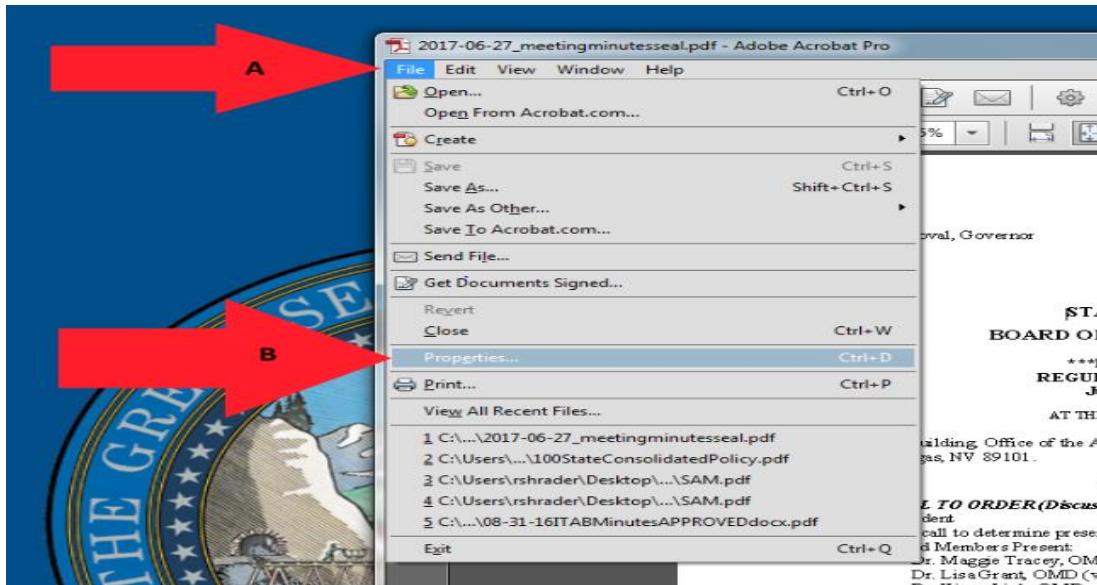
### Document Title

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 your 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

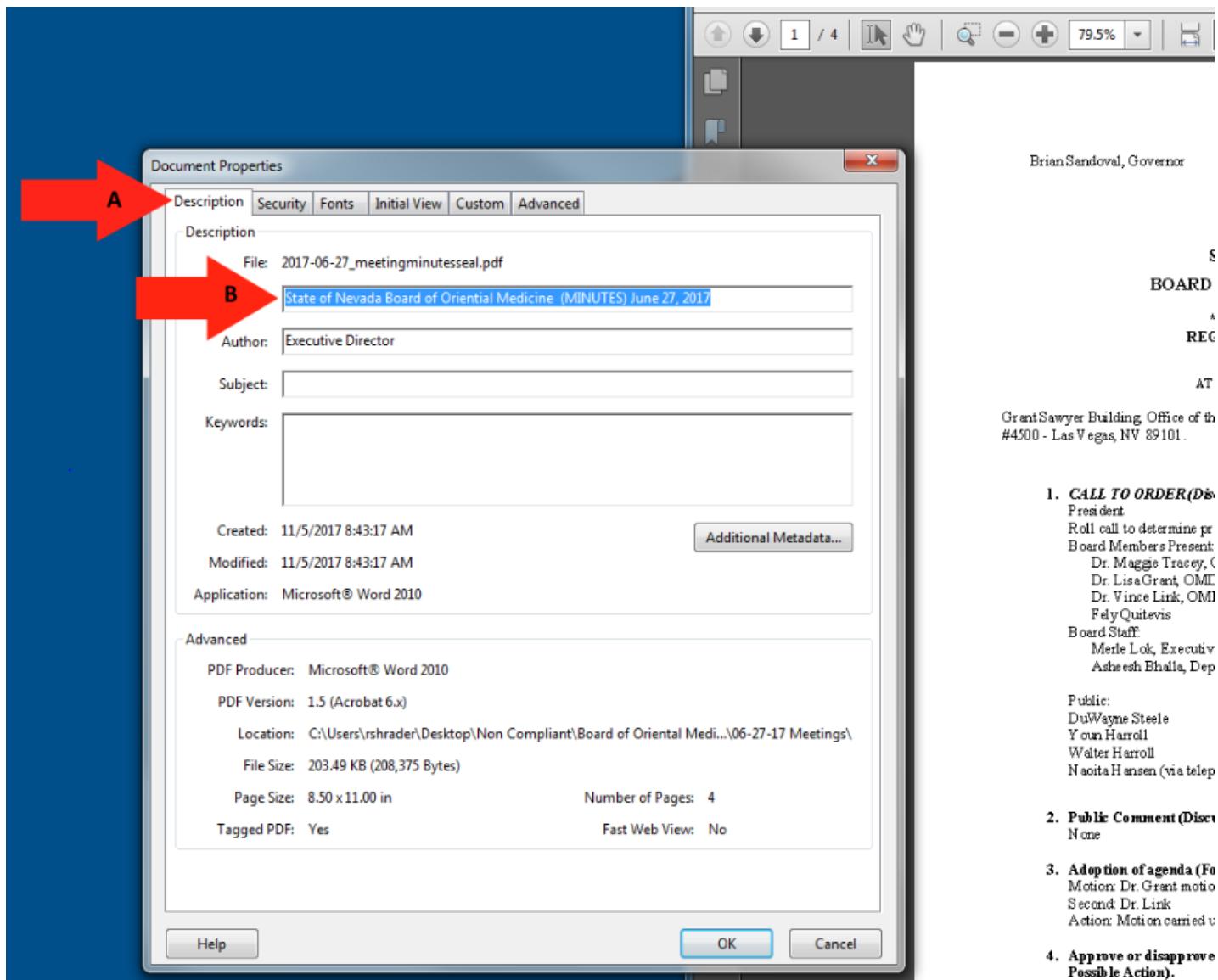


## 1-First three Steps in remediation a PDF (continued)

### 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



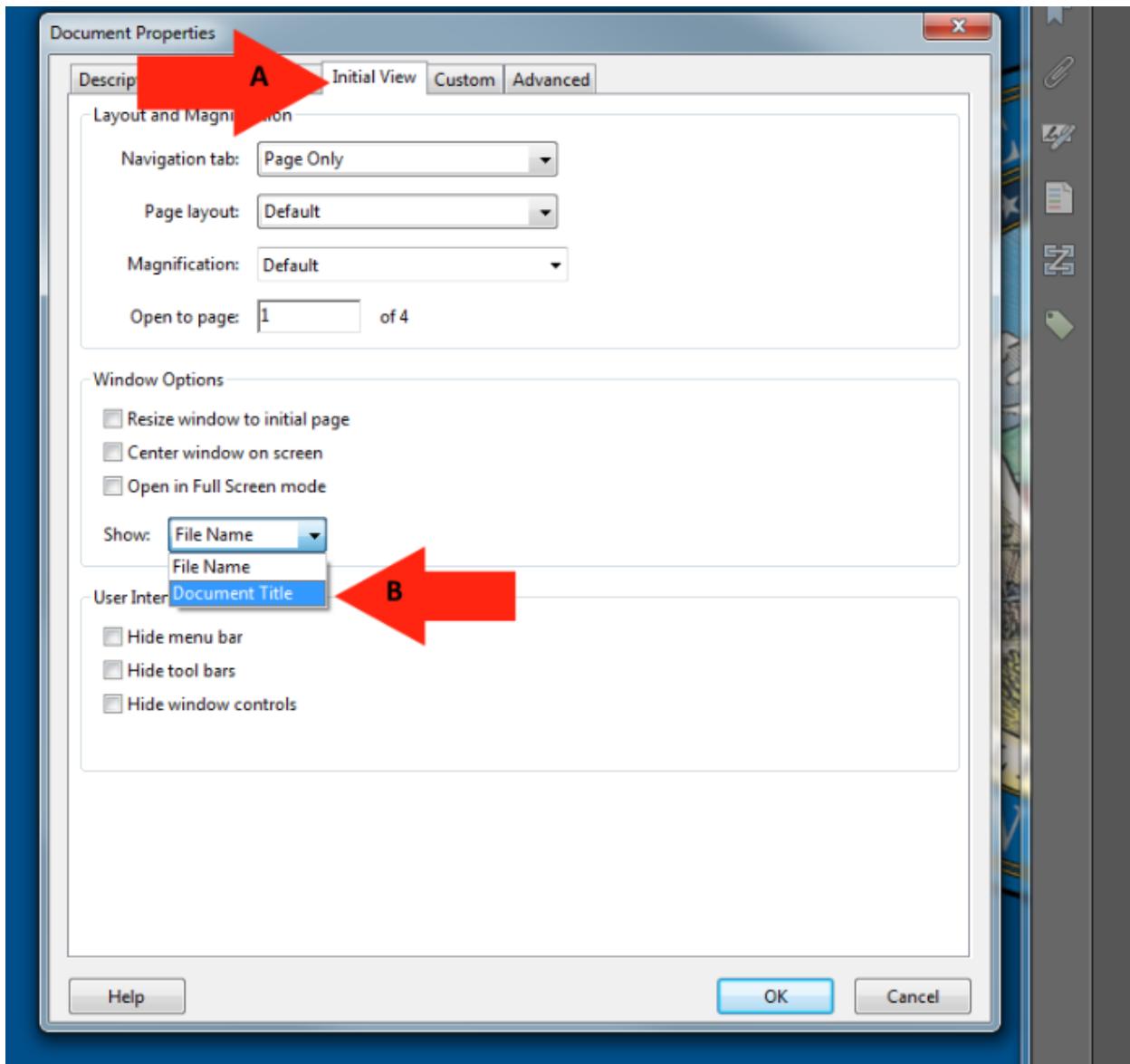
## 1-First three Steps in remediation a PDF (continued)

### Setting PDF to Document Title

Changing or confirming the document title is set

- 1) When adding a Title to your document, you must also change the Metadata from File Name to Document Title.

- a. Click on the “Initial View” tab in the “Document Properties” window.
- b. 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”

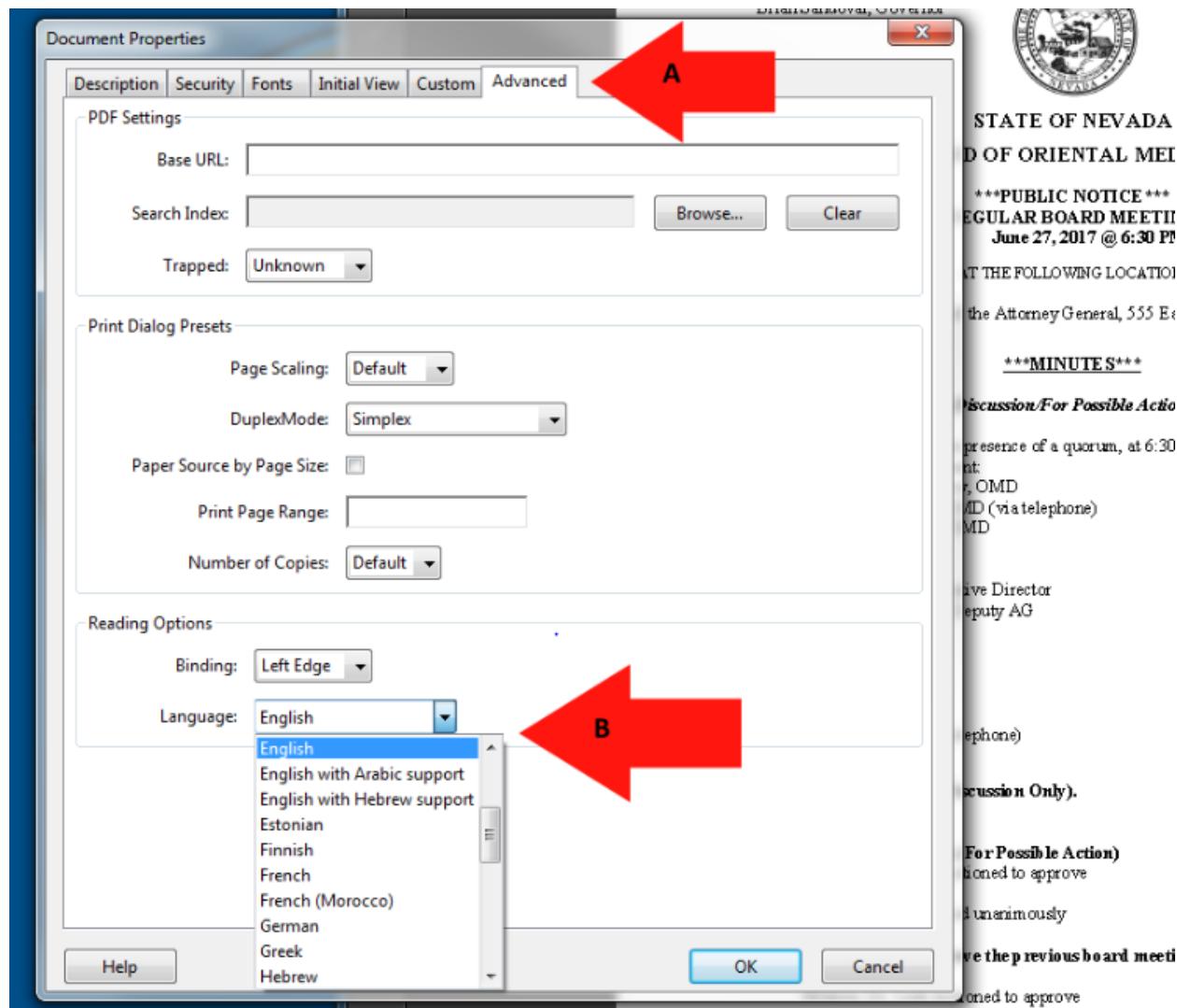


## 1-First three Steps in remediation a PDF (continued)

Setting or confirming the Language in PDF

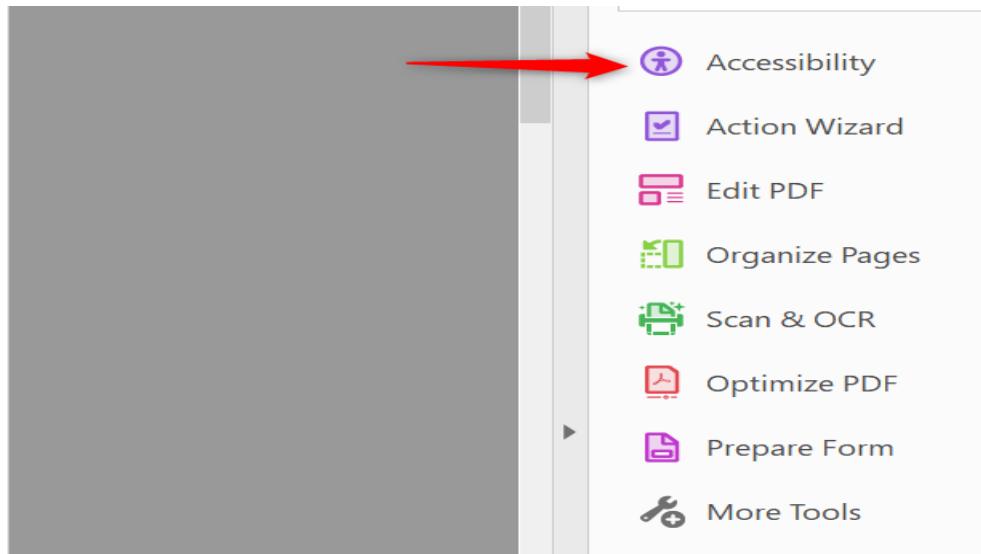
Screen reader technology will read the document to the user in the language set for the document. A document can only have one language setting. The steps to set the correct language in a PDF are:

- A. Click on the “Advanced” tab in the Document Properties window.
- B. Choose the “Language dropdown” and Confirm that the language in the Reading Options section of the tab is correct.
- C. Click the “OK button to save any changes to the PDF title or language.

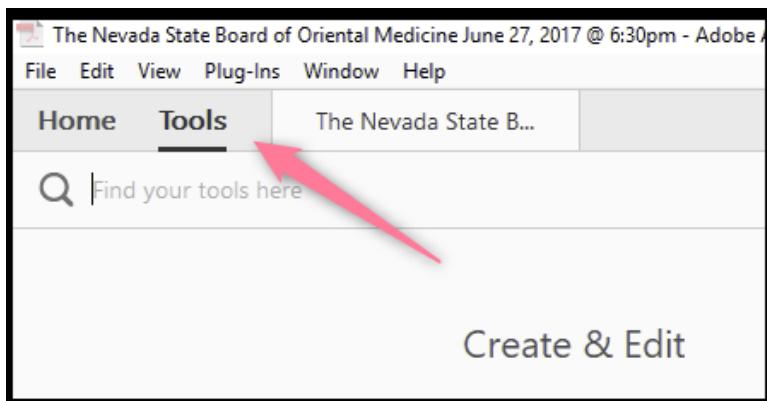


## 2-Perform Manual Accessibility Check

- 1) Open the PDF in Adobe.
- 2) Click on Accessibility icon on the right of the screen.

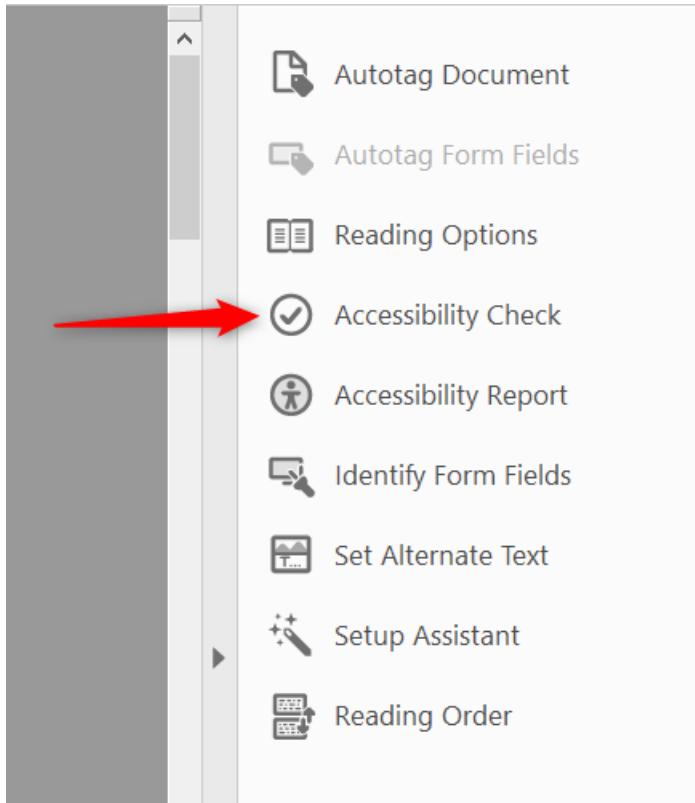


3. If this icon is not displayed in the right-hand menu bar see “Adding Tools for Remediation” (If we say this, the images below will not be needed. They have been previously added to the guide.

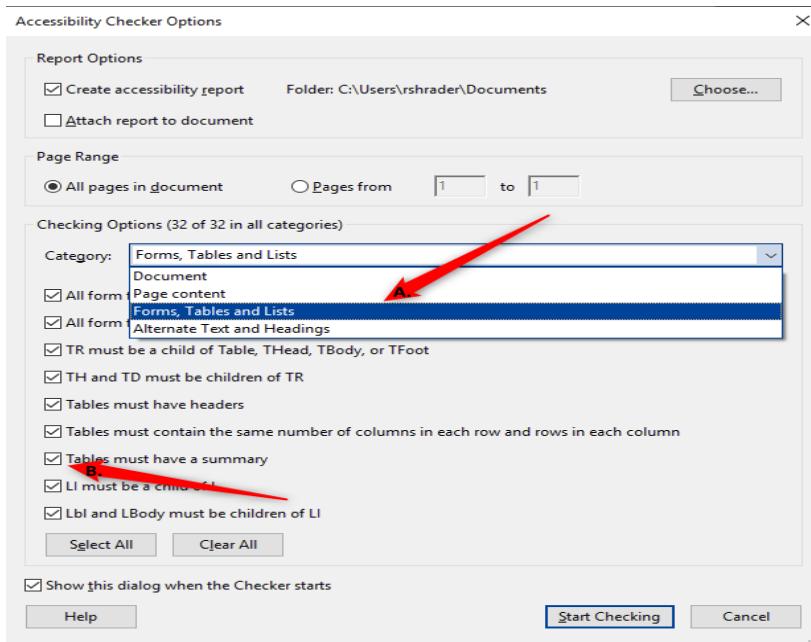


## 2-Perform Manual Accessibility Check (continued)

4. Click on the “Accessibility Check” link to open the Accessibility Checker Options window.



5. Confirm that the “All pages in document” radio button is selected.



## 2-Perform Manual Accessibility Check (continued)

6. Confirm that the Checking Options displays “(32 of 32 in all categories)”.

Checking Options (32 of 32 in all categories) 

Category: Forms, Tables and Lists

- All form fields are tagged
- All form fields have description
- TR must be a child of Table, THead, TBody, or TFoot
- TH and TD must be children of TR
- Tables must have headers
- Tables must contain the same number of columns in each row and rows in each column
- Tables must have a summary
- LI must be a child of L
- Lbl and LBody must be children of LI

7) If Checking Options displays “(31 of 32 in all categories)” perform the following steps:

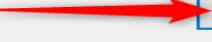
- a. Click on the Category dropdown menu
- b. Select Form, Tables and Lists
- c. Click on any of the unchecked Check Boxed

8. Click on the “Start Checking” button to run the accessibility check.

Checking Options (32 of 32 in all categories)

Category: Forms, Tables and Lists

- All form fields are tagged
- All form fields have description
- TR must be a child of Table, THead, TBody, or TFoot
- TH and TD must be children of TR
- Tables must have headers
- Tables must contain the same number of columns in each row and rows in each column
- Tables must have a summary
- LI must be a child of L
- Lbl and LBody must be children of LI

Show this dialog when the Checker starts 

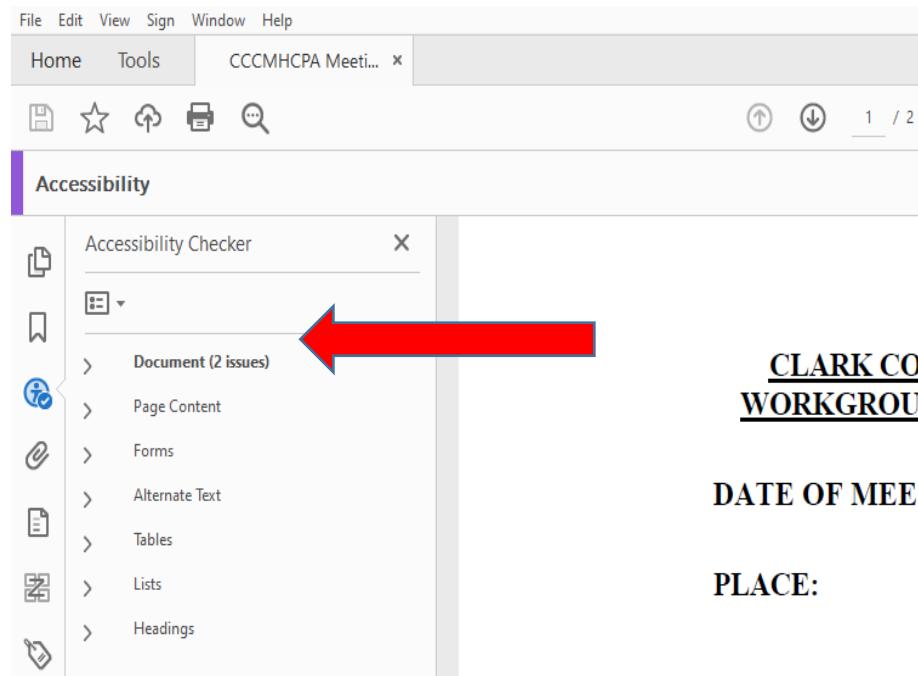
## 2-Perform Manual Accessibility Check (continued)

### Manual Accessibility Check Results

The results of the accessibility check will be immediately available in the Accessibility Checker panel. This panel will automatically open on the left-hand side of the page after the check is completed.

All compliance issues that Adobe can identify will display in the Accessibility Checker window. Please note that not all accessibility issues can be identified with the Adobe accessibility checker.

In order to view the issues that need to be remediated in the document, open the carrot to the left of each issue listed in the Accessibility window.



Instructions on how to remediate most issues will be provided later in this guide.

### 3-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. In order to make a document compliant, all errors must be corrected.

- A. Select the “Element”.
- B. The PDF error will highlight on the page when selecting the Element.

2018-01-23-Agenda.pdf - Adobe Acrobat Pro DC

File Edit View Sign Plug-Ins Window Help

Home Tools 2018-01-23-Agenda x

Accessibility Checker X

Document (3 issues)

Page Content

Forms

Alternate Text (1 issue)

Figures alternate text - Failed

Figure 1 A

Nested alternate text - Passed

Associated with content - Passed

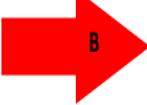
Hides annotation - Passed

Other elements alternate text - Passed

Tables

Lists

Headings

Brian Sandoval, Governor  

Maggie Tracey, O.M.D., President  
Lisa Grant, O.M.D., Secretary/Treasurer  
Abraham Jim Nagy, MD, Member  
Michael Ferris, Member  
Chia Hua Linda Chow, Member  
Merle Lok, Executive Director

STATE OF NEVADA

BOARD OF ORIENTAL MEDICINE

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**PUBLIC NOTICE OF BOARD MEETING**

**DATE: January 23, 2018 (Tuesday) at 6:00 P.M.**

The Nevada State Board of Oriental Medicine will conduct a public Board meeting on January 23, 2018 beginning at 6:30 P.M. The meeting will be held at the Grant Sawyer Building, Office of the Attorney General, 555 East Washington Ave., Room # 4500 - Las Vegas, NV 89101. Phone conference no: (712) 775-7031 Access code: 582-767-536#

AGENDA

Search tools

Accessibility

Action Wizard

Edit PDF

Prepare Form

Organize Pages

Scan & OCR

More Tools

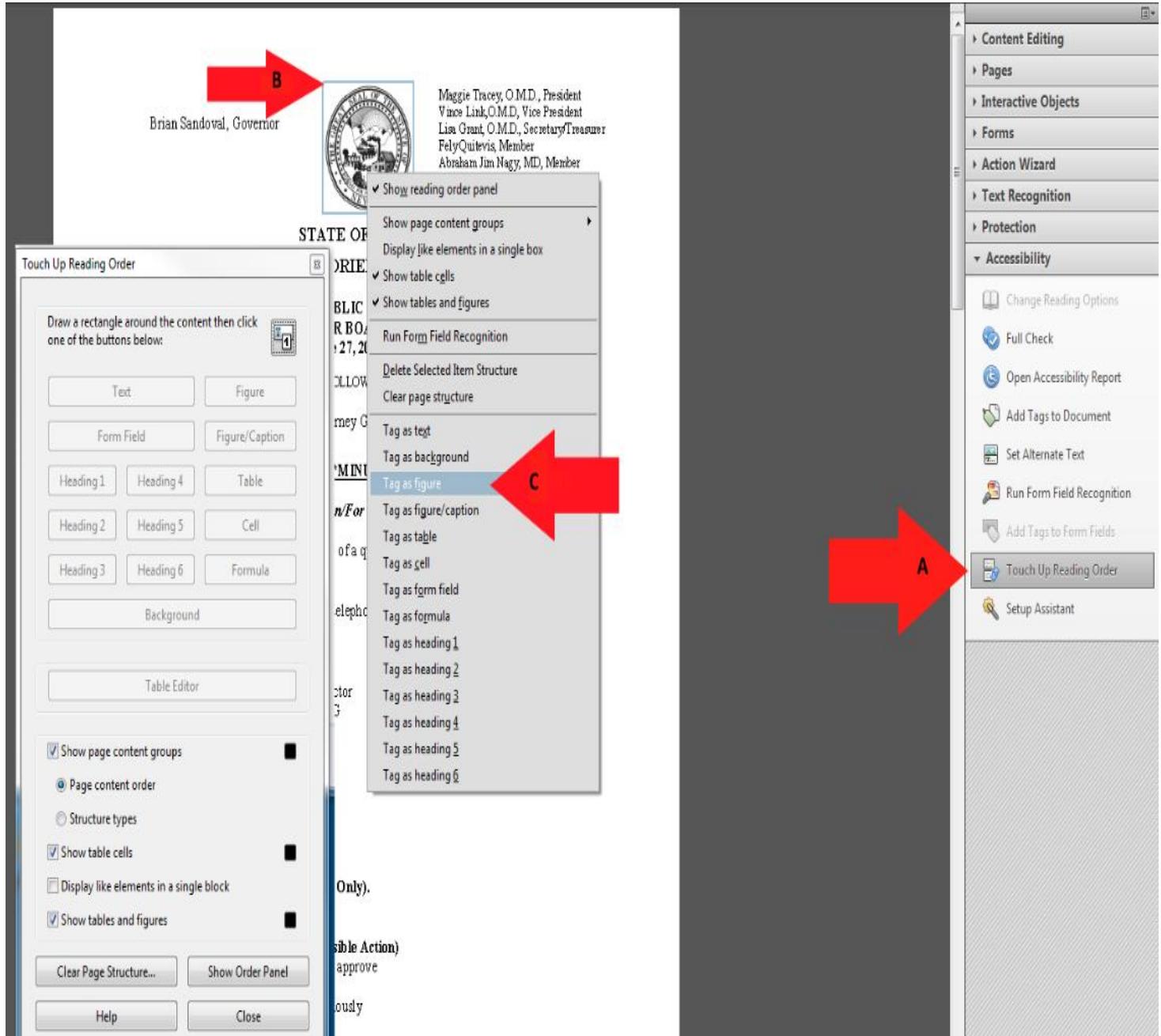
### 3-Identify and Fix Errors in Document (continued)

#### 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.

- A. Select “Reading Order”.
- B. Hold down the left click on the mouse and enclose the Image until it is completely highlighted.
- C. Right click and select “Tag as a Figure”.

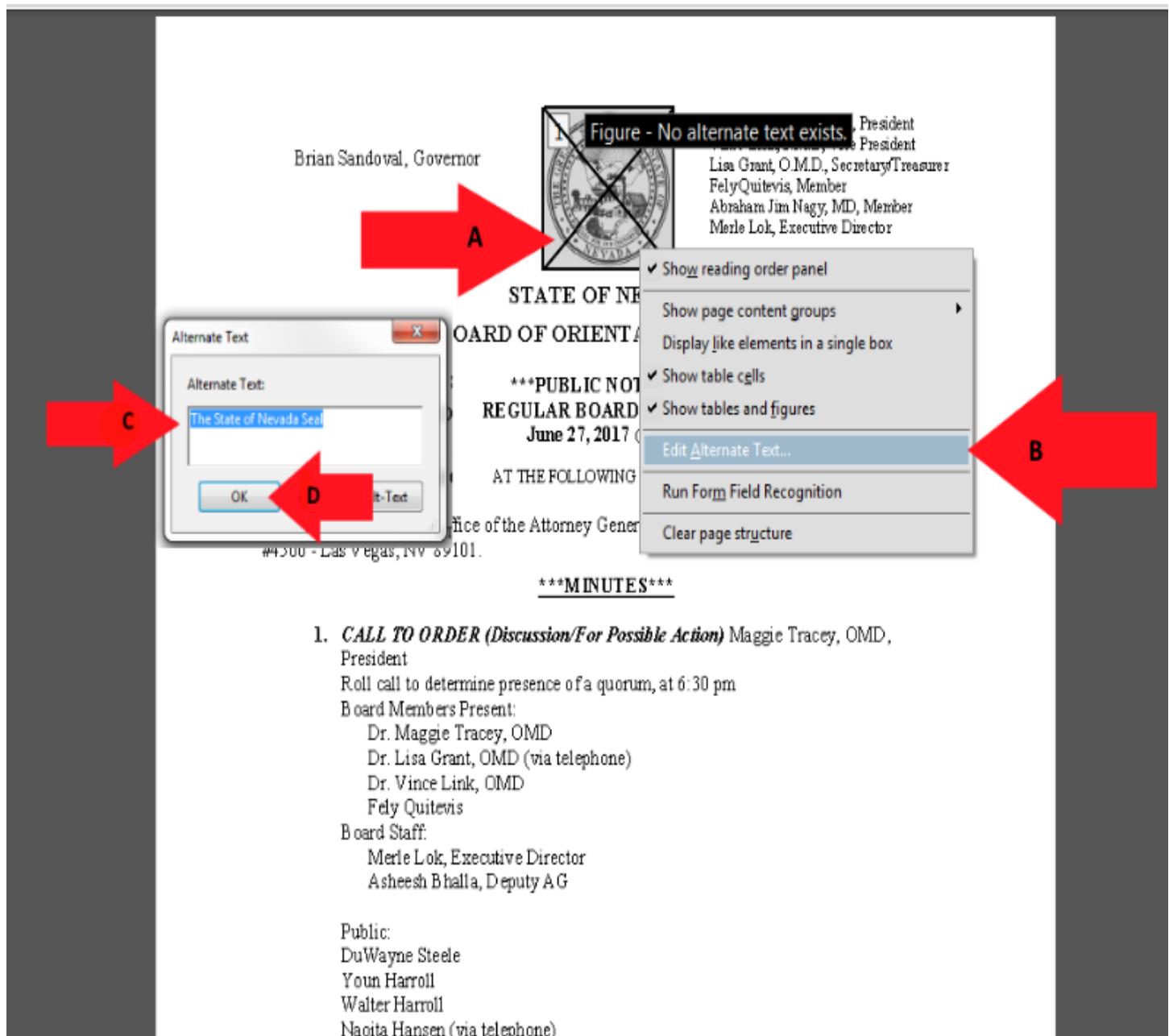


### 3-Identify and Fix Errors in Document (continued)

#### Alternative Text

Alternative text should be provided with all visual content: pictures, clip art, tables, shapes, groups, charts, embedded objects, ink, and videos.

- A. Right-click on “Figure”
- B. Select “Edit Alternate Text”.
- C. Add a description to the “Figure”.
- D. Select “OK” to save changes.

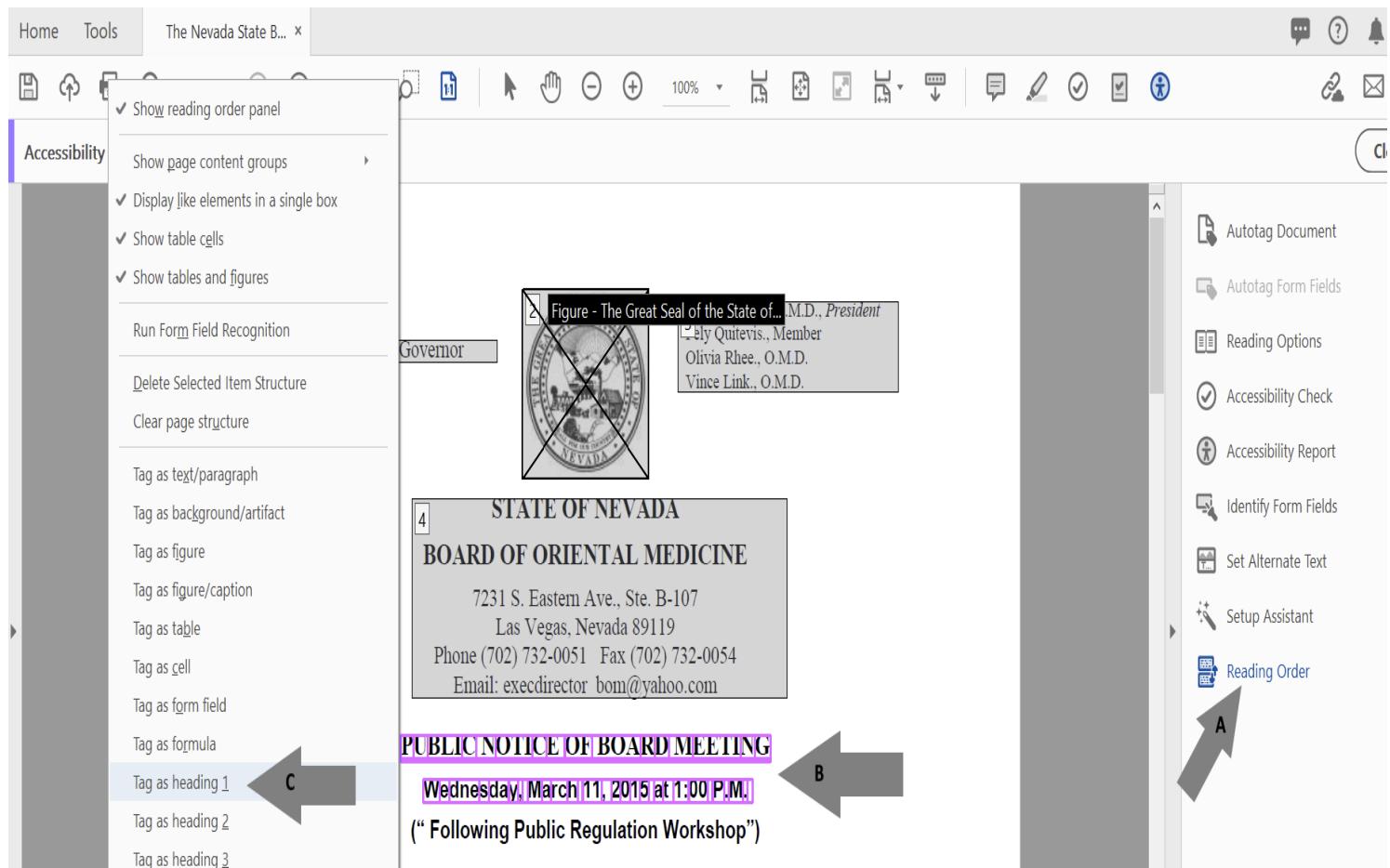


## 4-Headings

**HEADINGS ARE A NAVIGATION TOOL THAT HELP ORGANIZE A DOCUMENT AND INFORM THE READER OF WHAT IT CONTAINS. JUST LIKE NEWSPAPER HEADINGS, DOCUMENT HEADINGS TELL THE USER WHAT TYPE OF CONTENT FOLLOWS. FOR AN ASSISTIVE TECHNOLOGY (AT) USER, HEADINGS ARE ESSENTIAL IN DIVIDING CONTENT INTO EASILY UNDERSTOOD SECTIONS. A PERSON USING AT DEVICES CAN CHOOSE TO MOVE THROUGH A DOCUMENT READING ONLY THE HEADINGS TO TELL THEM WHAT IT CONTAINS. WITHOUT HEADINGS, A PERSON READING A DOCUMENT CANNOT FIND SPECIFIC INFORMATION WITHOUT READING**

### Adding Headings to a PDF

1. Select “Reading Order” found under the Accessibility tool.
2. Encapsulate the text by holding down the left click of the mouse and covering all text until it is completely highlighted.
3. Right click the mouse and select the “Heading” in the reading order tools or click on the desired heading in the Reading Order window.

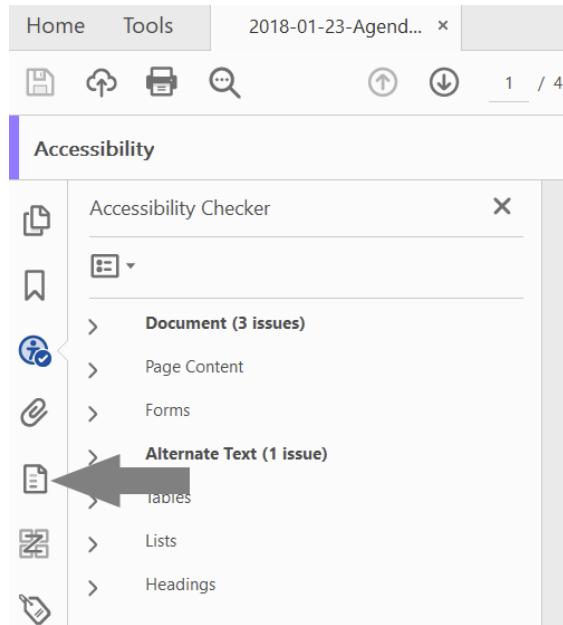


## 4-Headings (continued)

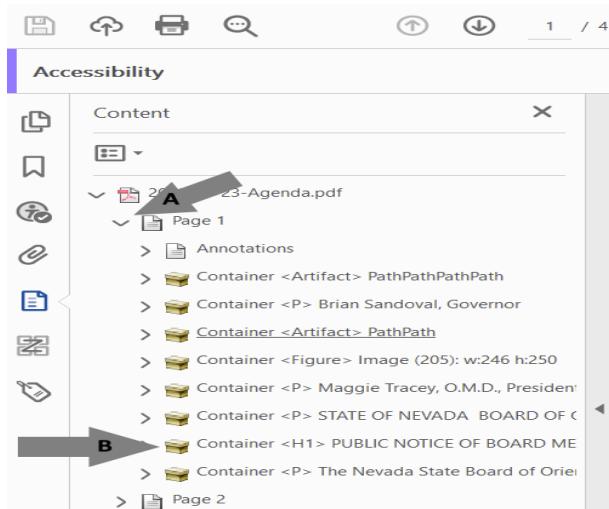
### AN H1 HEADING IS REQUIRED ON A DOCUMENT

To set an H1 heading on the first page is required to pass accessibility and this is a new standard set by WCAG 2.1 to pass accessibility. To set the heading:

1. Click on the “Content” icon on the far-left menu bar ([see Adding Remediation Tools](#)).



2. Verify that the document has an H1 heading on page 1.
  - a. Select the dropdown on page 1.
  - b. Verify that there is a H1 on page 1.



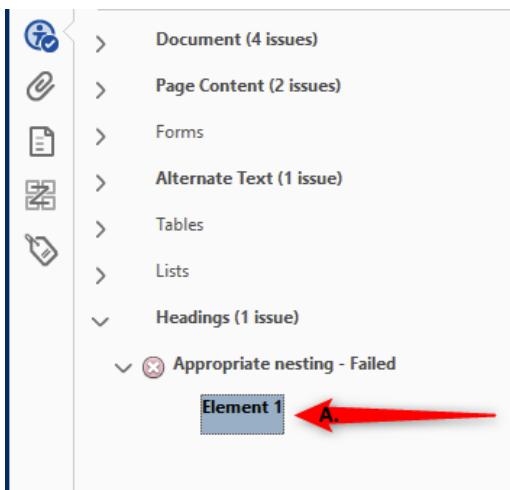
## Incorrect Headings

Changing the Structure of headings- Appropriate Nesting – Failed

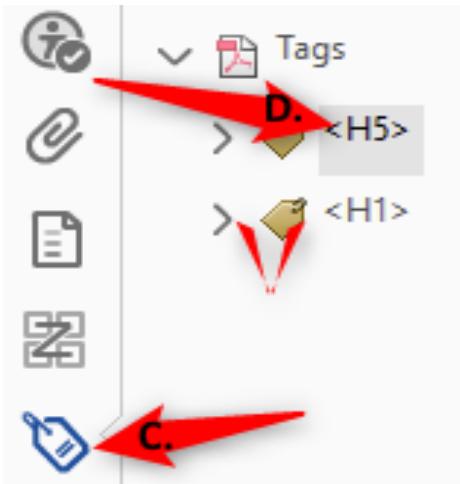
This issue will display when headings are out of order or if a heading is missing in a sequence. For example, in the following sequence an H3 Heading missing: H1, H2, H4.

If the Accessibility check indicates there is a Headings issue:

- A. Click on the carrot to the left of the error, in the far-left accessibility tool panel until all components of the error are displayed.
- B. Select each “Element”



- C. Right click on each Element associated with this issue.
- D. Select the “Show in Tags Panel” option to automatically navigate to the Tags Panel in the far-left remediation panel. The Header causing the issue will be highlighted in this panel.
- E. Right click and choose “Delete Selected Material” or
- F. Click on the highlighted heading in the Tags panel and click the “Delete” key on the keyboard



## 5-Tagging Content

### What are Tags?

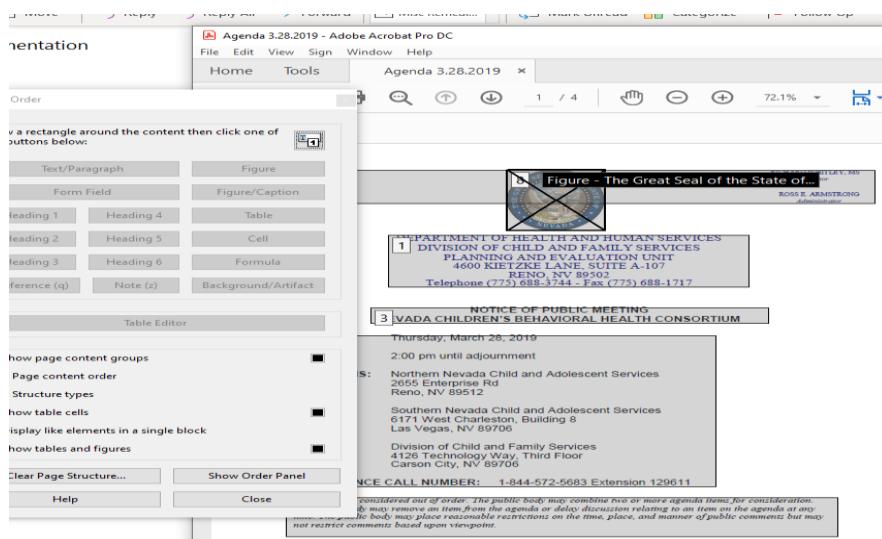
**TAGS ARE DIGITAL LABELS THAT PROVIDE INFORMATION TO ASSISTIVE TECHNOLOGY (AT) USERS ABOUT WHAT ELEMENTS THE DOCUMENT CONTAINS. THESE CAN INCLUDE HEADINGS, IMAGES, TABLES, LISTS, LINKS, ETC. TAG ALSO TELL AT USERS WHERE THESE VARIOUS ELEMENTS BELONG IN THE ORDER OF THE DOCUMENT. TAGS PROVIDE IN A HIERARCHY (OR, "OUTLINE") OF HOW A DOCUMENT SHOULD BE READ AND THEY PROVIDE STRUCTURE. TAGS INFORM AT USERS ABOUT WHAT THEY ARE READING AND HELP THEM TO NAVIGATE AND MOVE THROUGH THE CONTENT WITHIN A DOCUMENT**

All Images, Tables, and Unidentified content must be tagged in a PDF document to make it compliant.

The following sections provide instruction on how to tag different types of document elements. Tagging is used to correct numerous issues identified by Siteimprove.

**TO IDENTIFY AND/OR TAG ANY ELEMENT IN A DOCUMENT, THE READING ORDER WINDOW MUST BE OPENED. THE RADING ORDER WINDOW ALSO ALLOWS THE REMEDIATOR TO VIEW THE ORDER IN WHICH ELEMENTS IN A DOCUMENT WILL BE READ BY THE AT USER.**

### To open the Reading Order Window



## 5-Tagging Content (continued)

### Tagging Images - After opening the Reading Order Window

- D. Hold down the left click on the mouse and encapsulate the Image until it is completely highlighted.
- E. Right click and select “Tag as a Figure” or click the “figure” button in the Reading Order Window.

**B**

**C**

**A**

The screenshot shows the Microsoft Word ribbon with the 'Reading Order' tab selected. A context menu is open over an image of the Nevada State Seal. The menu includes options like 'Show reading order panel', 'Display like elements in a single box', 'Show table cells', 'Show tables and figures', 'Run Form Field Recognition', 'Delete Selected Item Structure', 'Clear page structure', and various 'Tag as...' options. Arrows labeled B, C, and A point to different parts of the interface: arrow B points to the ribbon, arrow C points to the context menu, and arrow A points to the ribbon again.

Accessibility

Reading Order

Draw a rectangle around the content then click one of the buttons below:

Table Editor

Show page content groups

Page content order

Structure types

Show table cells

Display like elements in a single block

Show tables and figures

Clear Page Structure... Show Order Panel Help Close

STATE OF NEVADA  
BOARD OF ORIENTAL MEDICINE  
3191 E. Warm Springs Rd.  
Las Vegas, NV 89120  
Phone (702) 675-5326 Fax (702) 989-8111  
Email: [omboardexecutivedirector@gmail.com](mailto:omboardexecutivedirector@gmail.com)

**PUBLIC NOTICE OF BOARD MEETING**  
**DATE: January 23, 2018 (Tuesday) at 6 P.M.**

The Board of Oriental Medicine will conduct a public meeting at 6:30 P.M. The meeting will be held at the Board of Oriental Medicine, 555 East Washington Ave., Room # 4500. Tel: (702) 775-7031 Access code: 582-767-536#.

**AGENDA**

Below is an agenda of all items scheduled to be considered at the meeting. Items may be taken out of the order presented on the agenda at the discretion of the Board. Items of business before the Board are SOLELY responsive to the Board's agenda. The Board may combine two or more agenda items.

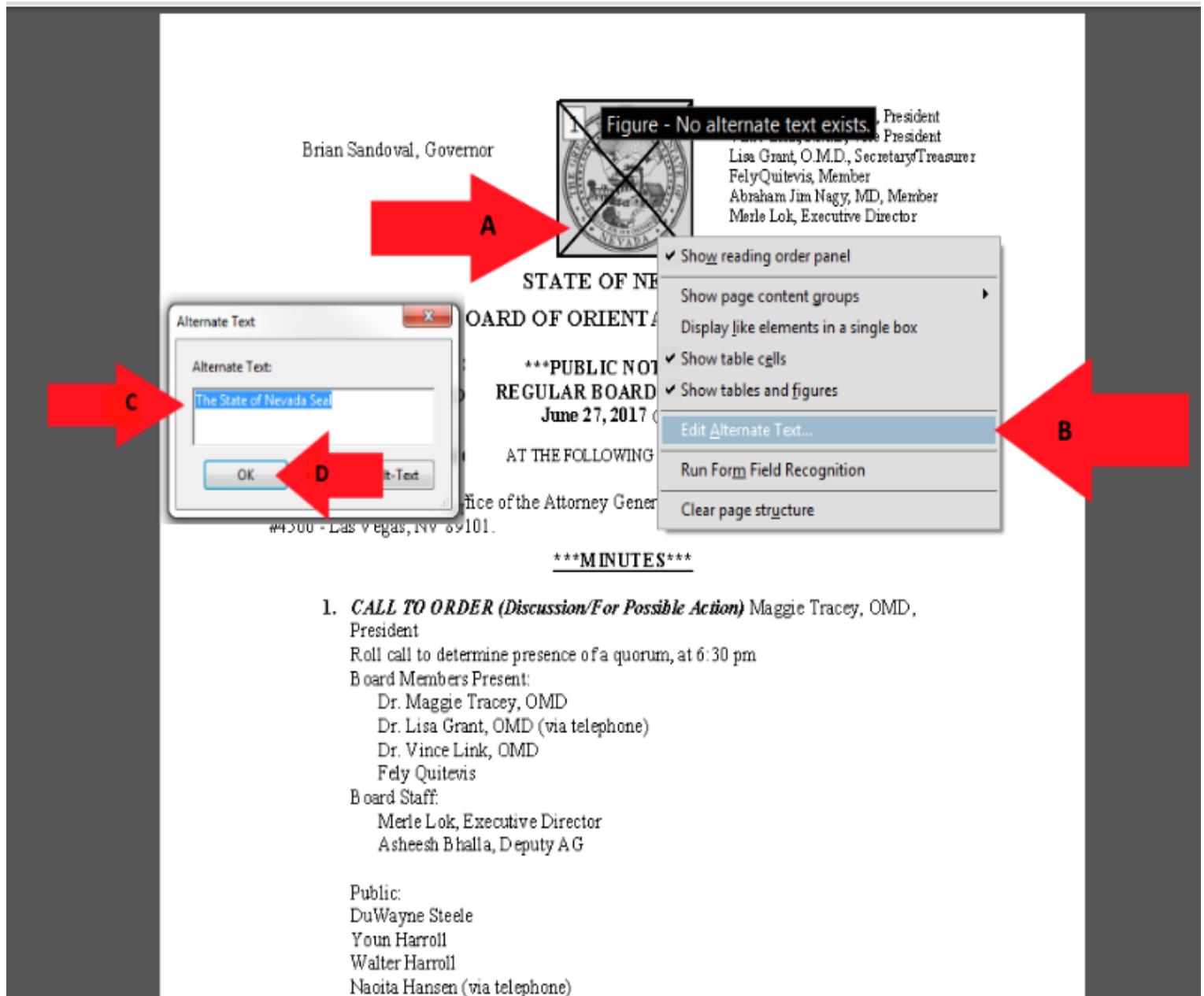
Autotag Document  
Autotag Form Fields  
Reading Options  
Accessibility Check  
Accessibility Report  
Identify Form Fields  
Set Alternate Text  
Setup Assistant  
Reading Order

## 5-Tagging Content (continued)

Adding Alternative text to images

Alternative text must be added to all visual content: pictures, clip art, tables, shapes, groups, charts, embedded objects and links.

- E. Right-click on “Figure”
- F. Select “Edit Alternate Text”.
- G. Add a description to the “Figure”.
- H. Select “OK” to save changes.



## 5-Tagging Content (continued)

### Tagging Text

Identifying and tagging specific elements enables AT users to more effectively navigate through the document.

The following are instructions for tagging document text.

Select “Reading Order” found under the Accessibility tool.

- A. Encapsulate the text by holding down the left click of the mouse and covering all text until it is completely highlighted.
- B. Right click on the mouse and select “Tag as text/paragraph” option
- C. Click the Text/Paragraph in the Reading Order Window (opened by clicking the Reading Order Icon)

File Edit View Sign Plug-Ins Window Help

Home Tools 2018-01-23-Agenda... x

Show reading order panel

Show page content groups

Show like elements in a single box

Show table cells

Show tables and figures

Run Form Field Recognition

Delete Selected Item Structure

Clear page structure

**Tag as text/paragraph** C

Tag as background/artifact

Tag as figure

Tag as figure/caption

Tag as table

Tag as cell

Tag as form field

Tag as formula

Tag as heading 1

Tag as heading 2

Tag as heading 3

Tag as heading 4

Tag as heading 5

Tag as heading 6

Bryan Sanderson, Governor

Maggie Tracey, O.M.D., President  
Lisa Grant, O.M.D., Secretary/Treasurer  
Abraham Jim Nagy, MD, Member  
Michael Ferris, Member  
Chia Hua Linda Chow, Member  
Merle Lok, Executive Director

STATE OF NEVADA

BOARD OF ORIENTAL MEDICINE

3191 E. Warm Springs Rd.  
Las Vegas, NV 89120  
Phone (702) 675-5326 Fax (702) 989-8584  
Email: [ombboardexecutivedirector@gmail.com](mailto:ombboardexecutivedirector@gmail.com)

**PUBLIC NOTICE OF BOARD MEETING**

**DATE:** January 23, 2018 (Tuesday) at 6:00 P.M.

The Nevada State Board of Oriental Medicine will conduct a public Board meeting on January 23, 2018 beginning at 6:30 P.M. The meeting will be held at the Grant Sawyer Building, Office of the Attorney General, 555 East Washington Ave., Room # 4500 - Las Vegas, NV 89101. Phone conference no: (712) 775-7031 Access code: 582-767-536#

**AGENDA**

STACKED AGENDA: Below is an agenda of all items scheduled to be considered by the Board. Unless otherwise stated, items may be taken out of the order presented on the agenda at the discretion of the Board President. Person(s) who have business before the Board are SOLELY responsible to see that they are present when their business is conducted. The Board may combine two or more agenda items for consideration to accomplish business in the most efficient manner. The Board may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

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Autotag Document

Autotag Form Fields

Reading Options

Accessibility Check

Accessibility Report

Identify Form Fields

Set Alternate Text

Setup Assistant

Reading Order A

## 6-Tagged Annotations – Failed/Hyperlinks

Artifact Elements in content panel-Can this be changed as this issue is not addressed until later in the document?

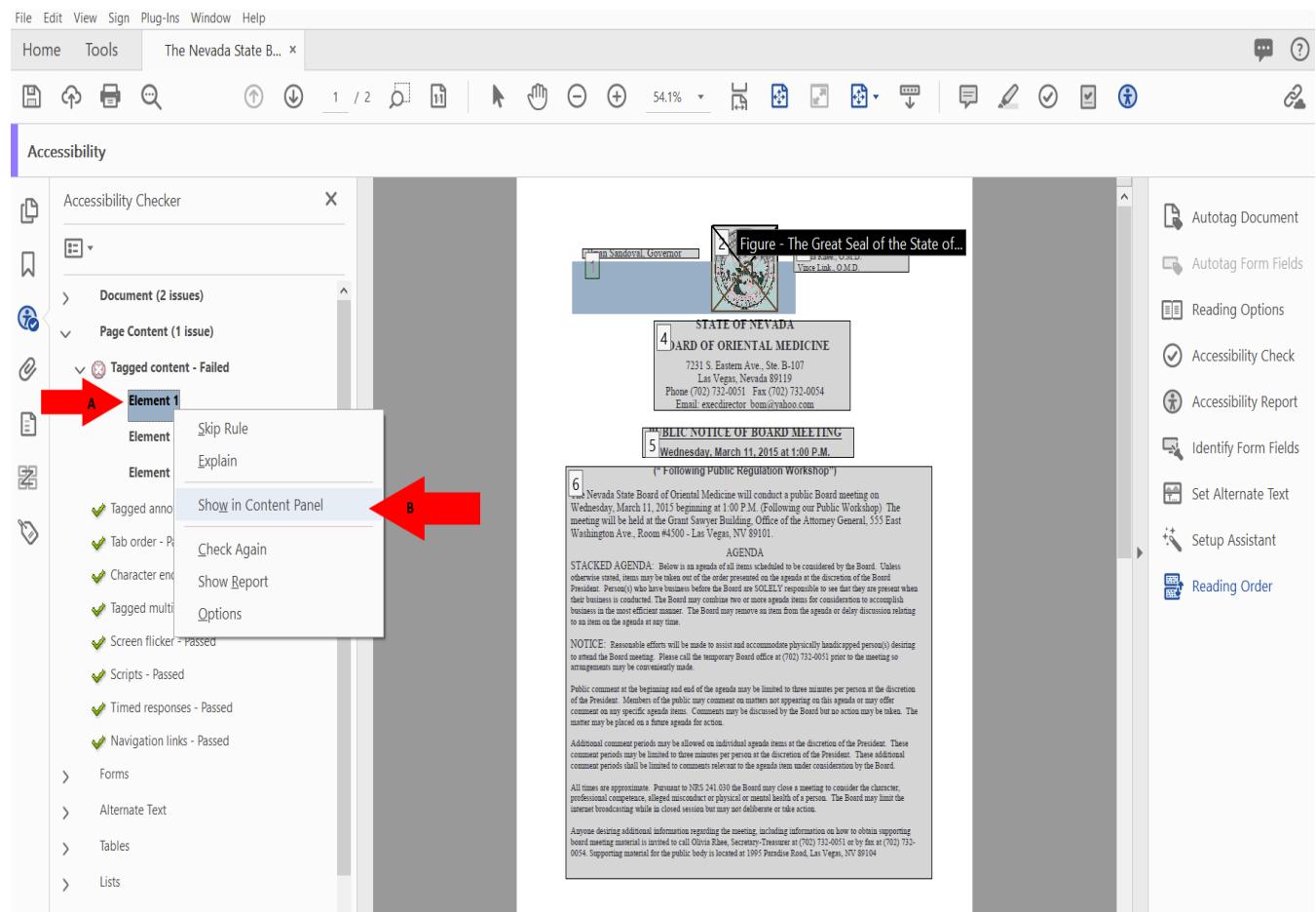
A “Tagged Content Failed” error will display (after the Accessibility Check) has been run if any text in the document that has not been tagged as text.

To correct this error:

Click on the carrot to the left of the error, in the far-left accessibility tool panel until all components of the error are displayed.

Select each “Element” in the left-hand accessibility tool panel.

- A. Right click on each Element associated with this issue.
- B. Select the “Show in Content Panel” option to automatically navigate to the Content Panel in the far-left remediation panel. The text causing the issue will be highlighted in this panel.
- C. Right click and choose “Delete Selected Material” or
- D. Click on the highlighted text in the Content panel and click the “Delete” key on the keyboard



## 6-Tagged Annotations – Failed/Hyperlinks (continued)

### Artifact Elements in content panel

File Edit View Sign Plug-Ins Window Help

The Nevada State B... x

**Home Tools**

Cut **D**

Delete

Save Selection As...

Edit Object...

Find Content from Selection

Find...

Create Artifact...

Show in Tags Panel

Highlight Content

Audit Space Usage...

Properties...

Container <Image> (210) w:118 h:120 **C**

Container <P> Seung J. Park, O.M.D.,

Container <P> President

Container <P> Fely Quitevis, Member Olivia R

Container <P> STATE OF NEVADA BOARD OF

Container <H1> PUBLIC NOTICE OF BOARD ME

Text:

Container <P> (" Following Public Regulation W

Text:

Container <P> The Nevada State Board of Or i

Page 2

54.1% 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

Autotag Document

Autotag Form Fields

Reading Options

Accessibility Check

Accessibility Report

Identify Form Fields

Set Alternate Text

Setup Assistant

Reading Order

Figure - The Great Seal of the State of...

1. Governor

2. Vice Link, O.M.D.

3. STATE OF NEVADA

4. BOARD OF ORIENTAL MEDICINE

7231 S. Eastern Ave., Ste. B-107  
Las Vegas, Nevada 89119  
Phone (702) 732-0051 Fax (702) 732-0054  
Email: execdirector bom@yahoo.com

5. PUBLIC NOTICE OF BOARD MEETING

Wednesday, March 11, 2015 at 1:00 P.M.

6. (" Following Public Regulation Workshop")

Nevada Board of Oriental Medicine will conduct a public Board meeting on Wednesday, March 11, 2015 beginning at 1:00 P.M. (Following our Public Workshop). The meeting will be held at the Grant Sawyer Building, Office of the Attorney General, 555 East Washington Ave., Room #4500 - Las Vegas, NV 89101.

**AGENDA**

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NOTICE: Reasonable efforts will be made to assist and accommodate physically handicapped person(s) desiring to attend the Board meeting. Please call the temporary Board office at (702) 732-0051 prior to the meeting so arrangements may be conveniently made.

Public comment at the beginning and end of the agenda may be limited to three minutes per person at the discretion of the President. Members of the public may comment on matters not appearing on this agenda or may offer comment on any specific agenda items. Comments may be discussed by the Board but no action may be taken. The matter may be placed on a future agenda for action.

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All times are approximate. Pursuant to NRS 241.030 the Board may close a meeting to consider the character, professional competence, alleged misconduct or physical or mental health of a person. The Board may limit the internet broadcasting while in closed session but may not deliberate or take action.

Anyone desiring additional information regarding the meeting, including information on how to obtain supporting board meeting material is invited to call Olivia Rhee, Secretary-Treasurer at (702) 732-0051 or by fax at (702) 732-0054. Supporting material for the public body is located at 1995 Paradise Road, Las Vegas, NV 89104

## 6- Annotations – Failed/Hyperlinks (continued)

### Tagging Hyperlinks

All hyperlinks in a PDF will need to be identified to make the document ADA compliant. There are multiple steps in this process.

- A. Select the element in the Accessibility panel.
- B. Confirm that the highlighted error is a link.
- C. Right-click on the “Element” in the Accessibility panel and choose “Show in Content Panel” to display where the link resides in the content panel.

**Accessibility**

**Accessibility Checker**

- > Document (3 issues)
- < Page Content (1 issue)
  - ✓ Tagged content - Passed
  - ✗ Tagged annotations - Failed
    - Element 1**
    - Skip Rule
    - Explain
    - Show in Content Panel** C
    - Check Again
    - Show Report
    - Options
- > Forms
- > Alternate Text
- > Tables
- > Lists
- > Headings

**Content Panel**

Figure - The Great Seal of the State of... ✗

1 Juan Sandoval, Governor  
S. Jin Sham, Secretary/Treasurer  
Abraham Jim Nagy, MD, Member  
Michael Fernis, Member  
Chia Hua Linda Chow, Member  
Merle Lok, Executive Director

STATE OF NEVADA  
BOARD OF ORIENTAL MEDICINE  
3191 E. Warm Springs Rd.  
Las Vegas, NV 89120  
Phone (702) 675-5326 Fax (702) 989-8584  
Email: [ombardexecutivedirector@gmail.com](mailto:ombardexecutivedirector@gmail.com)

**PUBLIC NOTICE OF BOARD MEETING**  
DATE: January 23, 2018 (Tuesday) at 6:00 P.M.

The Nevada State Board of Oriental Medicine will conduct a public Board meeting on January 6, 2018 beginning at 6:30 P.M. The meeting will be held at the Grant Sawyer Building, Office of the Attorney General, 555 East Washington Ave., Room # 4500 - Las Vegas, NV 89101. Phone conference no: (712) 775-7031 Access code: 582-767-536#

**AGENDA**  
STACKED AGENDA: Below is an agenda of all items scheduled to be considered by the Board. Unless otherwise stated, items may be taken out of the order presented on the agenda at the discretion of the Board President. Person(s) who have business before the Board are SOLELY responsible to see that they are present when their business is conducted. The Board may combine two or more agenda items for consideration to accomplish business in the most efficient manner. The Board may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

**NOTICE:** Reasonable efforts will be made to accommodate physically handicapped person(s) desiring to attend the Board meeting. Please contact [ombardexecutivedirector@gmail.com](mailto:ombardexecutivedirector@gmail.com) at least 48 hours prior to the meeting to make arrangements.

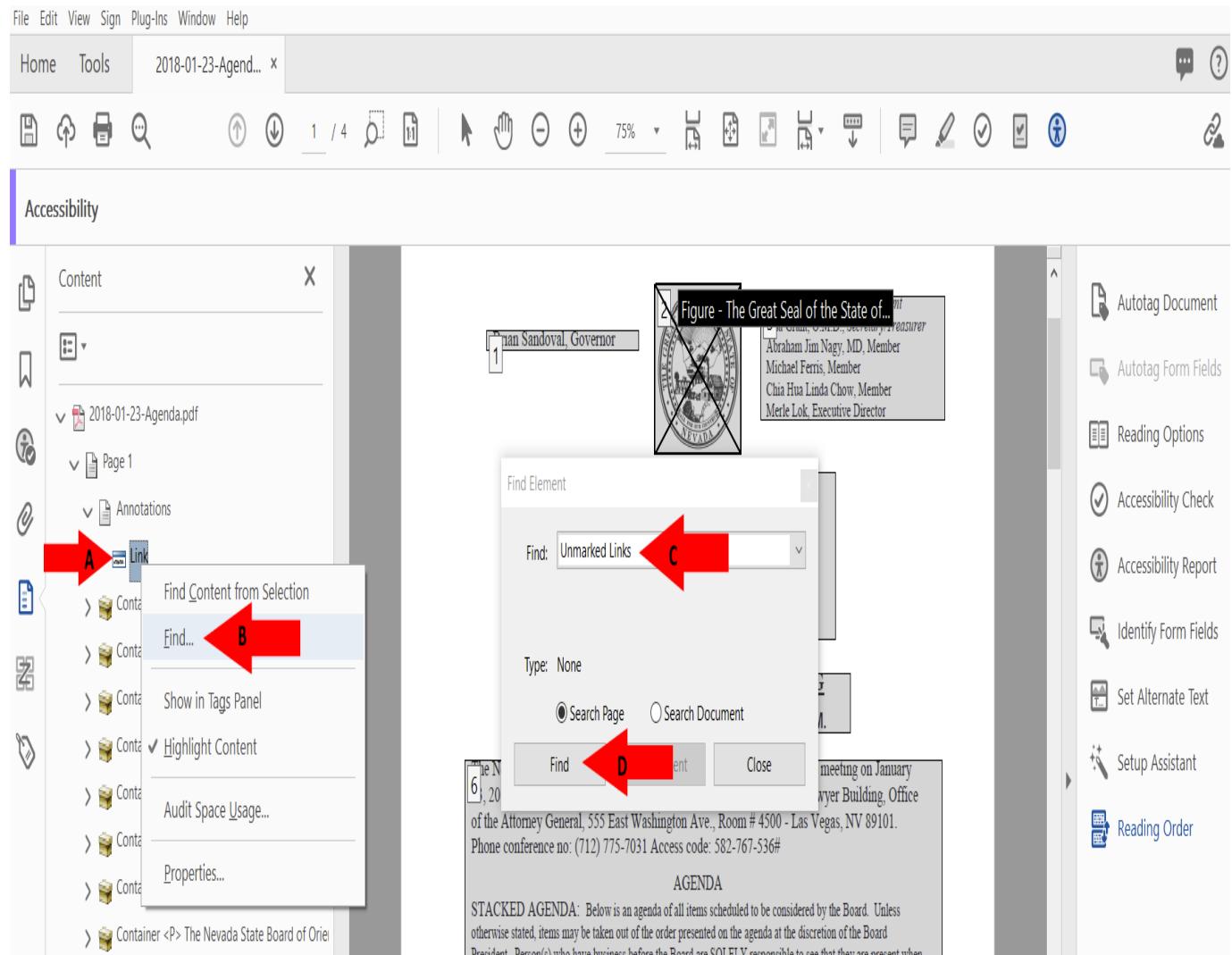
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## 6- Annotations Failed/ Hyperlinks (continued)

### Hyperlinks Continued

To find Unmarked Links in a PDF you must search for them using the Find Element option.

- A. Find the highlighted link in the content panel and Right-click on the highlighted Link.
- B. Select “Find” and it will open the “Find Element” search window.
- C. Select “Unmarked Links” option from the find element dropdown menu.
- D. Click “Find” to search for the unmarked hyperlink. The hyperlink will highlight in the document.



## 6-Tagged Annotations Failed/ Hyperlinks (continued)

### Adding text to Unmarked Links

Adding text to hyperlinks in a PDF document will give users a better description of the link and the link will be read as the description instead of the URL.

- A. The location of the Hyperlink after the search has finished.
- B. Choose the “Tag Element” option to open the New Tag window.
- C. Choose link option in the type dropdown menu in the New Tag window
- D. Give the hyperlink a descriptive title to let the user know where the hyperlink takes the user.
- E. Click “ok” to save the changes and repeat this process for all unmarked hyperlinks.

The screenshot shows the Adobe Acrobat Pro DC interface. The top menu bar includes File, Edit, View, Sign, Plug-Ins, Window, and Help. Below the menu is a toolbar with various icons. On the left, there's a sidebar titled 'Accessibility' with a tree view of the document structure. The main workspace displays a PDF document with several annotations. A 'Find Element' dialog box is open in the center, with 'Unmarked Links' entered in the 'Find:' field. The 'Search' radio button is selected. Other buttons in the dialog include 'Find Next', 'Tag Element', and 'Close'. Red arrows point to the 'Tag Element' button and the 'Search' radio button. The PDF content visible includes a section titled 'AGENDA' and a 'NOTICE' section at the bottom.

## 6-Tagged Annotations Failed/ Hyperlinks (continued)

File Edit View Sign Plug-Ins Window Help

Home Tools

2018-01-23-Agenda.pdf



1 / 4

### Accessibility

**Content**

- ✓ 2018-01-23-Agenda.pdf
  - ✓ Page 1
    - ✓ Annotations
      - Link

✓ Container <Artifact> PathPathPathPath

✓ Container <P> Brian Sandoval, Governor

✓ Container <Artifact> PathPath

✓ Container <Figure> Image (205); w:246 h:250

✓ Container <P> Maggie Tracey, O.M.D., President

✓ Container <P> STATE OF NEVADA BOARD OF

✓ Container <P> PUBLIC NOTICE OF BOARD MEE

✓ Container <P> The Nevada State Board of Ori

✓ Page 2

✓ Page 3

✓ Page 4

Figure - The Great Seal of the State of...

Brian Sandoval, Governor

1

Figure - The Great Seal of the State of...

Figure - The Great Seal of the State of...

Michael Ferris, Member

Chia Hua Linda Chow, Member

Merle Lok, Executive Director

STATE OF NEVADA

BOARD OF ORIENTAL MEDICINE

3191 E. Warm Springs Rd.

Las Vegas, NV 89120

Phone (702) 675-5326 Fax (702) 989-8584

Email: [ombboardexecutivedirector@gmail.com](mailto:ombboardexecutivedirector@gmail.com)

RD MEETING

day at 6:00 P.M.

Board meeting on January Building, Office

in # - Las Vegas, NV 89101.

675-5326#

C

D

E

New Tag

Type: Link

Title: [ombboardexecutivedirector@gmail.com](mailto:ombboardexecutivedirector@gmail.com)

OK Cancel

considered by the Board. Unless

the Board meeting on January Building, Office

in # - Las Vegas, NV 89101.

675-5326#

considered by the Board. Unless

the Board meeting on January Building, Office

in # - Las Vegas, NV 89101.

675-5326#

to an item on the agenda at any time.

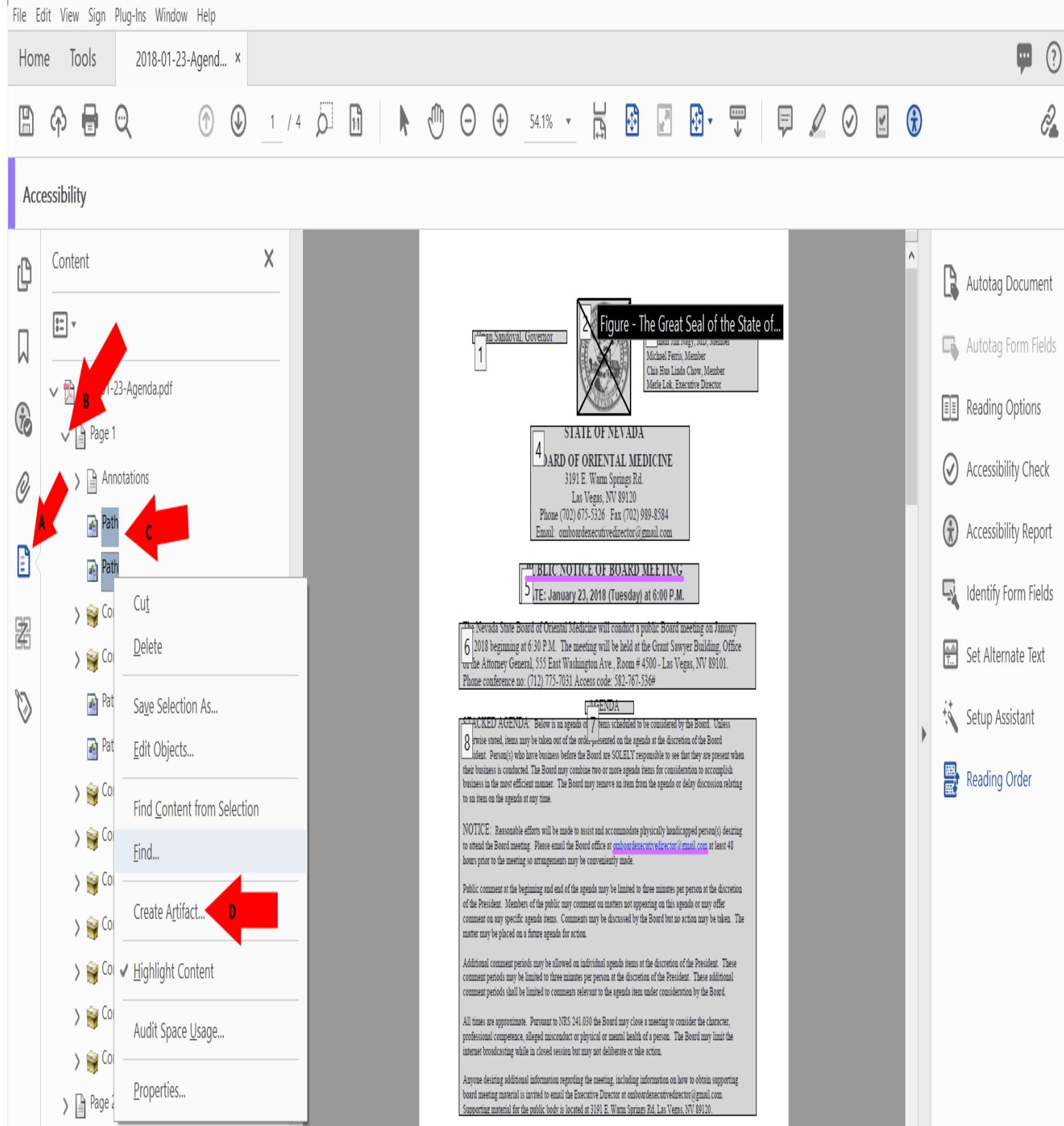
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All times are approximate. Pursuant to NRS 241.030 the Board may close a meeting to consider the character

## 6-Tagged Annotations Failed/ Hyperlinks (continued)



## 7-Content panel

### Artifact content

There will be content in a PDF document that will need to hide from a screen reader and put in the background of the document also known as “artifact”. Underlined text will show up in the content panel as a path. To artifact a path, watermark and any other content in a document:

- Select the content tool in the left side of the document.
- Using the dropdown, open the page where content needs to become an artifact.
- Select the path(s) that need to be hidden. To highlight multiple paths, hold down the shift key and select multiple paths at one time.
- Right click on the path(s) and select “create artifact”.

The screenshot shows the Adobe Acrobat Pro DC interface with the following elements:

- Top Menu Bar:** File, Edit, View, Sign, Plug-Ins, Window, Help.
- Toolbar:** Home, Tools, 2018-01-23-Agenda.pdf, various icons for file operations like Save, Print, Find, etc.
- Accessibility Panel:**
  - A:** Shows the tree view of the document structure. A red arrow points to the 'Path' icon under 'Annotations'.
  - B:** A red arrow points to the file name '2018-01-23-Agenda.pdf' in the tree view.
  - C:** A red arrow points to the 'Path' item in the context menu that appears when right-clicking on the tree view.
  - D:** A red arrow points to the 'Create Artifact...' option in the context menu.
- PDF Document Content:**
  - Page 1: Shows the Great Seal of the State of Nevada and the text 'Figure - The Great Seal of the State of...'.
  - Page 2: Shows the 'STATE OF NEVADA BOARD OF ORIENTAL MEDICINE' logo and contact information.
  - Page 3: Shows the 'PUBLIC NOTICE OF BOARD MEETING' section with the date 'TUE: January 23, 2018 (Tuesday) at 6:00 P.M.'
  - Page 4: Shows the 'AGENDA' section with the notice 'The Nevada State Board of Oriental Medicine will conduct a public Board meeting on January 23, 2018 beginning at 6:30 P.M. The meeting will be held at the Grant Sawyer Building, Office of the Attorney General, 555 East Washington Ave., Room # 4500 - Las Vegas, NV 89101. Phone conference no: (702) 775-7031 Access code: 582-767-536#'
  - Page 5: Shows the 'NOTICE' section regarding reasonable efforts to assist physically handicapped persons.
  - Page 6: Shows the 'Public Comment' section.
  - Page 7: Shows the 'Additional comment periods' section.
  - Page 8: Shows the 'All times are approximate' section.
  - Page 9: Shows the 'Anyone desiring additional information regarding the meeting' section.
- Right Sidebar:** Contains icons for Autotag Document, Autotag Form Fields, Reading Options, Accessibility Check, Accessibility Report, Identify Form Fields, Set Alternate Text, Setup Assistant, and Reading Order.

## 7-Content panel (Continued)

All containers without paths

All containers should be together without paths and the image below is the way all pages should look in the document.

File Edit View Sign Plug-Ins Window Help

Home Tools 2018-01-23-Agenda.x

Accessibility

Content

2018-01-23-Agenda.pdf

Page 1

Annotations

Container <Artifact> PathPath

Container <Artifact> PathPath

Container <P> Brian Sandoval, Governor

Container <Artifact> PathPath

Container <Figure> Image (205): w:246 h:250

Container <P> Maggie Tracey, O.M.D., President

Container <P> STATE OF NEVADA BOARD OF

Container <H1> PUBLIC NOTICE OF BOARD ME

Container <P> The Nevada State Board of Ori

Container <H2> AGENDA

Container <P> STACKED AGENDA: Below is an

Page 2

Page 3

Page 4

Figure - The Great Seal of the State of...

Brian Sandoval, Governor

John M. Tracy, A.B., Member  
Michael Ferri, Member  
Chris Hu Linda Chow, Member  
Merle Lok, Executive Director

STATE OF NEVADA  
BOARD OF ORIENTAL MEDICINE  
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Las Vegas, NV 89120  
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Autotag Document

Autotag Form Fields

Reading Options

Accessibility Check

Accessibility Report

Identify Form Fields

Set Alternate Text

Setup Assistant

Reading Order

## 8-Logical Reading Order

**WHEN READING A PDF DOCUMENT USING SCREEN READER TECHNOLOGY, ALL TEST SHOULD BE READ THE SAME AS IT WOULD BE IN A BOOK (LEFT TO RIGHT, TOP TO BOTTOM). ALL DOCUMENTS SHOULD BE MANUALLY CHECKED TO HAVE THE DOCUMENT READ CORRECTLY**



- A. Select the “Order” icon from the left-hand tool panel.
- B. The reading order for each page of the document can be viewed by clicking the carrot to the left of the page designation.
- C. The order in which each line section of the document is read by the AT software will display in the expanded reading order panel (see below).

### How to Fix the Reading Order

The structure of the Reading Order can be changed during document remediation and here are the steps to fix the document and put it back into logical reading order.

- A. Select the text in the order panel and drag it up or down to place in the correct order.
- B. When you have moved the text, you will see the new reading order in the document.

The screenshot shows a PDF document titled "2017-10-17\_Agenda\_Oriental.pdf". On the left, there is a "Reading Order" panel with a tree view of the document structure. A red arrow labeled "A" points to the "Order" icon in the toolbar at the top of this panel. Another red arrow labeled "B" points to the "Page 1" node in the tree, which is currently selected. The main content area on the right displays the document's text. A red arrow labeled "C" points from the "Page 1" node in the reading order panel to the "DATE: October 17, 2017" text in the main content area, indicating that the text has been moved to its correct position.

## 8-Logical Reading Order (continued)

The screenshot shows a digital document viewer interface. On the left, there's a vertical toolbar with various icons. The main area displays a document with a hierarchical structure. At the top, there's a file icon with the text "2017-10-17\_Agenda\_Oriental.pdf". Below it, under "Page 1", is a list of numbered items:

- [1] Brian Sandoval, Governor
- [2] Image
- [3] Maggie Tracey, O.M.D.
- [4] Fely Quitevis, Member
- [5] STATE OF NEVADA
- [6] BOARD OF ORIENTAL
- [7] 3191 E. Warm Springs
- [8] DATE: October 17, 2017
- [9] PUBLIC NOTICE OF B
- [10] The Nevada State Bo
- [11] AGENDA STACKED A
- [12] NOTICE: Reasonable
- [13] omboardexecutived
- [14] at least 48 hours prior

A large red arrow labeled 'A' points from the bottom of the page area towards the left margin, indicating the logical reading order flow. To the right, there's a large black rectangular redaction box labeled 'B' containing a white 'X'. Above this redaction, the text "7" is visible in a small box. To the far right, the number "3" is at the top, and below it, the text "Phone (702) 486-4200" and "Email: omn@nevadastate.gov" is partially visible. The bottom of the page contains several large, bold, black text blocks:

7  
3  
Phone (702) 486-4200  
Email: omn@nevadastate.gov  
**PUBLIC NOTICE OF BOARD MEETING**  
**DATE: October 17, 2017**  
The Nevada State Board of Oriental Medicine  
beginning at 6:30 P.M. The meeting will be held at the office of the Attorney General, 555 East Washington Street, Suite 1000, Las Vegas, NV 89101. The meeting will be held at the office of the Attorney General, 555 East Washington Street, Suite 1000, Las Vegas, NV 89101. The meeting will be held at the office of the Attorney General, 555 East Washington Street, Suite 1000, Las Vegas, NV 89101.

## 8-Logical Reading Order (continued)



[2] Image



[3] Maggie Tracey, O.M.D.



[4] Fely Quitevis, Member



[5] STATE OF NEVADA



[6] BOARD OF ORIENTAL



[7] 3191 E. Warm Springs



[8] PUBLIC NOTICE OF B



[9] DATE: October 17, 201



[10] The Nevada State Bo



[11] AGENDA STACKED A



[12] NOTICE: Reasonable

**Editor****B****8****PUBLI****9****DATE: C**

10 State Board of Oriental Medicine  
ginning at 6:30 P.M.  
ney General, 555 E. 10th Street, Suite 100, Reno, NV 89501.

## 8-Color Contrast

### Color Contrast

Color contrast will always display as an issue after the accessibility check is run. Issues with color contrast cannot be accurately determined by Adobe and must be manually checked by the remediator.

In order for a document to be accessible color should not be used as the only visual means of conveying information, indicating an action, prompting a response or distinguishing a visual element. i.e. red text to mark fields that require mandatory fields.

To correct color contrast issues:

If the color of the text is unreadable, the edit PDF tool allows you the change the font color of text to be readable.

To change the color of text, select the “edit PDF” tool. ([see Adding Remediation Tools](#)).

- A. Highlight the text that needs to be corrected
- B. Select the font color option and change color of the text.
- C. Right-click on “Color Contrast”
- D. Select “Pass” to fix the error manually.

The screenshot shows the 'Edit PDF' application window. On the left, the 'Accessibility Checker' panel lists 'Document (1 issue)' under 'Color contrast - Needs manual check'. A red arrow labeled 'A' points from this panel towards the main document area. The main document area displays a Nevada State Board of Oriental Medicine meeting notice. A red arrow labeled 'B' points from the 'Format' toolbar on the right towards the text in the document. The 'Format' toolbar includes options for font, size, color, and other styling.

**Accessibility Checker**

- Document (1 issue)
  - ✓ Accessibility permission flag - Passed
  - ✓ Image-only PDF - Passed
  - ✓ Tagged PDF - Passed
  - ✓ Logical Reading Order - Passed manually
  - ✓ Primary language - Passed
  - ✓ Title - Passed
  - ✓ Bookmarks - Passed
  - Color contrast - Needs manual check
- Page Content
  - ✓ Tagged content - Passed
  - ✓ Tagged annotations - Passed
  - ✓ Tab order - Passed
  - ✓ Character encoding - Passed
  - ✓ Tagged multimedia - Passed
  - ✓ Screen flicker - Passed
  - ✓ Scripts - Passed

**FORMAT**

Font: New Roman  
Size: 9.9pt  
Color: Yellow  
Other Color...

**OBJECTS**

Edit Using...

**SCANNED DOCUMENTS**

Settings  
Recognize text  
Show bounding boxes

## 8-Color Contrast (Continued)

Screenshot of a PDF editor interface showing the Accessibility Checker results and a context menu for a color contrast issue.

The Accessibility Checker sidebar shows:

- Document (1 issue)**
- ✓ Accessibility permission flag - Passed
- ✓ Image-only PDF - Passed
- ✓ Tagged PDF - Passed
- ✓ Logical Reading Order - Passed manually
- ✓ Primary language - Passed
- ✓ Title - Passed
- ✓ Bookmarks - Passed
- Color contrast - Needs manual check** (highlighted with a red arrow C)

A context menu is open at the "Color contrast - Needs manual check" item, with "Pass" selected (highlighted with a red arrow D).

The main PDF content includes:

- Seal of Brian Sandoval, Governor
- Board members: Maggie Tracey, O.M.D., President; Lisa Grant, O.M.D., Secretary/Treasurer; Abraham Jim Nagy, M.D., Member; Michael Ferris, Member; Chia Hus Linda Chow, Member; Mette Lok, Executive Director
- STATE OF NEVADA**  
**BOARD OF ORIENTAL MEDICINE**  
3191 E. Warm Springs Rd.  
Las Vegas, NV 89120  
Phone (702) 675-5326 Fax (702) 989-8584  
Email: [ombordexecutivedirector@gmail.com](mailto:ombordexecutivedirector@gmail.com)
- PUBLIC NOTICE OF BOARD MEETING**  
DATE: January 23, 2018 (Tuesday) at 6:00 P.M.
- The Nevada State Board of Oriental Medicine will conduct a public Board meeting on January 23, 2018 beginning at 6:30 P.M. The meeting will be held at the Grant Sawyer Building, Office of the Attorney General, 555 East Washington Ave., Room # 4300 - Las Vegas, NV 89101. Phone conference no: (702) 775-7031 Access code: 582-767-536#
- AGENDA**  
STACKED AGENDA: Below is an agenda of all items scheduled to be considered by the Board. Unless otherwise stated, items may be taken out of the order presented on the agenda at the discretion of the Board President. Person(s) who have business before the Board are SOLELY responsible to see that they are present when their business is conducted. The Board may combine two or more agenda items for consideration to accomplish business in the most efficient manner. The Board may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.
- NOTICE:** Reasonable efforts will be made to assist and accommodate physically handicapped person(s) desiring to attend the Board meeting. Please email the Board office at [ombordexecutivedirector@gmail.com](mailto:ombordexecutivedirector@gmail.com) at least 48 hours prior to the meeting so arrangements may be conveniently made.
- Public comment at the beginning and end of the agenda may be limited to three minutes per person at the discretion of the President. Members of the public may comment on matters not appearing on this agenda or may offer comment on any specific agenda items. Comments may be discussed by the Board but no action may be taken. The matter may be placed on a future agenda for action.
- Additional comment periods may be allowed on individual agenda items at the discretion of the President. These comment periods may be limited to three minutes per person at the discretion of the President. These additional comment periods shall be limited to comments relevant to the agenda item under consideration by the Board.
- All times are approximate. Pursuant to NRS 241.030 the Board may close a meeting to consider the character, professional competence, alleged misconduct or physical or mental health of a person. The Board may limit the internet broadcasting while in closed session but may not deliberate or take action.
- Anyone desiring additional information regarding the meeting, including information on how to obtain supporting board meeting material is invited to email the Executive Director at [ombordexecutivedirector@gmail.com](mailto:ombordexecutivedirector@gmail.com).
- Supporting material for the public body is located at 3191 E. Warm Springs Rd, Las Vegas, NV 89120.

Right-hand panels include:

- FORMAT**: Font (Times New Roman), Size (9.96), Text style (T T T T T), Alignment (Left Center Right), Line spacing (1.16 11.40), and Margins (100 AV 0).
- OBJECTS**: Tools for shapes, lines, and text boxes.
- SCANNED DOCUMENTS**: Settings and Recognize text.

## 9-Review a Compliant PDF Document

An example of a Compliant PDF Document.

This is what a document should look like when all the errors have been corrected. There should be all green checks on all content under the Accessibility checker results.

- A. Re-run the “Full Check” option and the left pane will show the document results. There should be no errors and the entire document should have all green checks to be compliant.

File Edit View Sign Plug-Ins Window Help

Home Tools 1.23.18 Agenda X

File Edit View Insert Tools Home Search Tools

Accessibility Checker X

Document

- ✓ Accessibility permission flag - Passed
- ✓ Image-only PDF - Passed
- ✓ Tagged PDF - Passed
- ✓ Logical Reading Order - Passed manually
- ✓ Primary language - Passed
- ✓ Title - Passed
- ✓ Bookmarks - Passed
- ✓ Color contrast - Passed manually

Page Content

- ✓ Tagged content - Passed
- ✓ Tagged annotations - Passed
- ✓ Tab order - Passed
- ✓ Character encoding - Passed
- ✓ Tagged multimedia - Passed
- ✓ Screen flicker - Passed
- ✓ Scripts - Passed
- ✓ Timed responses - Passed
- ✓ Navigation links - Passed

Forms

- ✓ Tagged form fields - Passed

1 / 4 66.7% 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

Maggie Tracey, O.M.D., President  
Lisa Grant, O.M.D., Secretary/Treasurer  
Abraham Jim Nagy, MD, Member  
Michael Fenni, Member  
Chia Hua Linda Chow, Member  
Merle Lok, Executive Director

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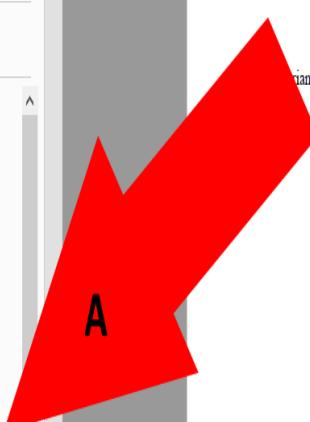
All times are approximate. Pursuant to NRS 241.030 the Board may close a meeting to consider the character, professional competence, alleged misconduct or physical or mental health of a person. The Board may limit the internet broadcasting while in closed session but may not deliberate or take action.

Anyone desiring additional information regarding the meeting, including information on how to obtain supporting board meeting material is invited to email the Executive Director at [ombardexecutivedirector@gmail.com](mailto:ombardexecutivedirector@gmail.com).

Search tools

Accessibility Wizard Edit PDF Prepare Form Organize Pages Scan & OCR More Tools

Your current plan is Creative Cloud Learn More



## 10-Using the Action Wizard

---

**THE ACTION WIZARD RUN MULTIPLE REMEDIATION TOOLS AT THE SAME TIME. IF YOU ARE RUNNING THE ACCESSIBILITY CHECKER AND THE RESULTS ARE A LARGE NUMBER OF ISSUES, THE STEP STIP IN REMEDIATING THE DOCUMENT IS TO USE THE ADOBE ACTION WIZARD TO AUTOMATICALLY CORRECT SOME OF THE ISSUES.**

---

The Action Wizard automatically applies the following remediation tools:

1. Add Document Description
2. Set Open Options
3. Recognize Text Using OCR – If an entire document page is an image that contains text, this tool will attempt to recognize the text contained within the image.
4. Detect Form Fields
5. Set Tab Order Properly
6. Set Reading Language
7. Auto tag Document
8. Set Alternate Text

## 10-Using the Action Wizard (continued)

The screenshot shows the Microsoft Word ribbon with the "Accessibility" tab selected. The ribbon tabs include Home, Insert, Page Layout, References, Mailings, Review, and Accessibility. Below the ribbon is a toolbar with icons for Save, Print, and Search. The main content area displays the "Accessibility" checker results. On the left is a vertical icon bar with symbols for file, bookmark, accessibility, cut, copy, paste, and other document-related functions. The main pane shows the "Accessibility Checker" results:

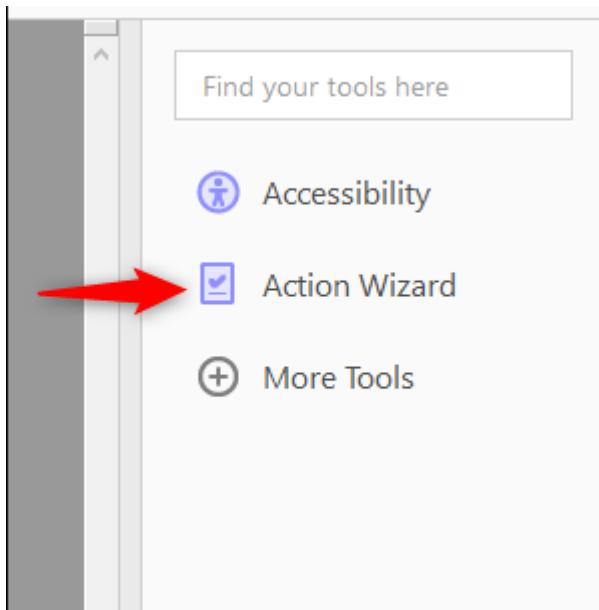
Category	Issues
Document	6 issues
Page Content	2 issues
Forms	0 issues
Alternate Text	5 issues
Tables	5 issues
Lists	2 issues
Headings	1 issue

A large blue rectangular area on the right side of the screen contains the word "DULL".

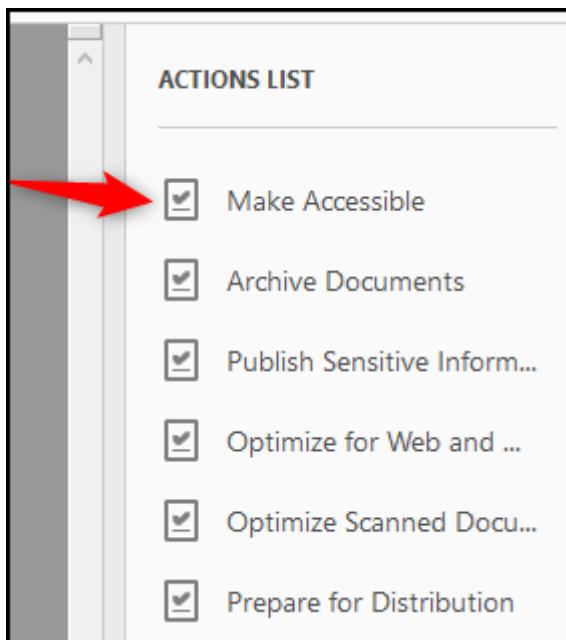
## 10-Using the Action Wizard (continued)

### Making accessible documents

1. Select the “Action Wizard” option from the right-hand tool panel to open the “Actions List”

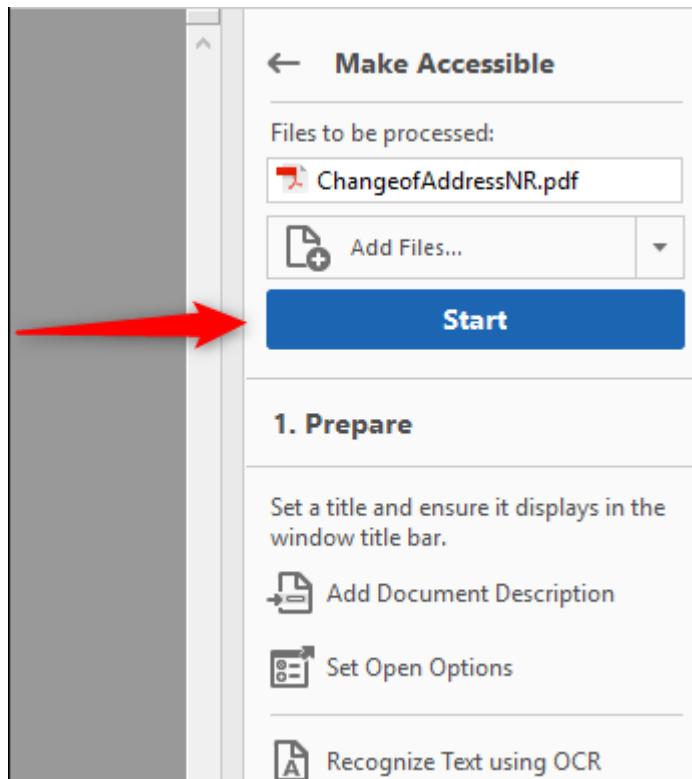


2. Click on “Make Accessible” in the “Actions List”



## 10-Using the Action Wizard (continued)

3. Click the “Start” option to run the Action Wizard



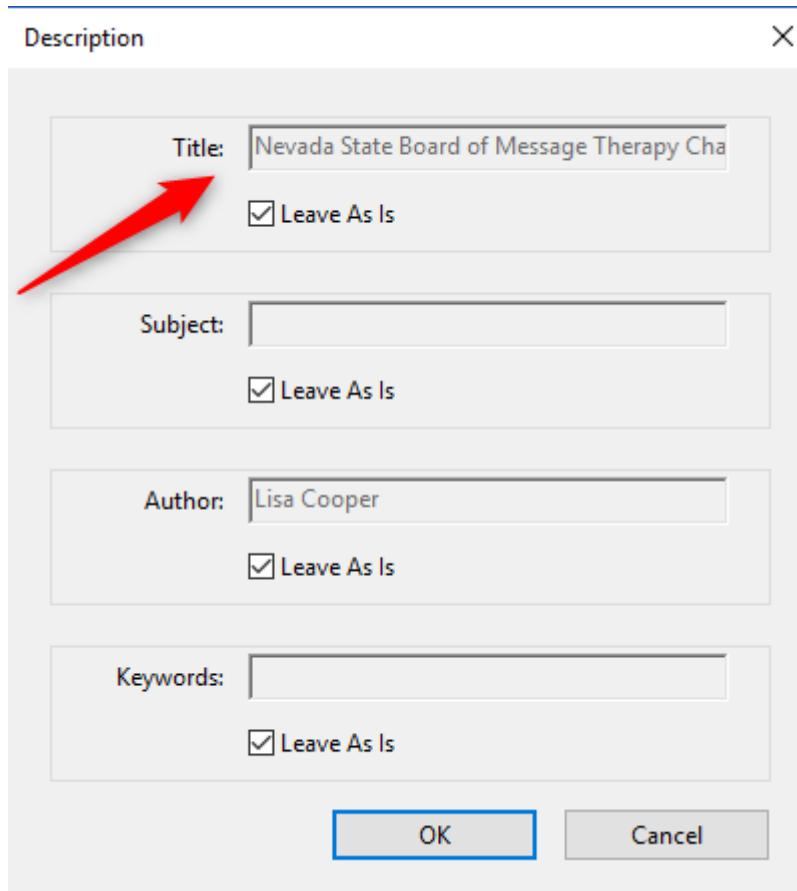
**This space intentionally**

## 10-Using the Action Wizard (continued)

If the document does not have a title or if the title is not accurate, the Action Wizard provides an opportunity to add or change the document title.

- a. To change or add a title uncheck the “Leave As Is”
- b. Add or change the title
- c. Click the “OK” button

If the document title displayed is correct click the OK button to move to the next action prompt.

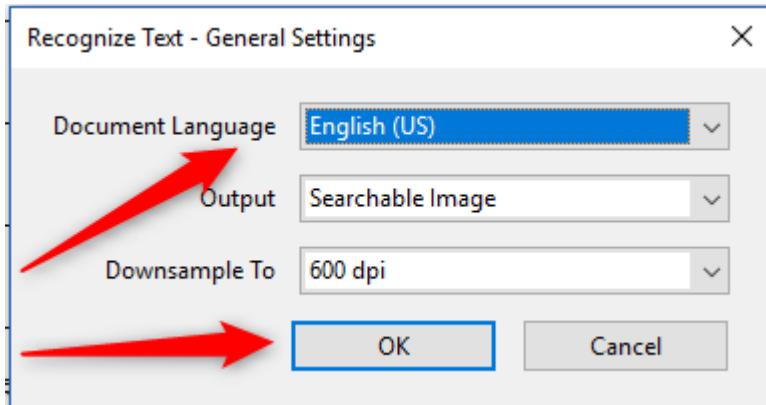


### Language

- d. Confirm or change the language of the document
- e. If the language is incorrect, select the correct language from the dropdown menu. Note: a document can only be set to one language.
- f. Click the OK button to save the change.

## 10-Using the Action Wizard (continued)

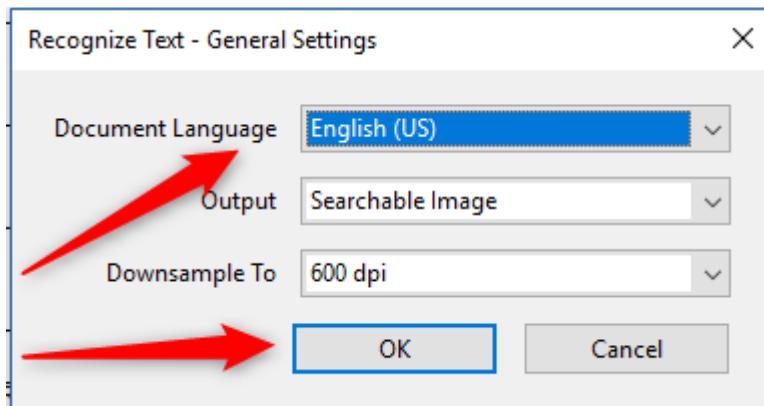
If the document language is correct, click the OK button to move the next action prompt.



Confirm or change document Output type

Select “Editable Text and Images” from the Output dropdown menu.

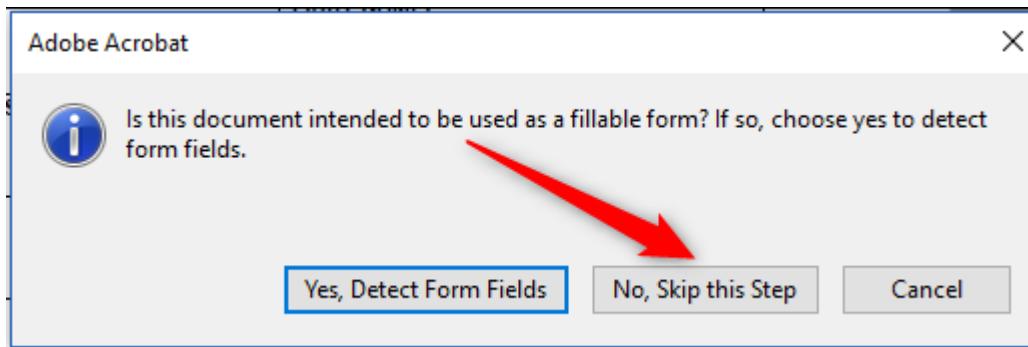
Click the “OK” button to save the change.



## 10-Using the Action Wizard (continued)

### Fillable form options

- a. If the document is intended to be a fillable form click the “Yes, Detect Form Fields” button. This will prepare the document by identifying and labeling fillable form fields. Note: Adobe is only able to automatically detect and label these fields if they are identified with an underline in the original document. Adobe will not recognize form fields that are created with Design Mode tools (or the equivalent Legacy tools).
- b. If the document is not intended to be a fillable form click the “No Skip this Step” button.



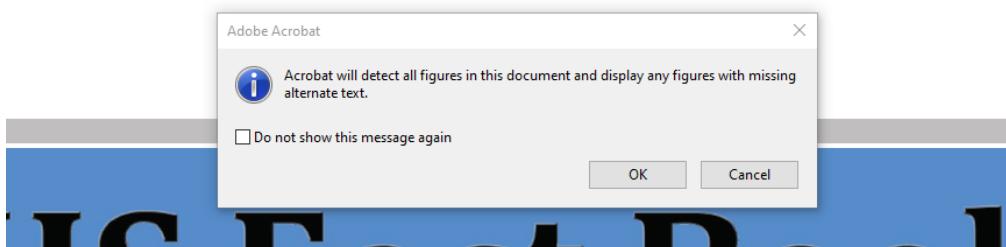
### Alternative Text

The Action Wizard can detect images and tables contained within a document and provide the remediator with an opportunity to add alternative text to describe document images.

Screen reader technology will read an image and the image description is what is read back to the user.

For the Action Wizard to provide the remediator with the opportunity to add alternative text and table summaries click the “OK” button when prompted by the following message:

The Action Wizard will identify each section of the document that may be an image, display the image and provide the remediator with the opportunity to either provide alternative text or make the determination that the image is decorative and does not need to have alternative text.

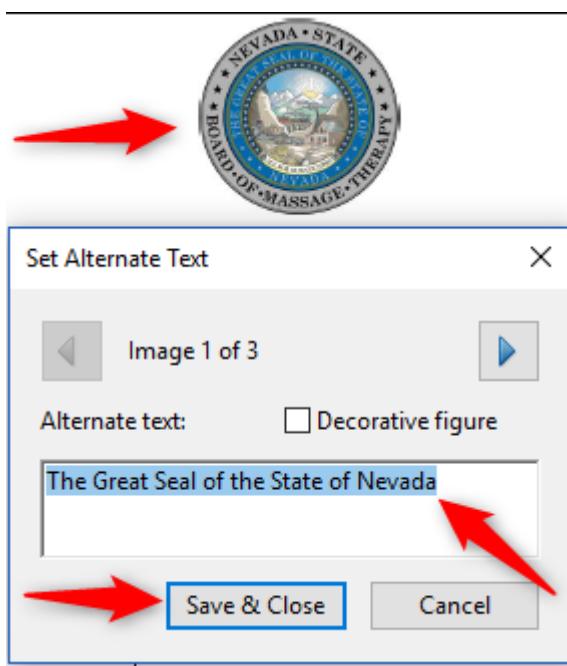


## 10-Using the Action Wizard (continued)

The Action Wizard default for all images is to allow the remediator with the ability to provide alternative text.

Input the appropriate alternative text in the alternative text box. This is the information the AT software will provide to the user.

To continue the Action Wizard document check, click the blue arrow.



After the Action Wizard has run through the complete document, another accessibility check will automatically be run. The results of this check will determine which issues must be remediated manually.

## 11- Fix Tables

---

TABLES CAN BE DIFFICULT FOR ASSISTIVE TECHNOLOGY (AT) USERS TO PARSE. WITH EACH CELL USUALLY REFERRING TO A ROW AND A COLUMN HEADER FOR CONTENT, ADDITIONAL INFORMATION IS REQUIRED SO THAT THE DATA CAN BE CLEARLY UNDERSTOOD. ROW AND COLUMN HEADERS MUST ALSO BE IDENTIFIED IN ORDER FOR THE DATA TO BE UNDERSTOOD AND TO FACILITATE THE WEBSITE NAVIGATION.

---

For users who cannot perceive a visual overview of a table, understanding a data table requires reconstructing the relationship between every element of the table. The user needs to understand how many rows or columns there are, which elements represent header information, which are simple data cells, etc. (Screen Reader technology will read out the number of rows and columns in every table).

**Tip:** Create simple data tables whenever possible (tables that only have one row or column of headers), even if this means breaking a complex data table into a number of smaller, simpler data tables.

The table description should explain all the elements included in the table, so users of AT can understand what information the table contains without being able to see the graphics or details of the table.

### Giving the Table a description

#### Table Summaries

A table must have a summary in order to be compliant.

To create a simple table summary:

1. Open the Reading Order window by clicking the Reading Order icon in the far-right hand tool panel
2. Right Click on the Table to open Table Menu.

---

TO IDENTIFY AND/OR TAG ANY ELEMENT IN A DOCUMENT, THE READING ORDER WINDOW MUST BE OPENED. THE READING ORDER WINDOW ALSO ALLOWS THE REMEDIATOR TO VIEW THE ORDER IN WHICH ELEMENTS IN A DOCUMENT WILL BE READ BY THE AT USER.

---

## 11- Fix Tables (continued)

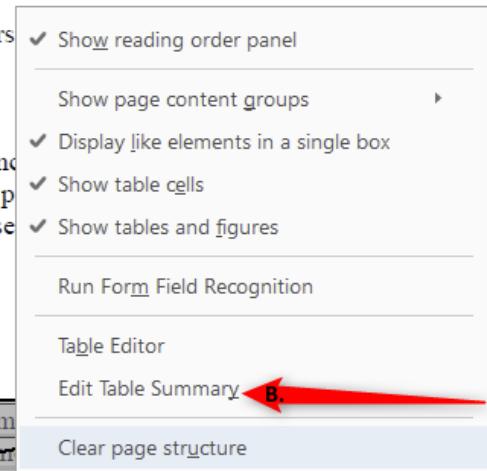
### 3. Select “Table Summary.”

The Board will no approve any of the following types of courses or education as a course of continuing education:

1. An orientation program for new employees
2. An on-the-job training program presented by an agency whose purpose is to disseminate information on policies or procedures.
3. An audio or video learning tape or home study course without independent verification of successful completion.
4. A program of self-improvement.

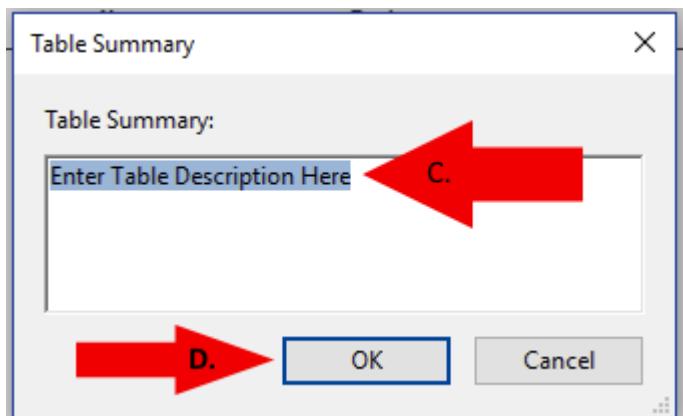
The following must accompany all applications:

Table time schedule	Detailed program
Statement of the educational objectives of the program (must show applicability to alcohol and drug abuse counselors or gambling counselors)	Sample of consumer evaluation form.
Instructors speech / speakers resume	Sample Certificate of completion



**Instructions for a complex table and summary are found on the next page.**

- A. Give the Table a “Table Description”.
- B. Click “Ok” to save.



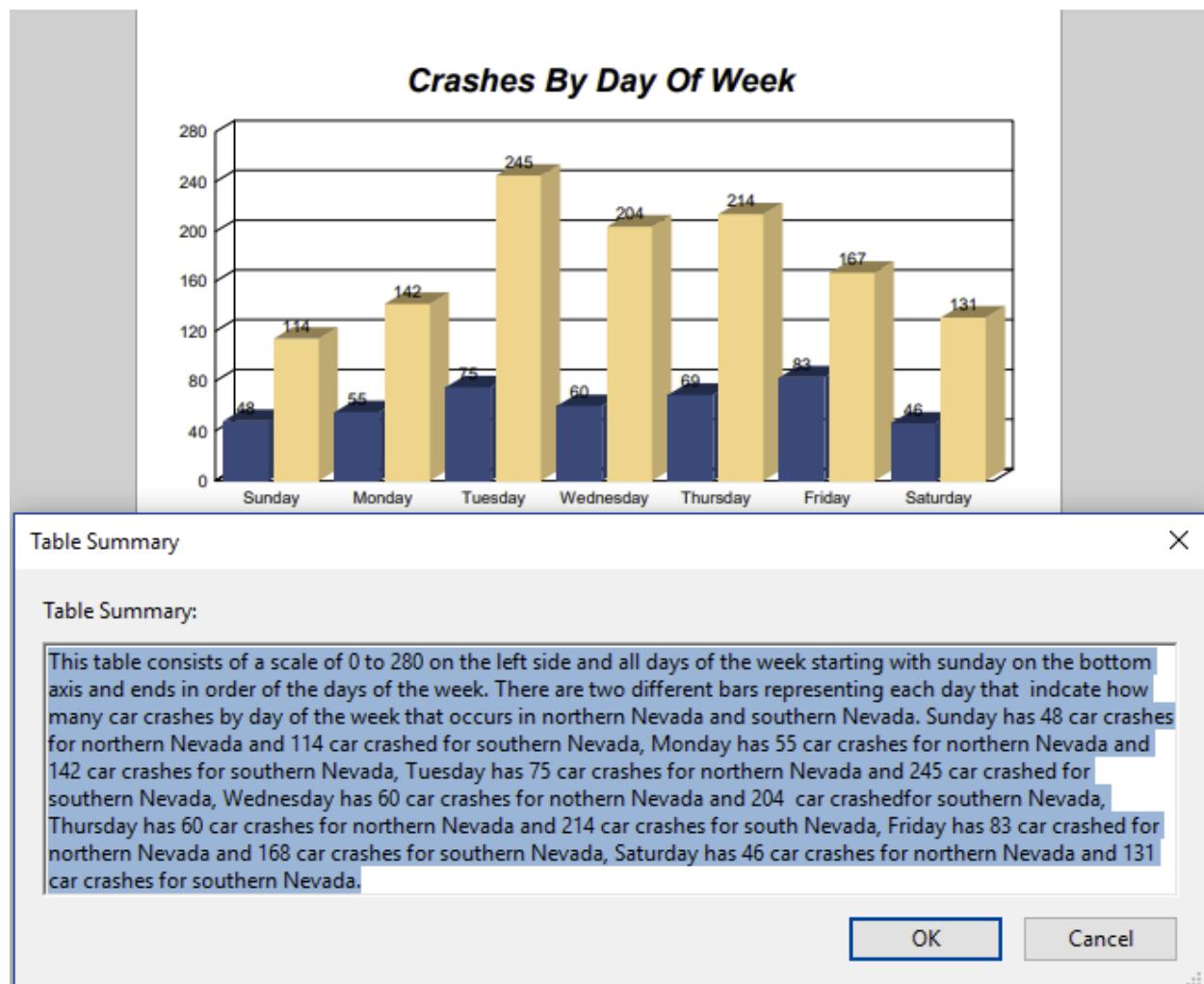
## 11- Fix Tables (continued)

To create a Complex Table Summary

Robert, let me know if we can provide you with a better table for your illustration.

1. Open the Reading Order window by clicking the Reading Order icon in the far-right hand tool panel
2. Right Click on the Table to open Table Menu.
3. Select “Table Summary”.

The table description should explain all the element included in the table, so users of AT can understand what information table contains without being able to see the graphics or details of the table. See the example below.



## 11- Fix Tables (continued)

### Table Editor Options

The Table Editor Options allow the remediator to view the Heading and Data cells in a table.

#### Set label options

In order to view the existing table headings and table rows

1. Open the Reading Order window
2. Click the “Structure types” radio button
3. Right click anywhere within the table area of the document.
4. Select the “Table Editor” option.
5. Right click again anywhere within the table area of the document
6. Select the “Table Editor Options” to open the Table Editor Options window

Last	First	Middle	License No.	Type	Issue Date	Expiration Date	Discipline
Broadhead	Brian		0202	Podiatrist	5/15/2002	10/31/2002	No
Brody	Paul	J.	2031	Podiatrist	10/2/2017	10/31/2019	No
Brooks	Ramona	L.	2040	Podiatrist	11/5/2018	10/31/2019	No
Burchill	Casey	C.	2010	Podiatrist	5/11/2015	10/31/2019	No
Burgess	John	F.	0033	Podiatrist	7/15/1976	10/31/2019	No
Cade	John	E.	9701	Podiatrist	7/15/1997	10/31/2019	No
Cameron	Landon	T.	2017	Podiatrist	4/18/2016	10/31/2019	No
Card	Keith		1006	Podiatrist	4/14/2010	10/31/2019	No
Carletta	Eileen		PH0901	Podiatric Hygienist	7/15/2009	10/31/2016	No
Castelan	Marisol		PH0902	Podiatric Hygienist	7/15/2008	10/31/2019	No
Castillo	Robinson		0102	Podiatrist	7/15/2001	10/31/2001	No
Chambers	Gary				7/15/2000	10/31/2019	No
Chambers	Joseph				7/15/1976	10/31/2019	No
Chavez	Charles				3/19/2019	10/31/2019	No
Child					7/15/2001	10/31/2011	No
Chow	Lap				7/15/2005	10/31/2019	No
Clark	Christine				7/15/1987	10/31/2019	No
Cohen	Ted				7/15/1993	10/31/2019	Yes
Colarco	Justin	P.	0905	Podiatrist	6/19/2009	10/31/2019	No
Colica	Sharon	A.	2042	Podiatrist	3/11/2019	10/31/2019	No
Condon	David		9403	Podiatrist	7/15/1994	10/31/2019	No
Conway	Victor		0029	Podiatrist	7/15/1989	10/31/1995	No
Cramer	Kent	P.	0502	Podiatrist	7/15/2005	10/31/2005	No
Crandall	Keith	R.	1302	Podiatrist	4/18/2013	10/31/2013	No
Cristensen	Lenore		9801	Podiatrist	7/15/1998	10/31/1998	No
Cull	Charles	C.	1201	Podiatrist	3/26/2012	10/31/2019	No
Cutler	Brett	W.	9102	Podiatrist	7/15/1990	10/31/1994	No
Dalessandro	Nicole		1303	Podiatrist	7/15/2013	10/31/2016	No

7. Click the “Show cell type (TH or TD)” check box
8. Click OK

All cells within the table will display as either TH (Table Header) or TD (Table Data)

## 11- Fix Tables (continued)

### Table Editor Options

TH	— NC
<b>NEVADA COALITION TO PREPARE FOR DISASTER</b>	
TH	TD
TH	TDuesday, December 1, 2015
TH	TD
TH	TD0:00 am – 12:00 pm
TH	TD
TH	TDhis meeting will be held at the office of Emergency Director. There will not be a physical location. All participants will be permitted to attend via video conference. See Section 4.
TH	TD
TH	TDin the meeting room
TH	TDCall in number: 1 (800) 937-2631
TH	TD
TH	TD

--	--

## 11- Fix Tables (continued)

### Setting Header Cells/Rows

A table must have accurately designated header rows in order to be compliant. The following instructions provide information on how to initially set or correct header rows in a table.

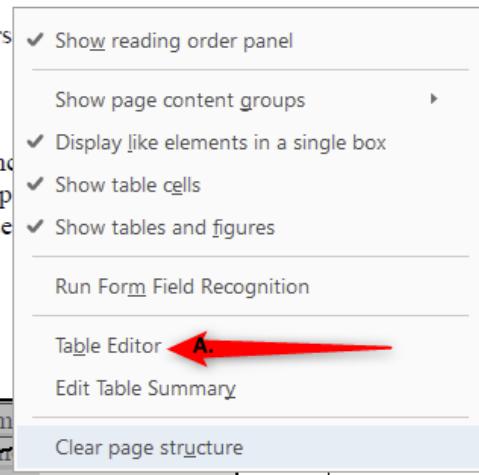
1. Click on the Reading Order Icon in the far-right tool panel
2. Right click on the table and select Table Editor.

The Board will not approve any of the following types of courses of continuing education as a course of continuing education:

1. An orientation program for new employees
2. An on-the-job training program presented by an agency whose purpose is to disseminate information on policies or procedures
3. An audio or video learning tape or home study course without independent verification of successful completion.
4. A program of self-improvement.

The following must accompany all applications:

Table	Time schedule	Detailed program description	Sample of consumer evaluation form.		
1	Statement of the educational objectives of the program (must show applicability to alcohol and drug abuse counselors or gambling counselors)				
	Instructors speech / speakers resume		Sample Certificate of completion.		

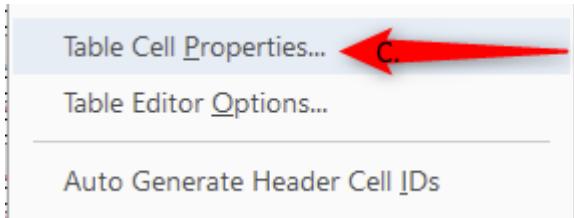


- A. Hold down the Shift key and click all cells that are designated to be the Table Header Cells.

TH	File #	Name	Link	Status	Effective date	Expires	Monitors
TD79	TD 10493	TD AGARI, TADASHI TABUCHI	TD	20, Active	TD 10/04/2017	TD 10/31/2019	TD
TD26	TD 11121	TD AGARWAL, LINA D	TD	20, Active	TD 11/13/2015	TD 10/31/2019	TD
TD37	TD 3213	TD AGBOH-TAYLOR, THERESA OMOYEME	TD	20, Active	TD 11/02/2017	TD 10/31/2019	TD
TD59	TD 6635	TD AGEE, JAMES THOMAS	TD	20, Active	TD 10/29/2015	TD 10/31/2019	TD
TD77	TD 13512	TD AGENA, JUNKO K	TD	20, Active	TD 04/13/2016	TD 10/31/2019	TD

## 11-Fix Tables (continued)

- B. Right click on table and select “Table Cell Properties”.

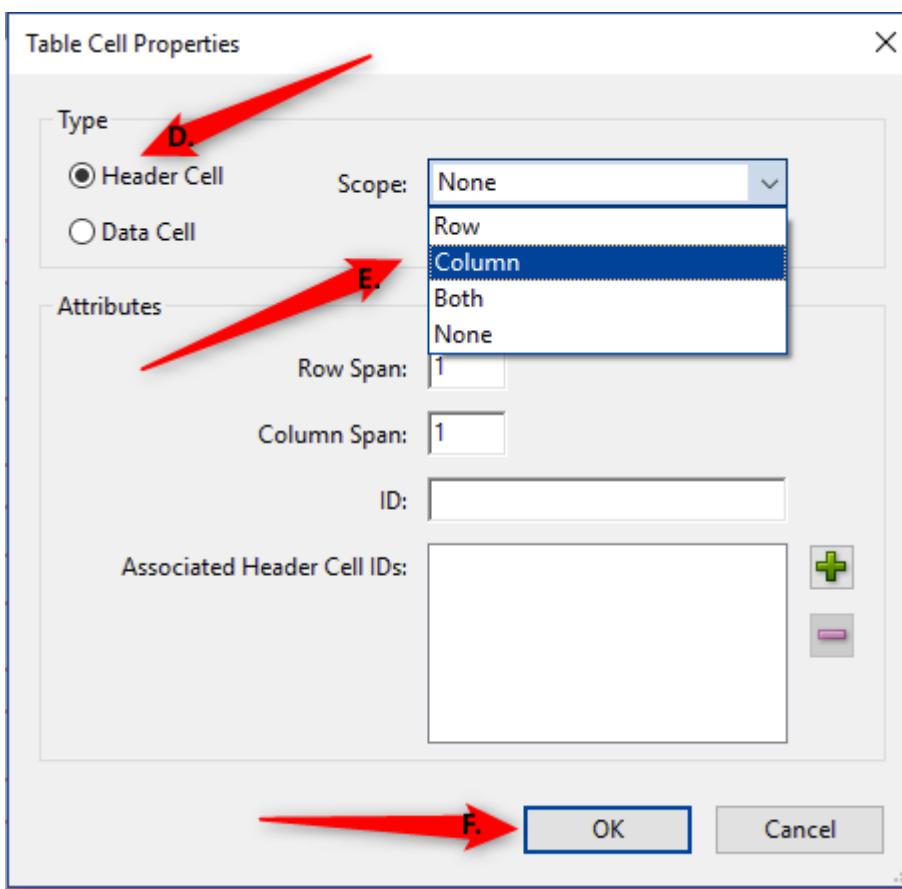


### Setting Header Rows

- D. Select “Header Cells”.

- E. Select “Row, Column, or Both” for header cells.

- F. Click “ok” to save your changes.



## 12-Scanned Documents

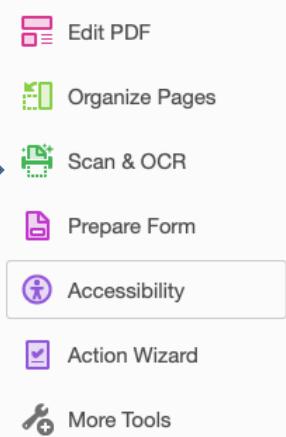
If you are unable to tag text in a PDF document, the scan & OCR tool can be used to identify text in the document.

Identifying a scanned document. If text/images look faded and if you attempt to encapsulate text to tag it but adobe won't let you select it the document has most likely been scanned.

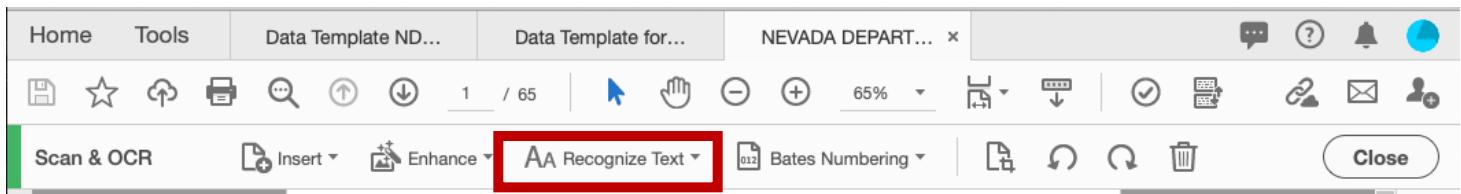
To make the page taggable follow these steps.

adobe acrobat pro dc

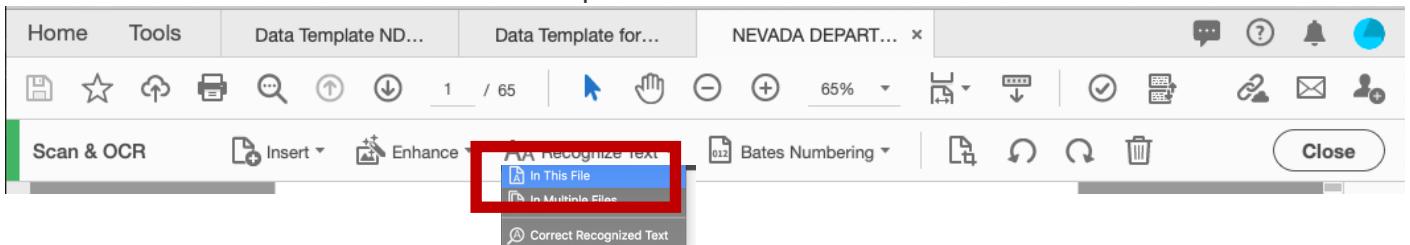
1. Select the “Scan & OCR” tool from the right-side pane.



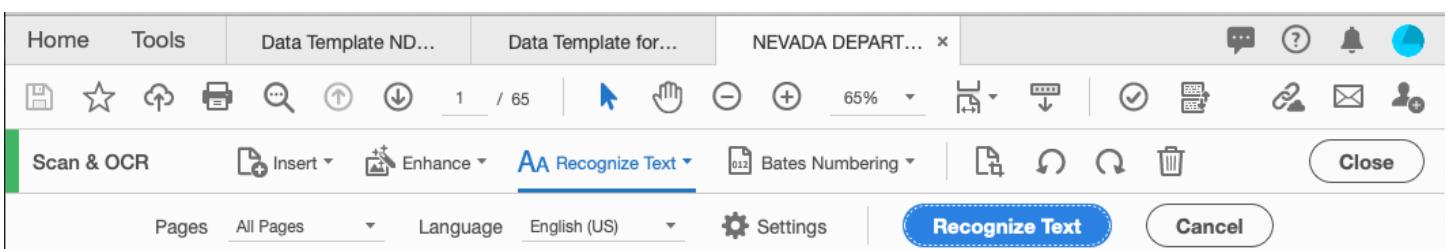
2. Above the document a bar will appear labeled “Scan & OCR.” Click the button “Recognize text” option.



3. Then choose the In “This File” option in the submenu.

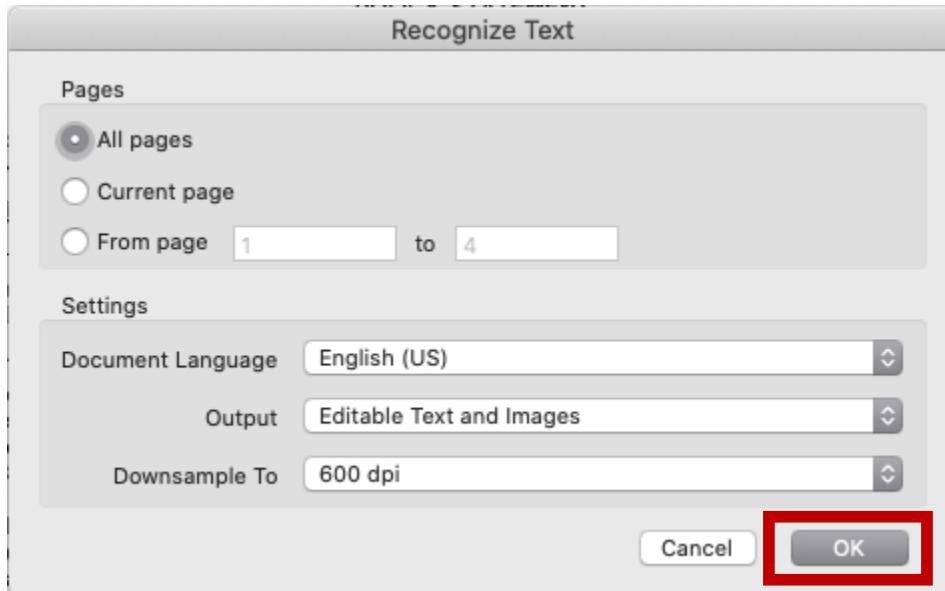


4. Choose Settings

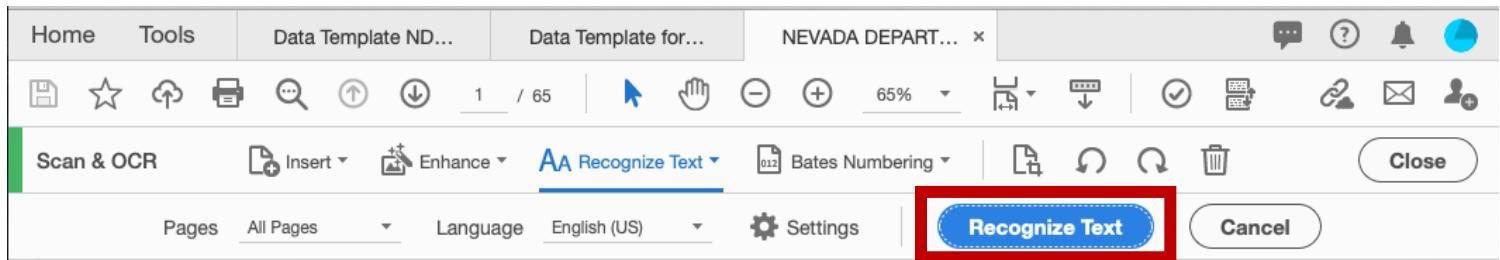


## 12-Scanned Documents (Continued)

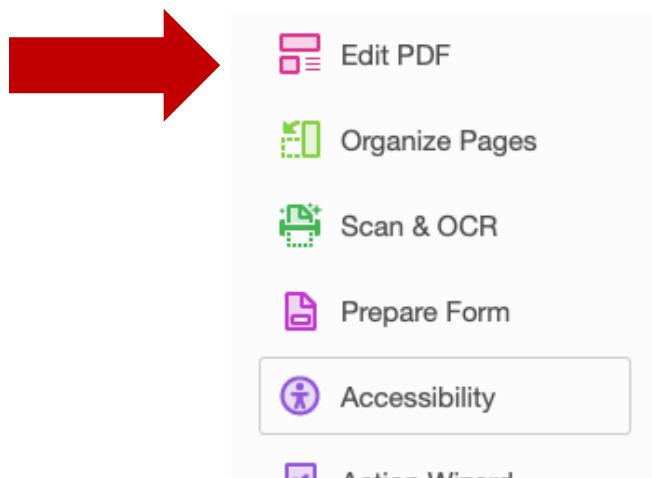
5. Confirm the settings are: Pages = All; Document Language = English; Output = Editable Text and Images; Downsample To = 600 dpi. Click on OK.



6. adobe acrobat pro dcChoose the Recognize Text option at the top of the window.

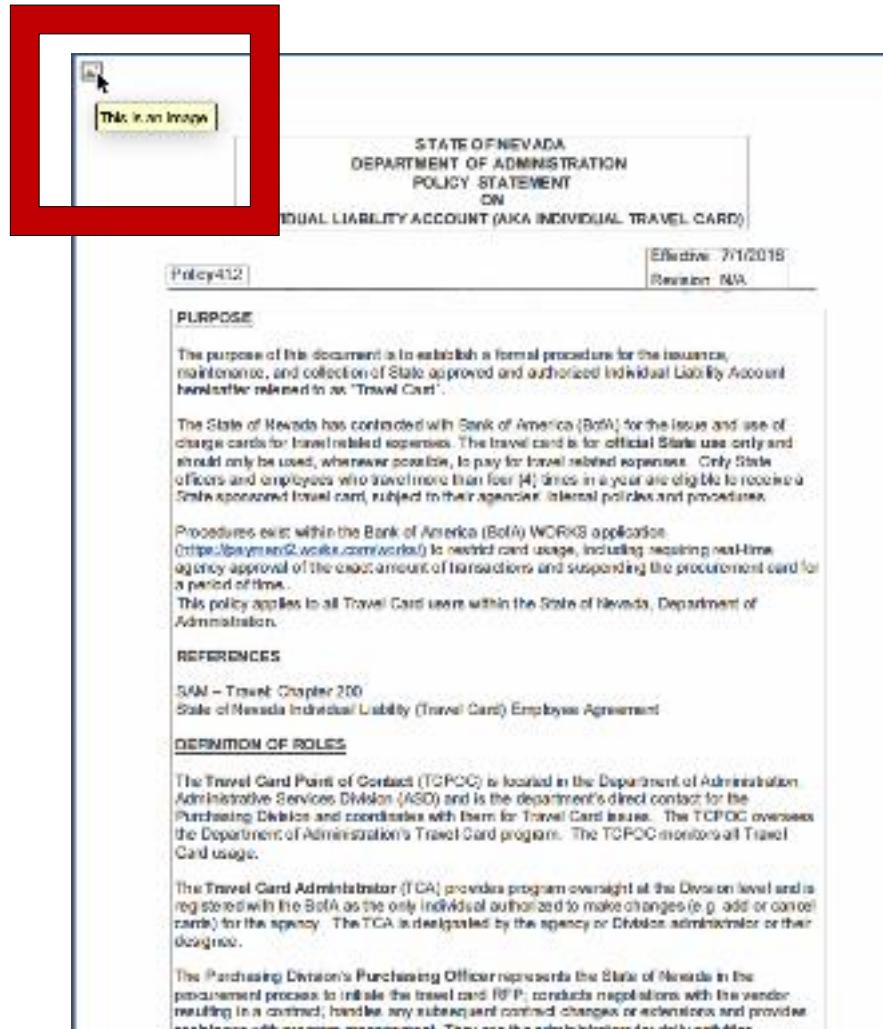


7. After recognizing text select the “Edit PDF” tool.



## 12-Scanned Documents (Continued)

8. While in the edit PDF tool, in the top left corner of the document there will be an “image” icon.



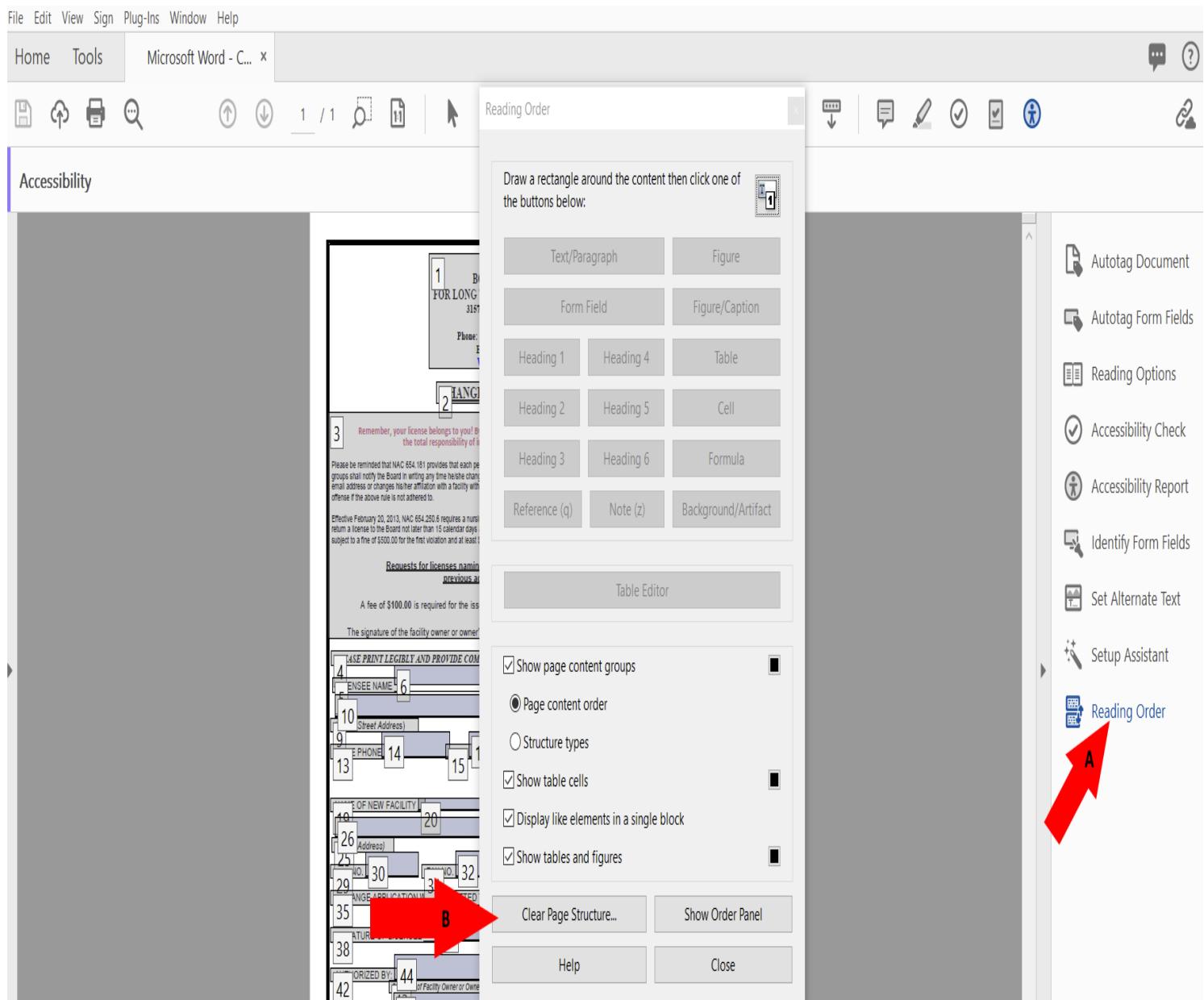
9. Click to select the image in the top left corner and hit “Delete” on your keyboard.
10. Save and now encapsulate the text to start tagging.

## 13-Remediate a Fillable PDF

Before you can remediate a fillable PDF, review the guide on Creating a Fillable PDF. The best practice is to clear the page structure and tag the document from scratch to avoid fighting with the Logical reading order.

Clearing page structure:

- Choose the accessibility tool and then Select Reading order.
- Select Clear Page Structure to clear the document of any remediation.



## 13-Remediate a Fillable PDF (Continued)

### Tag text on form

- Encapsulate all text by holding down the left click of the mouse and encapsulate all the text and it will highlight on the document.
- Select the "Text/Paragraph option in the reading order to tag as text.

**the total responsibility of insuring the proper operations of the facility at all times.**

3. Please be reminded that NAC 654.181 provides that each person licensed as a nursing facility administrator or an administrator of a residential facility for groups shall notify the Board in writing any time he/she changes his/her contact information including home address, phone number, email address or changes his/her affiliation with a facility within 15 days after such an event. A Licensee will be subject to a fine of \$500.00 for the first violation and at least \$1,000.00 for a second or subsequent violation, but will not be subject to imprisonment.

Effective February 20, 2013, NAC 654.250.6 requires a nursing facility administrator or an administrator of a residential facility to return a license to the Board not later than 15 calendar days after terminating his or her affiliation with a named facility. Failure to do so will result in a fine of \$500.00 for the first offense and \$1,000.00 for each subsequent offense if the above rule is not adhered to.

**Requests for licenses naming a facility cannot be issued until the licensee's previous administrator is received by BELTCA.**

A fee of \$100.00 is required for the issuance of a new license.

The signature of the facility owner or owner's representative is required for all new facilities.

**PLEASE PRINT LEGIBLY AND PROVIDE COMPLETE INFORMATION.**

LICENSEE NAME \_\_\_\_\_

(Home Street Address) \_\_\_\_\_ (City, State, Zip) \_\_\_\_\_

PHONE \_\_\_\_\_ CELL \_\_\_\_\_ PERSONAL E-MAIL \_\_\_\_\_

NAME OF NEW FACILITY \_\_\_\_\_ FACILITY LICENSE NO. \_\_\_\_\_

(Street Address) \_\_\_\_\_ (City, State, Zip) \_\_\_\_\_

TEL. NO. \_\_\_\_\_ FAX NO. \_\_\_\_\_ FACILITY E-MAIL \_\_\_\_\_

A CHANGE APPLICATION WAS SUBMITTED TO HCQC ON \_\_\_\_\_

SIGNATURE OF LICENSEE \_\_\_\_\_ EFFECTIVE DATE \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_

Signature of Facility Owner or Owner Representative

Print Name and Title

x

Reading Order

Draw a rectangle around the content then click one of the buttons below:
 

Table Editor

Show page content groups

Page content order

Structure types

Show table cells

Display like elements in a single block

Show tables and figures

## 13-Remediate a Fillable PDF (Continued)

Tag input fields as “Form Fields”

- Encapsulate the entire by holding down the left click of the mouse and encapsulate the entire field and it will highlight on the document. If you encapsulated more than the field, hold down the CTRL key on the keyboard and encapsulate any extra to remove. Make sure you have a solid box around on the form field.
- Select the “Form Field” option in the reading order to tag as Form Field.

The screenshot shows a Microsoft Word interface with the 'Home' and 'Tools' tabs selected in the ribbon. The main content area displays a form with various input fields. A red arrow labeled 'A' points to a purple highlighted rectangular area, likely indicating a selected form field. A red arrow labeled 'B' points to the 'Form Field' button in the 'Reading Order' dialog box, which is overlaid on the right side of the screen. The 'Reading Order' dialog box contains several options for tagging content, with 'Form Field' being the selected one.

**Reading Order**

Draw a rectangle around the content then click one of the buttons below:

Text/Paragraph	Figure	
<b>Form Field</b>	Figure/Caption	
Heading 1	Heading 4	Table
Heading 2	Heading 5	Cell
Heading 3	Heading 6	Formula
Reference (q)	Note (z)	Background/Artifact

Table Editor

Show page content groups  
 Page content order  
 Structure types  
 Show table cells  
 Display like elements in a single block  
 Show tables and figures

## 13-Remediate a Fillable PDF (Continued)

### Fixing Logical Reading order

As the document is tagged as text or form fields, it will create a number for each item tagged. To keep the correct reading order structure, have the reading order view open to view the structure. The box containers are text, and the blue and white container are form fields.

- A. Select the “Reading order” tool to view the number sequence in the document.
- B. The text should be first and the form field should be second. In the example below, License No. should be number 7 and the form field should be 8.
- C. To rearrange the reading order, Select the container in the reading order by holding down the left click of the mouse and dragging the container up or down into the correct number position.

The screenshot shows the Microsoft Word ribbon with the 'Tools' tab selected. The main area displays a PDF form titled 'STATE OF NEVADA BOARD OF EXAMINERS FOR LONG TERM CARE ADMINISTRATORS'. The form includes sections for facility information, important notices, and license application details. A red arrow labeled 'A' points to the 'Order' button in the 'Accessibility' ribbon group. Another red arrow labeled 'C' points to the number 7 in the reading order list, which corresponds to the 'License Number' field in the PDF. A third red arrow labeled 'B' points to the number 8 in the reading order list, which corresponds to the 'LICENSE NO.' field in the PDF. The 'Reading Order' pane on the right side of the screen lists numbered items from 1 to 8, with 'Text/Paragraph' and 'Form Field' categories. The 'Form Field' category contains items 7 and 8, while the 'Text/Paragraph' category contains items 1 through 6. The 'LICENSE NO.' field is highlighted in blue, indicating it is a form field.

## 13-Remediate a Fillable PDF (Continued)

Example of correct reading order structure

The correct reading order in a fillable PDF will make it usable to assistive technology users and allow the user to tab through fields in the correct order.

The screenshot shows the Microsoft Word ribbon with the 'Home' and 'Tools' tabs selected. The main area displays a fillable PDF document titled 'CHANGE/ADDITION OF FACILITY'. The document contains several form fields, each labeled with a number from 1 to 46. The 'Accessibility' ribbon tab is active, showing the 'Order' pane on the left which lists the numbered fields under 'FillableDoc.pdf' and 'Page 1'. On the right, the 'Reading Order' pane is open, containing a list of items corresponding to the numbered fields in the PDF. The items include: Text/Paragraph, Form Field, Heading 1, Heading 4, Heading 2, Heading 5, Heading 3, Heading 6, Reference (q), Note (z), Table Edit, Show page content groups (checked), Page content order (radio button selected), Structure types (radio button unselected), Show table cells (checked), Display like elements in a single row (checked), Show tables and figures (checked), Clear Page Structure..., and Help.

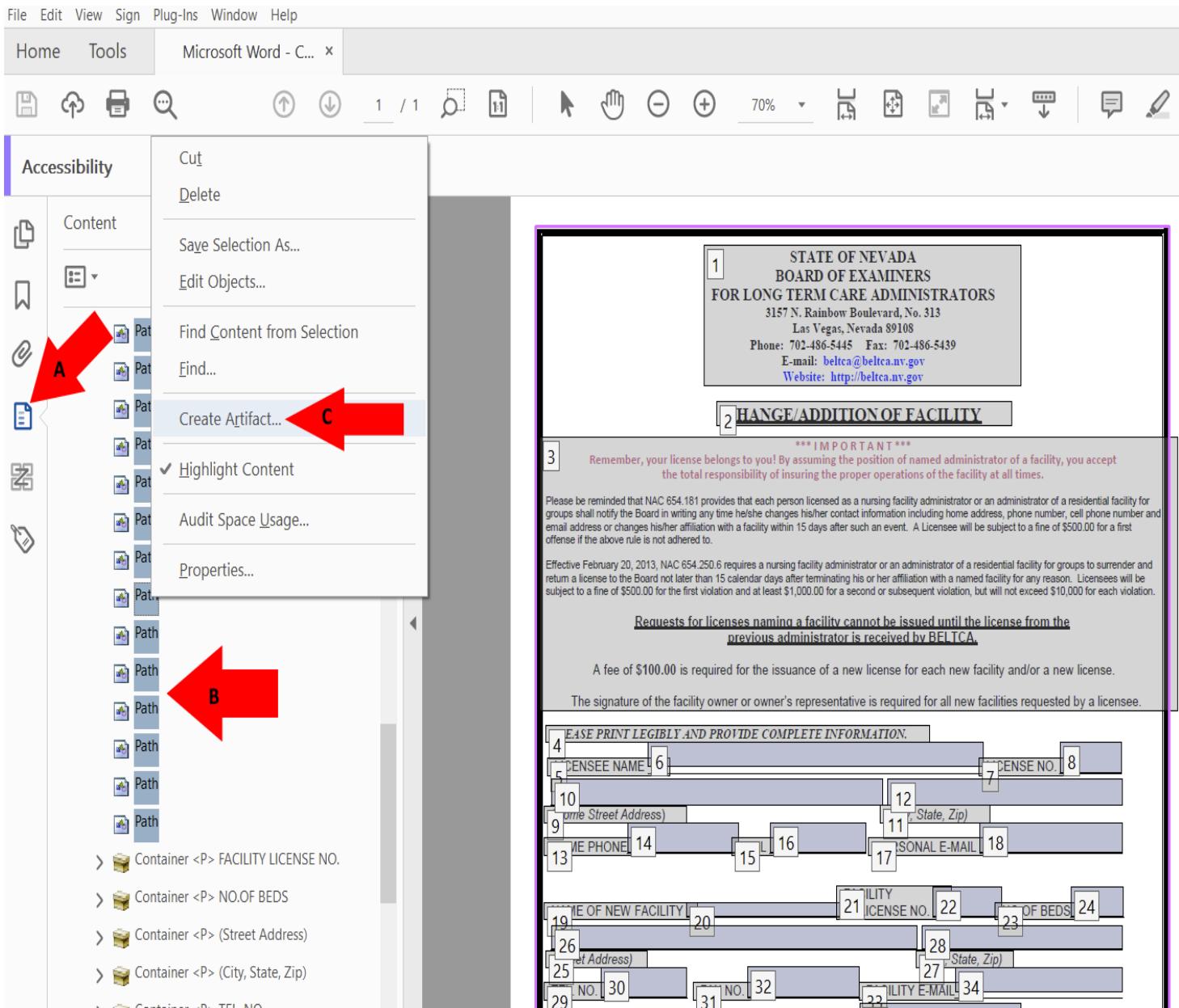
Number	Label
1	PHONE: 702-489-2443 FAX: 702-489-2439 E-mail: beltca@beltna.nv.gov Website: http://beltca.nv.gov
2	HANGE/ADDITION OF FACILITY
3	*** IMPORTANT *** Remember, your license belongs to you! By assuming the position of named administrator of a facility, you accept the total responsibility of insuring the proper operations of the facility at all times.
4	Please be reminded that NAC 654.181 provides that each person licensed as a nursing facility administrator or an administrator of a residential facility for groups shall notify the Board in writing any time he/she changes his/her contact information including home address, phone number, cell phone number and email address or changes his/her affiliation with a facility within 15 days after such an event. A Licensee will be subject to a fine of \$500.00 for a first offense if the above rule is not adhered to.
5	Effective February 20, 2013, NAC 654.250.6 requires a nursing facility administrator or an administrator of a residential facility for groups to surrender and return a license to the Board not later than 15 calendar days after terminating his or her affiliation with a named facility for any reason. Licensees will be subject to a fine of \$500.00 for the first violation and at least \$1,000.00 for a second or subsequent violation, but will not exceed \$10,000 for each violation.
6	Requests for licenses naming a facility cannot be issued until the license from the previous administrator is received by BELTCA.
7	A fee of \$100.00 is required for the issuance of a new license for each new facility and/or a new license.
8	The signature of the facility owner or owner's representative is required for all new facilities requested by a licensee.
9	EASE PRINT LEGIBLY AND PROVIDE COMPLETE INFORMATION
10	LICENSEE NAME
11	LICENSE NO.
12	Home Street Address
13	State, Zip
14	CITY PHONE
15	STATE, ZIP
16	PERSONAL E-MAIL
17	HOME STREET ADDRESS
18	STATE, ZIP
19	NAME OF NEW FACILITY
20	CITY, STATE, ZIP
21	LICENSE NO.
22	OF BEDS
23	ADDRESS
24	STATE, ZIP
25	PHONE NUMBER
26	ADDRESS
27	STATE, ZIP
28	PERSONAL E-MAIL
29	NATURE OF LICENSEE
30	EXPIRE DATE
31	ATTACHED
32	NAME
33	ADDRESS
34	STATE, ZIP
35	CHANGE APPLICATION WAS SUBMITTED TO HCQC ON
36	DATE
37	ATTACHED
38	NAME
39	ADDRESS
40	STATE, ZIP
41	EXPIRE DATE
42	APPROVED BY
43	Signature of Facility Owner or Owner Representative
44	Name and Title
45	Comments
46	Comments

## 13-Remediate a Fillable PDF (Continued)

### Artifact paths in the content panel

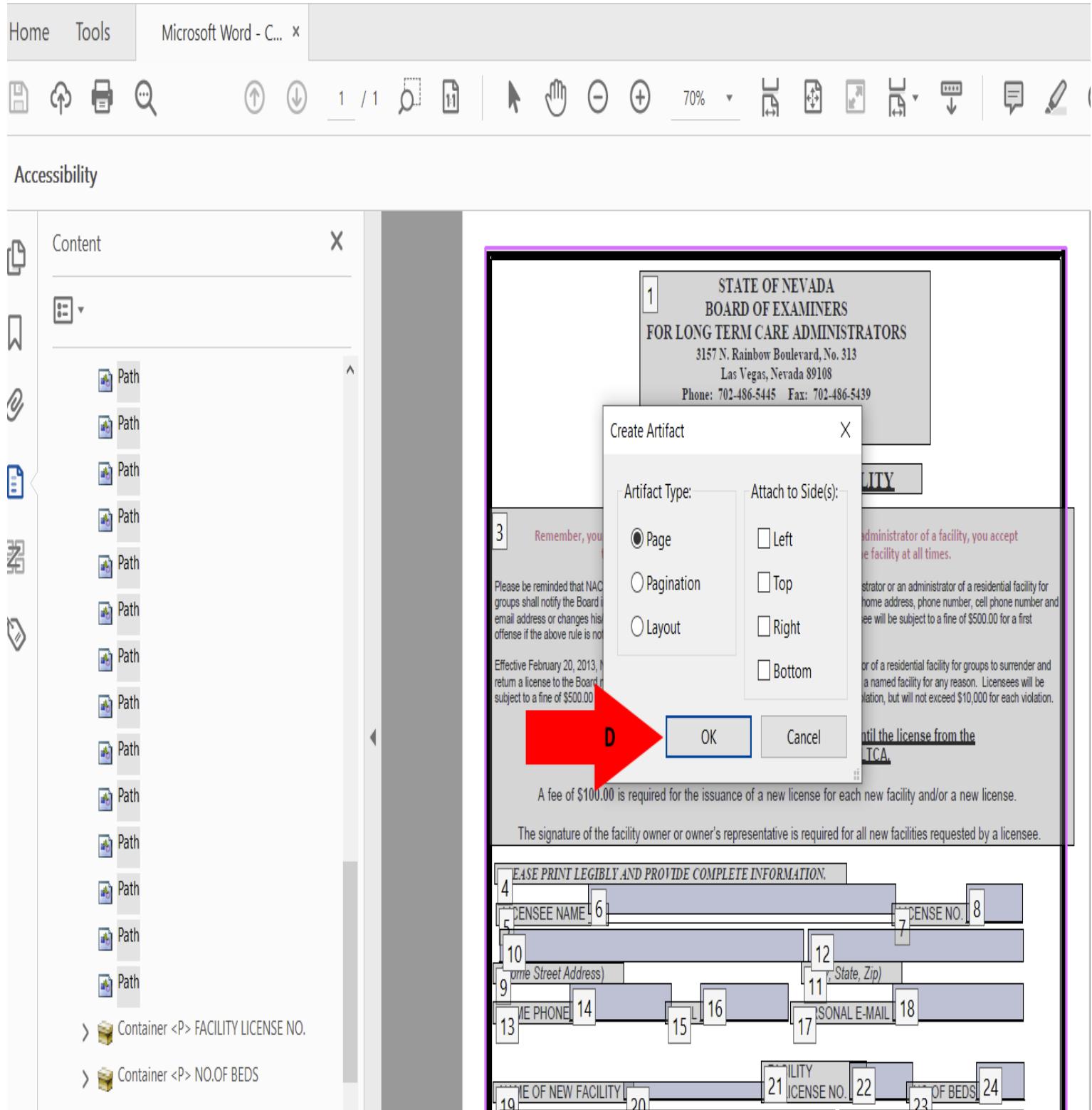
When paths are not artificated, they will be read as underscores by a screen reader. The content panel should have all container grouped together without any paths.

- A. Select the “Content Panel” tool to view any paths in the document.
- B. Highlight the paths by left clicking the mouse. To select multiple paths at one time, Select the first path, scroll to the last path, hold down the Shift key and select the last path to highlight the group of paths.
- C. Right click on the group of paths and select “Create Artifact”.



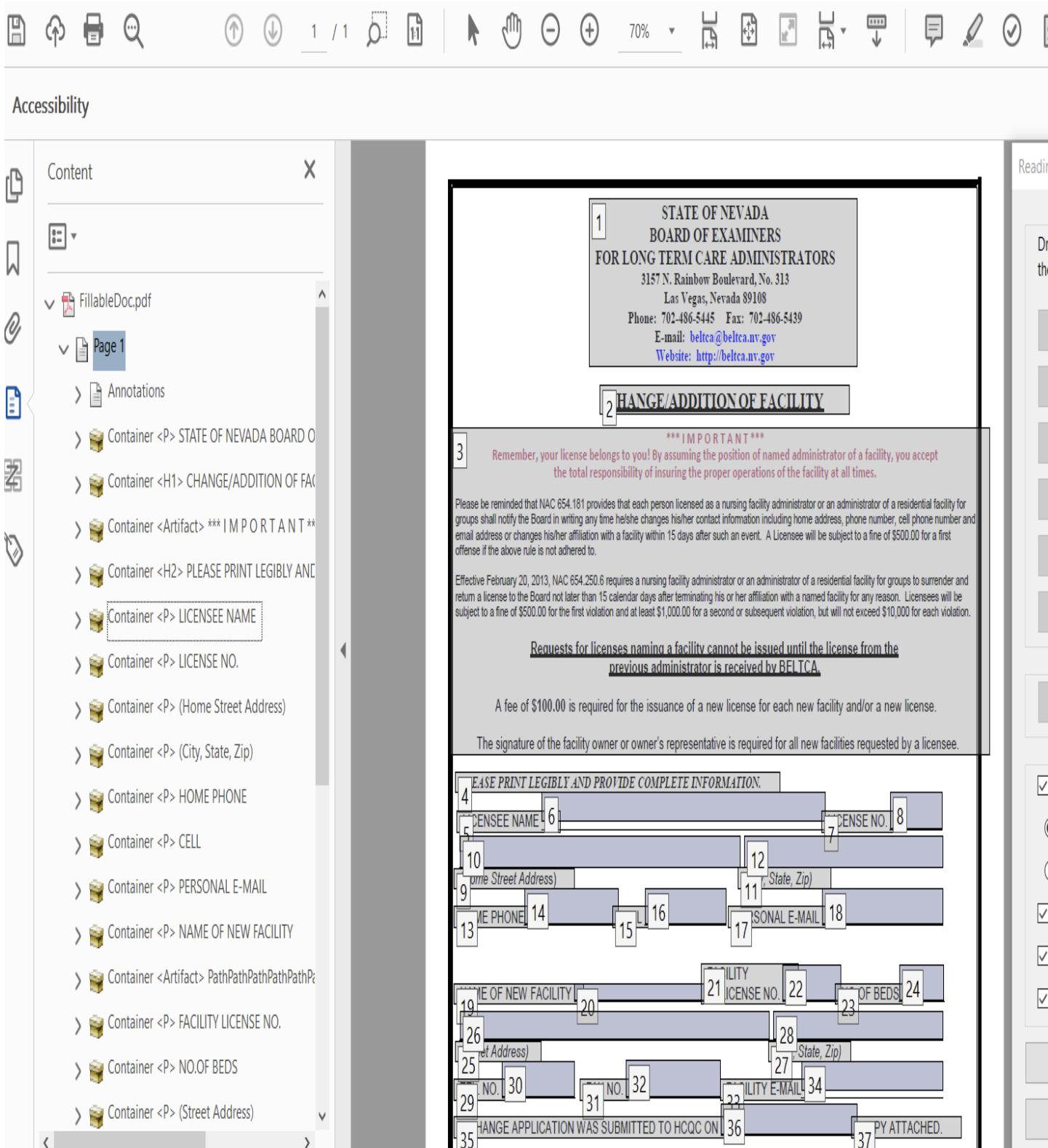
## 13-Remediate a Fillable PDF (Continued)

D. Select "ok" to save changes.



## 13-Remediate a Fillable PDF (Continued)

Example of correct view of content panel without paths



## 13-Remediate a Fillable PDF (Continued)

### Accessibility Check for errors

The last step in remediating a fillable PDF is to check the document for errors and the image below is what an ADA compliant will look like after an accessibility check.

**Accessibility**

**Accessibility Checker**

- Document
- Page Content
- Forms
- Alternate Text
- Tables
- Lists
- Headings

**STATE OF NEVADA  
BOARD OF EXAMINERS  
FOR LONG TERM CARE ADMINISTRATORS**  
3157 N. Rainbow Boulevard, No. 313  
Las Vegas, Nevada 89108  
Phone: 702-486-5445 Fax: 702-486-5439  
E-mail: [beltca@beltca.nv.gov](mailto:beltca@beltca.nv.gov)  
Website: <http://beltca.nv.gov>

**HANGE/ADDITION OF FACILITY**

**3** \*\*\* IMPORTANT \*\*\*  
Remember, your license belongs to you! By assuming the position of named administrator of a facility, you accept the total responsibility of insuring the proper operations of the facility at all times.

Please be reminded that NAC 654.181 provides that each person licensed as a nursing facility administrator or an administrator of a residential facility for groups shall notify the Board in writing any time he/she changes his/her contact information including home address, phone number, cell phone number and email address or changes his/her affiliation with a facility within 15 days after such an event. A Licensee will be subject to a fine of \$500.00 for a first offense if the above rule is not adhered to.

Effective February 20, 2013, NAC 654.250.6 requires a nursing facility administrator or an administrator of a residential facility for groups to surrender and return a license to the Board not later than 15 calendar days after terminating his or her affiliation with a named facility for any reason. Licensees will be subject to a fine of \$500.00 for the first violation and at least \$1,000.00 for a second or subsequent violation, but will not exceed \$10,000 for each violation.

Requests for licenses naming a facility cannot be issued until the license from the previous administrator is received by BEL TCA.

A fee of \$100.00 is required for the issuance of a new license for each new facility and/or a new license.

The signature of the facility owner or owner's representative is required for all new facilities requested by a licensee.

**EASE PRINT LEGIBLY AND PROVIDE COMPLETE INFORMATION.**

4	5	6	7	8					
10	11	12	13	14	15	16	17	18	
19	20	21	22	23	24				
25	26	27	28	29	30	31	32	33	34
35	36	37	38	39	40	41	42	43	44

**CHANGE APPLICATION WAS SUBMITTED TO HCQC ON**

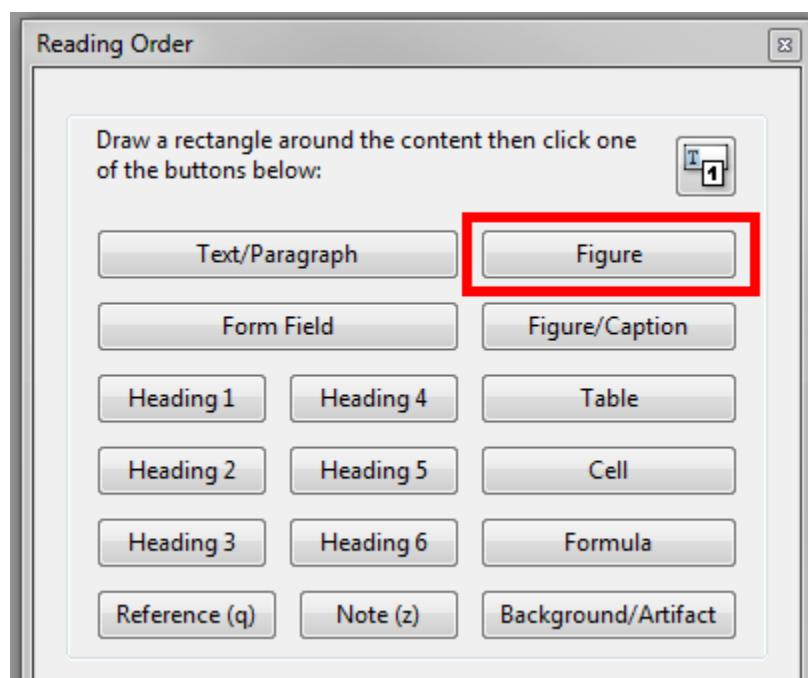
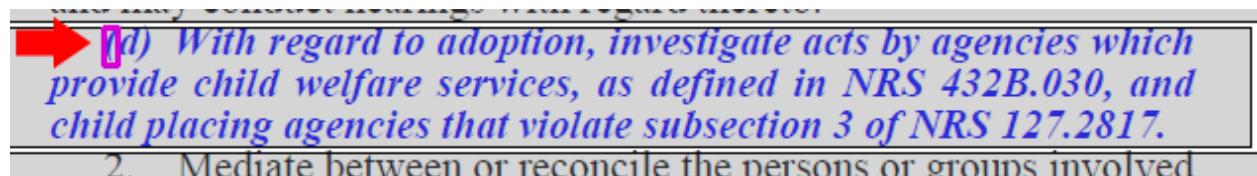
**PY ATTACHED.**

## 14-New and Redacted Material

New Material and Redacted content in document.

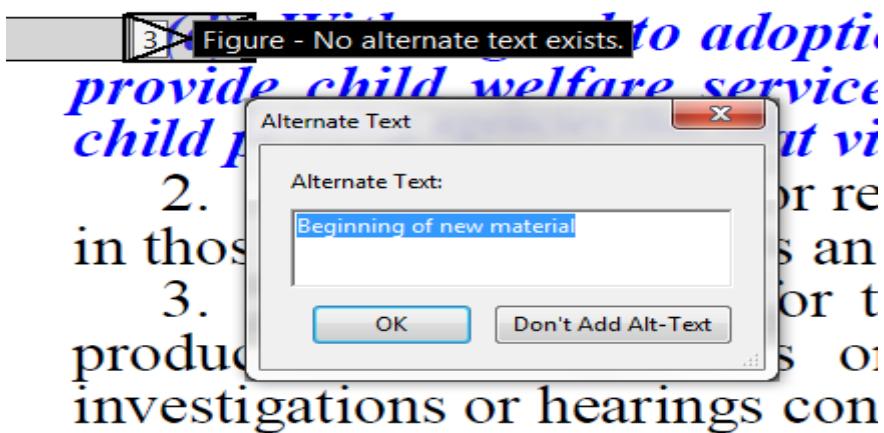
This procedure will help with remediating a document that contains newly added material and strikethrough content.

Tagging new material in a document, select first letter of new material and tag as a figure.

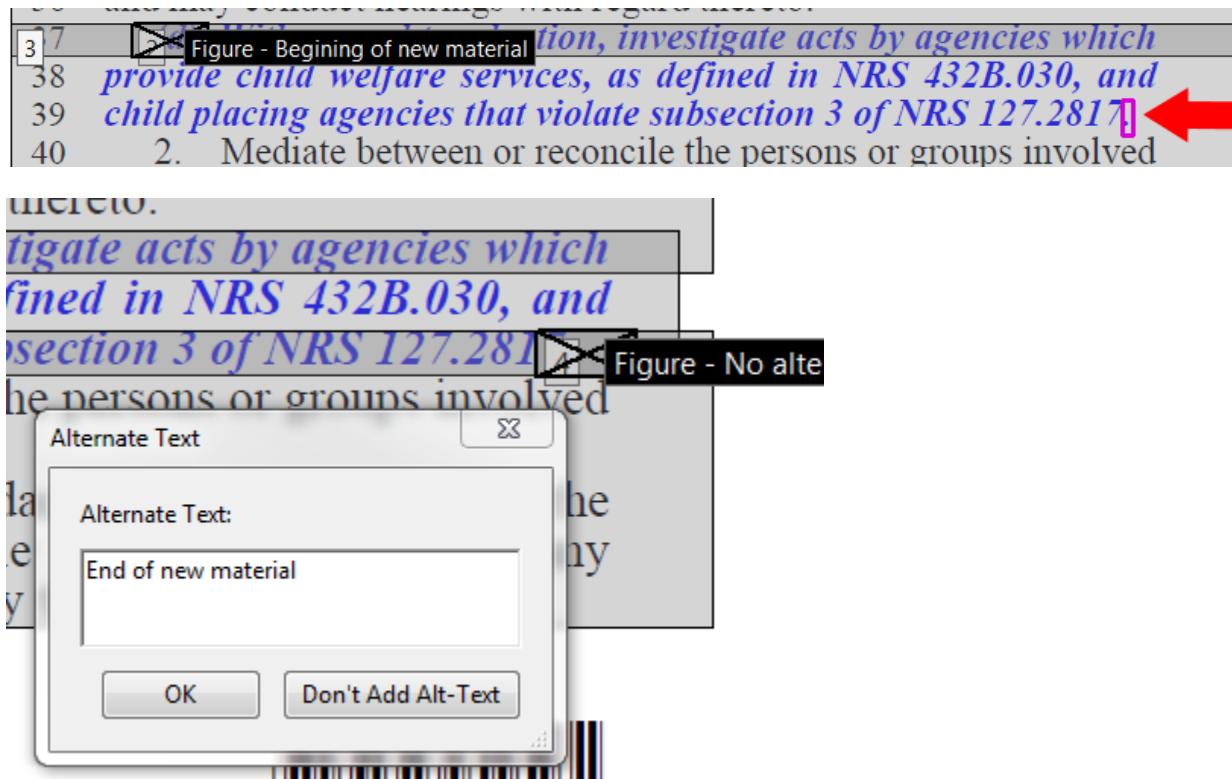


Once marked as a figure, right click on the figure, and select “Edit Alternative Text.”

## 14-New and Redacted Material (continued)



In the window of the edit alternative text, type “Beginning of new material” then click OK. At the end of the new material select the period and tag as a figure.



Right click on figure and select “Edit Alternative Text.” In the Alternate text window type “End of New Material,” and click ok.

## 14-New and Redacted Material (continued)

36 and may conduct hearings with regard thereto.

37  Figure - Beginning of new material *tion, investigate acts by agencies which*

38 *provide child welfare services, as defined in NRS 432B.030, and*

39 *child placing agencies that violate subsection 3 of NRS 127.281*  Figure - End of new material

40 2. Mediate between or reconcile the persons or groups involved

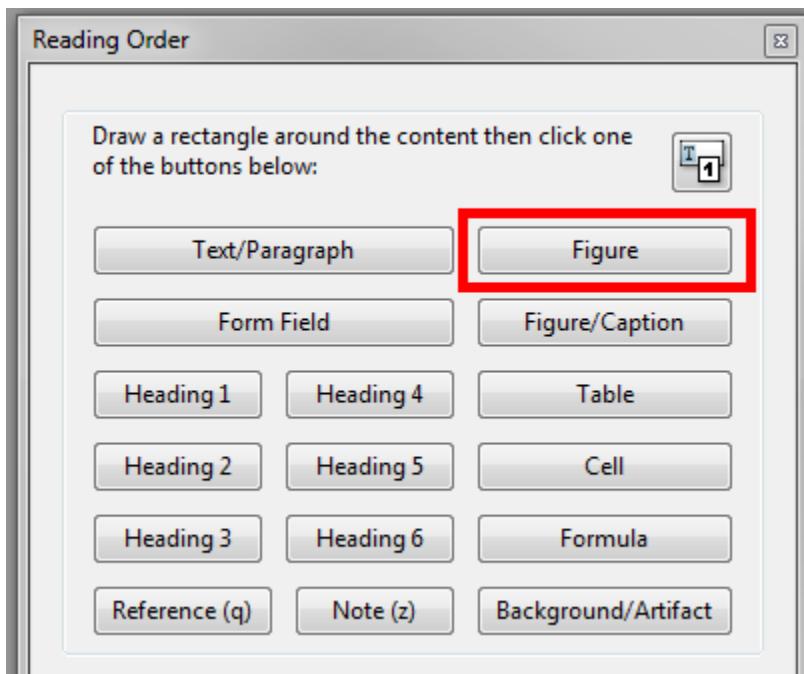
Now the new material is properly tagged and accessible.

## 14-Redacted Material (continued)

Just like with new material you will want to select the first letter or number of the redacted section.

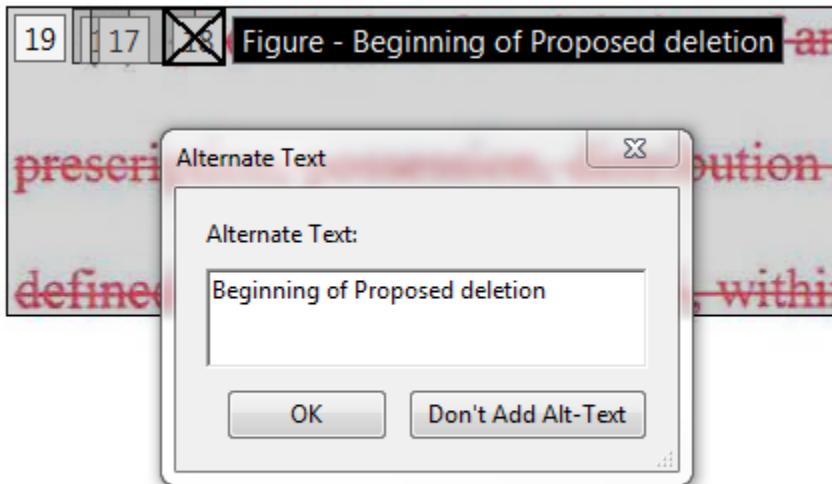
17 16) ~~Conviction for violation of any federal or state law or regulation governing the prescription, possession, distribution or use of a controlled substance or any dangerous drug as defined in chapter 454 of NRS, within the past 7 years;~~

Once selected at start of redacted section tag it as figure.

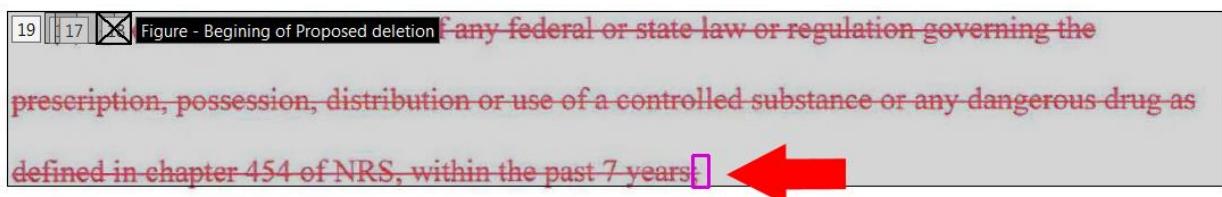


## 14-New and Redacted Material (continued)

Right click on the figure and select “Edit Alternative Text” and in the alternate text window type “Beginning of Proposed deletion.” Click OK.



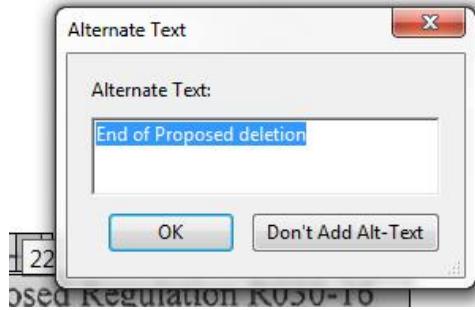
Select the last period or symbol of the section of the redacted material and tag as a figure.



## 14-New and Redacted Material (continued)

~~state law or regulation governing the  
controlled substance or any dangerous drug as  
defined in chapter 454 of NRS, within the past 7 years.~~

 Figure - No alternate text exists.



Right click on figure and select “Edit Alternative Text” and in alternate text window type “End of Proposed Deletion.” Click ok

[15] Willful noncompliance with any order of the Board or any other enforcement authority;  
 [19] [17]  Figure - Beginning of Proposed deletion ~~any federal or state law or regulation governing the  
prescription, possession, distribution or use of a controlled substance or any dangerous drug as  
defined in chapter 454 of NRS, within the past 7 years.~~  Figure - End of Proposed deletion

The redacted material is now properly tagged and accessible.