

Reviewing A Compliant PDF Document

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
How to start reviewing.....	6

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.

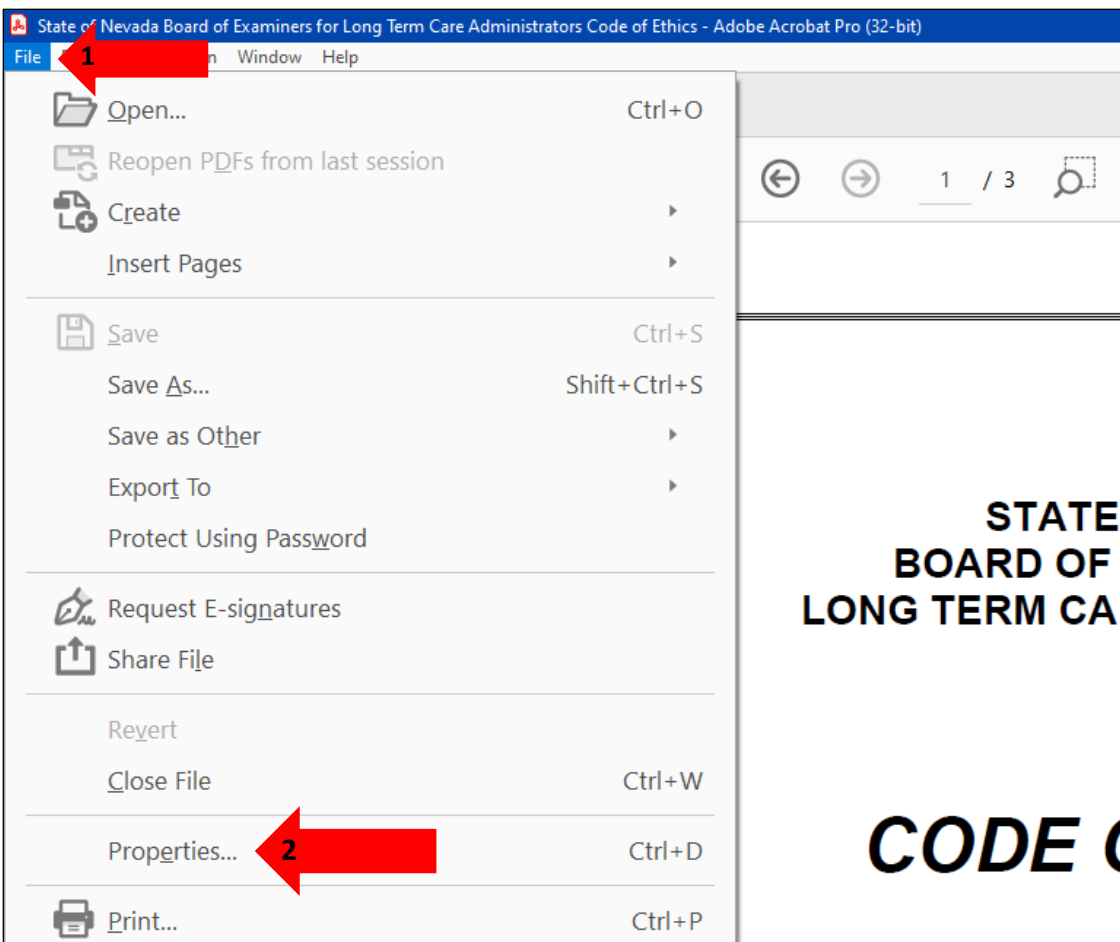
Document Title

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.

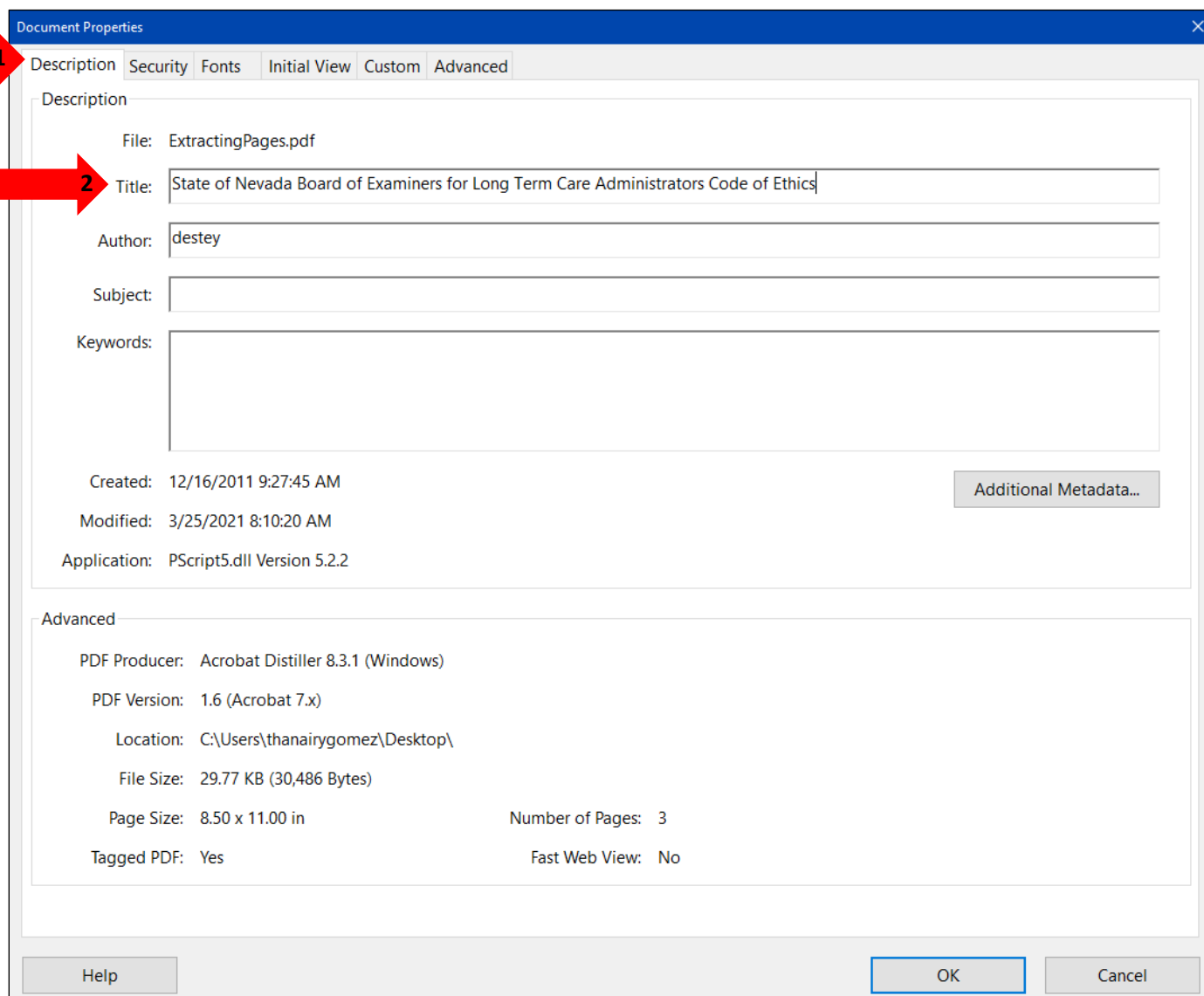
1. Click on “File” at the top of the menu bar.
2. Select “Properties” to open the Document Properties window.
3. View the Description tab to determine if the document has a title and/or if the title is an appropriate description of the document.



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 is highlighted with a red arrow and contains the text 'State of Nevada Board of Examiners for Long Term Care Administrators Code of Ethics'. Other fields include 'Author: destey', 'Subject:', and 'Keywords:'. The 'Advanced' tab shows PDF metadata such as 'PDF Producer: Acrobat Distiller 8.3.1 (Windows)', 'PDF Version: 1.6 (Acrobat 7.x)', 'Location: C:\Users\thanairygoomez\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\thanairygoomez\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

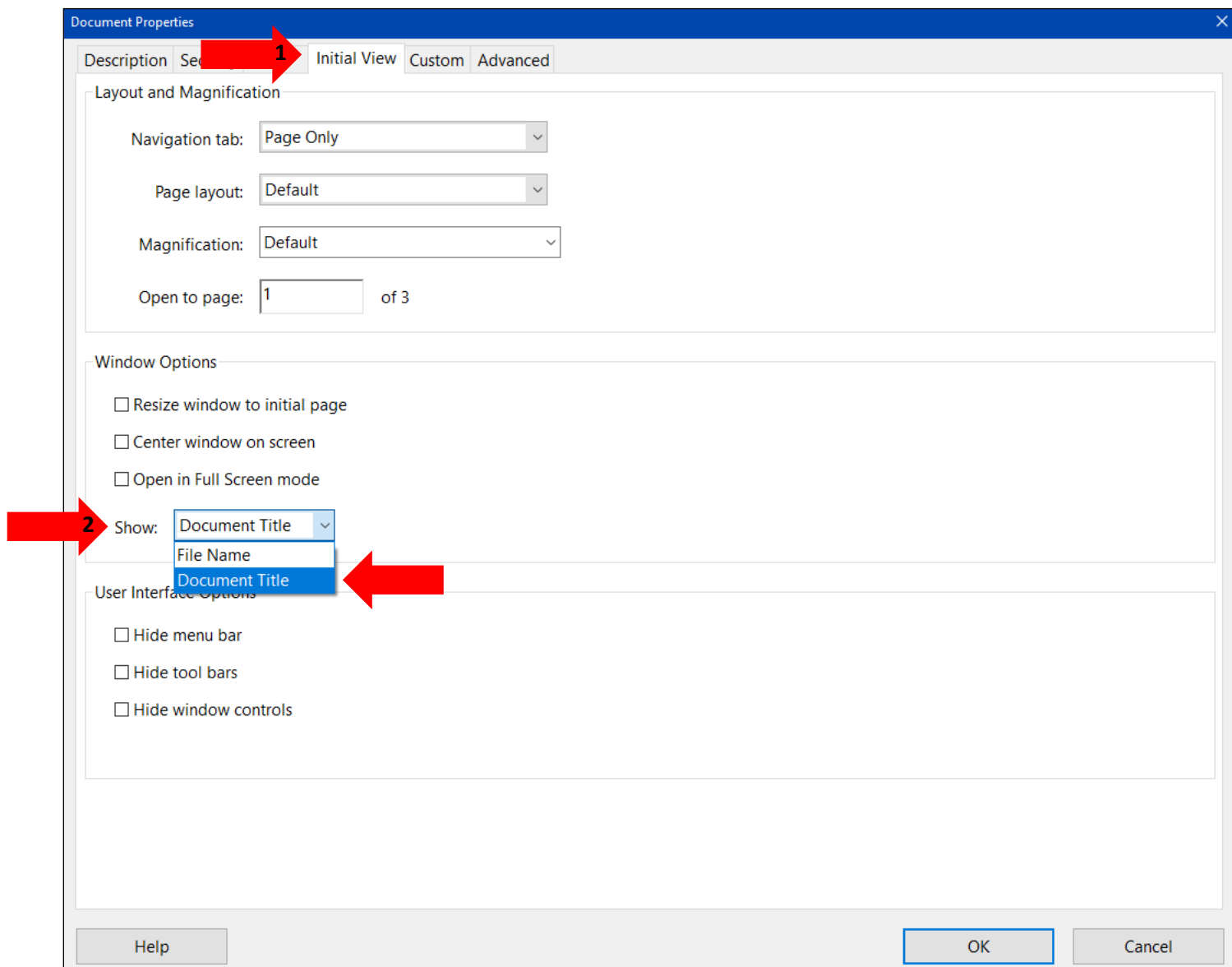
Help OK Cancel

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.

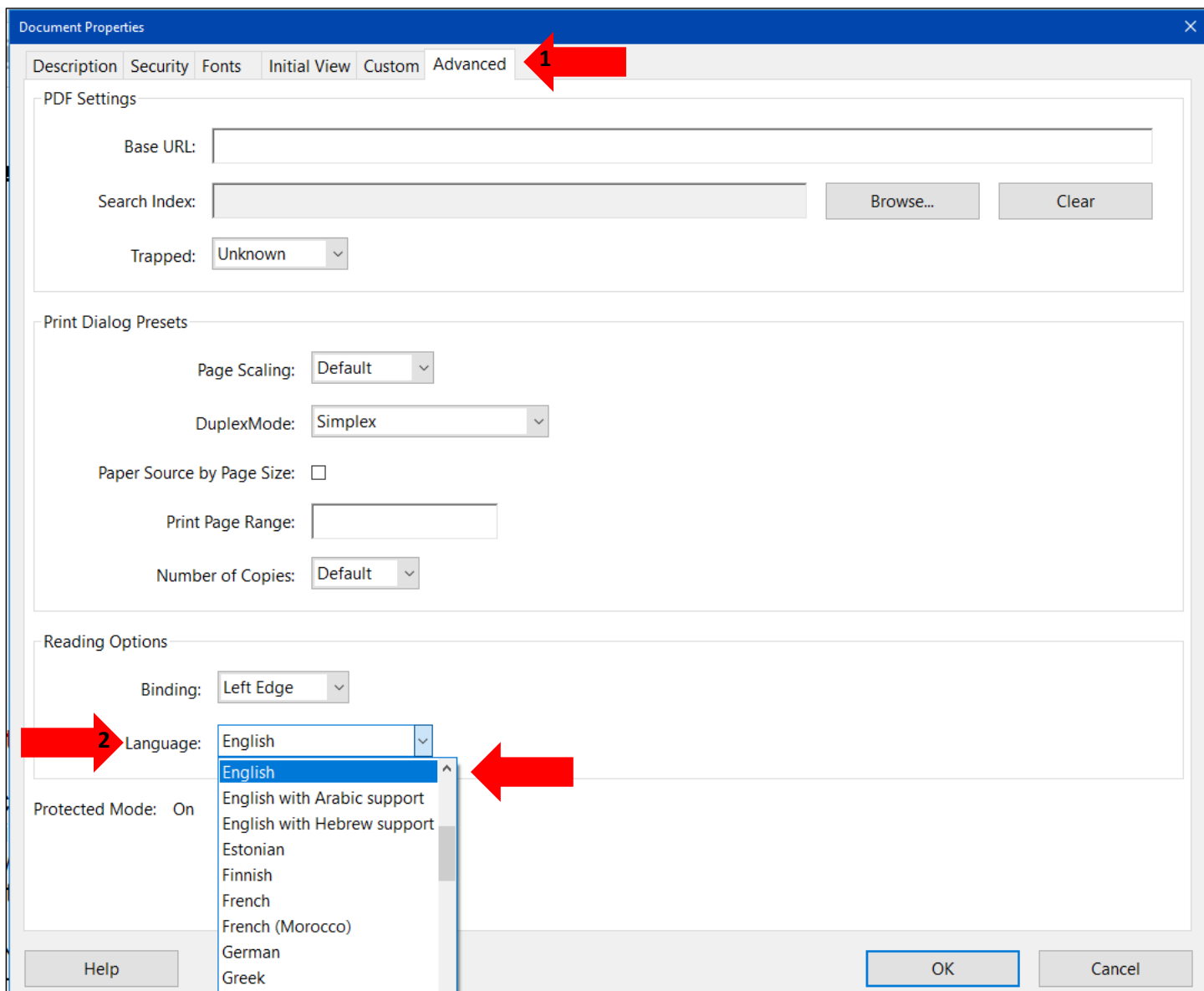
1. Click on the “Initial View” tab in the “Document Properties” window.
2. Confirm that the value displayed in the “Show” field is “Document Title. If the “Show” dropdown menu is set to “File Name” change this to “Document Title”



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:

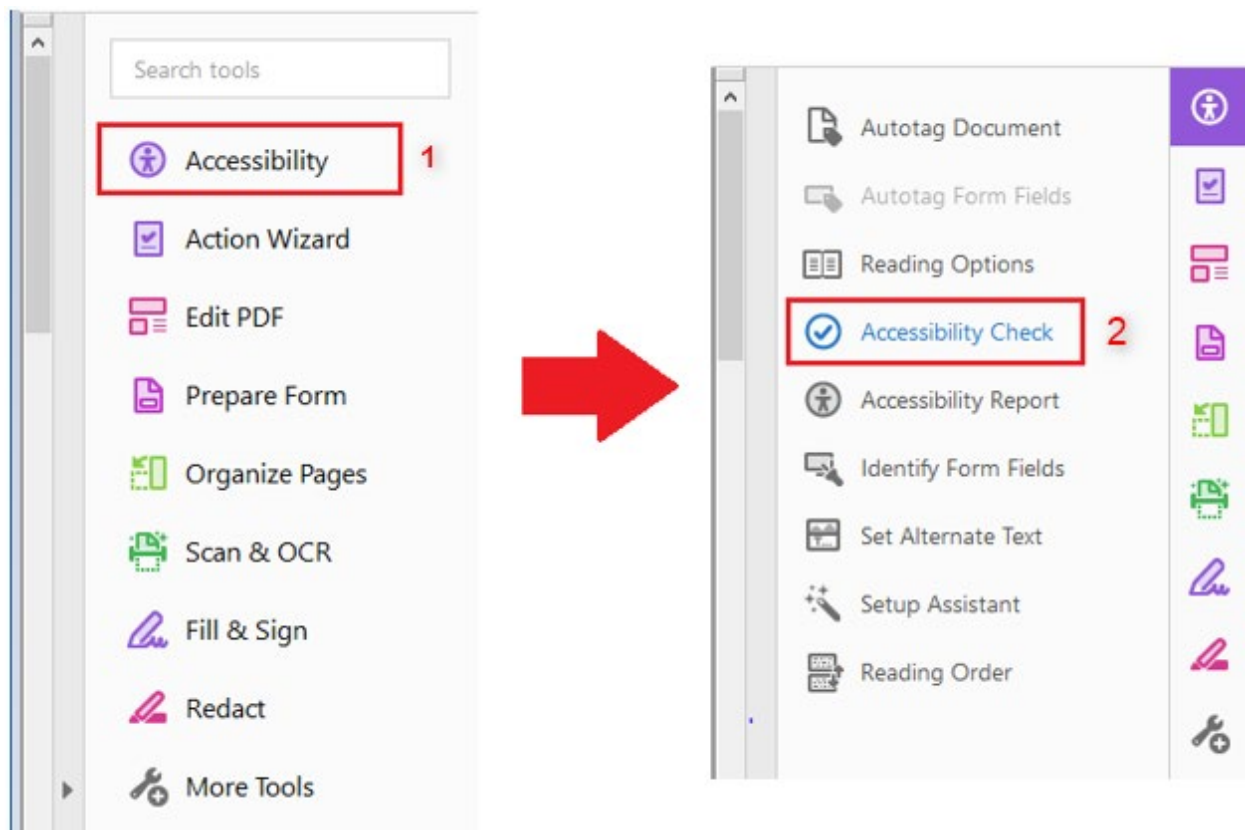
1. Click on the “Advanced” tab in the Document Properties window.
2. Choose the “Language dropdown” and confirm that the language in the Reading Options section of the tab is correct.
3. Click the “OK button to save any changes to the PDF title or language.



How to start reviewing

Checking a document for accessibility is necessary for remediating electronic documents because the tool will show all the errors the document has in terms of accessibility. Only once all the errors are cleared is the document fully accessible. First start by using the Accessibility Check on the right side of the document. Do this to see if there are any issues with the document in terms of accessibility.

1. Use the Accessibility tool.
2. Then run the Accessibility Check.



Make sure to do a full check by following these steps:

1. Change the category to Forms, Tables and Lists.
2. Left Click Select All.
3. Lastly left click Start Checking.

Accessibility Checker Options

Report Options

Create accessibility report

Folder: C:\Users\NickolasKrische\AppData\Roaming\Adobe\...\AccReports

Attach report to document

Page Range

All pages in document Pages from to

Checking Options (32 of 32 in all categories)

Category:

All form Page content **1**

All form Alternate Text and Headings

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

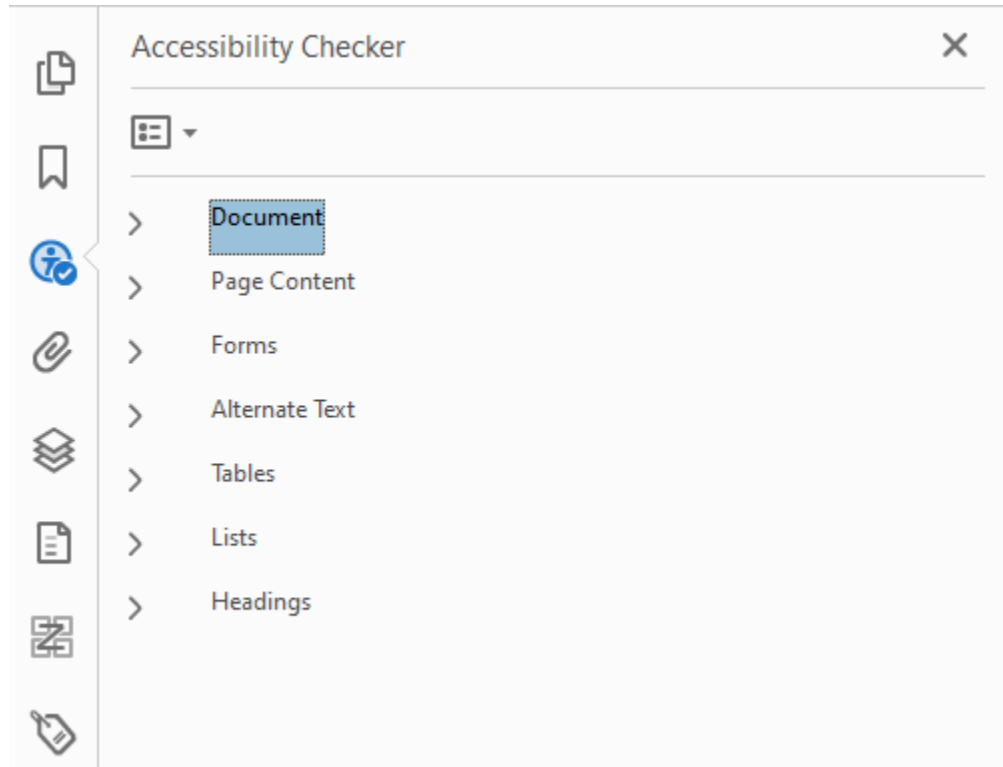
2

Show this dialog when the Checker starts

3

These settings guarantee that the Accessibility Check will check for every accessibility issue.

Lastly, accessibility should pass all errors. The only two that need manual checking is color contrast and logical reading order. And the checker should look like such:



This shows that the document has passed every check for accessibility and if it doesn't look like this, please reference to other parts of this course to fix the errors occurring.