

Scanned Documents

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CONTENT TOOL IS A POWERFUL TOOL FOR CREATING, EDITING, AND MANAGING THE CONTENT OF PDF DOCUMENTS. IT ALLOWS USERS TO ADD, DELETE, AND MODIFY TEXT AND IMAGES IN A PDF FILE QUICKLY AND EASILY. IT ALSO ALLOWS USERS TO CREATE AND EDIT ANNOTATIONS, BOOKMARKS, CONTENT TOOL, TO CREATE A REMEDIATED DOCUMENT.

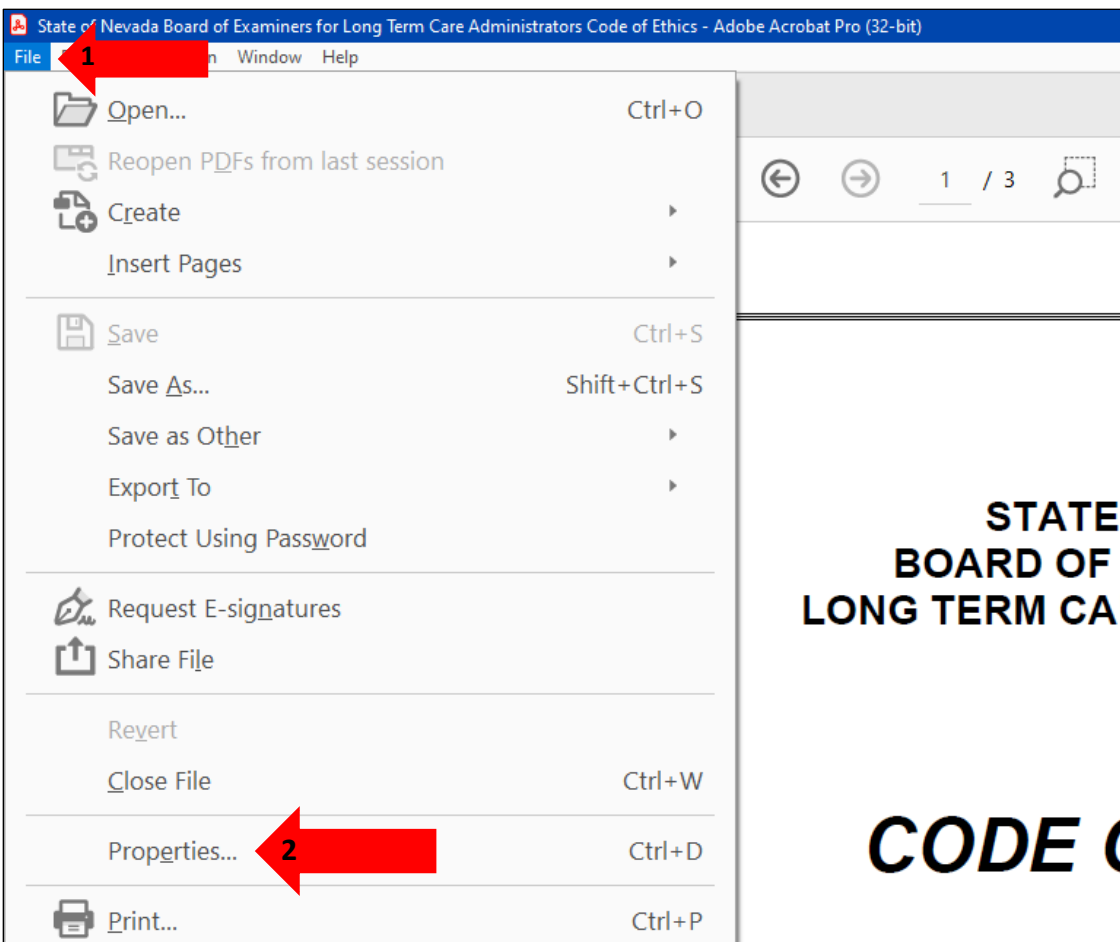
Document Title

The Suggested first step to remediate a document is to confirm that the document has a title, or to create a title if there is no title. Note that if the source document (i.e., Word, Excel, PowerPoint) has a title, the PDF will have a title. If not, one will need to be added to the PDF.

Creating/Confirming a Document Title

The first step in creating a compliant PDF is to give the document a title instead of a file name.

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



Creating/Changing a Title

If there is no title, or if the title does not provide an accurate description of the document perform the following steps:

1. Select the “description” tab. If there is no text in the Title box, a document name will need to be added. Please note that the text displayed in the Title field will be the name of the document provided to users of assistive technology.
2. If there is text in the Title box confirm that it is an accurate/relevant title. If it is not an accurate title, or if there is no title input the title in the “Title” field.
3. Click the OK button.

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\thanairygomez\Desktop\...', 'File Size: 29.77 KB (30,486 Bytes)', 'Page Size: 8.50 x 11.00 in', 'Number of Pages: 3', 'Tagged PDF: Yes', and 'Fast Web View: No'. The 'OK' button is highlighted with a blue border.

Document Properties

Description Security Fonts Initial View Custom Advanced

Description

File: ExtractingPages.pdf

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

Author: destey

Subject:

Keywords:

Created: 12/16/2011 9:27:45 AM Additional Metadata...

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

Application: PScript5.dll Version 5.2.2

Advanced

PDF Producer: Acrobat Distiller 8.3.1 (Windows)

PDF Version: 1.6 (Acrobat 7.x)

Location: C:\Users\thanairygomez\Desktop\

File Size: 29.77 KB (30,486 Bytes)

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

Tagged PDF: Yes Fast Web View: No

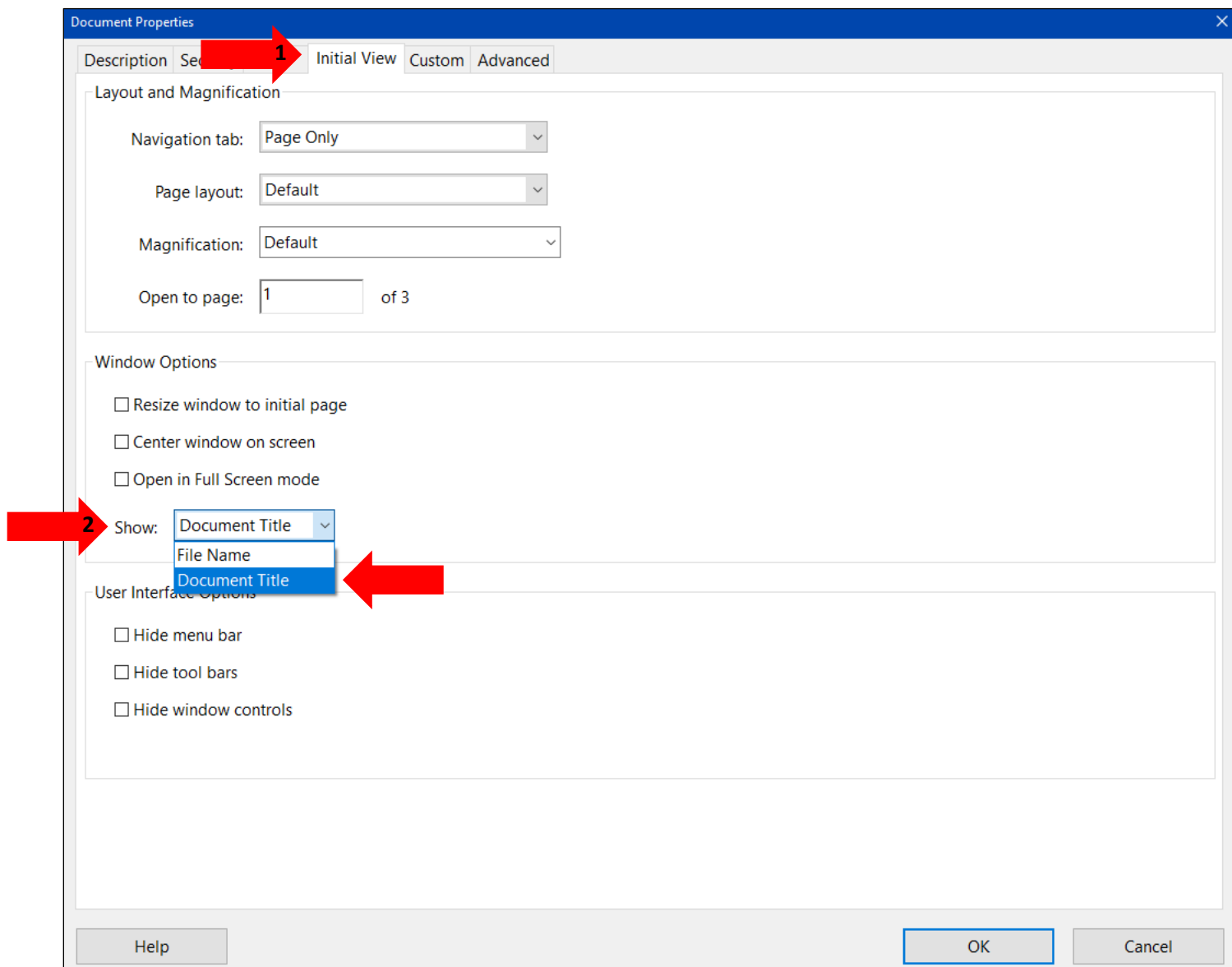
Help OK Cancel

Setting PDF to Document Title

Changing or confirming the document title is set.

When adding a Title to the document, change the Metadata from File Name to Document Title.

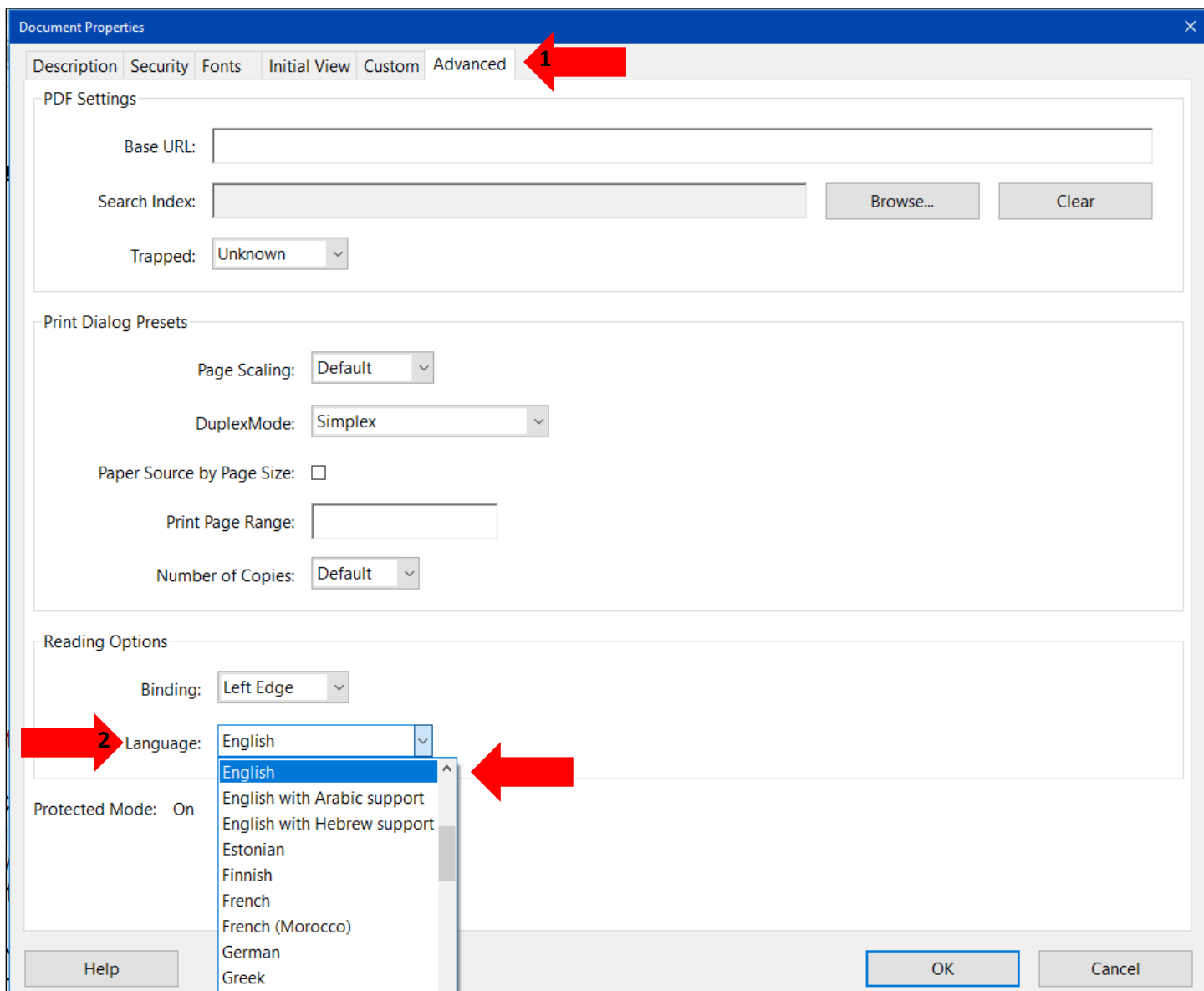
1. Click on the “Initial View” tab in the “Document Properties” window.
2. Confirm that the value displayed in the “Show” field is “Document Title. If the “Show” dropdown menu is set to “File Name” change this to “Document Title”



Setting or confirming the Language in PDF

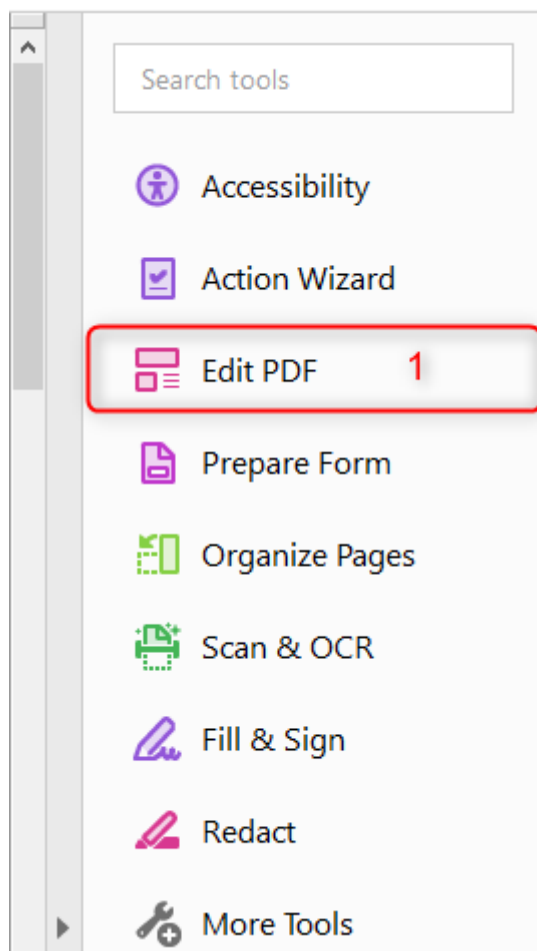
Screen reader technology will read the document to the user in the language set for the document. A document can only have one language setting. The steps to set the correct language in a PDF are:

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

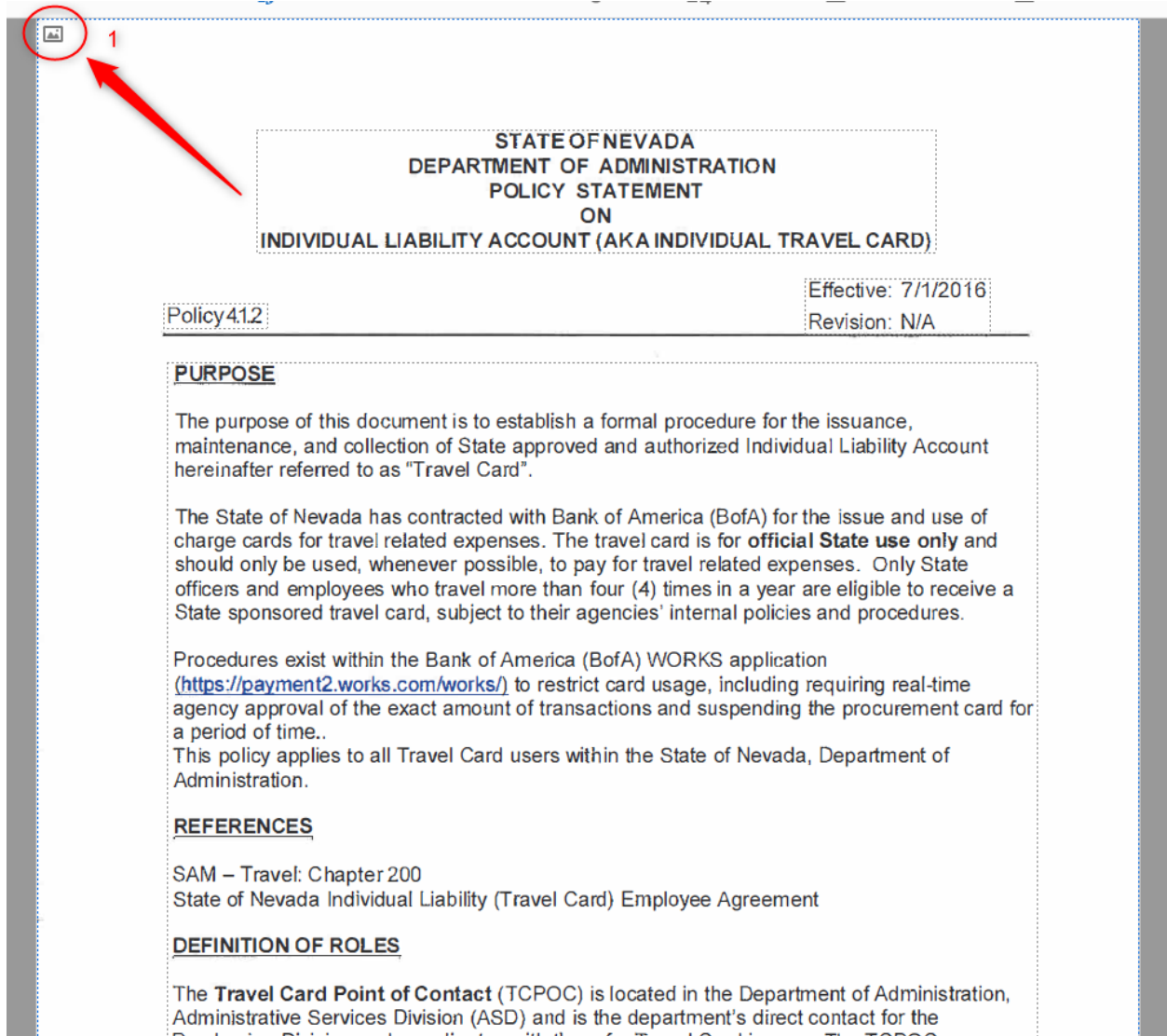


Scanned Documents

For documents that have been scanned into electronic documents, they won't be immediately remediable. First is to test to see if the document is scanned or not. To do so, use the Edit PDF Tool in the toolbar on the right.



After the Edit PDF tool has been selected, hover the cursor over the document and look to see if there is an image icon in the top right corner of the document.

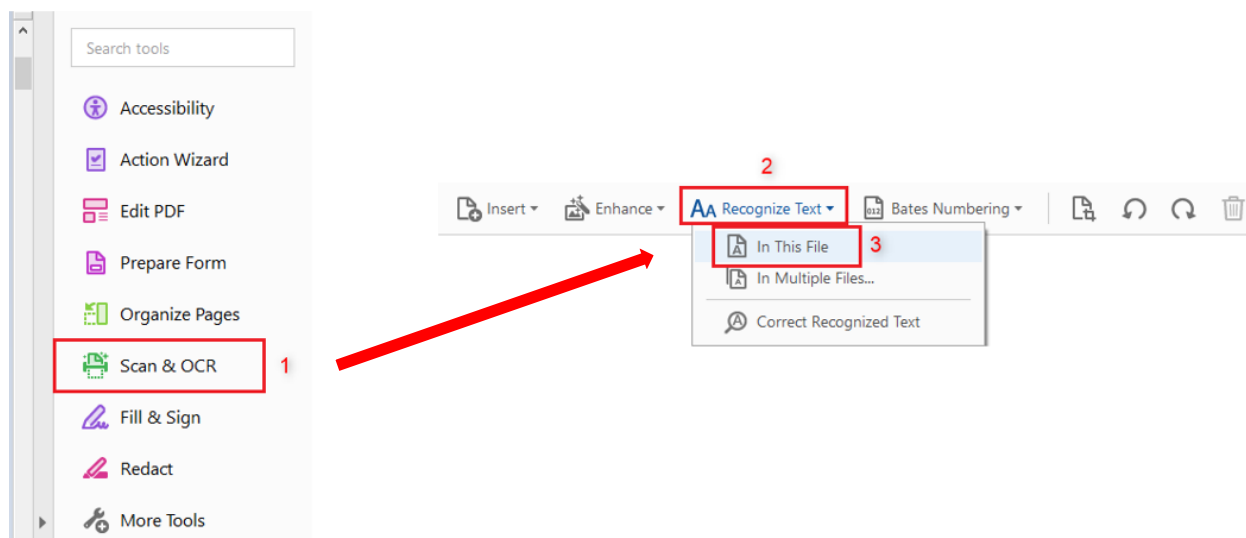


If there isn't an image icon, it means the document isn't a scanned document. However, if there is an image icon, the document is scanned and therefore non-remediable. To make it remediable, use the Scan and OCR Tool to convert the document into editable text and images. This will make the document remediable.

How to start remediating a scanned document

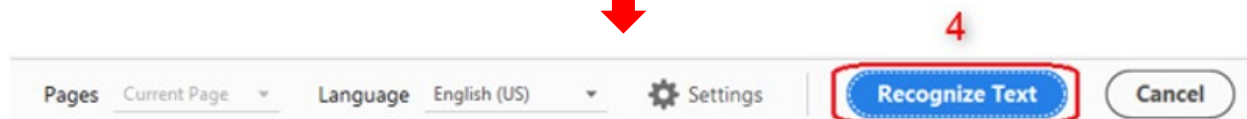
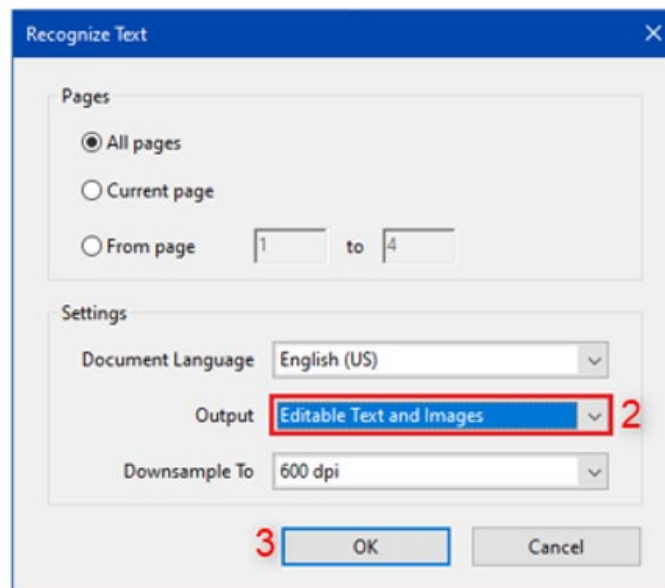
Use the Scan and OCR Tool to convert scanned text and images into readable text for the computer to recognize.

1. Use the Scan and OCR Tool
2. Left Click “Recognize Text”
3. Left Click “In This File”



Before running the tool, edit the settings so that text and images are converted correctly.

1. Left Click on “Settings”
2. Make sure the output is set to “Editable Text and Images.”
3. Then Left Click “OK”
4. Now run the tool by clicking the blue “Recognize Text” button.



This will start the tool and convert the document into editable text and images, thus making the document remediable when it is finished. And now the document is taggable as seen below.

PURPOSE

The purpose of this document is to establish a formal procedure for the issuance, maintenance, and collection of State approved and authorized Individual Liability Account (ILA) cards for travel related expenses. The travel card is for official State use only and should only be used, whenever possible, to pay for travel related expenses. Only State officers and employees who travel more than four (4) times in a year are eligible to receive an ILA card.

The State of Nevada has contracted with Bank of America (BoFA) for the issue and use of charge cards for travel related expenses. The travel card is for official State use only and should only be used, whenever possible, to pay for travel related expenses. Only State officers and employees who travel more than four (4) times in a year are eligible to receive an ILA card.

Procedures exist within the Bank of America (BoFA) WORKS application (<https://payment2.works.com/works/>) to restrict card usage, including requiring real-time agency approval of the exact amount of transactions and suspending the procurement card for a period of time.

This policy applies to all Travel Card users within the State of Nevada, Department of Administration.

REFERENCES

SAM – Travel: Chapter 200
State of Nevada Individual Liability (Travel Card) Employee Agreement

DEFINITION OF ROLES

The Travel Card Point of Contact (TCPOC) is located in the Department of Administration, Administrative Services Division (ASD) and is the department's direct contact for the Purchasing Division and coordinates with them for Travel Card issues. The TCPOC oversees the Department of Administration's Travel Card program. The TCPOC monitors all Travel Card usage.

The Travel Card Administrator (TCA) provides program oversight at the Division level and is registered with the BoFA as the only individual authorized to make changes (e.g. add or cancel cards) for the agency. The TCA is designated by the agency or Division administrator or their designee.

The Purchasing Division's Purchasing Officer represents the State of Nevada in the procurement process to initiate the travel card RFP; conducts negotiations with the vendor resulting in a contract; handles any subsequent contract changes or extensions and provides assistance with program management. They are the administrators for daily activities associated with the use of the travel card. These activities include assisting agencies with

Show reading order panel
 Show page content groups
 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
 Tag as text/paragraph
 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
 Tag as reference (a)
 Tag as note (z)

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