

Extracting Difficult Pages in PDF

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EXTRACTING DIFFICULT PAGES IN ADOBE CAN BE A GREAT WAY TO HELP REMEDIATE A DOCUMENT THAT HAS BEEN DIFFICULT TO FIX USING OTHER METHODS. THIS PROCESS CAN BE USED TO ISOLATE THE CORRUPTED PAGES FROM THE REST OF THE DOCUMENT, ALLOWING CHANGES TO BE MADE SEPARATELY WITHOUT IMPACTING THE ENTIRE DOCUMENT.

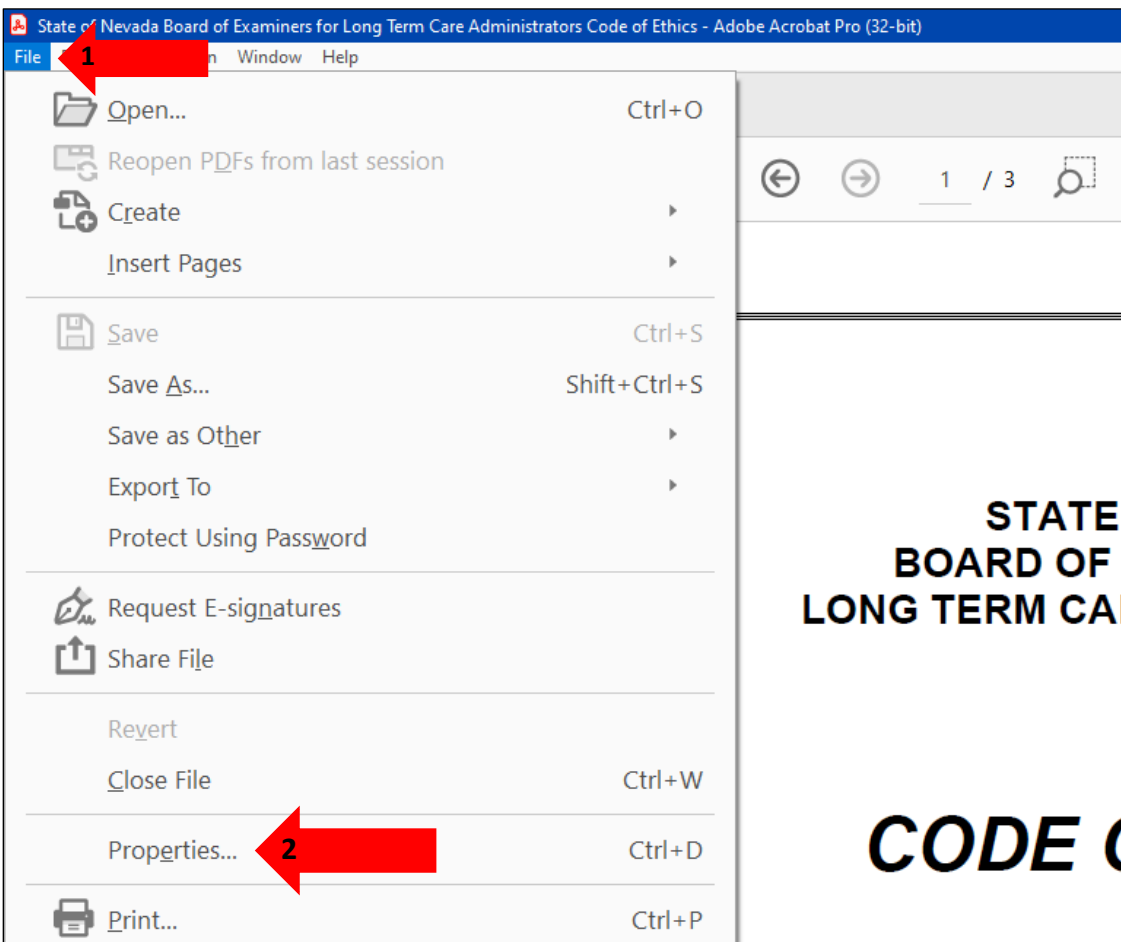
Document Title

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. A red arrow labeled '1' points to the 'Description' tab. Another red arrow labeled '2' points to the 'Title' field, which contains the text 'State of Nevada Board of Examiners for Long Term Care Administrators Code of Ethics'. The 'File' field shows 'ExtractingPages.pdf'. The 'Author' field contains 'destey'. The 'Subject' and 'Keywords' fields are empty. The 'Created' date is '12/16/2011 9:27:45 AM', 'Modified' is '3/25/2021 8:10:20 AM', and 'Application' is 'PScript5.dll Version 5.2.2'. The 'Advanced' tab is also visible, showing PDF metadata such as 'PDF Producer: Acrobat Distiller 8.3.1 (Windows)', 'PDF Version: 1.6 (Acrobat 7.x)', 'Location: C:\Users\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'. Buttons for 'Help', 'OK', and 'Cancel' are at the bottom.

Document Properties

Description Security Fonts Initial View Custom Advanced

Description

File: ExtractingPages.pdf

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

Author: destey

Subject:

Keywords:

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

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

Application: PScript5.dll Version 5.2.2

Advanced

PDF Producer: Acrobat Distiller 8.3.1 (Windows)

PDF Version: 1.6 (Acrobat 7.x)

Location: C:\Users\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

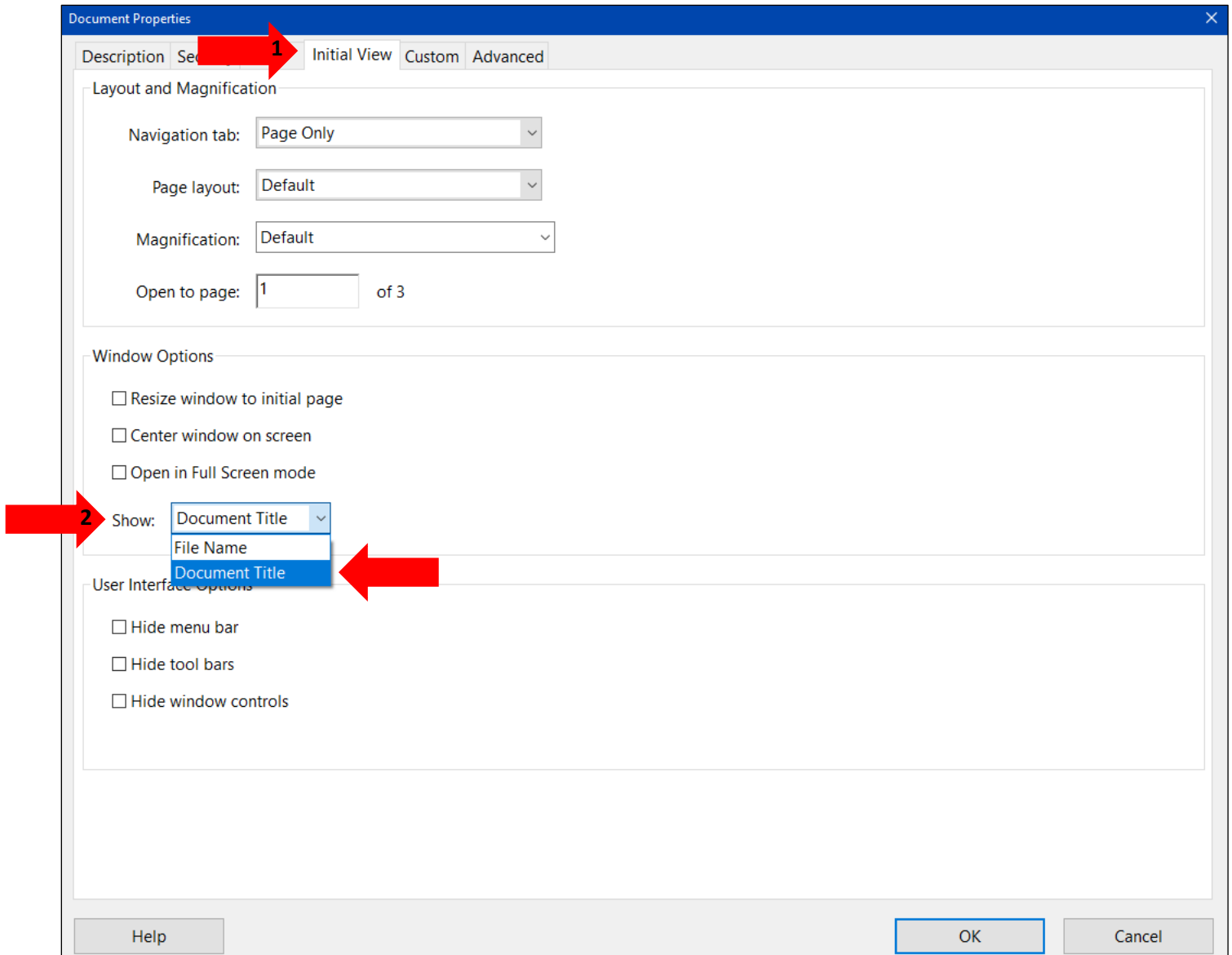
Help OK Cancel

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.

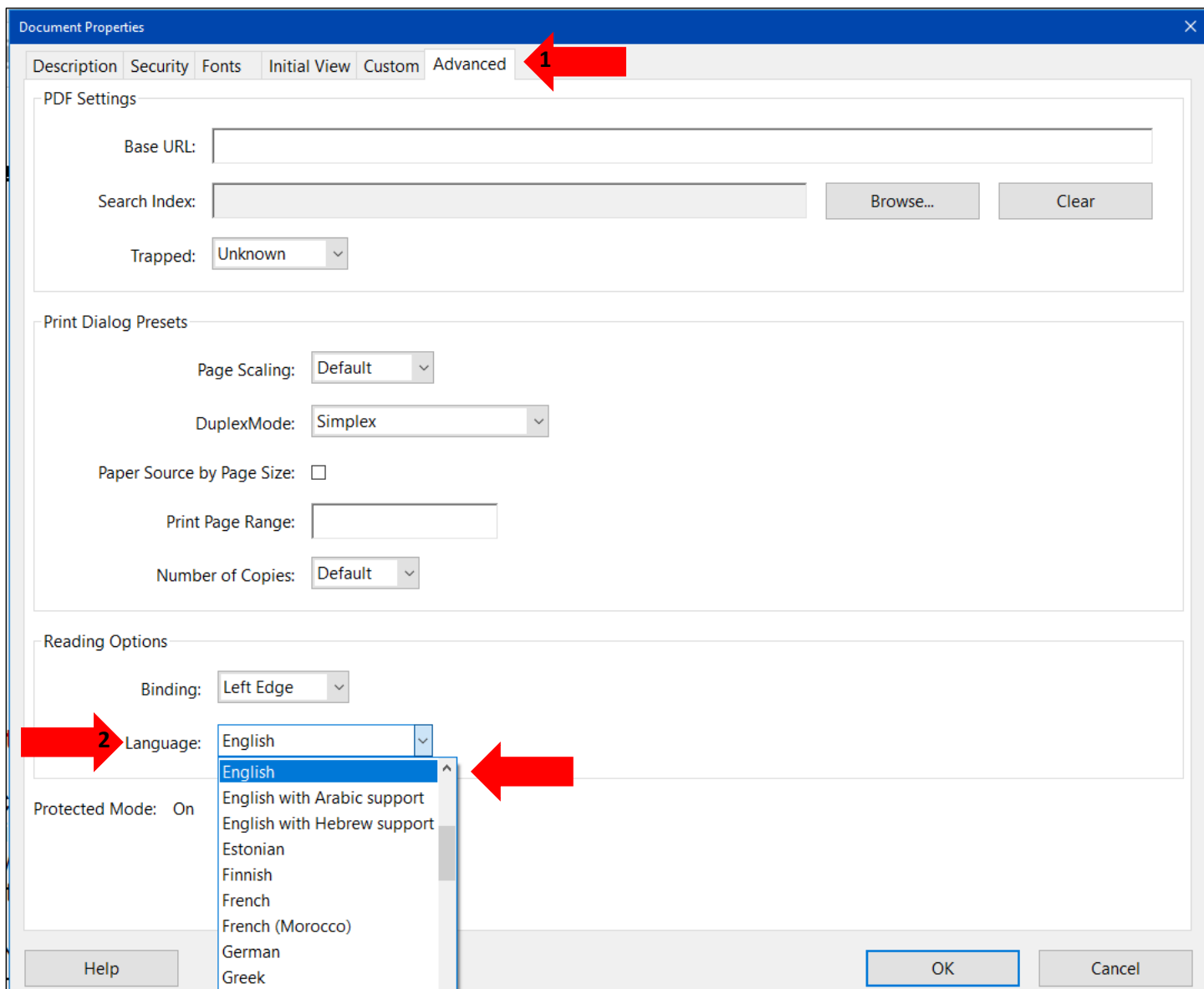
1. Click on the “Initial View” tab in the “Document Properties” window.
2. Confirm that the value displayed in the “Show” field is “Document Title. If the “Show” dropdown menu is set to “File Name” change this to “Document Title”



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:

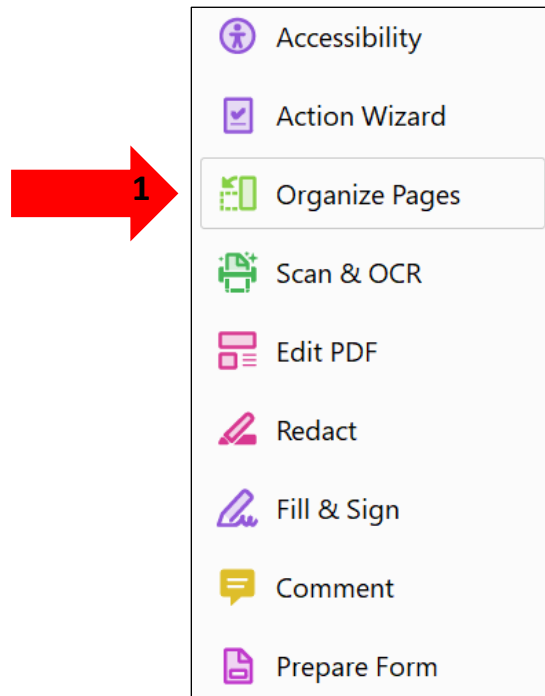
1. Click on the “Advanced” tab in the Document Properties window.
2. Choose the “Language dropdown” and confirm that the language in the Reading Options section of the tab is correct.
3. Click the “OK button to save any changes to the PDF title or language.



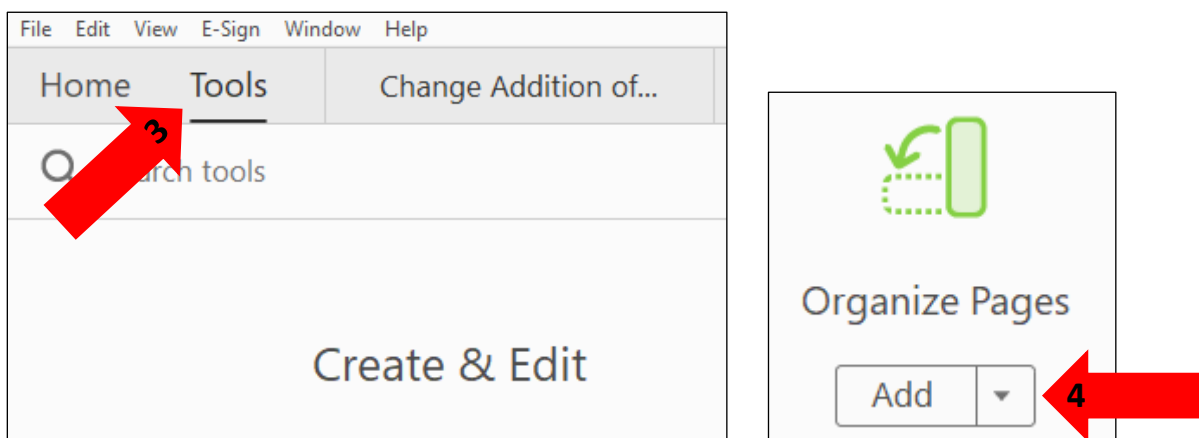
Using/Getting the Organize Pages Tool

To be able to enter information and submit it on a website a fillable form document must be created. Adobe can automatically create fillable form fields by using certain tools, make sure that the fields boxes are correct in naming, reading order and instructions of entering information.

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

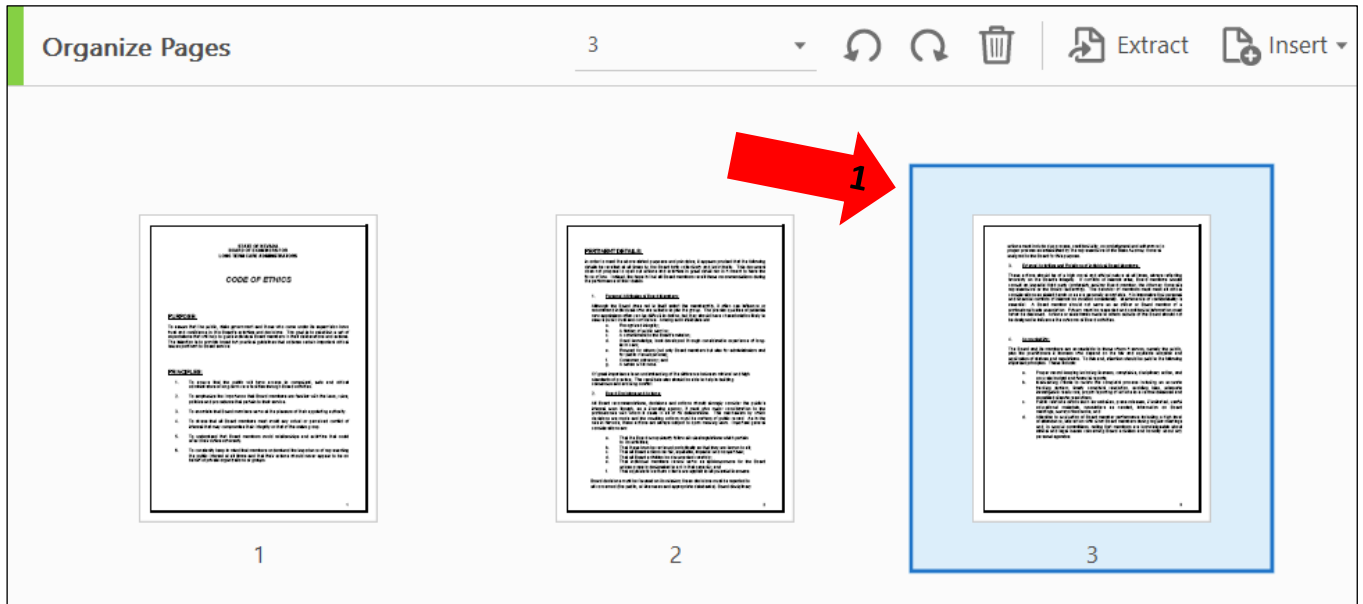


- 3) If this icon is not displayed in the right-hand menu bar see “Adding Tools for Remediation” if we say this, the images below will not be needed. They have previously added to the guide.

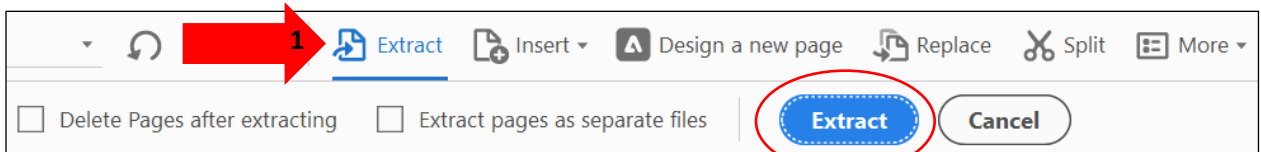


- 4) Be on the page that is being troublesome so that we can start extracting that page.
 - a) Once on the page, click on the Organize Pages tool.
 - b) New tools to the left and top of the document will appear.

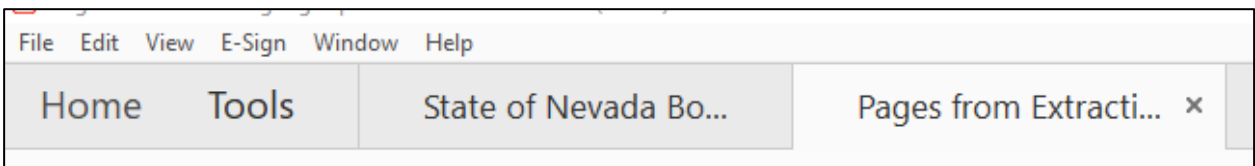
highlighted blue page is the page that we were on before we click on the Organized tool. To select a different page just click on another page and it will now be highlighted.



1. Now we want to extract the page.
 - c) Go the Extract tool on the top of the document.
 - d) It will open more tools to use.
 - e) Click on the blue Extract button to finally extract the page.



2. Once we have extracted the page a new tab in Adobe will appear.
 - i. It will be called "Pages from" whatever the name of the document.
 - ii. In the new document, fix any issues that we couldn't before we extracted it.
 - iii. Do not close the tab next to the Pages from Extraction tab, as that is the original document.



Fixing/Correcting Extracted Pages

It is now possible to fix and correct the page by clearing page structure and using the accessibility tools.

- 1) One way to fix the extracted page is to follow these steps:
 - a) First right click on the page and select "Clear Page Structure" a few times.

- b) Then once that done go to the "Accessibility Tool".
- c) Then select the "Reading Order Tool."
- d) Then encapsulate the page and select a structure such as Text, Figure, H1, or Table.
- e) * Try to use the Autotag Document tool if manually tagging still doesn't work.

actions must include due process, confidentiality, no prejudgment and adherence to proper process as established by the representative of the State Attorney General assigned to the Board for this purpose.

3. External Activities and Relations of Individual Board Members

These actions should be of a high moral and ethical nature at all times, always reflecting favorably on the Board's integrity. If conflicts of interest arise, Board members should consult an impartial third party (preferably another Board member, the Attorney General's representative or the Board leadership). The behavior of members must meet all ethical considerations as stated herein or as are generally acceptable. It is imperative that personal and financial conflicts of interest be avoided consistently. Maintenance of confidentiality is essential. A Board member should not serve as an officer or Board member of a professional trade association. Privacy must be respected and confidential information must never be disclosed. Actions or statements made to others outside of the Board should not be designed to influence the outcome of Board activities.

4. Accountability

The Board and its members are accountable to those whom it serves, namely the public, plus the practitioners it licenses who depend on the fair and equitable adoption and application of statutes and regulations. To this end, attention should be paid to the following important principles. These include:

- a) Proper record keeping including licenses, complaints, disciplinary action, and accurate budget and financial reports.
- b) Maintaining criteria to review the complaint process including an accurate tracking system, timely complaint resolution, avoiding bias, adequate investigative resources, proper reporting of actions to a central database and expedited dispute resolutions.
- c) Public relations efforts such as websites, press releases, if indicated, useful educational materials, newsletters as needed, information on Board meetings, surveys/feedbacks, and
- d) Attention to evaluation of Board member performance including a high level of attendance, interaction with other Board members during regular meetings and, in special committees, noting that members are knowledgeable about ethical and legal issues concerning Board activities and honesty about any personal agendas.



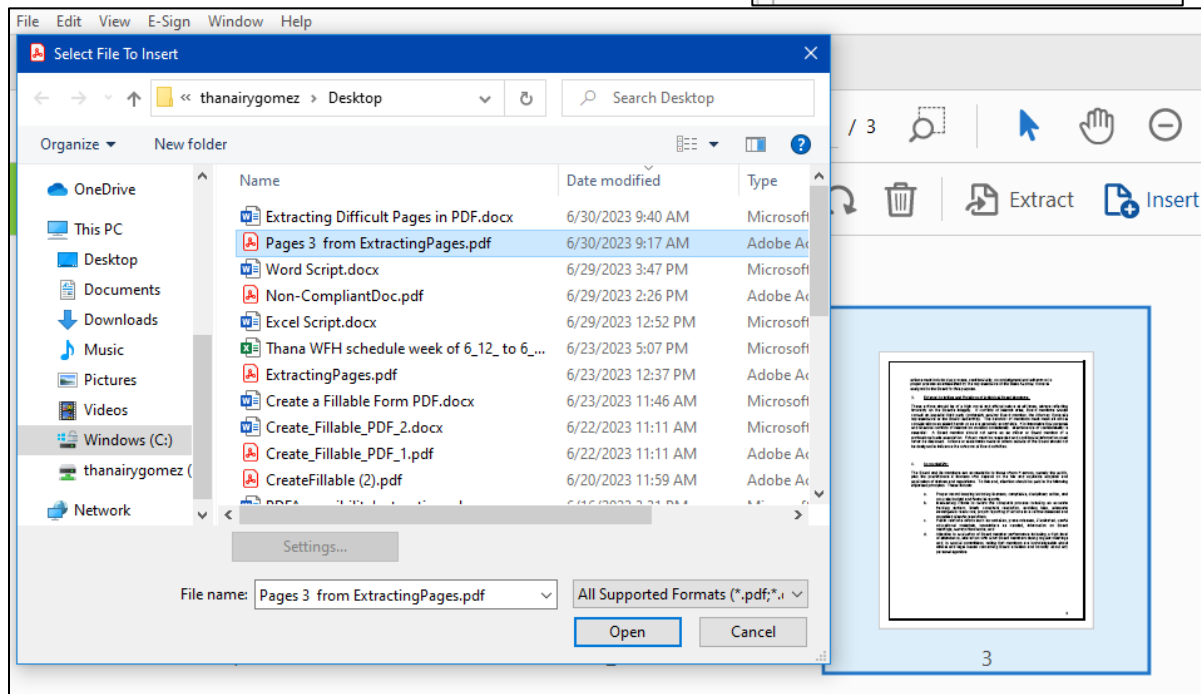
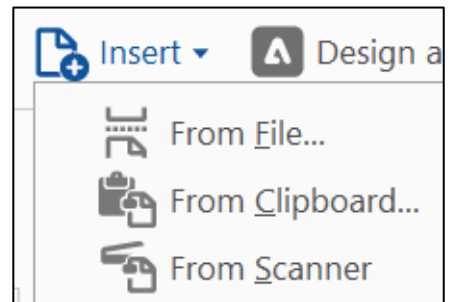
Autotag Document

- 2) Now that it is fixed check to see if there are any accessibility issues. Save the page before using it.
 - a) Go to File then Save As.
 - b) It would be good to name the save file as the page number that it is replacing.
- 3) Once all the steps are completed, the extracted page can go back to the original document it came from.

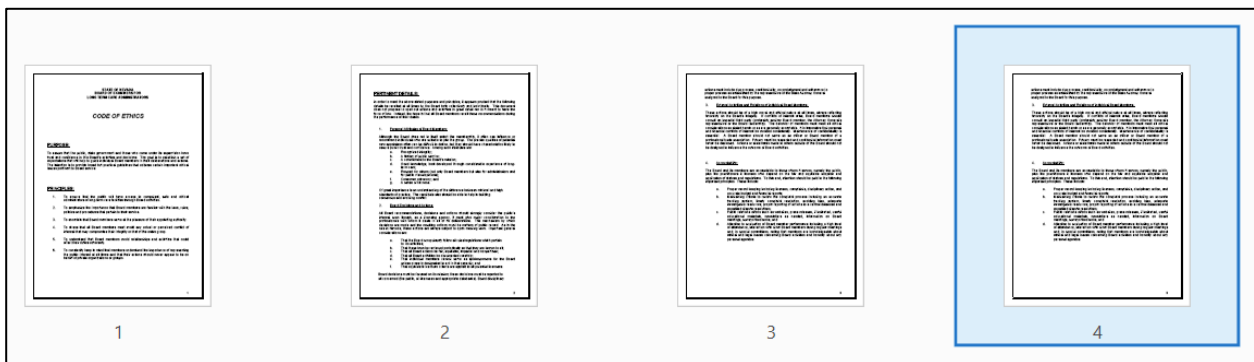
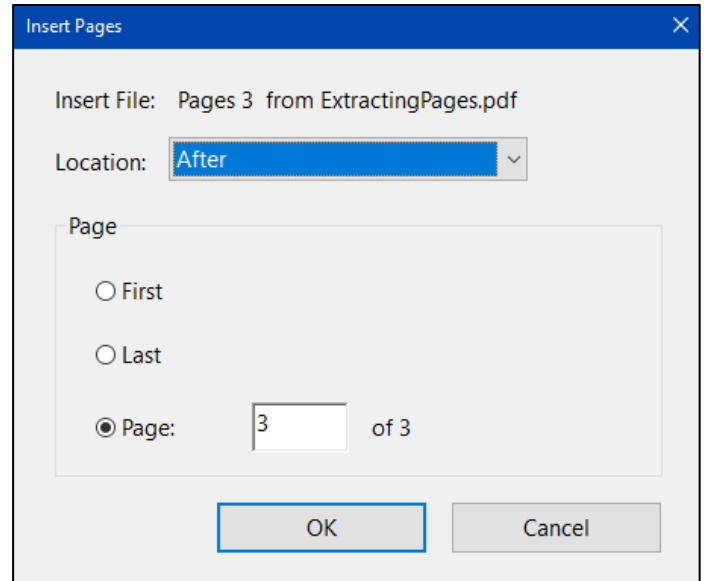
Inserting Extracted Pages back to Original Document

It is now possible to fix and correct the page by clearing page structure and using the accessibility tools.

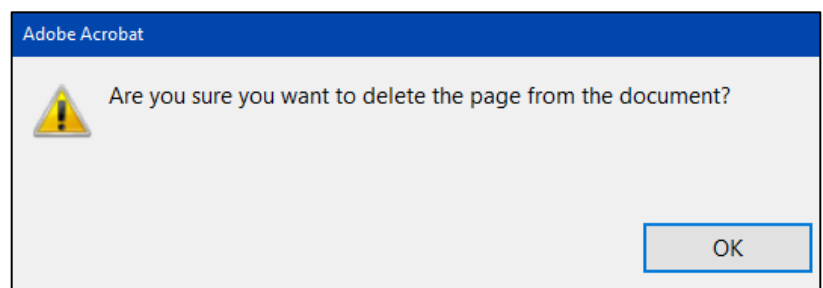
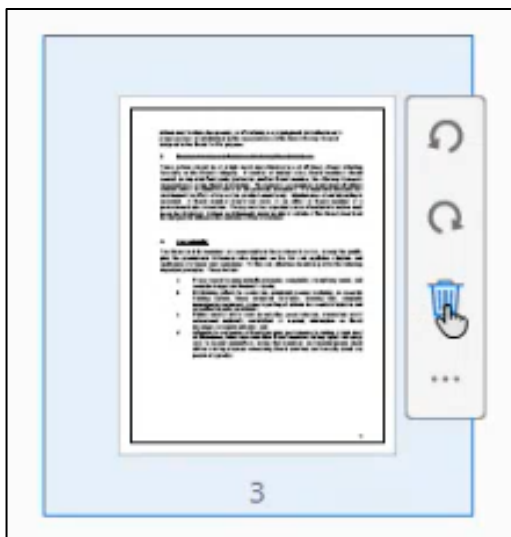
- 1) Go back to the original document tab in Adobe Pro.
- 2) Select the Organize Pages tool.
- 3) Now click on the Insert icon that at the top of the window then select From File.
- 4) Locate and select the extracted page that was worked on earlier.
- 5) Click the Open button to add the page to the document.



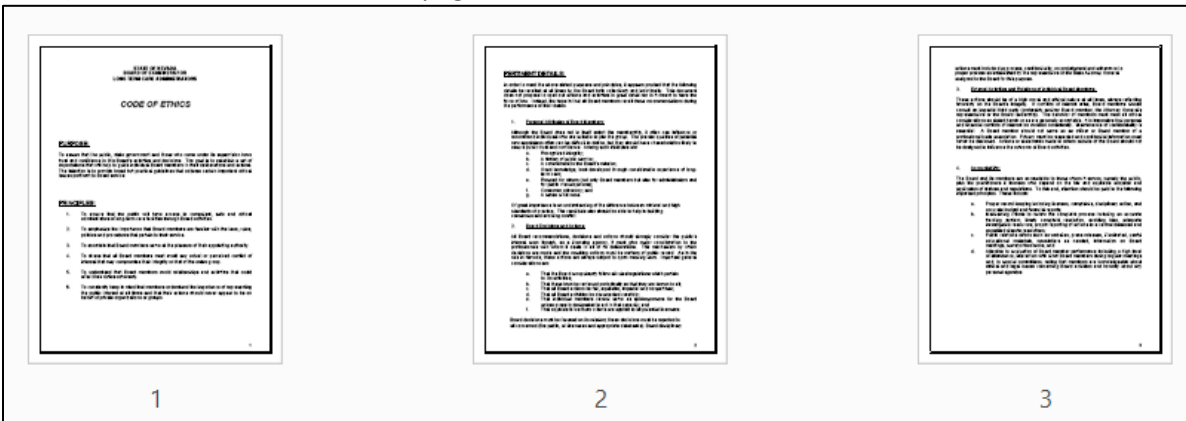
- 6) Click Ok button to save the changes.
- 7) The Insert Box will appear.
 - a. Select the Location dropdown to be Before or After a page.
 - b. Then in Page it can be in the First, Last or in the Page option select the page number.
- 8) Click Ok and the page will now be added to the document.
- 9) Now the added page will increase the number of pages of the original document. Delete the original page that was bugged.



- 10) Now follow these steps to delete the page:
 - a. Select the page that needs to be deleted.
 - b. While hovering over the selected page a box with different options will appear.
 - i. There is a right and left rotation tool icon.
 - ii. Then there is trash icon select this to delete the page.
 - iii. Click OK on the popup dialog box.



11) Now we are back to a three-page document.



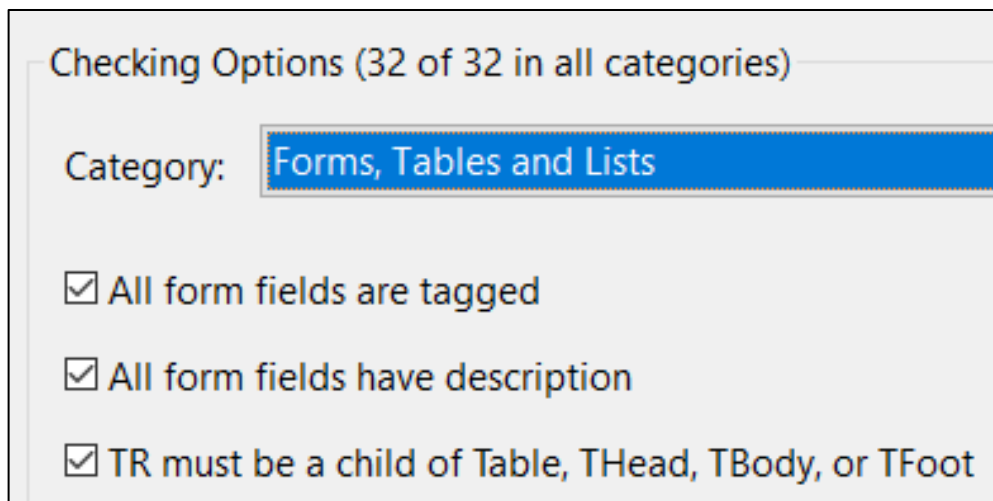
12) Close the Organized Tool on the top right.



Doing the Final Accessibility Check/Fixing Any Issues

Now that the page has been extracted, fixed, and inserted the page to now remediate the document. Once the document has been tagged use the Accessibility check. This is to see if there are anymore issues.

- 1) Go to the Accessibility Tool.
- 2) Select the Accessibility Check.
- 3) Make sure that the box Accessibility Checker Options Box and that all the Checking Options are 32 of 32 in all categories.
 - a. If it is not changing the Category to Forms, Tables and Lists.
 - b. Make sure that everything is check marked. Except the Show this dialog when the Checker starts. Click on the Start Checking.



- 4) See if there are any issues if there are fix them. If not, then do the last 2 automatic issues that appear in each document.
- 5) In the Accessibility Checker to the left of the document there is an issue that say Document, and this will usually always be 2 issues.
 - a. Logical Reading Order- To see if the document will be read the correct order for screen/document reader.

- b. Color Contrast- To make sure that the font contrast is readable. (Black font on white background acceptable, Light yellow on white background not acceptable.)