Perform Manual Accessibility Check

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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

TheSuggestedfirststeptoremediateadocumentistoconfirmthatthedocumenthasatitle,orto 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.

State of Nevada Board of Examiners for Long Term Care Administrators Code of Ethics - Adobe Acrobat Pro (32-bit)				
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	<u>C</u> lose File	Ctrl+W		
	Prop <u>e</u> rties 2	Ctrl+D	CODE C	
	Print	Ctrl+P		

Creating/Changing a Title

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

- 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.

Description Secu	urity Fonts Initial View Custo	om Advanced			
Description					
File:	ExtractingPages.pdf				
2 Title:	State of Nevada Board of Exan	miners for Long Term Care Administr	rators Code of Ethics		
Author:	destey				
Subject:					
Keywords:					
Created:	12/16/2011 9:27:45 AM			Additio	onal Metadata
Modified:	3/25/2021 8:10:20 AM				
Application:	PScript5.dll Version 5.2.2				
Advanced					
PDF Produ	cer: Acrobat Distiller 8.3.1 (Win	ndows)			
PDF Versi	ion: 1.6 (Acrobat 7.x)				
Locati	ion: C:\Users\thanairygomez\De	esktop\			
File S	ize: 29.77 KB (30,486 Bytes)				
Page S	ize: 8.50 x 11.00 in	Number of Pages: 3	3		
Tagged P	DF: Yes	Fast Web View: N	10		

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"

Document Properties		×
Description Section I Initial View Custom Advanced		
Layout and Magnification		
Navigation tab: Page Only ~		
Page layout: Default		
Magnification: Default ~		
Open to page: 1 of 3		
Window Options		
Resize window to initial page		
Center window on screen		
Open in Full Screen mode		
2 Show: Document Title V File Name		
User Interface Options		
🗌 Hide menu bar		
Hide tool bars		
Hide window controls		
Help	ОК	Cancel

Setting or confirming the Language in PDF

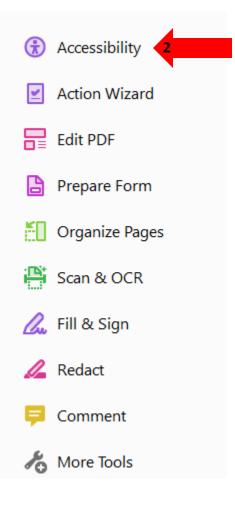
Screen reader technology will read the document to the user in the language set for the document. A document can only have one language setting. The steps to set the correct language in a PDF are:

- 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.

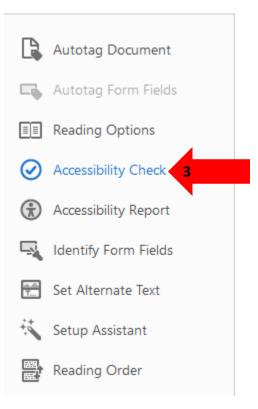
Document Properties	×
Description Security Fonts Initial View Custom Advanced	
PDF Settings	
Base URL:	
Search Index: Browse Clea	ər
Trapped: Unknown ~	
Print Dialog Presets	
Page Scaling: Default V	
DuplexMode: Simplex ~	
Paper Source by Page Size:	
Print Page Range:	
Number of Copies: Default ~	
Reading Options	
Binding: Left Edge ~	
2 Language: English	
Protected Mode: On English with Arabic support	
English with Hebrew support	
Estonian	
Finnish French	
French (Morocco)	
German	0
Help Greek OK	Cancel

Perform Accessibility Check

- 1. Open the PDF in Adobe
- 2. Click on the Accessibility Tool



3. Click on Accessibility Check



- 4. Make sure that the checking options is "32 of 32".
- 5. To do that select Forms, Tables and Lists
- 6. Click Select All
- 7. Once that is all set choose Start Checking.

Checking Op	tions (32 of 32 in all categories) 4			
Category:	Forms, Tables and Lists			
	Document			
All form	Page content 5			
All form	Forms, Tables and Lists Alternate Text and Headings			
TR must	be a child of Table, THead, TBody, or TFoot			
TH and T	✓ TH and TD must be children of TR			
<mark>∕ Tables</mark> m	☑ Tables must have headers			
Tables must contain the same number of columns in each row and rows in each column				
<mark>∕ Tables m</mark>	Tables must have a summary			
☑ LI must be a child of L				
Lbl and L	Body must be children of Ll			
Select Al	I Clear All			
Show this d	ialog when the Checker starts			
Help	Start Checking Cancel			