STRIKEOUT OR MODIFIED MATERIAL

INTRODUCTION

Documents with strikeouts or modified material should be remediated to ensure clarity, accuracy, and accessibility. Strikeouts can confuse readers making it unclear whether the original document is still relevant, and remediation removes outdated or conflicting information. This ensures the final content is clear, professional, and compliant with accessibility guidelines (e.g., WCAG).

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Click a title below to go to the destination page.

SETTING UP THE DOCUMENT PROPERTIES

There are three parts to setting the basic document properites:

1. Setting the Document Title
2. Setting PDF Metadata to Use the Document Title
3. Setting the Language in PDF

Performing these steps first when opening any PDF document will help resolve the most common errors before you start the remediation process.
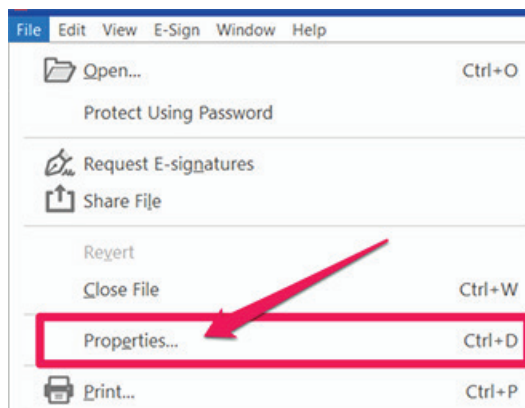
DOCUMENT TITLE

SETTING THE DOCUMENT TITLE

First check if the document has a document title. If it doesn't add the title. If the source document (such as Word, Excel, or PowerPoint) includes a title, the PDF will typically carry it over. Otherwise, you will need to add a title to the PDF. Follow the steps below to determine if the document title has been set properly.

Older Versions of Adobe Acrobat
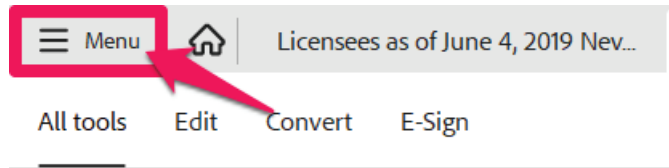
1. Click on "File" at the top of the menu bar.
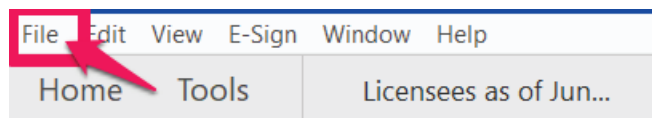
2. Select "Properties" to open the Document Properties window.
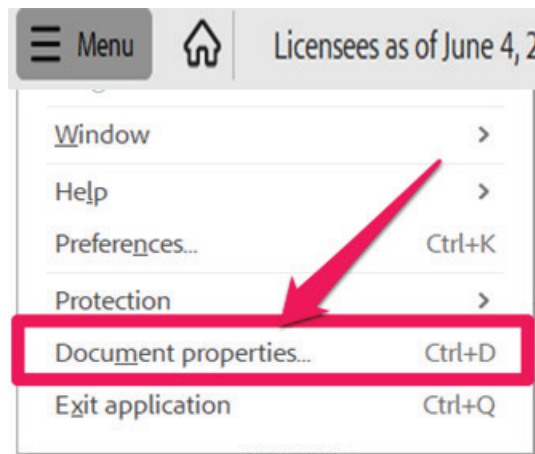
Newer Versions of Adobe Acrobat

1. Click on "Menu" at the top left of the window.

2. Select "Document 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. If the title is accurate, proceed to next section. If the title is not there or is not accurate, proceed to step 4.

**Note: Steps 3 and 4 are the same in both older and newer versions of Adobe Acrobat**
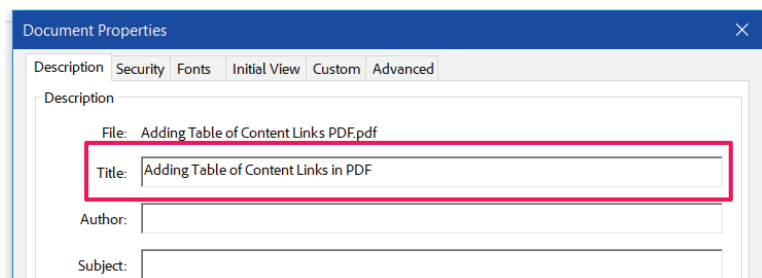
4. If there is no title, or if the title does not provide an accurate description of the document click in the Title field and select any text in it. Type in the new accurate document title.

# Setting PDF Metadata to Use the Document Title

When adding a title to the document, the metadata must be updated to reflect the new document title instead of the file name.

Note: These steps are the same in both older and newer versions of Adobe Acrobat.

1. Make sure you are still in the Document Properties. See last section for guidance.
2. Click on the "Initial View" tab.
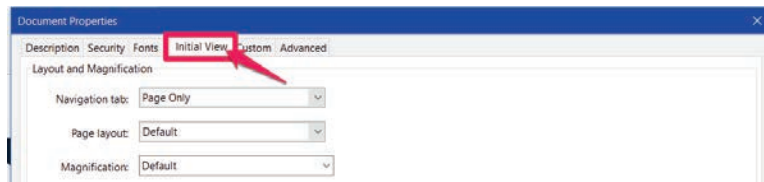
3. If the "Show" dropdown menu is set to "File Name" change this to "Document Title"
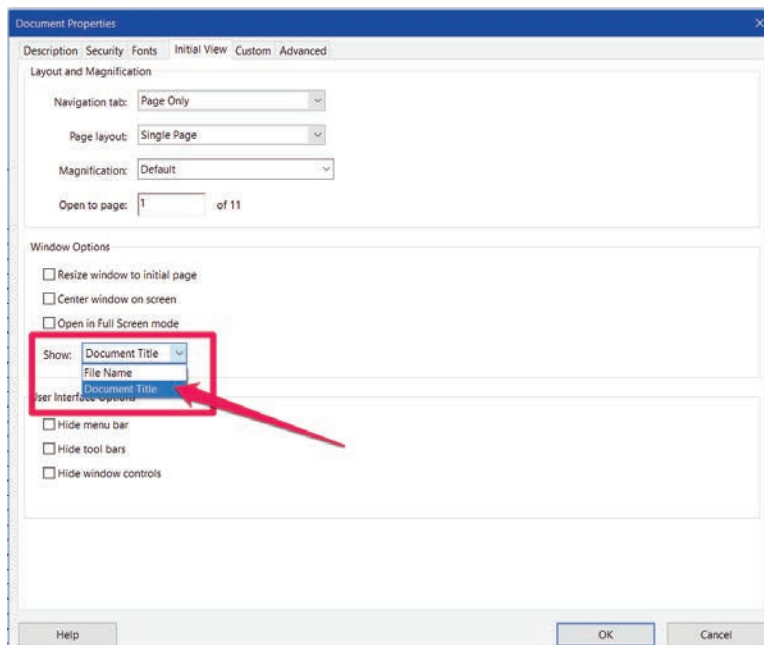
SETTING THE LANGUAGE IN PDF

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:

Note: These steps are the same in both older and newer versions of Adobe Acrobat.

1. Click on the "Advanced" tab in the Document Properties window.

2. Choose the "Language dropdown" and change it to the correct language. In this case "English."
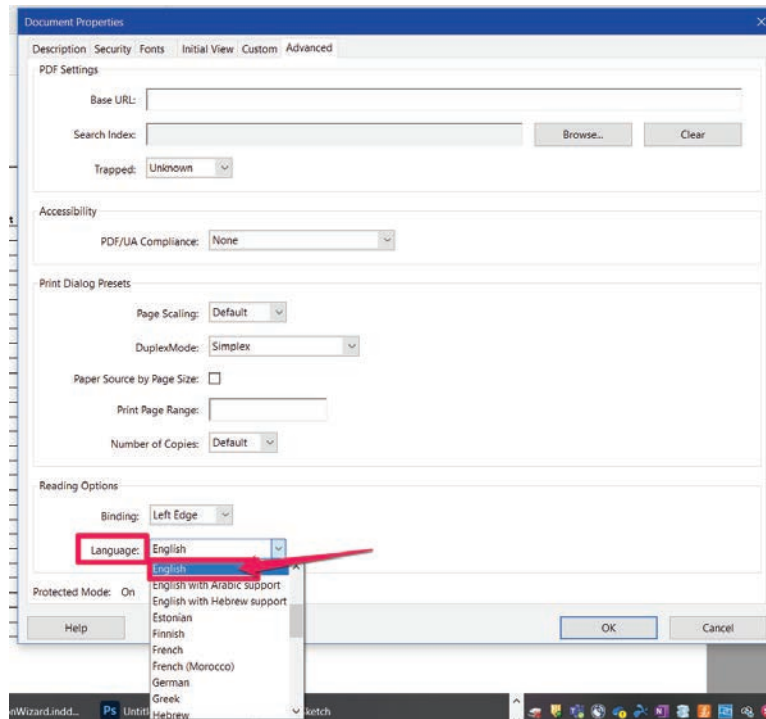

3. Click the "OK button to save any changes to the PDF title or language.
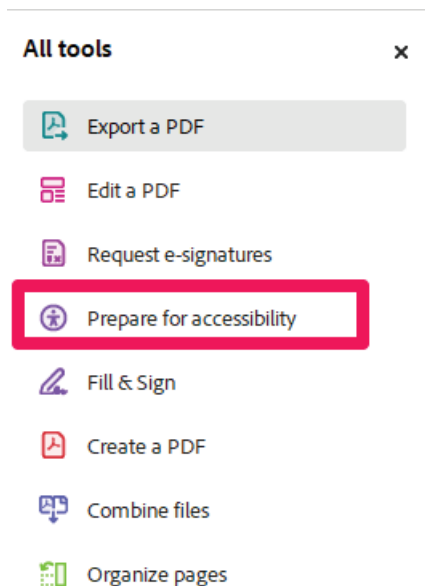
Tagging New Material in Older & Newer Versions of Adobe

New material is normally indicated to visual readers as blue text that is italicized. To make this accessible, indicate the beginning and ending of the new material using figure tags.

1. Before you can encapsulate a letter, you must click the Accessibility button in older versions of Adobe and Prepare for Accessibility tool in newer versions of Adobe.
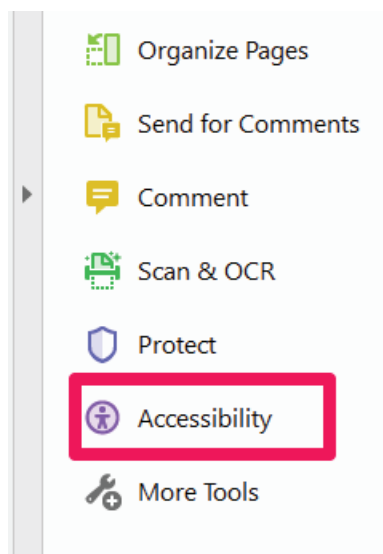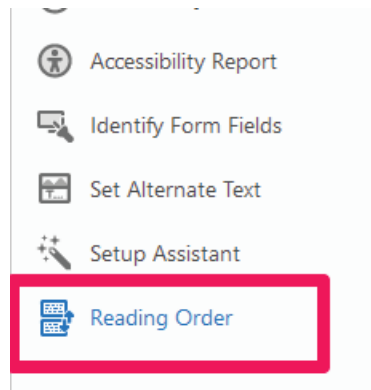

**Toolbar on the right side of the screen in older versions of Adobe**

Toolbar on the left side of the screen in newer versions of Adobe

2. Then click on the Reading Order tool button

3. Encapsulate the first letter of the new material by clicking and dragging around it until you see the pink highlighting shown below around the letter. Note: you may need make a larger selection around the letter.
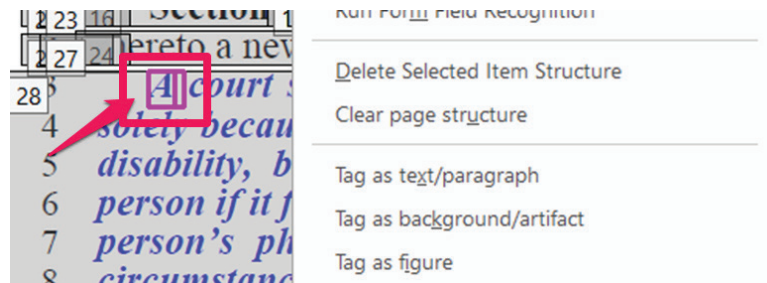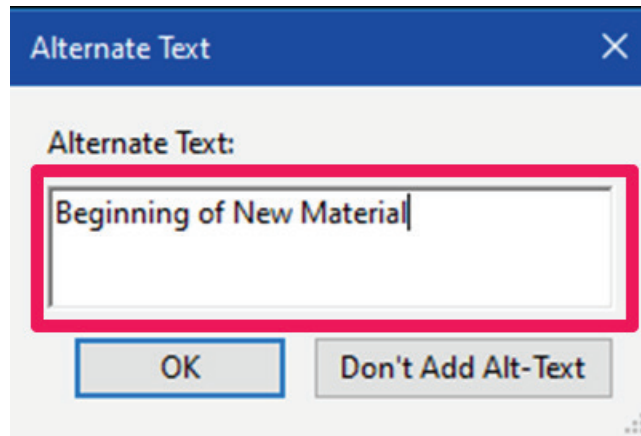

4. Right-click and choose "Tag as figure" from the drop-down menu or click the Figure button in the Reading order panel.
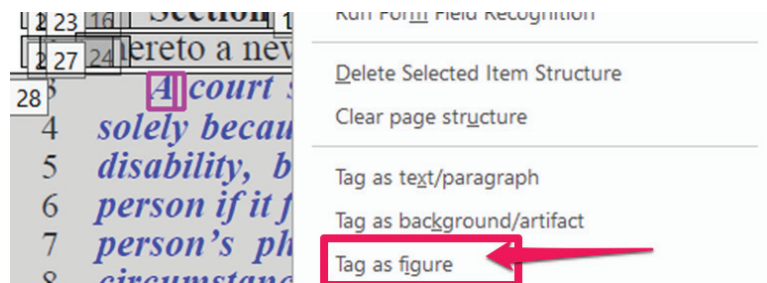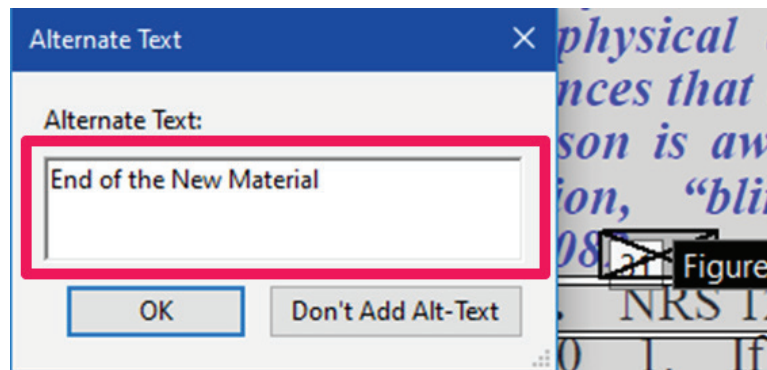

5. Right click on the figure and click Edit Alternate Text
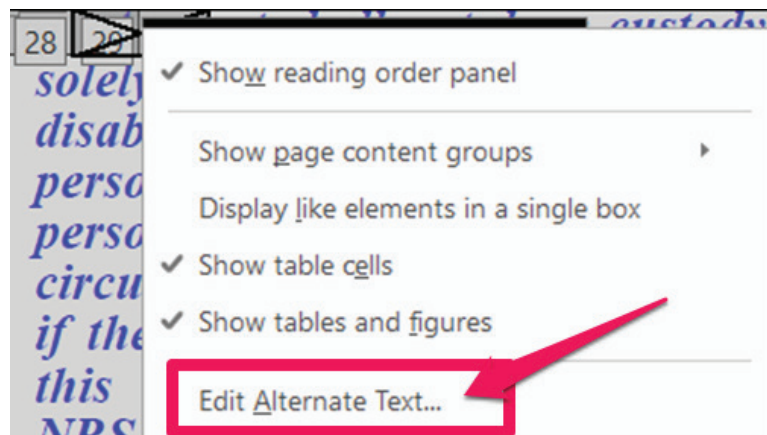
6. Add in the alternate text: "Beginning of New Material". Then click OK

7. Repeat Steps 3-6 for the ending of the new material. Add in the alternate text: "End of New Material". Then click OK

Strikeout Material is normally indicated by red text with a line through it. To make this accessible, indicate the beginning and ending of the new material using figure tags, following the same steps as that used in Tagging new material.

1. Before you can encapsulate a letter, you must click the Accessibility button in older versions of Adobe and Prepare for Accessibility in newer versions of Adobe.
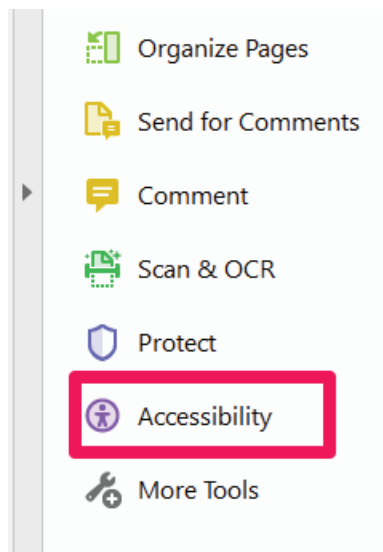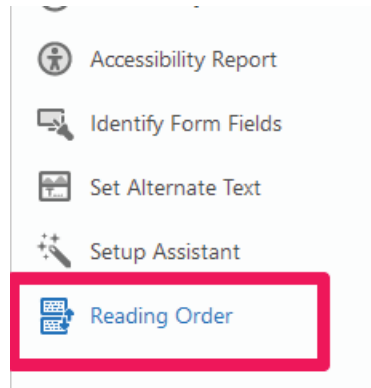
Toolbar on the right side of the screen in older versions of Adobe
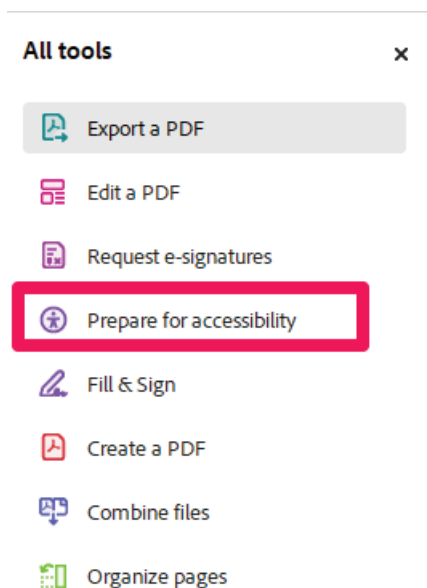
**Toolbar on the left side of the screen in newer versions of Adobe**

2. Then click on the Reading Order tool button

3. Encapsulate the first letter or symbol of the strike out by clicking and dragging around it until you see the pink highlighting shown below around the letter. Note: you may need make a larger selection around the letter before the letter or symbol is encapsulated.
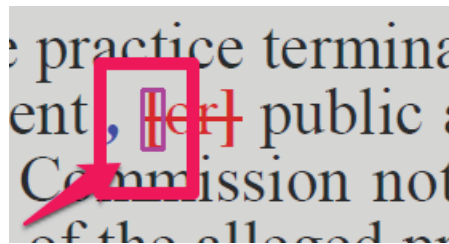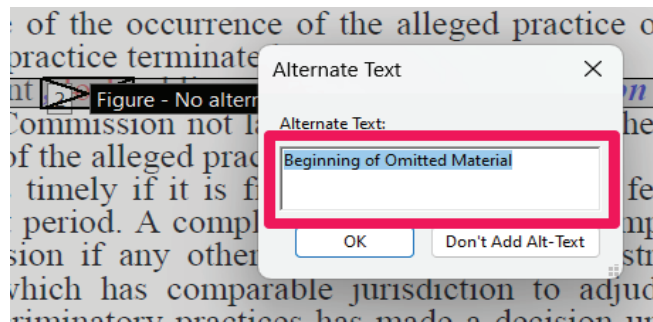

4. Right-click and choose "Tag as figure" from the drop-down menu or click the Figure button in the Reading order panel.
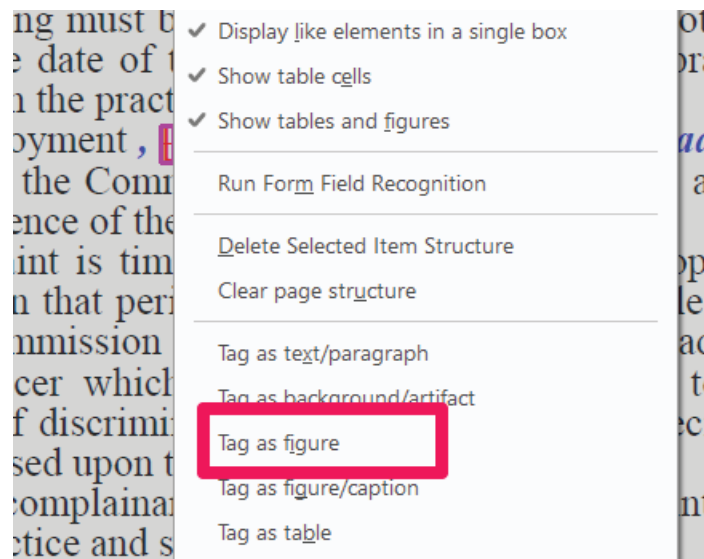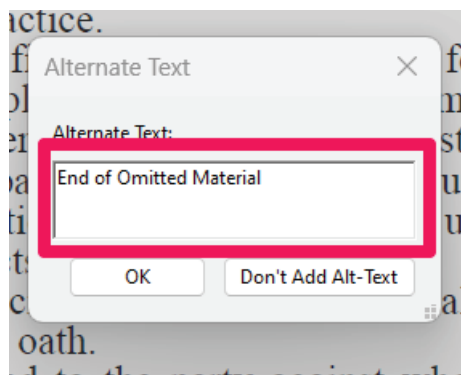
5. Right click on the figure and click Edit Alternate Text
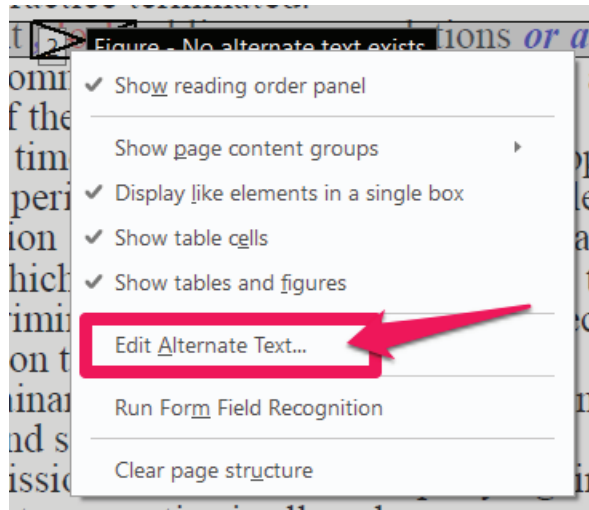
6. Give the first figure the alternate text of: "Beginning of Omitted Material".

7. Give the last figure the alternate text of: "End of Omitted Material".

8. Repeat the above steps for each item identified by a strikeout.

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