Tagged Annotations

Contents

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.
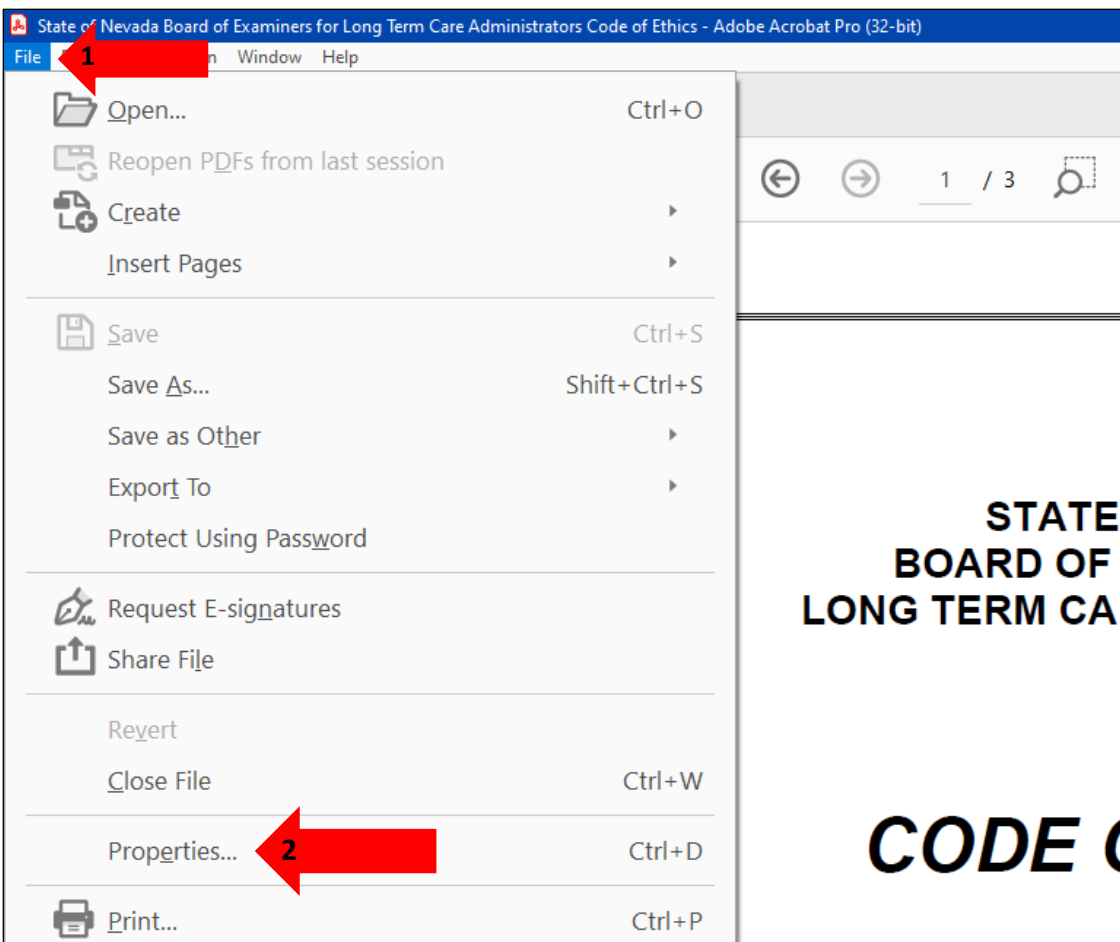
Document Title

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.

Document Properties   ✕

1 | Description | Security | Fonts | Initial View | Custom | Advanced

Description

   File: ExtractingPages.pdf

2 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"
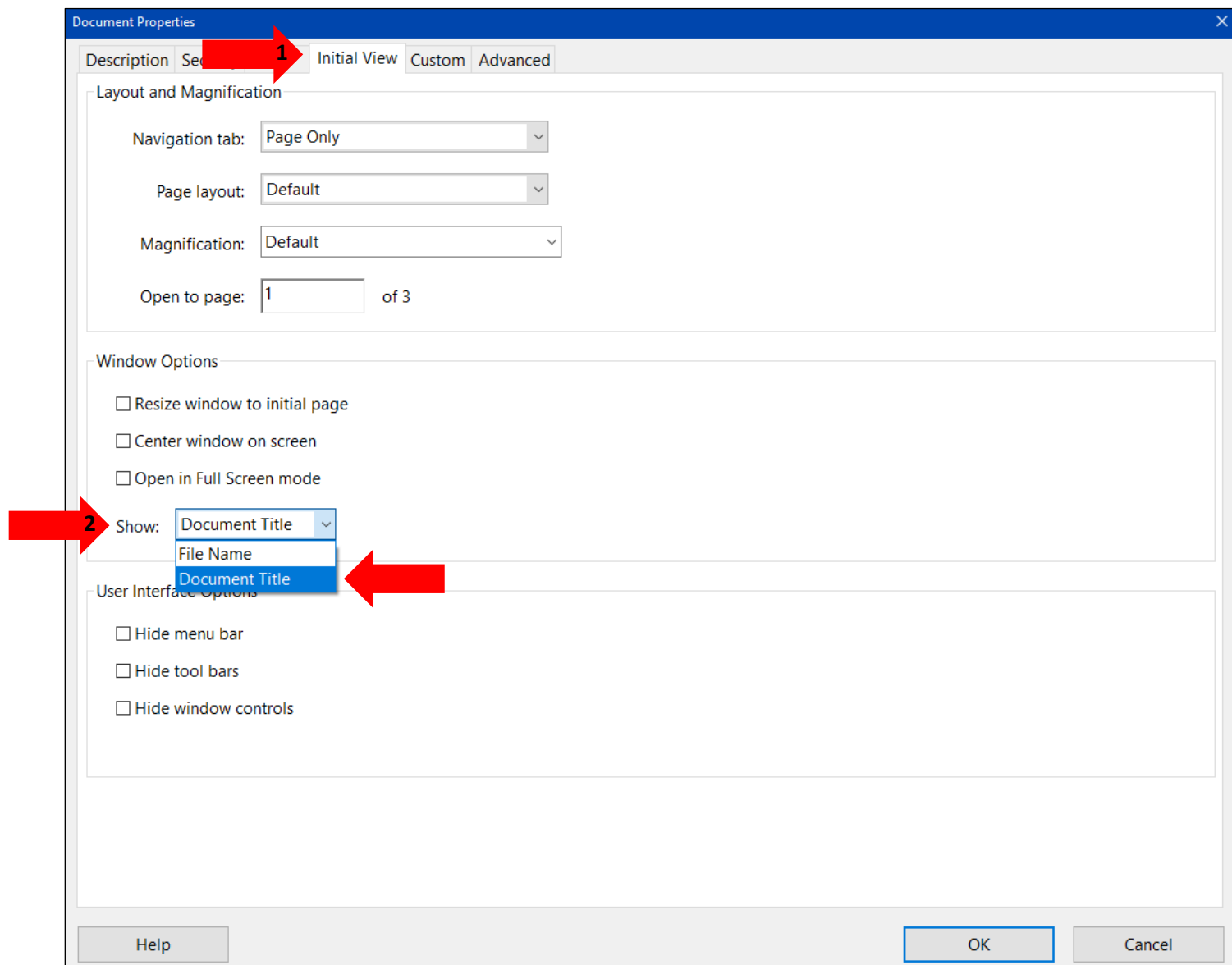
Setting or confirming the Language in PDF

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.
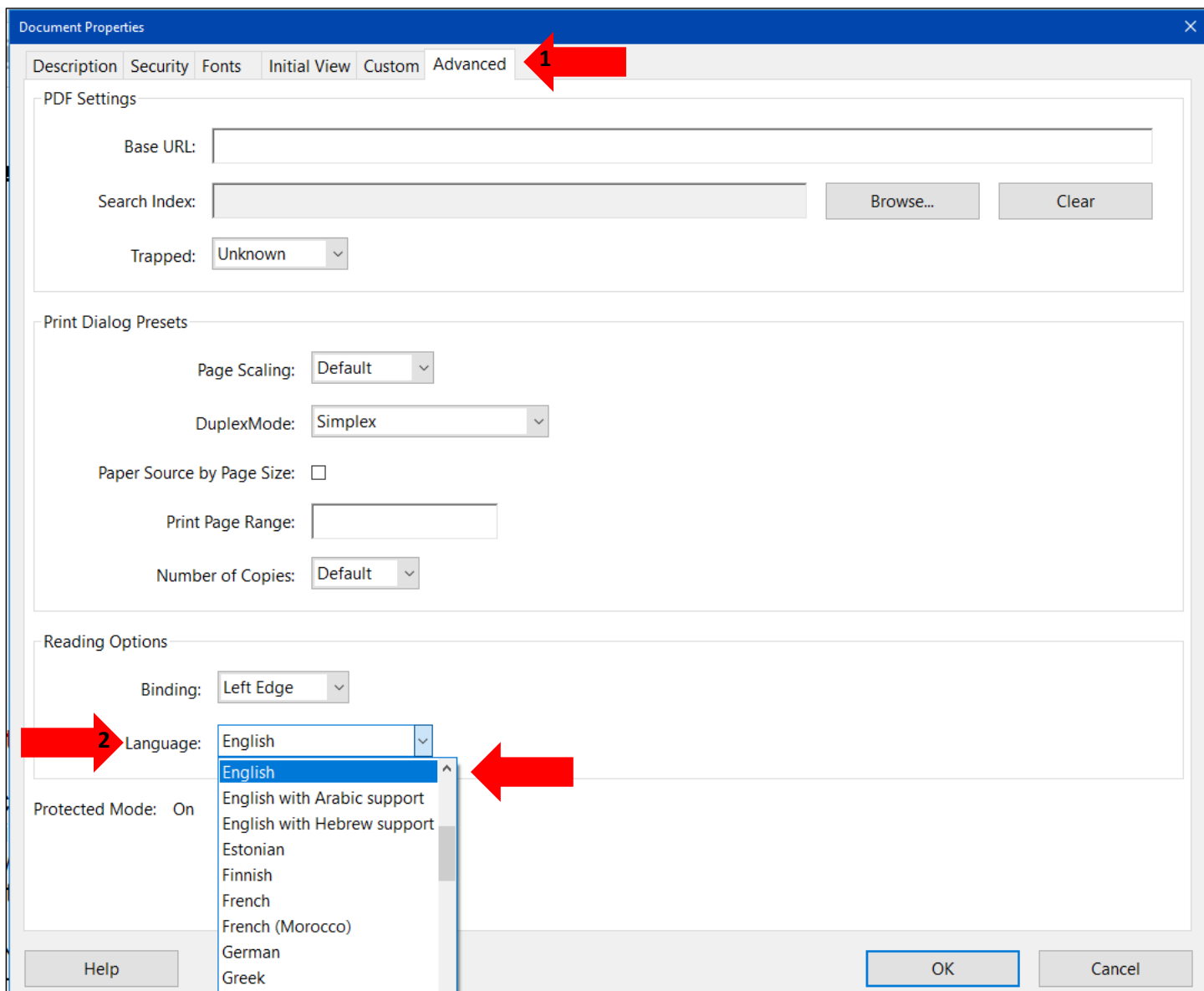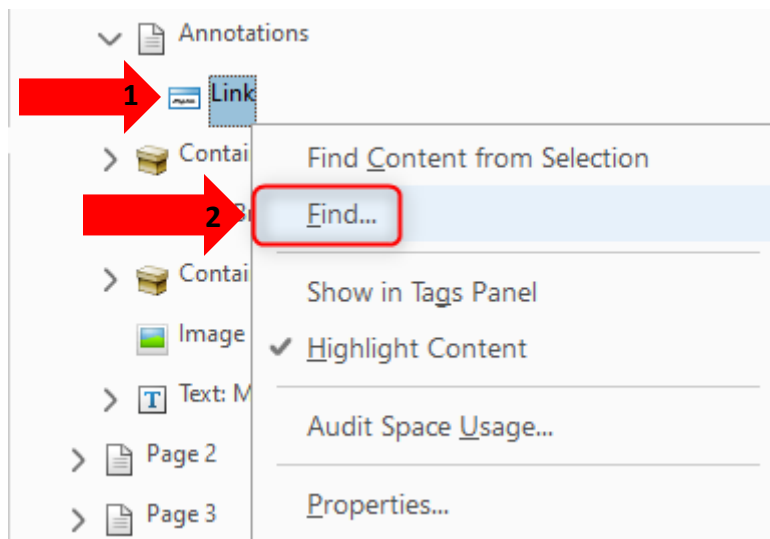
Tagged Annotations

This error is caused by hyperlinks that have not been tagged and is relatively simple to fix.

1. Right click on the element
2. Choose Show in Content Panel
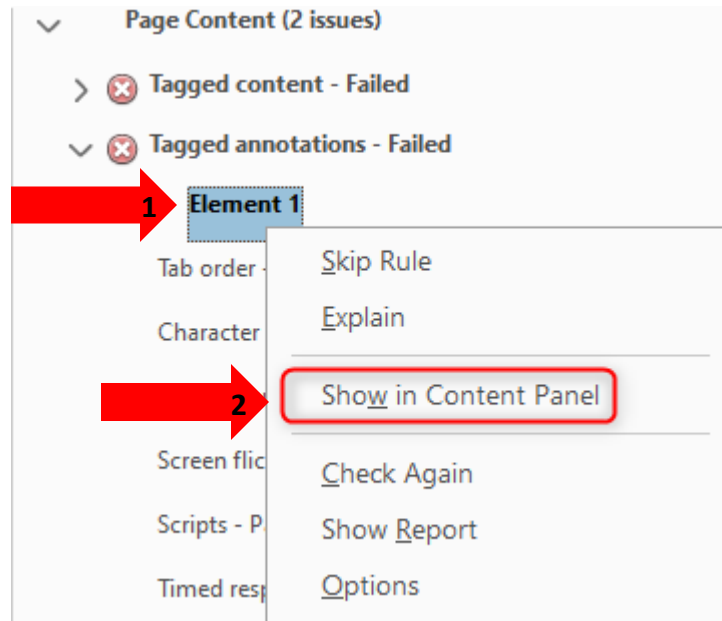
Once in the Content Panel the problem link will be highlighted.

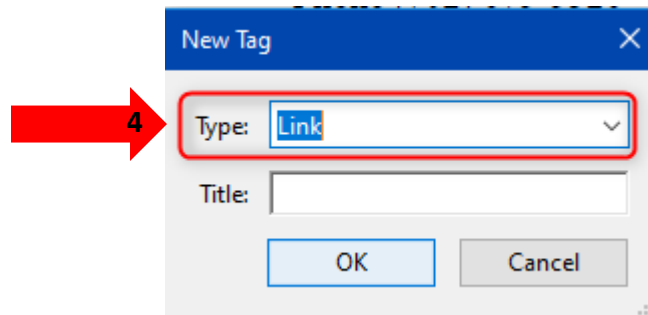1. Right click the highlighted link
2. Click Find…

Once in the Find Element dialog box, change to these settings:

1. Change Find to Unmarked Annotations
2. Have Search Document selected
3. Click tag element

Find Element ✕

1 → Find: Unmarked Annotations ⌄

Type: Link

○ Search Page   ◉ Search Document   ← **2**

Fi... | **3** → Tag Element | Close
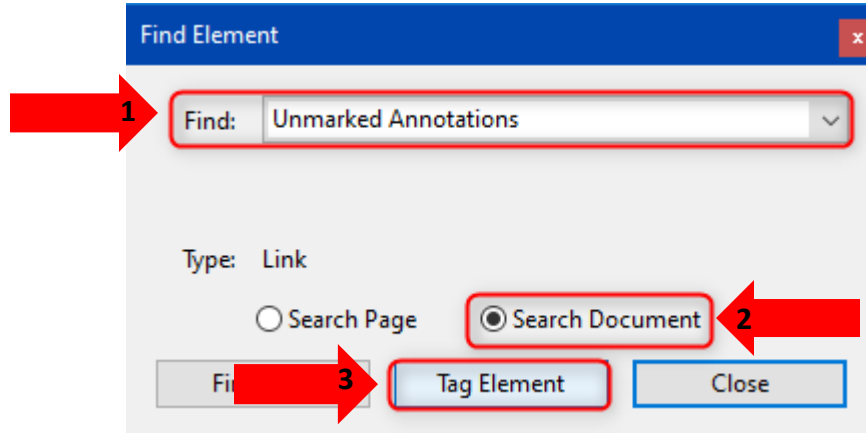
4. Lastly in the New Tag box change the "Type" to Link then click ok.

New Tag ✕

4 → Type: Link ⌄

Title:

OK | Cancel

If there are multiple issues choose "Find Next" in the Find Element dialog box, this way each instance of this problem can be solved in succession.