



ADOBE ACROBAT PDF REMEDICATION GUIDE

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TOOLS CHECKLIST

- Accessibility Checker
- Action Wizard
- CommonLook/Allyant (if applicable)
- Edit PDF
- Prepare Form

ACCESSIBILITY TOOLS

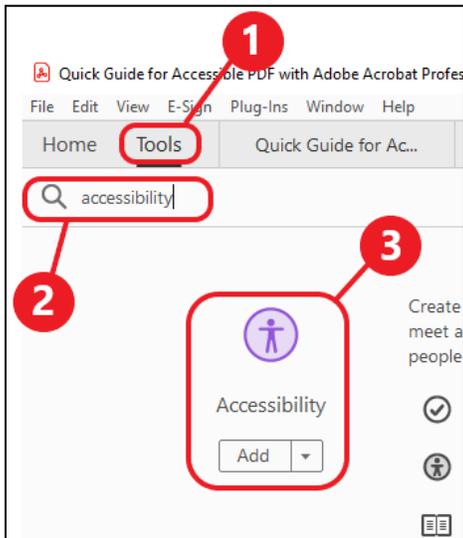
ACCESSIBILITY CHECKER

The accessibility checker tool automatically checks for accessibility issues found in the PDF document. Using the accessibility checker tool is one way to quickly detect any errors that the document might have. However, users should not completely rely on this tool as the only method to check for accessibility, thus, manual check is needed to resolve any unnoticeable problems that were not recognized by the automated checker.

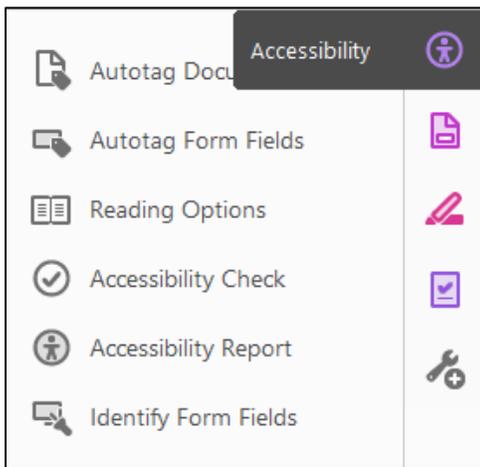
HOW TO ADD ACCESSIBILITY CHECKER TOOL TO SHORTCUT:

1. Navigate to the **Tools Tab**.
2. Enter "**Accessibility**" using the search text field.

3. Select **Add** to add the tool into your shortcut pane that appears on the right-hand side.



4. Navigate back to the PDF tab that you were working on to see the newly added Accessibility checker tool.



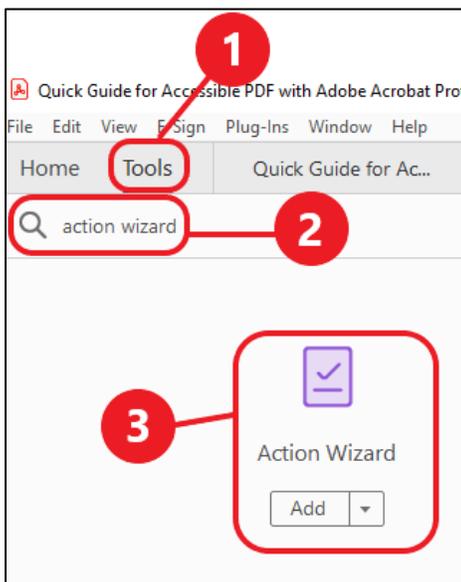
ACTION WIZARD

Action Wizard allows user to go through series of steps to ensure the document is properly set up before running the full check on accessibility. This method includes recognizing text using OCR, detect form fields, set tab order, set reading language, tag the document, and set alternative text for available images.

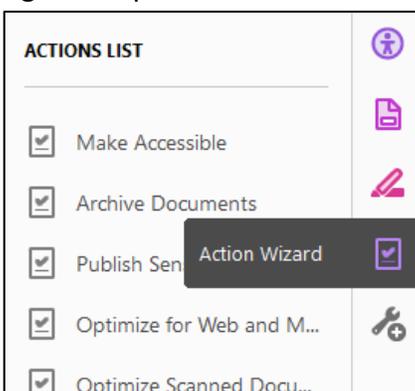
Note: Optical Character Recognition (OCR) is the process of converting an image of text into a selectable text format. For example, if the document is scanned and saved as an image file, you cannot use Adobe Reader to edit, select, and search the text of an image file. Thus, OCR enables the scanned image to be converted into an editable text format that can be edited, selected, and searched.

HOW TO ADD ACTION WIZARD TOOL TO SHORTCUT:

1. Navigate to the **Tools** tab.
2. Enter “**Action Wizard**” using the search text field.
3. Select **Add** to add the tool into your shortcut pane that appears on the right-hand side.



4. Navigate back to the PDF document to view the newly added **Action Wizard** tool on the right-side panel.



COMMONLOOK PDF/ALLYANT

CommonLook PDF (also known as Allyant) is a remediation software that assists in making documents accessible. Adobe Acrobat integrated CommonLook as a plugin and can be accessed while using Acrobat. CommonLook PDF provides ease of use and many more features for document remediation that is not supported by Adobe Acrobat.

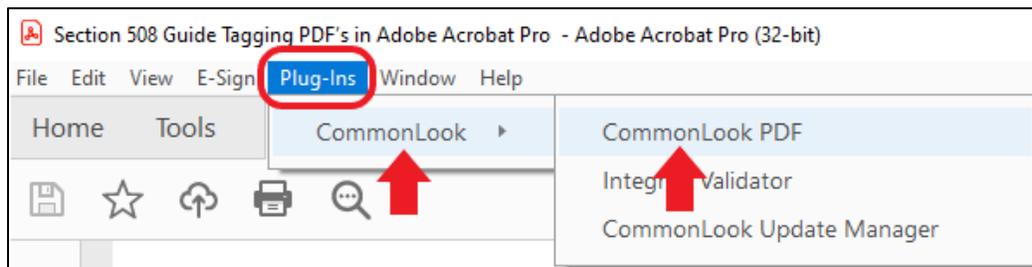
To read more about the differences between Adobe Acrobat and CommonLook PDF, refer to [Comparing Adobe Acrobat DC and CommonLook PDF](#).

HOW TO INSTALL COMMONLOOK PDF/ALLYANT:

Refer to the download manual to [Install CommonLook PDF](#).

HOW TO ACCESS COMMONLOOK PDF/ALLYANT PLUGIN IN ADOBE ACROBAT PDF:

Once CommonLook PDF is installed, you can navigate to the Plug-Ins menu in Acrobat and select CommonLook, then choose CommonLook PDF.



HOW TO USE COMMONLOOK PDF/ALLYANT:

To get started with CommonLook PDF and supporting features, refer to [CommonLook PDF User Guide](#).

EDIT PDF

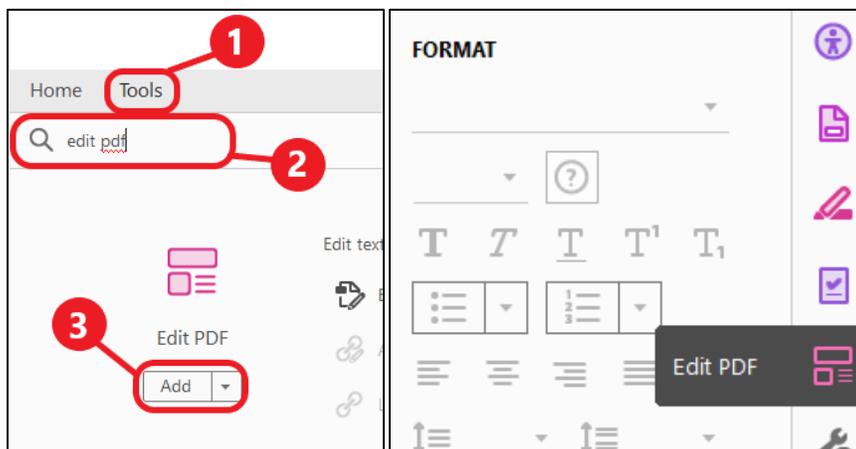
Edit PDF allows users to edit text and images in a PDF file. Use Edit PDF to fix small issues such as text formatting, add/remove links, and arrange objects. It is not recommended to heavily rely on Edit PDF tool to fix accessibility issues, thus, those issues must be resolved beforehand using Microsoft Word or other editing software before converting to accessible PDF.

Learn how to edit text and images/objects using the Edit PDF tool:

- [Adobe Acrobat PDF Edit Text User Guide](#)
- [Adobe Acrobat PDF Edit Images or Objects User Guide](#)

HOW TO ADD EDIT PDF TOOL TO SHORTCUT:

1. Navigate to the **Tools** tab.
2. Enter “**Edit PDF**” using the search menu.
3. Select **Add** to add the tool into your shortcut pane that appears on the right-hand side.



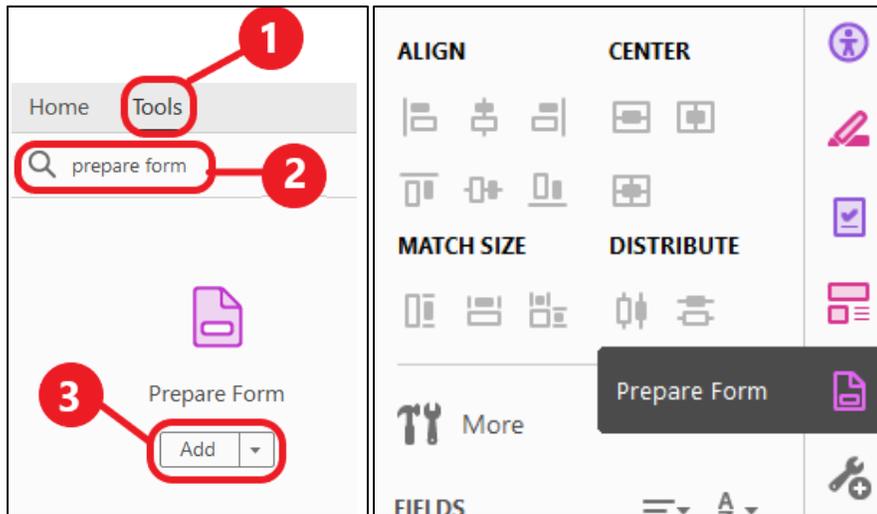
PREPARE FORM

Prepare form tool is used to build form fields. It is highly recommended using this tool to add form fields, set the reading order of the form fields, field properties such as tooltips, and other form functionalities.

To learn more about Adobe Acrobat Forms, refer to [Adobe Acrobat PDF Form Basics](#).

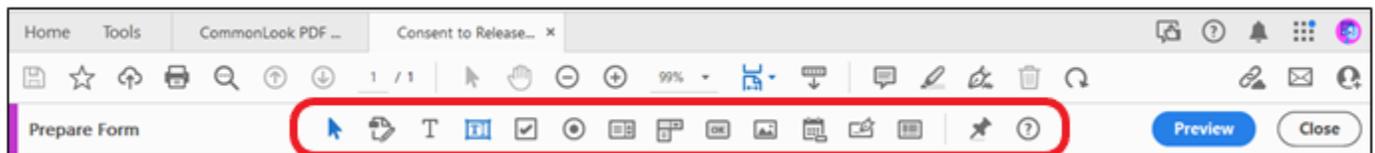
HOW TO ADD PREPARE FORM TOOL TO SHORTCUT:

1. Navigate to the **Tools** tab.
2. Enter “**Prepare Form**” using the search menu.
3. Select **Add** to add the tool into your shortcut pane that appears on the right-hand side.



HOW TO ADD FORM FIELDS:

Using the toolbars in the Prepare Form, select the desire form field to add.



There are various options to choose from the toolbar, however, the most common options to add in Adobe PDF:

- Text Field
- Check boxes
- Radio buttons
- List options

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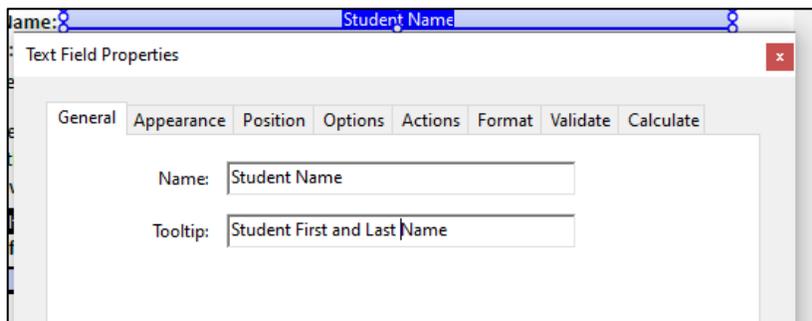
- Drop down options
- Digital Signature

FORM FIELD PROPERTIES

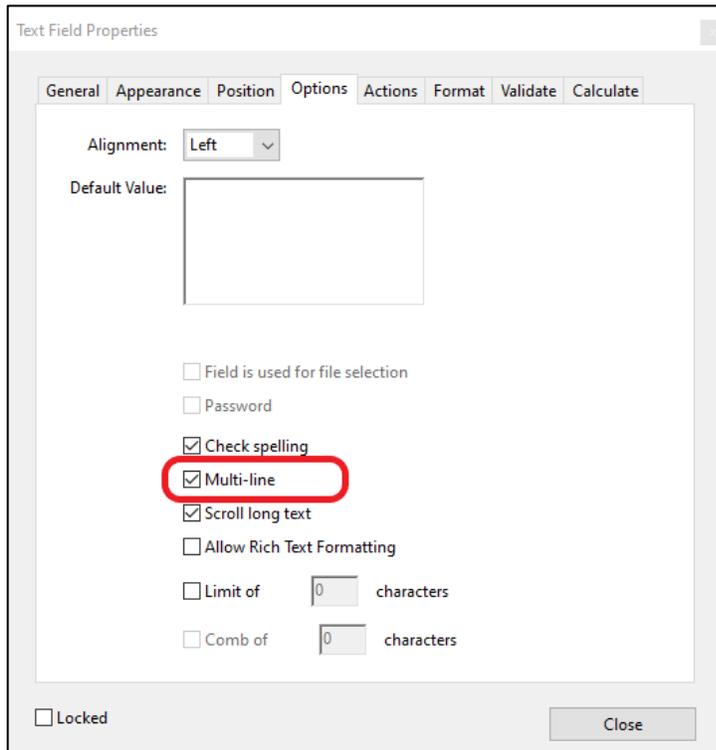
To access form field properties, select the desired form and right click to choose **Properties** from the context menu.

Ensure that the **Name label and Tooltip** is included for each form field.

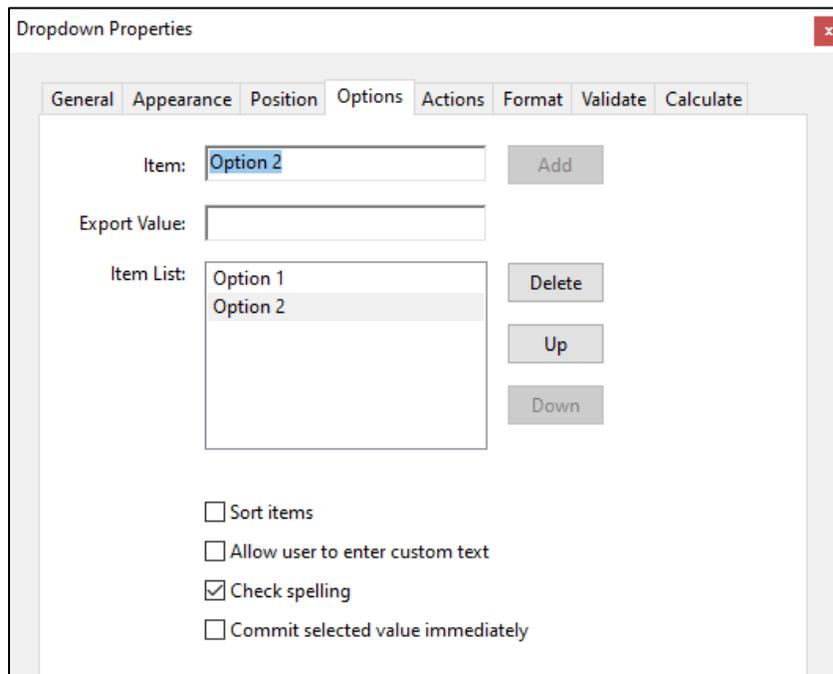
Note: the screen reader will only read the Tooltips and not the label text in Focus mode, therefore, be descriptive as possible when providing tooltips.



If the text field spans more than one line, ensure the “**multi-line**” check box in the **Options** tab is checked.

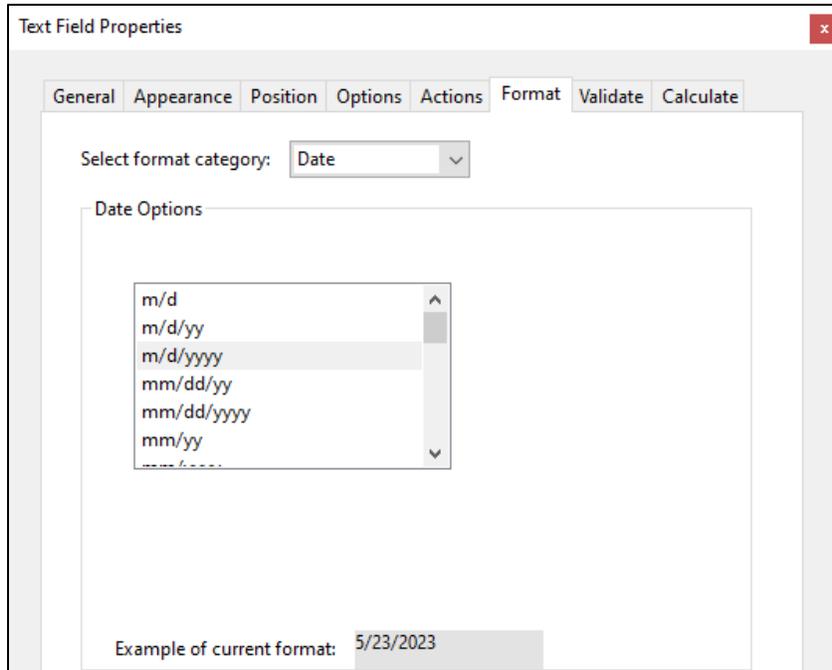


If adding list or drop-down options, add individual item to the item list in the **Options** tab.



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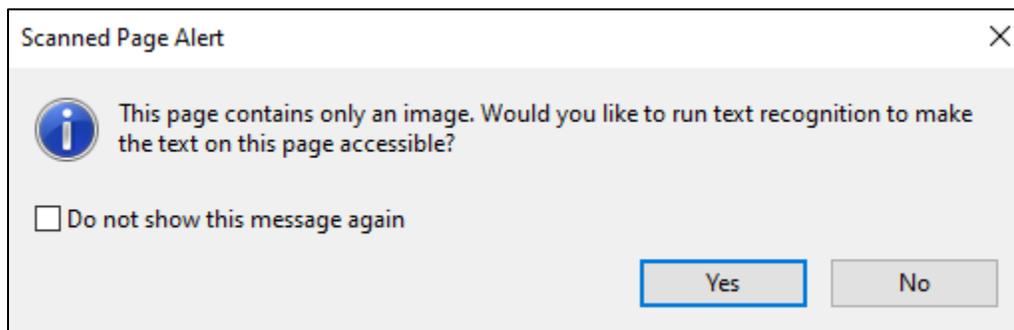
If you want to restrict user input for specific form field such as date, you can navigate to **Format** tab and select from the **format category**.



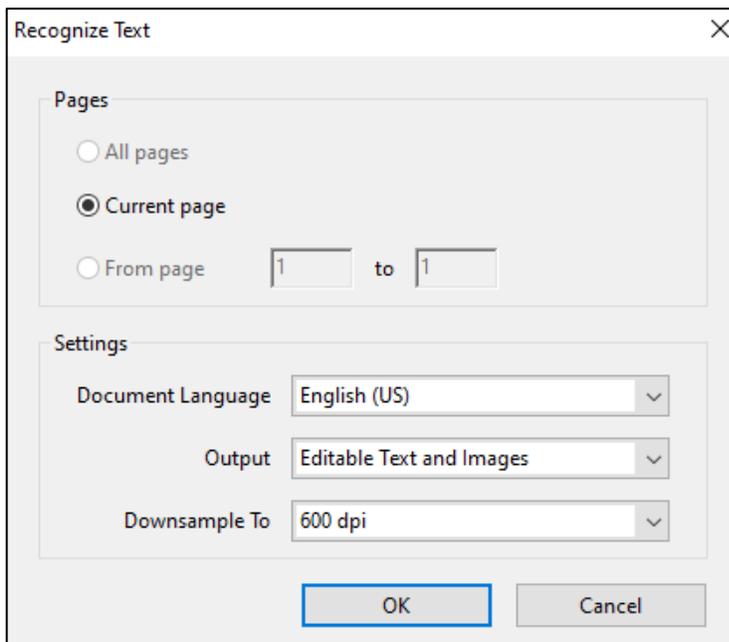
GETTING STARTED

STEP 1: CHECK IF THE DOCUMENT IS AN IMAGE

If the file *is an image* or scanned document, Adobe PDF would ask to run text recognition when you first open the document.

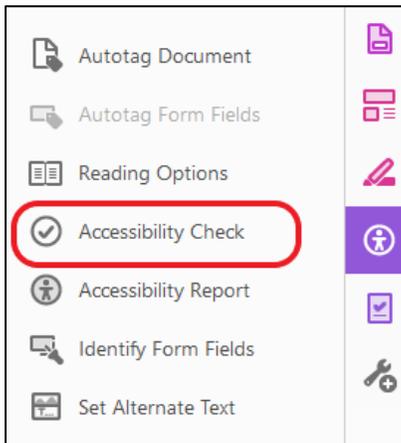


The Recognize Text function performs OCR and converts the image to editable text.

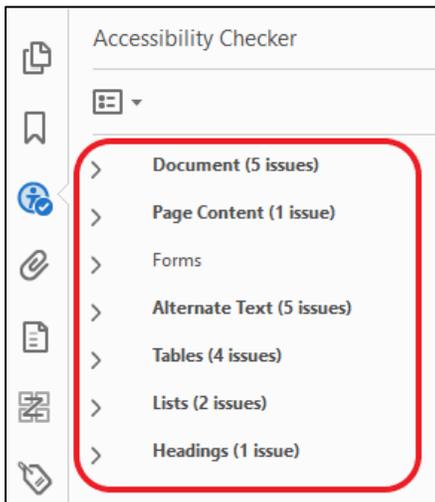


If the file is *not an image* and it contains **editable text**, use the Check Accessibility feature from the Accessibility Checker Tool.

1. Locate the Accessibility Checker tool on the right-hand panel, click on the icon and select **Accessibility Check** option from the list.



2. Select **Start Checking** from the Accessibility Checker Options pop-up window.
3. A list of generated accessibility errors will be displayed on the left-side pane.
 - a. Elements with **Bold** heading indicate accessibility errors that need to be resolved. Expand each element to review the issues in detail. We will walk through how to fix each issue later in this document.



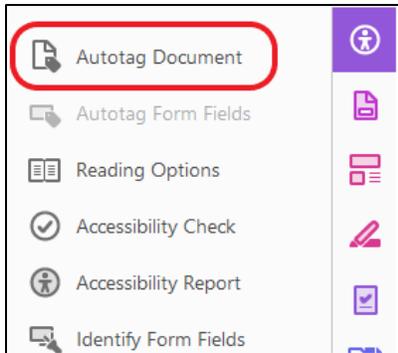
STEP 2: CHECK IF THE DOCUMENT IS FULLY TAGGED

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In some cases, the document is partially tagged, thus, the Tagged PDF passed the checklist. In other cases, the document is tagged incorrectly that there are numerous errors output by the Accessibility Checker. To ensure that the document is fully tagged and quickly reduce accessibility errors, use **Autotag Document** action in the Accessibility Checker.

Select **Autotag Document** option from the Accessibility Checker tool.



Note: Autotag Document function does not guarantee that the tags on the tags tree are marked correctly. Users must manually check and examine the tags tree for correction.

PROPER PDF TAGS

Tags are encoded syntax or markup that provide structure for content within documents. Tags in Adobe Acrobat are like those of HTML tags used on web browser to structure the contents displayed on screen. Every piece of information within the document must be tagged correctly to enable accessibility for users using assistive technologies. Some of the commonly used PDF tags are listed in table 1.

Table 1 PDF Tags

Definition	Tag	Additional Information
Heading level 1 - 6	<H1> - <H6>	Each document should have only one Heading level 1. H1 (Heading 1) – Title of the document H2 (Heading 2) – Section H3 (Heading 3) – Subsection And so on...
Text/Paragraph	<P>	Regular text that are not headings
Form	<Form>	Encapsulate the textual content of the form and a form object (OBJR). Note: Form tag cannot be at the root level and must be nested inside another tag (e.g, P, TH, TD, etc.)
List	<L>	Encapsulate list items (LI).
List Item		Encapsulate list label (Lbl) and list body (LBody). Note: Some list does not need to have a list label (Lbl).
List Label	<Lbl>	Contains distinguish information such as bulleted points or numbered list.
List Body	<LBody>	Contains textual information.

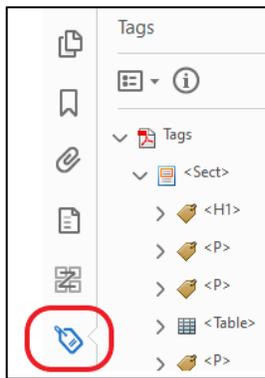
Definition	Tag	Additional Information
		Note: In the case of nested list, it may contain an additional list (L).
Table	<Table>	Encapsulate table rows (TR).
Table Header	<TH>	Every table should have either a row header or a column header. Typically nested inside the first table row (TR).
Table Row	<TR>	Encapsulate table headers (TH) and table data cells (TD).
Table data cell	<TD>	Encapsulate data/textual information.
Image	<Figure>	Encapsulate an image object.
Table of Content	<TOC>	Encapsulate table of contents items (TOCI).
Table of Content item	<TOCI>	Encapsulate the Reference tag for a link to a section within the document. Note: If the table of contents are not linked, the Link OBJR (object) will not be present.
Link	<Link>	Encapsulate textual information about the link and a link OBJR. Note: Link tag cannot be at the root level and must be nested inside other tags such as P, TH, TD, etc.
Caption	<Caption>	There are 2 different types of captions: <ol style="list-style-type: none"> 1. Figure Caption: provide long description of an image. 2. Table Caption: provide a title for a table. Note: Captions cannot contain text as its immediate child, thus, textual information must be placed inside a Span tag.



TAGS TREE

Tags tree determines the reading order and structure of a document. Users with assistive technology rely on the tags in the tag tree for navigation. Like sighted users who skim through headings in the document to find different sections of the content, users using assistive technology can navigate programmatically to various sections of the contents using headings without having to read the entire document.

To view the tags in the document, navigate to the tag pane on the left-side panel. Using the tag pane, you can add, edit, and delete tags from the tag tree.

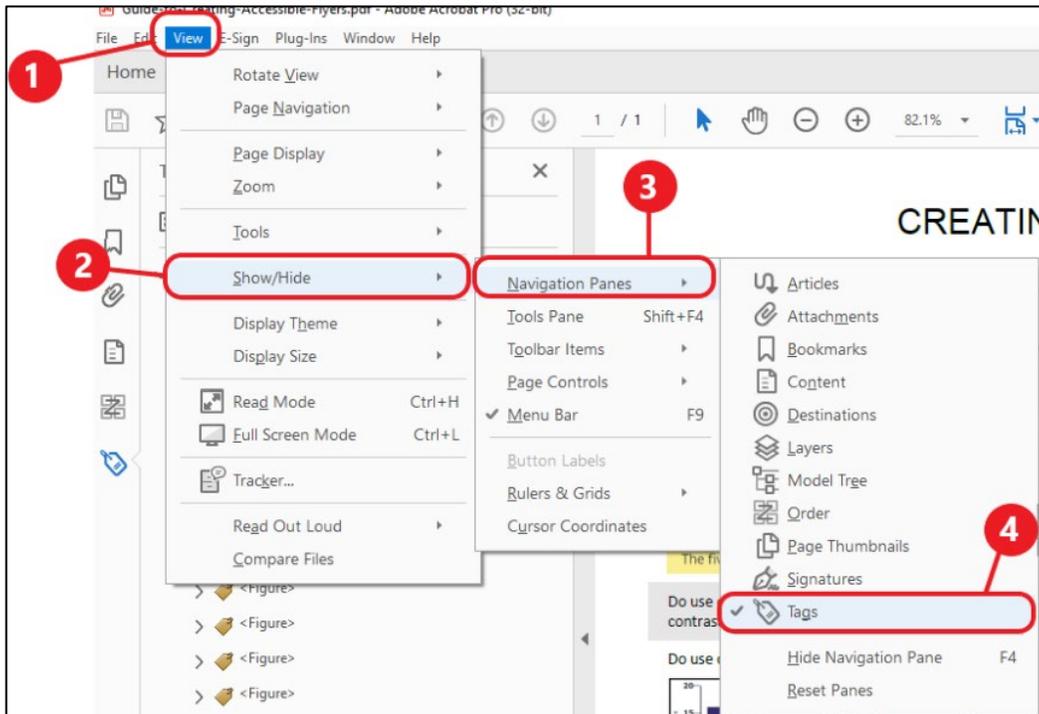


HOW TO ADD TAGS PANE TO SHORTCUT

If the tag pane is not already added to Adobe Acrobat shortcut menu:

1. Navigate to the document menu and select **View**.
2. Select **Show/Hide**.
3. Select **Navigation Panes**.
4. Select **Tags**.

5. The Tag icon will be added to the list of shortcut tools on the left side panel.

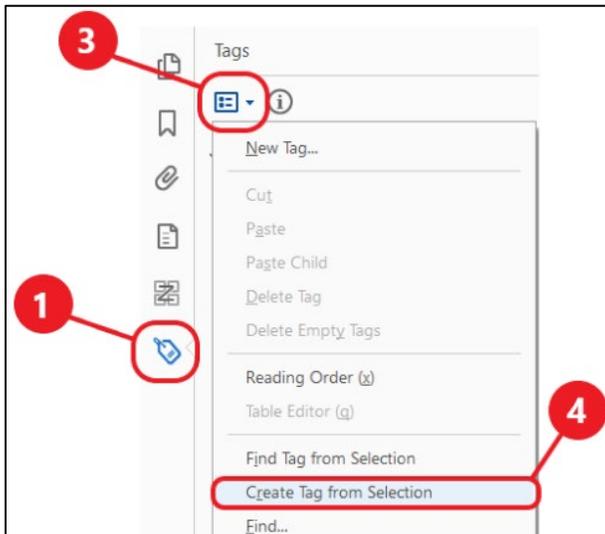


HOW TO ADD TAGS TO THE TAGS TREE

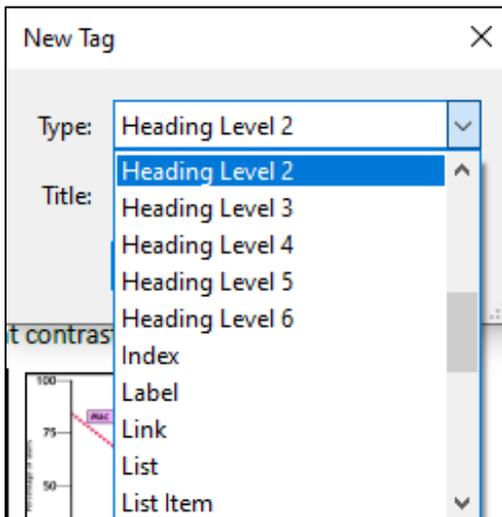
Add individual element as tag in the document:

1. Navigate to the **Tags pane** on the left-hand side.
2. Highlight the desired text on the document.
3. Select the **Options** dropdown menu.

4. Select **Create Tag from Selection** from Selection option.



5. Choose the **Type** of tag from the dropdown list. Ignore the title field.



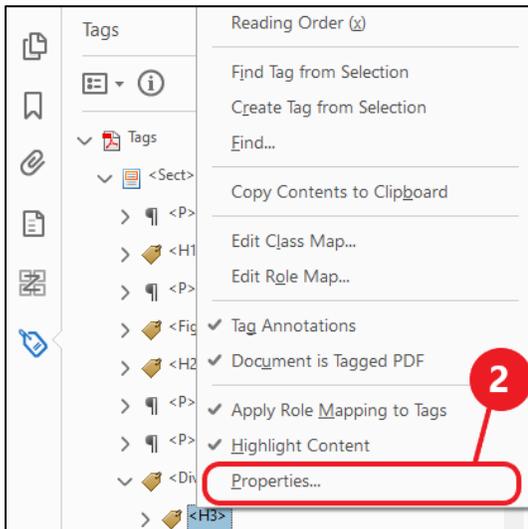
Note: If the newly created tag fell outside of the logical order of the tag tree, simply drag, and drop to rearrange the tag in the correct order.

HOW TO EDIT TAGS IN THE TAGS TREE

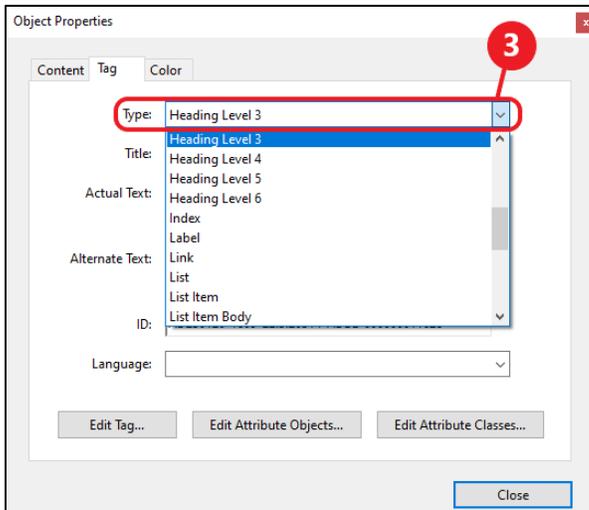
In the case that the elements are incorrectly tagged, you can change the type of tag by changing the property of the tag. For example, changing the type of tag from Heading level 2 to

Heading level 1. Ensure that the structure of the tag tree remains accessible when you edit from the tag tree (i.e., no skipped heading levels).

1. From the tag tree, right click on the desired tag.
2. Select **Properties**.



3. Choose from the **Type** dropdown menu in the Object Properties pop-up window.



4. Click on Close once you have selected the type.

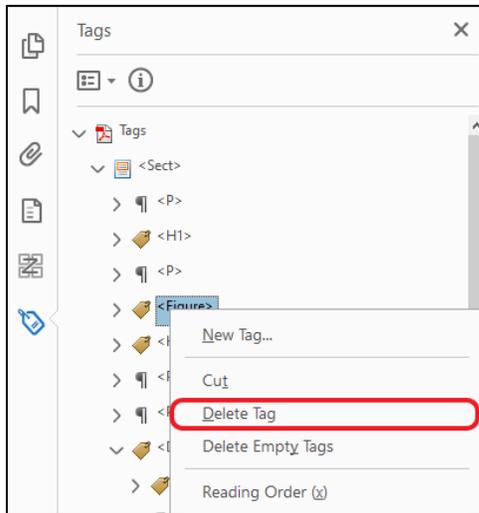
HOW TO DELETE TAGS FROM THE TAGS TREE

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Delete tag from the tag tree if the tag has empty content or does not convey essential information in the document such as decorative images or objects.

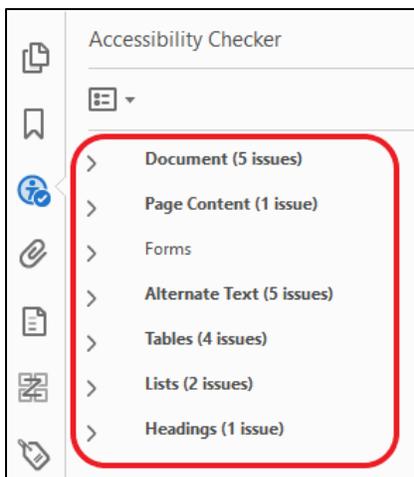
1. From the tag tree, right click on the desired tag.
2. Select **Delete Tag**.



PDF REMEDIATION

There are different components that check for accessibility in Adobe Acrobat including:

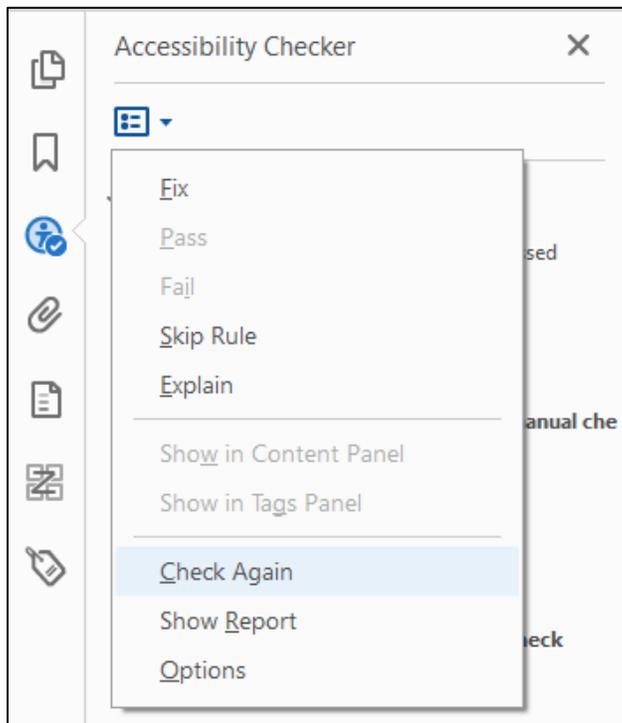
- Document
- Page Content
- Forms
- Alternative Text
- Tables
- Lists
- Headings



Note: When changes are made on each component, you can rerun the Accessibility Checker to see if the issues have been fixed.

1. While having the Accessibility Checker left panel open, select the Options menu.

2. Select Check Again from the drop-down list.



DOCUMENT

Document metadata provides document-wide properties and information about the document.

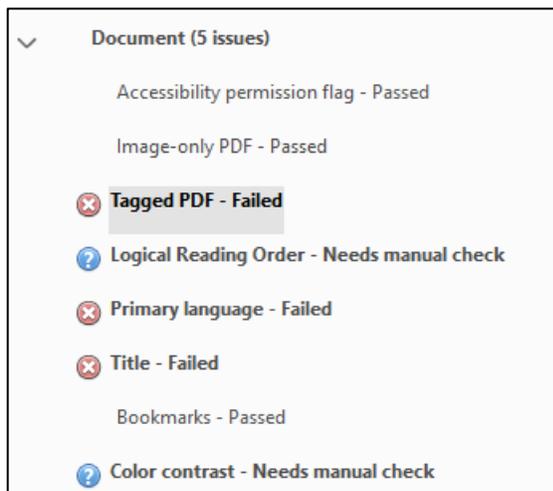


IMAGE-ONLY PDF

Image-only PDF error shows that the document is an image and cannot recognize text even though there might be text on the document.

HOW TO FIX IMAGE-ONLY PDF ERROR:

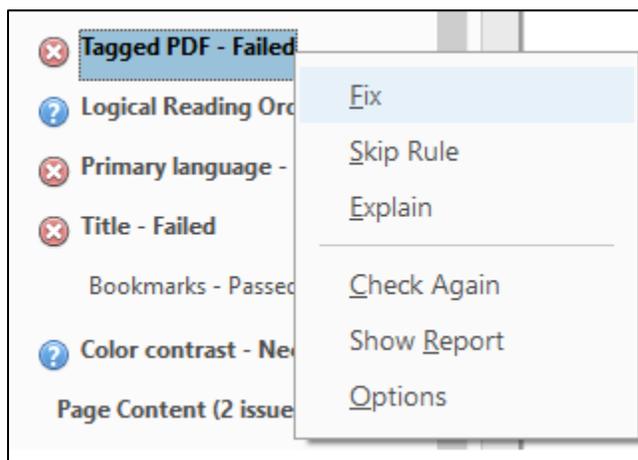
1. Right click on the error.
2. Select **Fix**.
3. In the Recognize Text pop-up window, set the **Output to Editable Text and Images**. Click OK for the software to perform OCR.
4. Once the process is completed, the issue should be resolved.

TAGGED PDF

Tagged PDF error shows that the document is not properly tagged with logical structure or missing tags for every element in the document.

HOW TO FIX TAGGED PDF:

1. Right click on the error.
2. Select **Fix**.



Tagged PDF fix is like Autotag Document action where the software will eliminate most errors by automatically tag every element in the document. You will notice that the number of errors will be reduced after the document passed the Tagged PDF error.

LOGICAL READING ORDER

Logical reading order is a manual accessibility check method using the tags tree to ensure all the elements are tagged properly as it reflects the visual order of the page. Check for logical reading order once all accessibility issues have been fixed.

HOW TO CHECK READING ORDER:

1. Navigate to the **Tags pane**.
2. From the tag tree, select the **first tag**.
3. Using the arrow on the keyboard or mouse, navigate the content from beginning to end of the tag tree.
 - a. In case the reading order does not match with the visual order of the document, rearrange the order of the elements on the tag tree.

EXAMPLE OF LOGICAL READING ORDER ON A DOCUMENT:

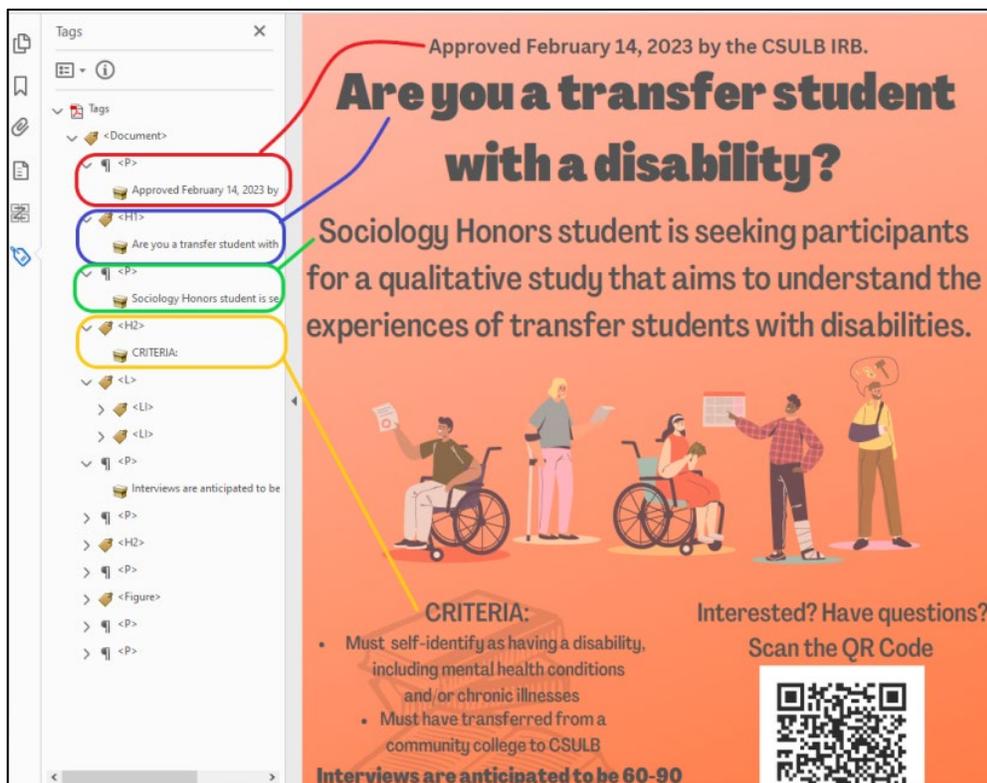


Figure 1 The tags in the tags tree (left) appear in a logical reading order as it reflects the visual reading order of the content in the physical view (right).

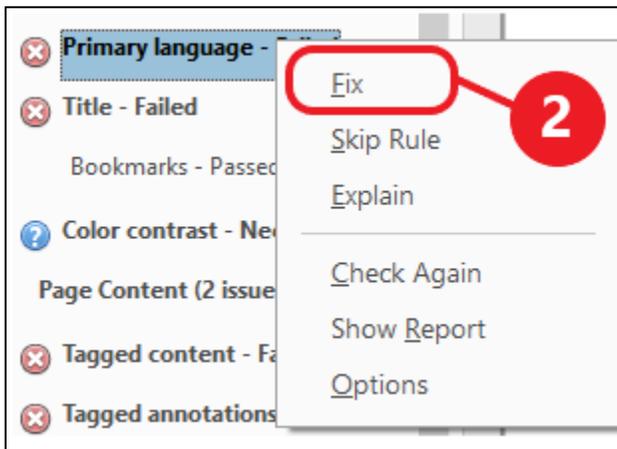
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PRIMARY LANGUAGE

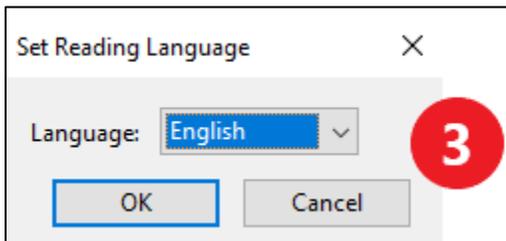
Primary language error shows that the document does not set the primary language that the screen reader can use to read information appropriately.

HOW TO FIX PRIMARY LANGUAGE:

1. Right click on the error.
2. Select **Fix**.



3. Set the **primary language** of the document.



DOCUMENT TITLE

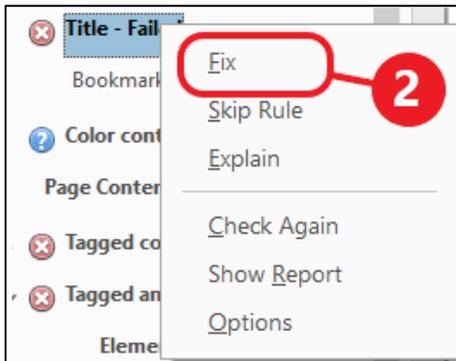
Title error indicates missing document title name. Document title is the first thing that the screen reader will announce to let the users know what type of document they are viewing before reading the body content.

Note: Document title is required and cannot be left as empty.

HOW TO FIX DOCUMENT TITLE:

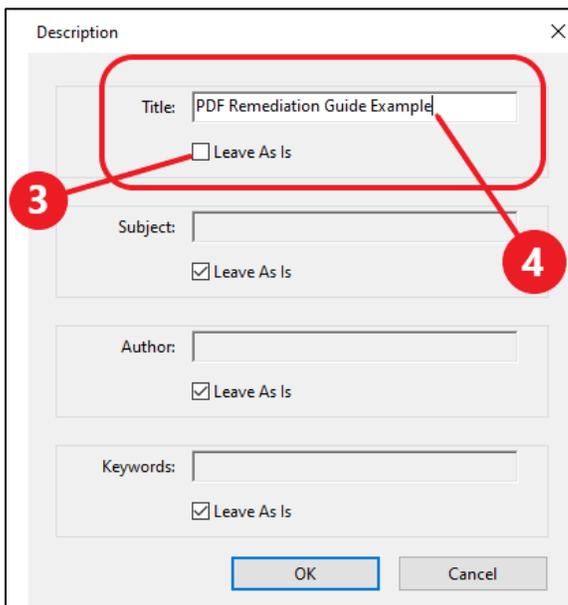
1. Right click on the Title error.

2. Select **Fix**.



3. Uncheck the option “**Leave as Is**” for Title.

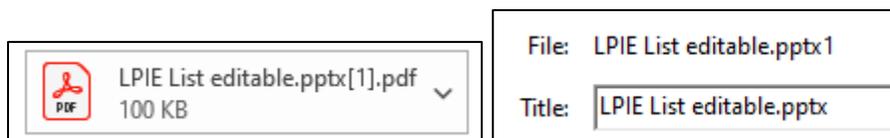
4. Enter the **Title** of the document.



5. Hit Ok once done.

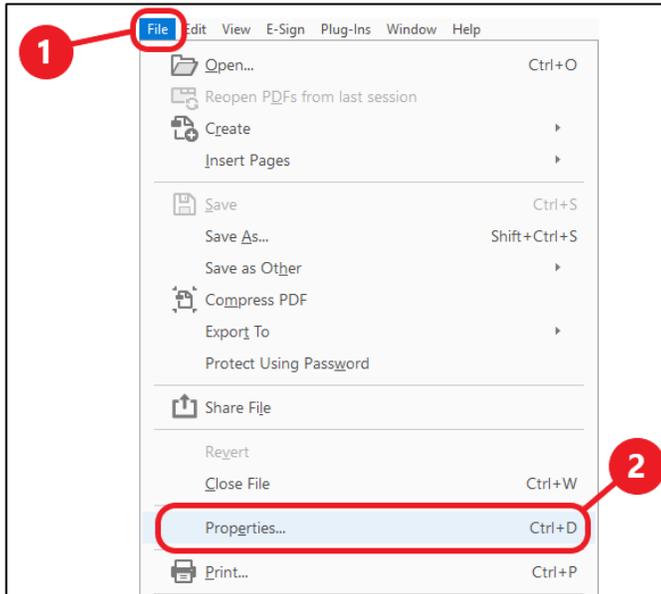
Note: In some cases that the document already has a title and passed Title error automatically, however, it may not have the correct information by using the default file’s name with file extension. In that case, users need to manually check for correct document title.

Example of inaccessible document title:

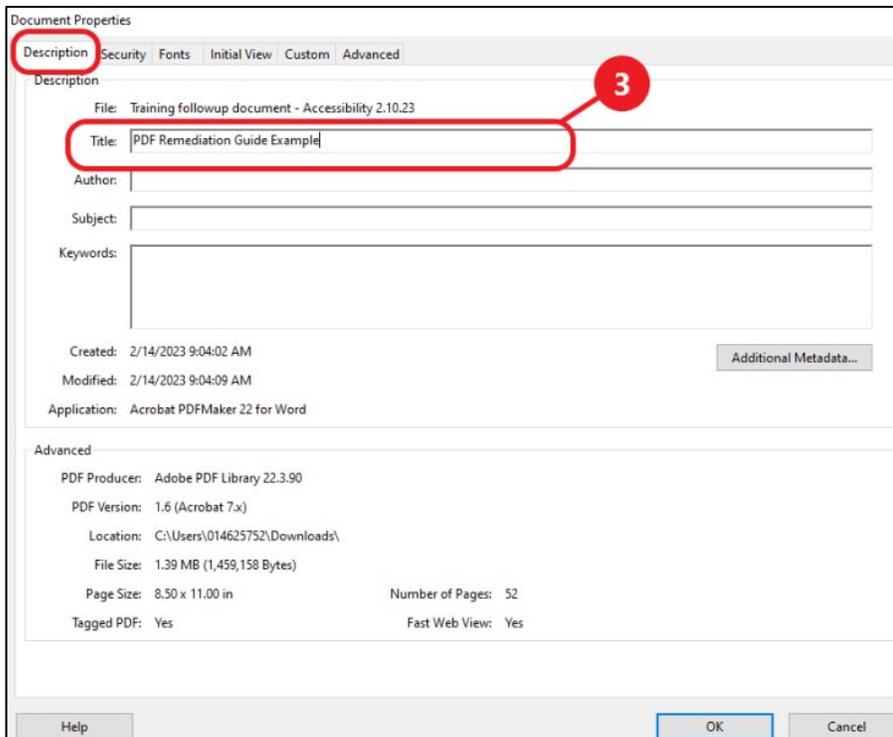


HOW TO MANUALLY CORRECT DOCUMENT TITLE:

1. Navigate to the **File** menu in Adobe Acrobat.
2. Select **Properties**.



3. Under the Description tab, confirm that the **Title** for the document is appropriate.



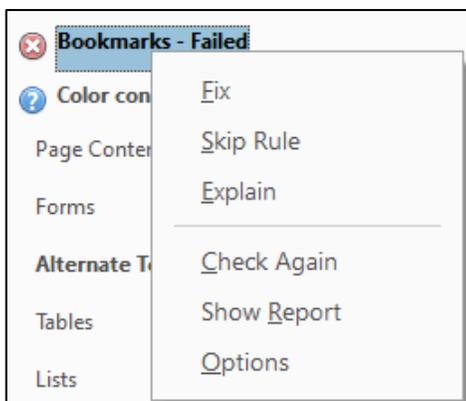
BOOKMARKS

Bookmarks error shows that the document has multiple pages, but none of the pages are bookmarked for navigation.

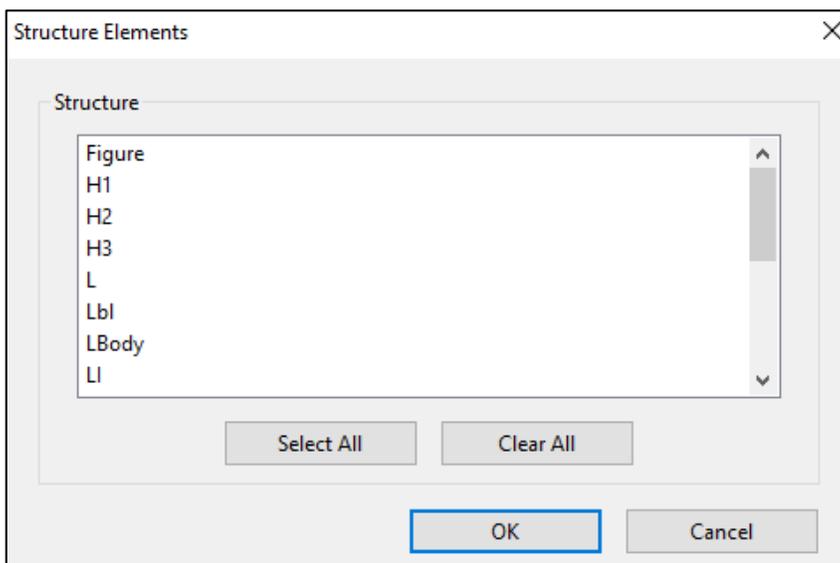
Note: Bookmark error should be fixed after the headings in the documents are correctly tagged.

HOW TO FIX BOOKMARKS ERROR:

1. Right click on the error.
2. Select Fix.



3. From the Structure Elements pop-up window, choose the headings (H1, H2, H3) for bookmarks. Select OK.



COLOR CONTRAST

Color contrast requires manual examination for images, text against background, and objects placed within the document.

HOW TO CHECK FOR COLOR CONTRAST:

1. Navigate to [WebAIM Contrast Checker](#) or using any color contrast checker software of choice.
2. Using the tooltip, check for color contrast between the foreground and background color.
3. Ensure the WCAG (Web Content Accessibility Guidelines) AA requirement passed the checker.

Contrast Checker

[Home](#) > [Resources](#) > Contrast Checker

Foreground Color

#0000FF

Lightness

↔

Background Color

#FFFFFF

Lightness

Contrast Ratio
8.59:1

[permalink](#)

Normal Text

WCAG AA: Pass

WCAG AAA: Pass

The five boxing wizards jump quickly.

Large Text

WCAG AA: Pass

WCAG AAA: Pass

The five boxing wizards jump quickly.

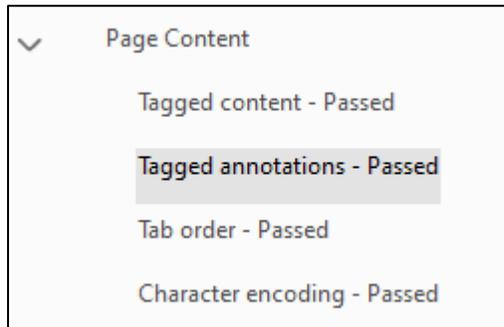
Graphical Objects and User Interface Components

WCAG AA: Pass

Text Input

✓

PAGE CONTENT



TAGGED CONTENT

Tagged content error shows that not all the elements in the document is tagged properly. In some cases, this error is due to new elements are added to the PDF document and have yet being tagged.

Note: all contents in the document must be tagged and show up on the Tags tree. If a graphical object is decorative, tag it as an "Artifact". When an object is marked as Artifact, the tag will be removed from the Tags tree and prevents screen reader from reading the content aloud.

There are a few options to tag contents:

OPTION 1: AUTOTAG

Note: Autotag should be used when there are numerous Tagged contents failed errors. When using the Autotag, the document will reconstruct itself and all the previous tags in the tags tree may change.

1. Navigate to the **Accessibility Checker** tool on the right panel.
2. Select **Autotag Document** option from the list.

OPTION 2: FIND ELEMENT

1. Right click on the error.
2. Select **Show in Content Panel**.
3. Find the highlighted element in the Content Panel. You may have to scroll up and down to find the element.

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4. Right click on the element and select **Find...**
 - a. If the element is meant to be tagged as Artifact, select Create Artifact.
 - b. In the Create Artifact window, select Page and hit OK.
5. In the Find Element pop-up window, use the Find dropdown menu to select the corresponding option.
 - a. If the element is a link, select **unmarked Links or Annotations**.
 - b. If the element is a plain text, select **unmarked Content**.
6. Change the Type from Search Page to Search Document if the document contains more than one page.
7. Click on the **Find** button to find the element in the physical view.
8. Once the element is highlighted on the screen and the Tag Element is enabled, click on **Tag Element**.
9. In the New Tag pop-up window, select the **Type dropdown** to properly tag the element.
10. Ignore the Title input field and select **OK**.
11. If not all elements are tagged, select **Find Next** and repeat steps 5 to 10.

OPTION 3: READING ORDER TOOL

1. Navigate to the Accessible Checker on the right-side panel.
2. Select Reading Order option from the list.
3. Draw a rectangle box around the desired element.
4. Select one of the buttons in the Reading Order toolbox.

TAGGED ANNOTATIONS

Tagged annotations error shows that the annotations commonly found in links are not properly tagged.

HOW TO FIX TAGGED ANNOTATIONS:

1. Right click on the error.
2. Select **Show in Content Panel**.
3. Right click on the highlighted tag in the tag tree and **select Find...**
4. Using the dropdown option in Find, select **Unmarked Annotations**.
5. Change the select from Search Page to **Search Document**.
6. Click **Find**.

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7. The action moves to the first element of unmarked annotation that it finds on the document with highlighted ring around the text block.
8. Select **Tag Element**.
9. Using the **Type** dropdown menu in the New Tag pop-up window, select Link.
10. Ignore the Title entry field and select **Ok**.
11. Using **Find Next and Tag Element** to tag the rest of document.

TAB ORDER

Tab order error shows that the tab order within the document used to navigate through links, annotations, and form fields are not set in a logical order.

HOW TO FIX TAB ORDER:

1. Right click on the error.
2. Select **Fix**.
3. The issue will be automatically resolved and set the tab order in a logical way.
 - a. Test the tab order by tabbing through the entire document.

CHARACTER ENCODING

Character encoding error shows that the document cannot recognize specific font style that does not have unique glyph of the associated characters, thus, computers cannot encode and recognize readable text within the document.

There are various ways to fix character encoding error on the documents. The best practice is to refer to the source document (MS Word, PowerPoint, InDesign, etc.) and make changes to meet accessibility standards.

OPTION 1: USE **EDIT PDF** TOOL IN ADOBE ACROBAT

use **Edit PDF** tool in Adobe Acrobat with built-in font style to replace text that produced encoding errors. Ensure that the document uses Unicode (OpenType) fonts that support across all platforms so that it can be interpreted by assistive technology.

Best Practice: Use Sans-Serif font style (i.e., Calibri, Arial, Verdana, Helvetica, etc.) to prevent character encoding errors.

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Refer to [Adobe Acrobat OpenType](#) learn more about OpenType fonts.

To utilize the Edit PDF feature in Adobe Acrobat, refer to [Adobe Acrobat Edit PDF](#).

OPTION 2: REFER TO SOURCE DOCUMENT

Refer to the **source document** and check for the accessibility of the document using Check Accessibility action. Ensure that the document is using default font style (i.e., Calibri, Arial, Verdana, Helvetica, etc.) in Microsoft Word or other editable document software before converting the document to PDF.

What to avoid:

- Avoid export to Microsoft Word from PDF as many elements in the document can be distorted.
- Avoid printing to PDF as it does not encode the document to be used for accessibility. If possible, save the document to PDF or use the PDFMaker plug-in to convert the document to PDF.

OPTION 3: USE TEXT RECOGNITION SOFTWARE

Use text recognition software such as:

- Adobe Acrobat built-in tool: Action Wizard. Refer to [Action Wizard](#) section to set up the document.
- ABBYY FineReader PDF Application
 - ABBYY FineReader PDF contains OCR Editor that can be used to recognize text in images or scanned documents and turn it into editable text that can be highlight, select, search, and edit. Refer to [ABBYY FineReader PDF User Manual \(PDF\)](#) to learn how to use the OCR Editor.

FORMS

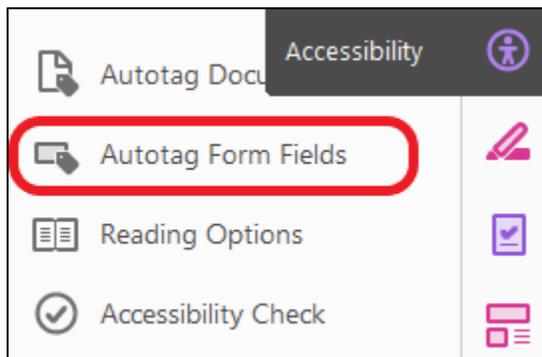


TAGGED FORM FIELDS

Tagged form fields error shows that there are missing form field tags, or they have not been tagged properly. See [Proper form tag example](#) for more information.

HOW TO FIX TAGGED FORM FIELDS:

1. Select **Accessibility tool** on the right-side panel.
2. Select **Autotag Form Fields** action from the list.
3. The errors should be automatically resolved.
4. Go to Page Content error and right click to **check again**.
 - a. If the error persists, refer to [Fix Tagged Form Fields](#) for alternative methods.

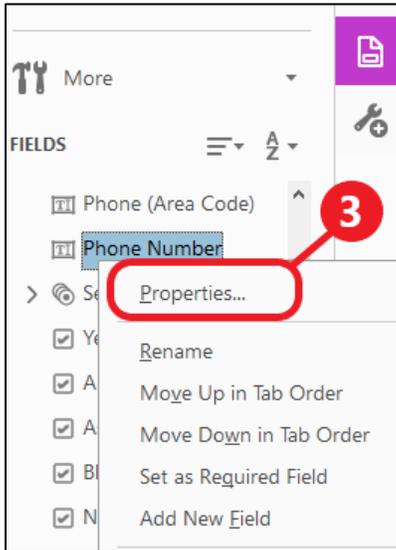


FIELD DESCRIPTIONS

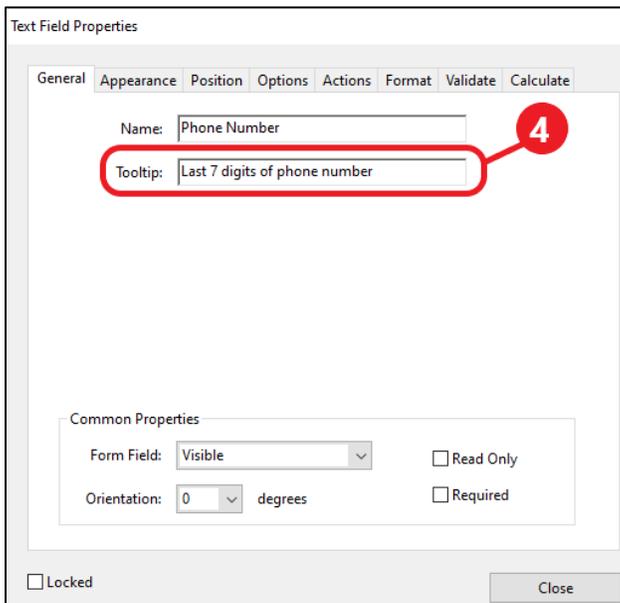
Field descriptions error shows that there is missing Tooltip description for every form field. Tooltip is essential as it is used by assistive technology to tell users of what is expected for each field input.

HOW TO FIX FIELD DESCRIPTIONS:

1. Select the **Prepare Form** tool on the right-side panel.
2. Right click on the field element.
3. Select **Properties**.



4. Enter the **Tooltip** for the element in the General tab.



5. Click on Close once done.

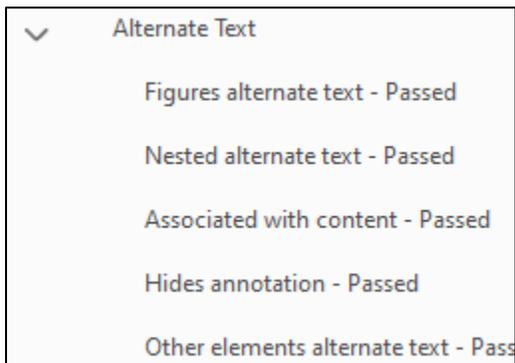
PROPER FORM TAG EXAMPLE



<Form> should have the textual content of the form and a form object.

ALTERNATIVE TEXT

Alternative text (known as alt text) is a written alternative description of an image. Alt text describes the image in detail in consideration of its surrounding context. This information is used to read aloud by assistive technology for users with visual impairment.

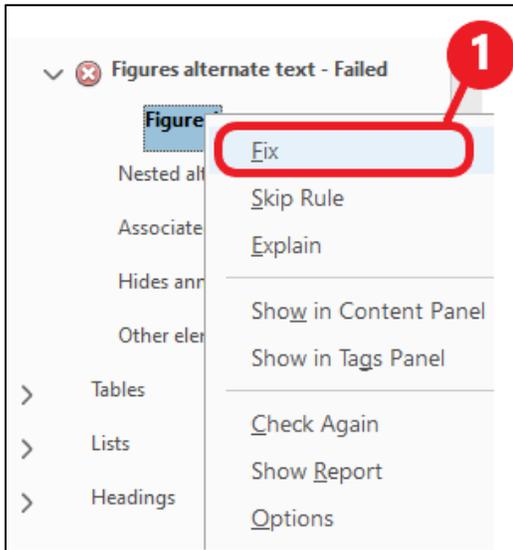


FIGURES ALTERNATE TEXT

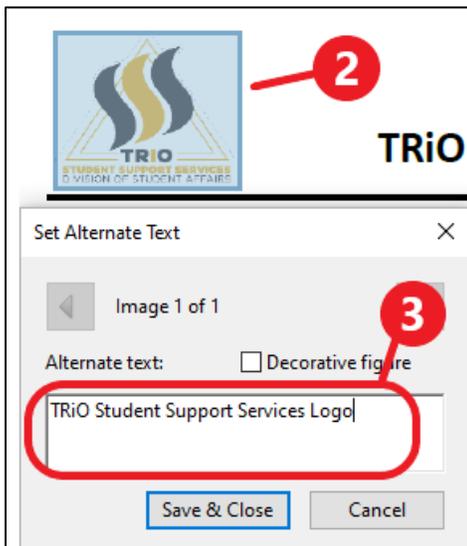
Figures alternate text error shows missing alternative text in images. Alternative text must be added for every meaningful image, otherwise, mark the image as decorative figure to remove the element out of the tag tree so that the screen reader will not read this information aloud.

HOW TO FIX FIGURES ALTERNATE TEXT:

1. Right click on the error figure and select **Fix**.



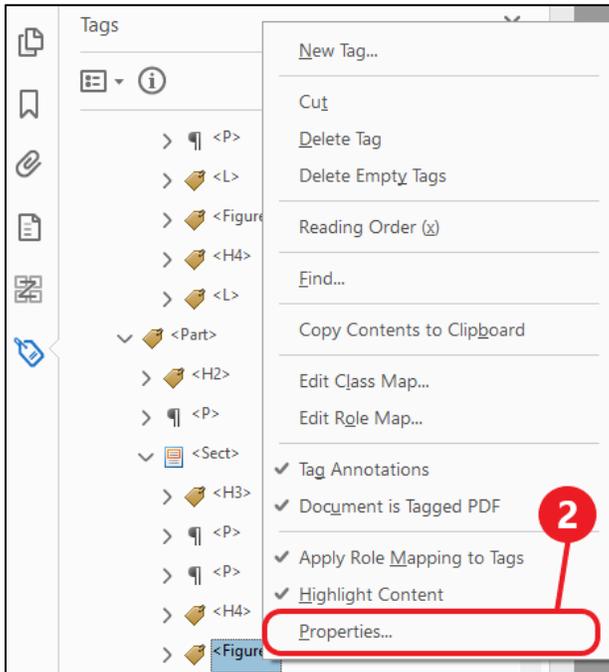
2. The image on the document is highlighted to indicate that the image needs alternative text.
3. Enter **Alternate text** in the Set Alternate Text pop-up window. If the image is decorative, check the checkbox option for Decorative Figure.



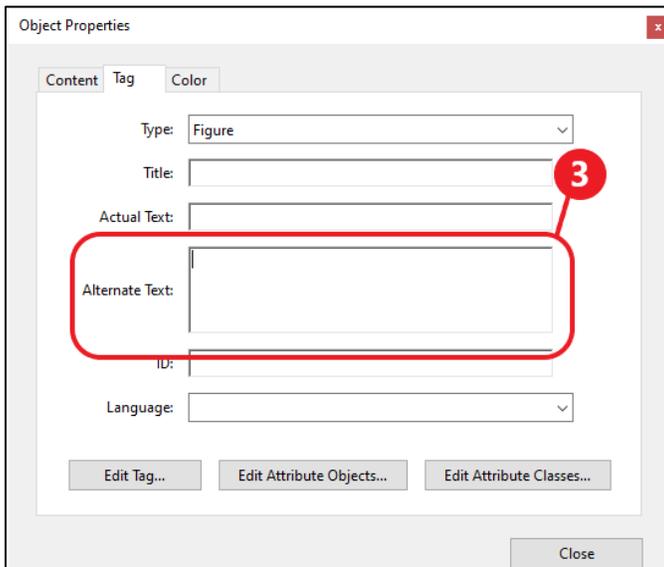
4. Once done, hit Save & Close.

HOW TO MANUALLY EDIT ALTERNATE TEXT:

1. Right click on the desired Figure tag from the tag tree.
2. Select **Properties**.



3. Locate the **Alternative Text** field and insert description of alternative text.



ASSOCIATES WITH CONTENTS

Associated with content error shows that there is an "empty" tag that do not have any content inside the tag. In some cases, there are empty nested tags that are more difficult to detect.

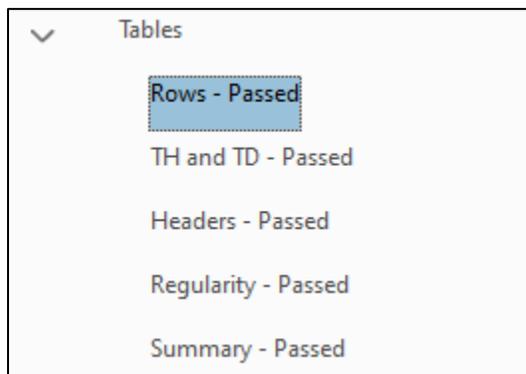
HOW TO FIX ASSOCIATED WITH CONTENT ERROR:

1. Right-click the element error.
2. Select **Show in Tags Panel**.
3. The element is highlighted in the Tags panel.
4. Right-click the highlighted element and select **Delete Tag** from the list.
5. Repeat and resolve the rest of the errors.

TABLES

Tables are used to represent content in a tabular format where there are columns and rows to organize information and define relationships between data cells. By applying appropriate markup for tables, users with assistive technologies can easily read and understand the content in the corresponding table cell. Tables should be made simple and easy to read without merged cells or multiple headers. See [Proper table tag example](#) for more information.

To learn more about tables, review [W3C Tables](#).



ROWS

This error shows that the TR (Table Row) tag is not nested inside the parent tag of Table.

HOW TO FIX ROWS ERROR:

1. Right click on the error.
2. Select **“Show in Tags Panel.”**
3. Find the highlighted element in the **Tags panel**.

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4. Drag and drop to rearrange the tags in the correct location. You may have to drag the TR tag and drop inside the Table tag.
5. In the Accessibility Checker pane, right click on the error and select “**Check Again**” to resolve the issue. If the issue persists, correct the location of the tag.

If the TR is missing from the tag tree, add the tag to the tag tree.

TH AND TD

This error shows that the TH and TD tags are not nested inside the TR.

HOW TO FIX TH AND TD ERROR:

1. Expand the error.
2. Right click on the error element.
3. Select “**Show in Tags Panel.**”
4. Find the highlighted element in the Tags panel.
5. Drag and drop to rearrange the tags in the correct location. You may have to drag the TH or TD tag and drop inside the TR tag.
6. In the Accessibility Checker pane, right click on the error and select “**Check Again**” to resolve the issue. If the issue persists, correct the location of the tag.

HEADERS

This error shows that some tables do not have TH tags.

HOW TO FIX HEADER'S ERROR:

1. Right click on the error.
2. Select “**Show in Tags Panel.**”
3. Find the highlighted element in the Tags panel.
4. Expand the first TR tag within the table.
5. If possible, change the type of tag from TD to TH.
 - a. Right click on the desired tag.
 - b. Select **Properties.**
 - c. Under the Tag tab, locate the **Type menu** option.
 - d. Select **Table Header Cell.**
 - e. Hit Close when done.

- In the Accessibility Checker pane, right click on the error and select “**Check Again**” to resolve the issue.

REGULARITY

This error shows that there are unequal number of columns in each row or unequal number of rows in each column. Commonly, this error shows up on complex tables that have extra empty cells or merged cells.

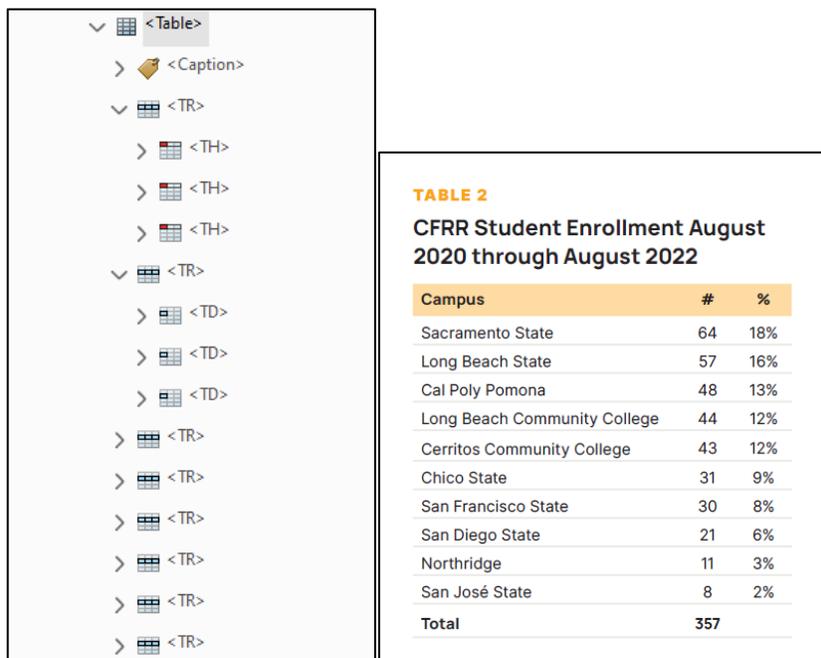
HOW TO FIX REGULARITY ERROR:

Option 1: Change the attributes of the column span to cover all the empty cells.

Option 2: Add empty TD cells to empty cells to set an equal number of columns for each row (TR).

See [How to fix regularity failed in Adobe Acrobat \(YouTube video\)](#) to use either one of the options.

PROPER TABLE TAG EXAMPLE



The image shows a screenshot of an accessibility checker interface. On the left, a tree view displays the following tags: <Table>, <Caption>, <TR>, <TH>, <TH>, <TH>, <TR>, <TD>, <TD>, <TD>, <TR>, <TR>, <TR>, <TR>, <TR>, <TR>. On the right, a table is displayed with the following content:

Campus	#	%
Sacramento State	64	18%
Long Beach State	57	16%
Cal Poly Pomona	48	13%
Long Beach Community College	44	12%
Cerritos Community College	43	12%
Chico State	31	9%
San Francisco State	30	8%
San Diego State	21	6%
Northridge	11	3%
San José State	8	2%
Total	357	

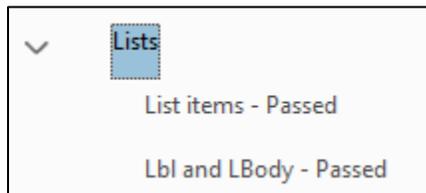
<Caption>: title of the table. Caption can be placed as the first or last in the Table tag depending on the caption's placement in the physical view.

<Table>: contains at least 1 TR tag and encompasses all other child tags such as TR, TH, and TD.

<TR>: contains TH tags for the first row and TD tags for the rest of the table. TH indicates that the table has column header as the first row of the table. TD indicates that the table has data cells for the rows that are not header. Each table row (TR) must have the same number of column cells, or the cells must span accordingly.

LISTS

Lists are used to organize content in a meaningful and logical way. Several types of lists (i.e., bulleted or numbered list) can be applied.



LIST ITEMS

This error shows that the list item tags (LI) are not nested inside the parent List tag (L).

HOW TO FIX LIST ITEMS ERROR:

1. Right click on the error element.
2. Select **“Show in Tags Panel.”**
3. Find the highlighted element in the **Tags panel**.
4. Rearrange the list item (LI) tag to nest inside the list (L) tag.

LBL AND LBODY

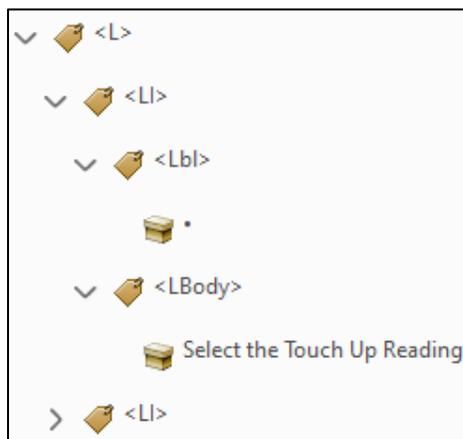
Lbl and LBody error shows that the list label (Lbl) and body (LBody) is not nested inside its parent tag of List Item (LI).

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HOW TO FIX LBL AND LBODY ERROR:

- **Option 1:** If the List Item (LI) tag exists within the tag tree, rearrange the element by drag and drop List label (Lbl) and body (LBody) inside the List Item.
- **Option 2:** If the List Item (LI) tag does not exist within the tag tree, create a new tag, and rearrange the element by drag and drop List label (Lbl) and body (LBody) inside the List Item.

PROPER LIST TAG EXAMPLE:



<L>: contains at least 1 List Item (LI). This is the parent tag.

****: may contain List label (Lbl) tag and always contains at most 1 List body (LBody) tag. This tag is nested inside the list (L) tag.

<Lbl>: contains the bullet/number indicator. This tag is nested inside the list item (LI) tag.

<LBody>: contains textual content of the list item. This tag is nested inside the list item (LI) tag.

HEADINGS

Headings provide logical structure to document and form an outline of the page content. This allows screen readers to jump quickly between headings of the document, enabling them to navigate the document with the same efficiency as sighted users. Headings must be manually checked to ensure that every document has at least one Heading level 1 and with the appropriate heading hierarchical structure.

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H1 (Heading 1) – Title of the document**H2 (Heading 2)** – Section**H3 (Heading 3)** – Subsection

Heading structure should follow hierarchical order where H2 is followed after H1, H3 after H2, H4 after H3 and so forth. It is acceptable to skip heading level after closing a subsection such as moving from H3 back to H2 to start another section of content.

HOW TO FIX INCORRECT HEADING:

- If the heading levels are out of order, rearrange the element in the tag tree.
- If heading levels are skipped, add heading tag.
 - See [How to add tags to the tag tree](#) section.
- If the heading level is incorrect, change its properties.
 - See [How to edit tags on the tag tree](#) section.

TABLE OF CONTENTS

Table of contents is used as outline to quickly navigate to sections of the document. To create a logical table of contents, all headings and subheadings of the page must be correctly tagged prior. Ensure that the contents in the table reflect the page's headings and subheadings.

Table of Contents (without links)

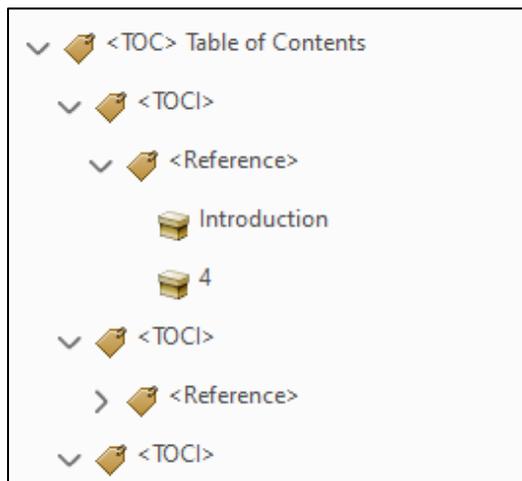
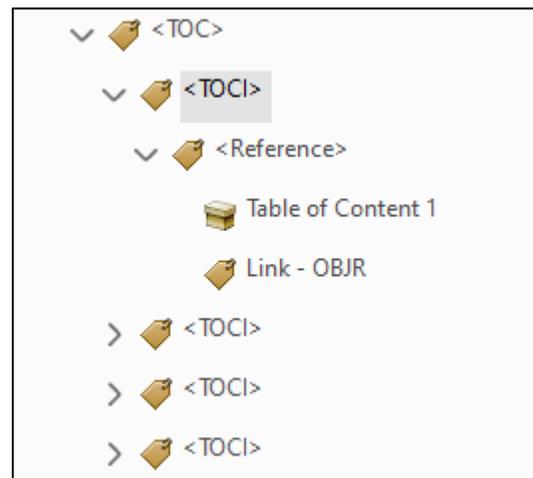


Table of Contents (with links)



<TOC>: Contains at least 1 TOCI (table of content item) tag and encompasses all other child tags such as TOCI, Reference/Link, Paragraph, etc.

<TOC>: may contain Reference/Link tag or Paragraph tag for non-link contents.

<Reference>: may contain Link OBJR for cross-reference (internal link) or external link.

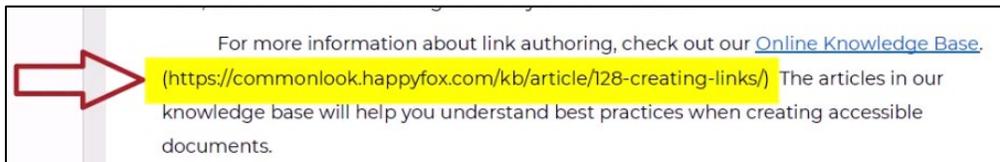
LINKS

Ensure that links on a document are human-readable and descriptive.

Some important considerations include:

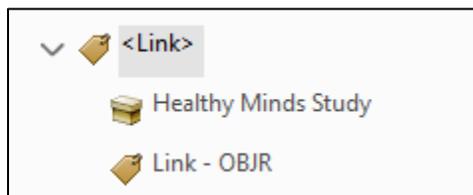
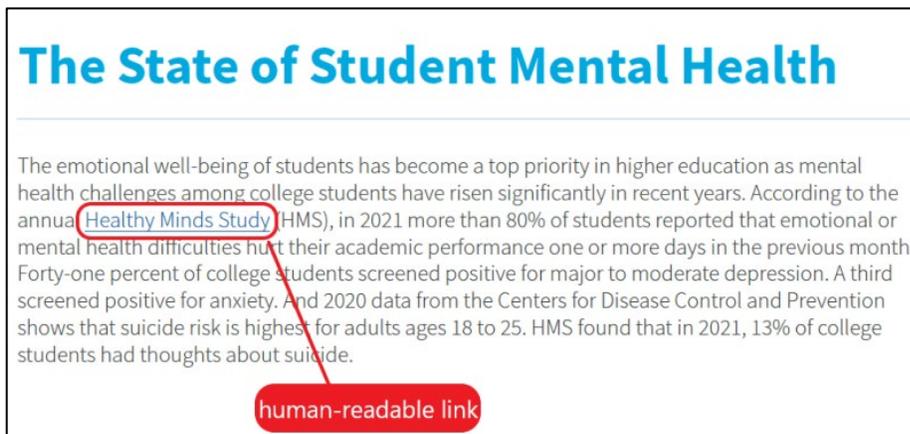
- Avoid adding full URL to embed a link in PDF unless the document is used for printing.

- If you must, provide a descriptive link text and remove the URL from the tags tree so it does not get read by screen reader.



- Links should be formatted differently to its surrounding text to indicate the differences between regular text and a link. This can be done by using underlined, bolded, or italicized the link text. The most common way is to underline the text as most users can recognize it as a link.
- Avoid using color as the only method to present information as many users with color blindness cannot distinguish colors.
 - If it is a link, it should be tagged as a link and not using text decoration to make it appears like a link.

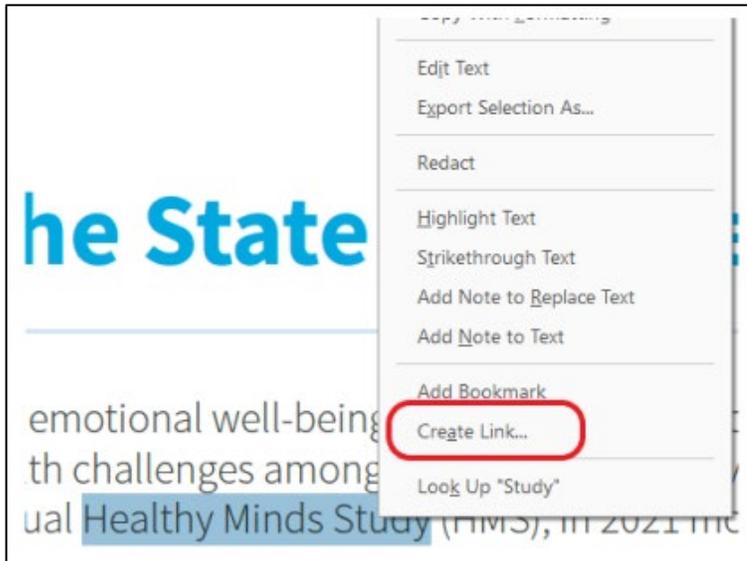
EXAMPLE OF A HUMAN-READABLE LINK ON PDF DOCUMENT:



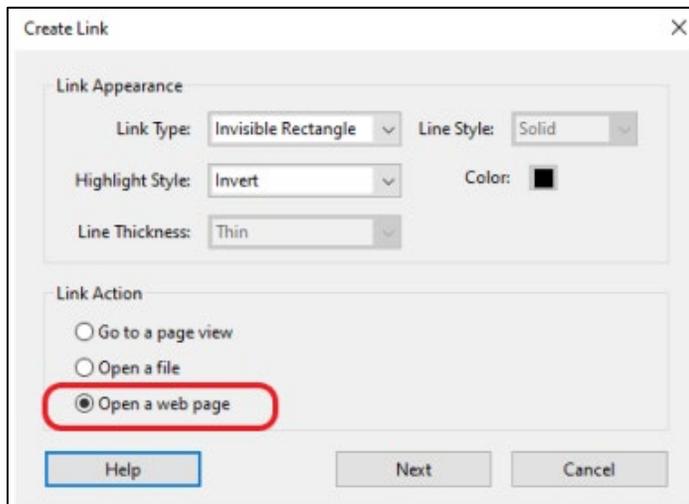
<Link> tag encompasses the text of the link and a **Link-OBJR**.

HOW TO ADD LINKS:

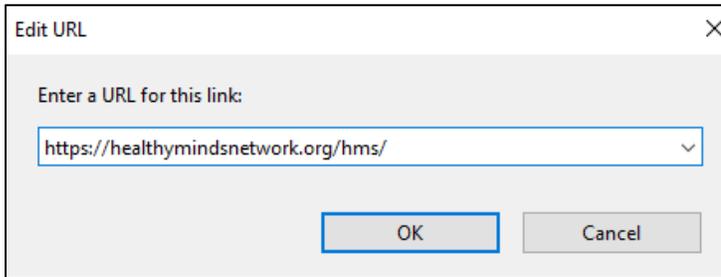
1. Highlight the desired text.
2. Right click and select **Create Link...**



3. Locate the **Link Action** section, select "**Open a web page**" radio button for external link.



4. Select Next.
5. Enter the URL address for the link. Then press OK.



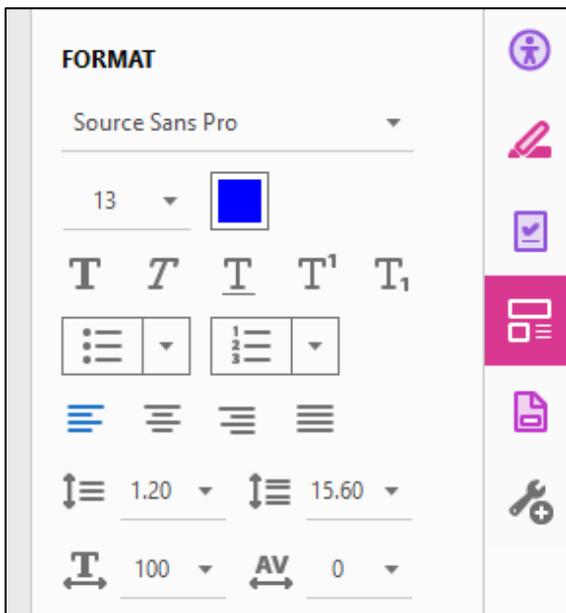
6. Hover over the text to see the resulting effect. Ensure that the URL appears when the mouse is hovered over the text.



HOW TO ADD DECORATIVE TEXT STYLE TO LINKS

Links must be visually different from its surrounding text to easily identify. Links should be accompanied by both color and underline (or some other indicator). Ensure that color is not the only indicator that present this information.

1. Open **Edit PDF** tool.
2. Highlight the desired text.
3. In the Format window, select a color and underline option for the text.



- The customized style of the link should now appear different than the surrounding text.

The emotional well-being of students has become a top priority in higher education as mental health challenges among college students have risen significantly in recent years. According to the annual [Healthy Minds Study](#) (HMS), in 2021 more than 80% of students reported that emotional or mental health difficulties hurt their academic performance one or more days in the previous month. Forty-one percent of college students screened positive for major to moderate depression. A third screened positive for anxiety. And 2020 data from the Centers for Disease Control and Prevention shows that suicide risk is highest for adults ages 18 to 25. HMS found that in 2021, 13% of college students had thoughts about suicide.

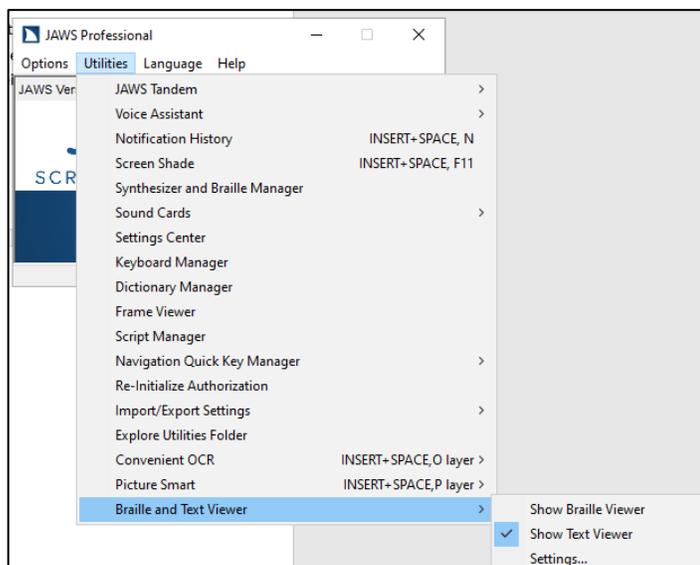
ACCESSIBILITY TEST WITH SCREEN READER

Once the remediation process has completed, use JAWS or a compatible screen reader to ensure that the document is tagged correctly and read in a logical order.

If you are using JAWS, one easy tip to catch unnoticeable errors is to use Text Viewer. Text Viewer lets users view the text being read by the screen reader.

HOW TO TURN ON TEXT VIEWER IN JAWS:

- Select the Utilities menu.
- Select Braille and Text Viewer.
- Select Show Text Viewer.





RESOURCES

- [WebAIM: PDF Accessibility](#)
- [WebAIM Acrobat Forms](#)
- [HHS Required Fixes for PDF Files](#)
- [Instructure Course Modules: Advanced Accessibility](#)
- [508 Compliance for Existing PDFs: Identifying & Resolving Common Accessibility Issues](#)
- [Webhelp Making Your PDF Document Accessible \(canyons.edu\)](#)
- [Adobe Acrobat Pro: Create and verify PDF accessibility](#)
- [Adobe Acrobat User Guide](#)
- [Section 508 Guide Tagging PDF's in Adobe Acrobat Pro \(PDF\)](#)
- [DeQue JAWS Keyboard Commands Quick Reference Guide](#)
- [PDF Remediation Basics \(Youtube video\)](#)
- [Advance PDF Accessibility: Forms \(Youtube video\)](#)