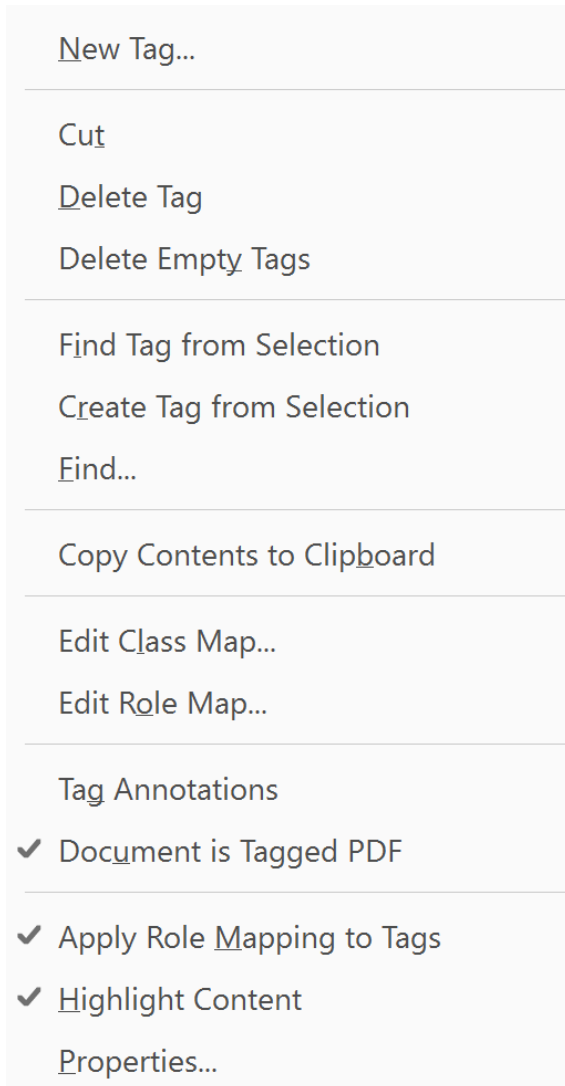


Fixing Tags

- Content Shall be Tagged correctly and in the Logical Reading Order. Modern Screen Readers use the Tag Tree for reading order, not the Reading Order Pane.
- Common areas for review:
 1. Tables
 2. Figures
 3. Artifacts
 4. Lists
- Unique considerations depending on the source document and means of conversion:
 1. Scanned Document
 2. Links
 3. Form Fields

Editing in the Tag Tree – The Basics

1. Move Tags
 - “Drag and Drop” or “Cut and Paste”
2. Change Tag
 - F2

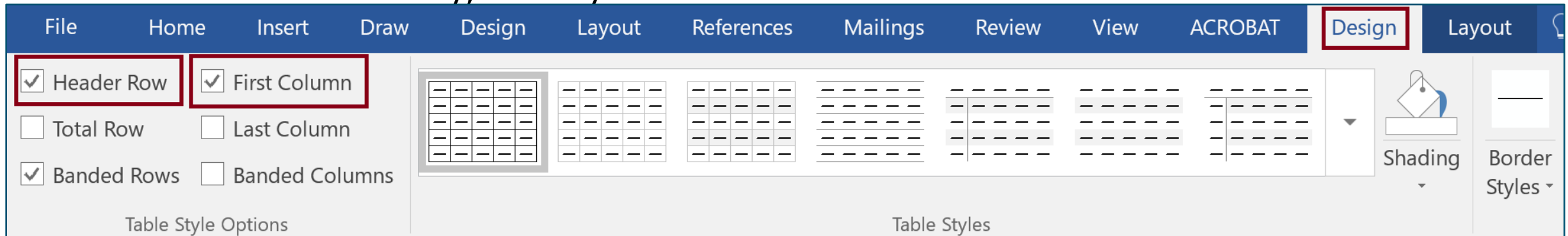


Fixing Tags – List Basics (Single level)

According to the PDF/UA ISO standard, a list must have the List `<L>` tag and List Item `` tags. They may also have the Label `<Lbl>` and List Body `<Lbody>` tags.

Table Header Cells - Office

- Word
 - Header Row (Column Headers)
 - First Column (Row Headers)
- In Layout Tab, Select "Repeat Header Rows"
- Tables are for Data only, not layout unless unavoidable



Fixing Tags in PDF– Basic Table

Column and Row Headers need to be tagged with the `<TH>` tag and data cells with the `<TD>` tag. Scope should be specified for `<TH>` cells. Span needs to be specified for merged cells.

Table Header Cells - Acrobat

- Select Header Cell radio button for a <TH> tag
 - Row Headers should have a scope of "Row"
 - Complex tables and merged Headers need both Scope and Span (Span for number or rows or columns)

Table Cell Properties...

Table Editor Options...

Auto Generate Header Cell IDs

The screenshot shows the 'Table Cell Properties' dialog box. Under the 'Type' section, the 'Header Cell' radio button is selected. The 'Scope' dropdown menu is set to 'None'. In the 'Attributes' section, 'Row Span' and 'Column Span' are both set to '1'. The 'ID' field is empty, and the 'Associated Header Cell IDs' list is also empty. A warning icon and text at the bottom indicate 'Conflicting values for the selected cells'. The 'OK' and 'Cancel' buttons are visible at the bottom right.

This screenshot is identical to the previous one, but the 'Scope' dropdown menu is open, showing a list of options: 'Row', 'Column', 'Both', and 'None'. The 'Row' option is highlighted in blue, indicating it is the selected value. The rest of the dialog box, including the 'Attributes' section and the warning message, remains the same.

Artifacts

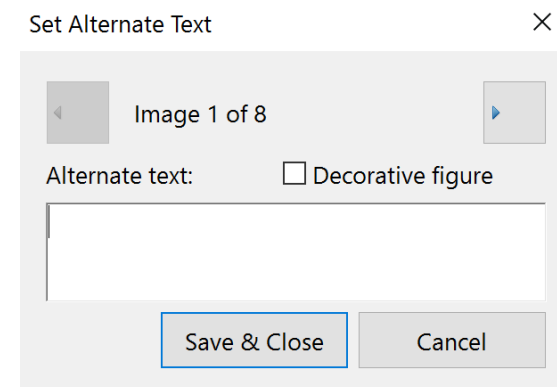
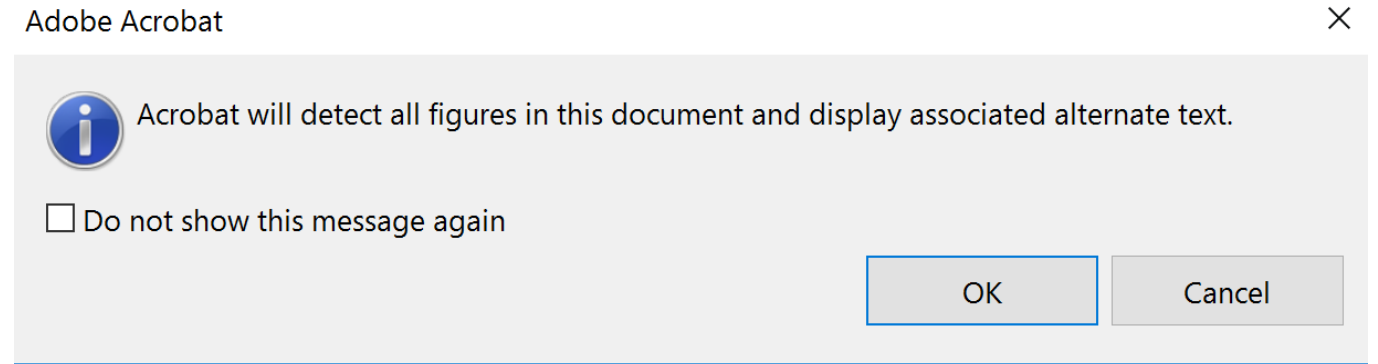
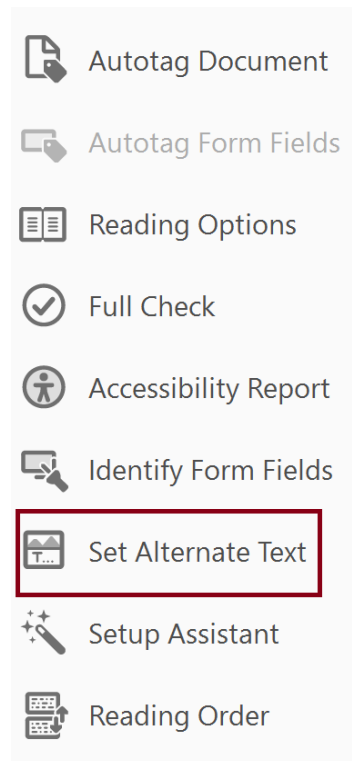
An artifact is content that does not provide meaningful information such as decorative images or line spaces. Artifacts should not be present in the Tag Tree.

1. Open document in Acrobat
2. Open the Tag Tree (this step is not necessary but for illustration only)
3. Access the Reading Order tool from the Tag Panel or Order Panel
 - Tag Panel select Reading Order
 - Order Panel select "Show reading order panel"
4. Select item number for content to be artifacted
5. Select "Background/Artifact" from the Reading Order tool
6. Alternatively, select "Change tag to Artifact" in the Tag tree
7. Use "Delete Empty Tags" command

Images

1. Alternative Text

- Select the Accessibility Tool



Scanned Document

1. Completely Inaccessible
2. Run the Make Accessible Wizard or
3. Enhance Scans tool- Enhance-> Scanned document-> Enhance
4. Check for OCR Suspects
5. Go to Edit PDF
6. Add the links
7. ID form fields if applicable
8. THEN, autotag document
9. Run accessibility checker.
10. Check Results
11. Check Tags