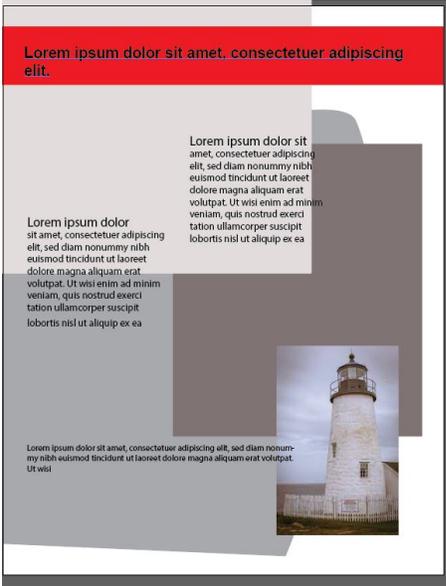


## PDF Problems Addressed Here:

- Screen reader does not progress sequentially through document
- Part of my PDF's text disappears

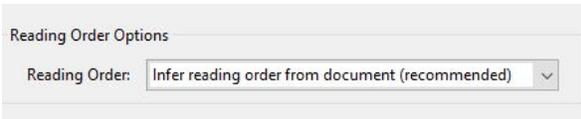
The sample document I'm working in today has headings, multiple columns, and an image.



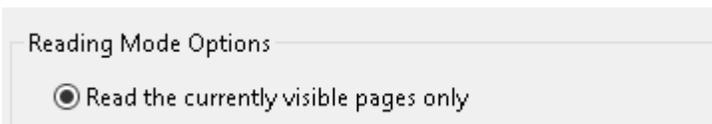
- Use a Sans Serif typeface – Arial is a good choice.
- Make your headings larger at the top, and work in outline form as you progress down the page, using a variety of heading sizes.
- Insert your images now, in the design stage, not after you've exported.

### To create your pdf:

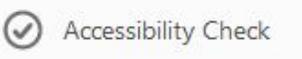
1. Click Save As a PDF – Select all of the default options, except do not choose optimize for fast viewing.
2. In Acrobat, your document should open with a popup menu that asks you about your reading order options. Select Infer... read the current visible page and then click start.

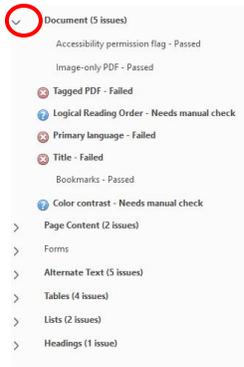


3. Also select Read the currently visible pages only



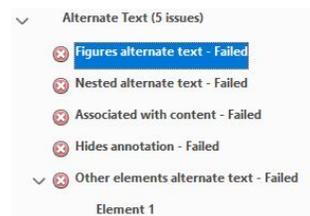
4. If you do not see the accessibility checker icon on the right of your PDF document pane which looks like this  add it by typing "accessibility" into your Tools tab search bar located on the Home ribbon  Tools  L. This will add the Accessibility Toolbox to your toolbox panel to the right of your document pane.

- In the accessibility menu  click Accessibility Check .
- A Pop-up will appear. Leave all of the default options and click on Start Checking. A report will run and it will load next to your navigation pane to the left of your document.
- The Report indicates that the document presents with five issues. We will begin to address these issues now.



To begin with, click the drop open menus that indicate an error and see what is being reported for problems.

- Right click on Primary Language and click Fix. Enter English and close the prompt.
- Right click on Title, click on fix. Acrobat pulls a title from your document file automatically. You can accept it or edit it. Close the prompt.
- Open the Alternate Text drop down. Note that there are five issues. Click on each one individually. Note that four of the errors have no drop down item, but one does. When you click on the four with no drop down, nothing apparent happens in your document pane.



- Right click on the error button, and either click fix, or skip rule.
- Open the error with the drop down, so you can see the element.
- Click on the Element #. If it highlights an image in your document, right click it again and in your Accessibility Roolbox, click Reading Order.

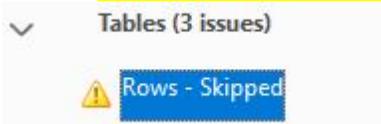


- In your document, click and drag around the image until it is outlined.
- Once the image is selected click on Set Alternate Text .

and type a description into the text prompt. Click Save and close. Close the Reading Order box. Return to the report and right click on the error, click check again. It should now be resolved. If not, save your document, close and reopen it.. Run the Accessibility Check again (you can do this as a last step of remediating this document, it does not need to be done while you're working to address the file's other issues).

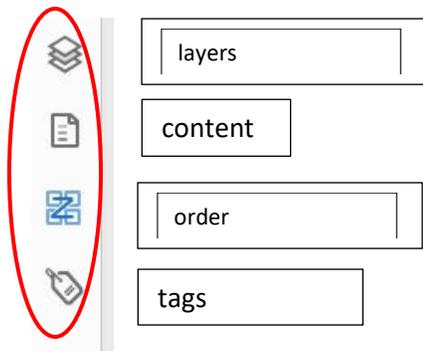


16. Regarding Table Issues. If your document doesn't have tables in it, you can right click and select Skip Rule. Open the drop down and right click individual elements until option prompts for Skip Rule. Click that for each element in the table. **If your document has tables, directions for fixing the issue are addressed in another document.**



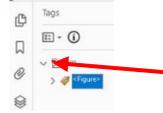
17. Regarding List Issues. If your document doesn't contain lists, apply the same steps as listed above for Skip Rule. **If your document has lists, directions for fixing lists will be addressed in another document.**

18. Close the Accessibility Check pane and look at the buttons in your navigation pane just beneath it and to the left of your document pane. If you don't see the following buttons, right click on the bar and then click on each of the icons for tags, order, content and layers to add them to your navigation bar.

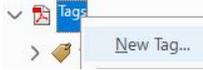


19. Click on the tags icon.  This opens the Tag Tree.

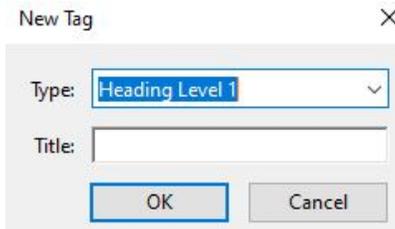
20. Note your figure that you just selected and tagged is already listed in the Tag Tree as an image tag. Click on the Tags root.



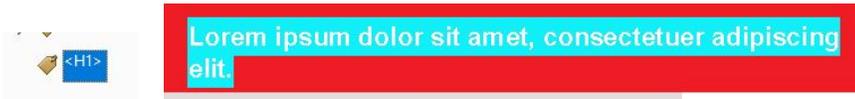
21. Close that first tag by twirling up the arrow. Right click on Tags and select New Tag.



22. A pop up will open with a drop down window. Select Heading Level 1.



23. An H1 tag will appear under your image tag. Click to highlight it. And then in your document pane, click and drag over the heading in your document to select it.

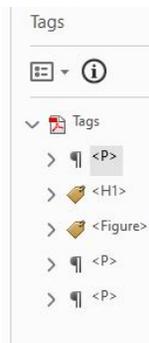


24. Right click on the H1 Tag and select Create Tag from Selection.



25. Twirl up the menu arrow on H1 tag to close it. Now repeat this process for your next text block that you want read, but this time select H2, (and then H3, H4, or paragraph) from the pop up. Do this until you have all of your document's text selected and tagged. The arrow next to each tag indicates that it properly embedded in the tree. If no arrow presents, try the process again. Delete any extra tags that are not situated within the tree.

26. This is the order in which the screen reader will read your document. Now is a good time to save and close your document and then reopen it to test it with the screen reader. Does it read sequentially and logically? The pdf document being used in this example reads correctly now. If your flyer does not, we will need to reorder your tags. See next steps.

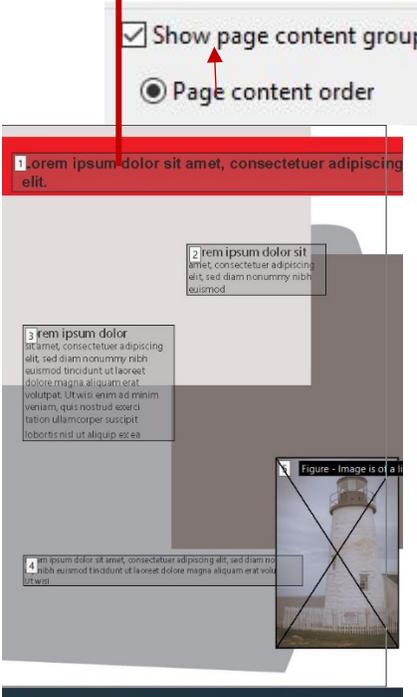


27. To organize the tags in the tree so that a screen reader will read it sequentially, there are two approaches you can try. First, you can slide the tags up and down to reconfigure them into the correct order, sliding H1 to the top of the tree and the last item to be read positioned at the bottom of the tree. Order the others into the level order you would like them read in (top down for sequential top down reading. Now save your PDF and have it read back to you in the screen reader.. does it read sequentially? If not, try one last step.

28. Open the Reading Order button in your Accessibility Tools.



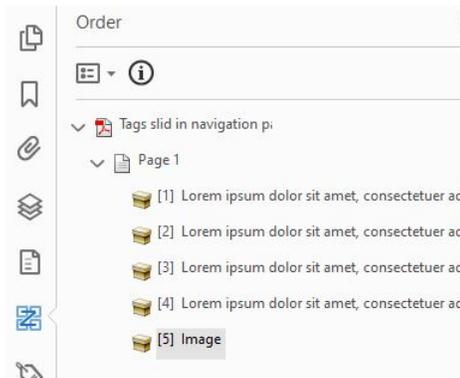
29. Tick Page content order and note that your PDF's text blocks and images are now numbered.



30. On your right, in the navigation pane, click the Order icon.



31. This tree will appear.



32. Again, slide the boxes up and down this tree until they are positioned in sequential reading order, with the H1 text first and image last. Save and close the document.. Read the document now with either JAWS or NVDA. The document should read sequentially. Ultimately it's the tags that will dictate to the screen reader in what order your PDF will be read. For this reason, it is recommended that you start with ordering your tag tree first and then try this structural order tree afterwards if sequential reading problems persist.
33. As always, you may phone 806.743.1864 for direct assistance. Mary Mailler, Instructional Designer.