# **Tagging an Existing PDF in Adobe Acrobat 8**

Adobe Acrobat 8 allows for elements of a document to be tagged according to their purpose. These tags are not displayed in the document, but they are used by screen readers to understand the structure of the document. Tagging documents used in online courses allows people with disabilities to access materials as easily as their fellow classmates.

## 1. Open the Tags Panel

You will want to open your Tags Panel so that you can easily tag your document.

1. With your PDF file open, click "View" on the menu bar.

File Edit (View) Document Comments Forms Tools Advanc

2. Go to "Navigation Panels", and select "Tags" from the list.





3. A tag tree will appear in a new window.



- 4. It will be easier to have this window docked on the sidebar so it does not disappear while you are working on your PDF. You can do this by following these steps:
  - 1. Click "View" on the menu bar.
  - 2. Go to "Navigation Panels", and select "Dock all Panels".



3. To open the Tags panel now that it is docked, click the brown tag icon.



4. The tag tree is now located on the sidebar.

Tags	×
	Options 🔻
🕀 🔁 Tags	<u>^</u>

# 2. Auto Tagging an Untagged PDF

**If you do not see an expandable tag called "Tags"** like in the screenshot above, your document is untagged. You may have Adobe Acrobat 8 auto tag your document by doing the following:

1. Click "Advanced" on the top menu bar.



2. Go to "Accessibility" and select "Add Tags to Document" from the list.

🕖 Sign & Certify	•		
🔒 Se <u>c</u> urity	•		
Security Settings			
Manage Trusted Identities			
Enable Usage Rights in Adobe Reader		Change <u>R</u> eading Options	Shift+Ctrl+5
Print Production	•	Quick Check	Shift+Ctrl+6
Redaction	•	Eull Check	
Document Processing	•	Open Accessibility Report	
Web Capture	•	Add Tags to Document	
Accessibility		Run Form Field Recognition	

3. Adobe Acrobat 8 will now attempt to tag the document for you.

Keep in mind that you will still need to look over the tags that Adobe Acrobat 8 generates to make sure they are correct, and fix them if they are incorrect. In most cases, especially with larger documents, it is faster to let Adobe Acrobat 8 tag the document for you rather than manually tagging the entire document.

## 3. Check and Correct the Existing Tags

With the tag panel, you can view all the tags associated with your current document, modify tags, and see specifically what in the document each tag is being applied.

## To View All the Tags for the Current Document:

- 1. With the tag panel open, click the box with a "+" next to "Tags" from the tag tree to expand it.
- 2. If you have any "<Sect>" tags, expand them the same way. The tags associated with your current document will be visible.



3. Click on "Options" at the top right of the Tag panel.

4. Select "Highlight Content" from the list of options. This allows you to click on a specific tag on the tag tree and see what it is tagging in the document. This makes it easier to determine if the item has been tagged correctly.



#### **Document Structure and Tags**

Before you can determine if the right tags have been applied to your document, you need to know what each tag means and its proper use. Here is a list of the most common tags:

#### **Heading Tags**

<H1> = Heading 1. This is the title of your document. There should only be one <H1> for the entire document.

<H2> = Heading 2. This is the highest level sub-headings in a document.

<H3> = Heading 3. This is a third level heading.

<H4> = Heading 4. This is a fourth level heading.

<H5> = Heading 5. This is a fifth level heading.

<H6> = Heading 6. This is a sixth level heading.

**Note:** Like in an Outline, you should never skip heading levels. For example an incorrect heading structure would be: Heading 1 -> Heading 3 -> Heading 2 -> Heading 4. This tutorial is an example of a proper heading hierarchy!

#### **General Tags**

<P> = Paragraph. This is used to tag paragraphs.

<Figure> = A figure or image.

<Caption> = Caption. When an image is tagged as a figure, the caption tag tags the caption for it.

<L> = A list. All tags within this tag are part of a list.

<LI> = List item. This tag should always be embedded within an <L> tag. <Link> = A hyperlink.

#### **Table Tags**

<Table> = A table. All tags within this tag are part of a table.

<TR> = Table row. You should have one of these tags for each row in your table.

<TD> = Table data. This is used to tag data cells in a table.

<TH> = Table Heading. This is used to tag table heading cells.

#### To Change an Incorrect Tag on the Tag Tree:

1. Right click on the tag in the tag tree you want to modify and select "Properties..." from the list.

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	<u>N</u> ew Tag
	Cu <u>t</u>
	<u>D</u> elete Tag
□ 🕀 🖽 <tr:< th=""><th>Find Tag from Selection</th></tr:<>	Find Tag from Selection
	Create Tag from Selection
	Eind
	Copy Contents to Clipboard
	Edit C <u>l</u> ass Map…
🗆 🌐 <tr:< th=""><th>Edit R<u>o</u>le Map</th></tr:<>	Edit R <u>o</u> le Map
	Tag Annotations
	<ul> <li>Document is Tagged PDF</li> </ul>
⊕ 🖽 <	
	✓ Highlight Content
	Properties

- 2. From the "Tag" tab, select the appropriate tag from the drop-down box for "Type:".
- 3. Click "Close". The old tag changes to the new tag you just selected on the tag tree. You must do this for every tag in your document that is incorrect.

TouchUp Properties		X
Content Tag 1	'ext Color	
U Type:	Table Data Cell	
Title:	Quote	
Actual Text:	Section	
Alternate Text:	Table Data Cell Table Header Cell Table Of Contents	
ID:	Table Of Contents Item Table Row	
Language:	✓	
Edit Tag	Edit Attribute Objects Edit Attribute Classes	
	2 Close	D

## 4. Adding Alternative Text to Images (<Figure>)

Screen readers require the use of alternative text to convey the meaning of an image. It is not necessary to begin your "alt" text with "Image of..." because screen readers preface the "alt" text with "Image." Alternative text should be clear and concise.

### To Add Alternative Text to an Image:

1. Click "Tools" on the menu bar and select "Advanced Editing".



2. Choose "TouchUp Reading Order Tool" from the list.



- 3. With the TouchUp Reading Order tool open, right click on the image.
- 4. Select "Edit Alternate Text" from the list.



5. Enter alt text for the image in the box and click "OK".

Don't Add Alt-Text

6. Remember to repeat these steps for each image in your document.

## 5. Assign a Scope to Table Headers

If you have tables in your PDF file, it is not only important for them to be tagged correctly. They should also include a 'scope' for each table header cell, so screen readers can understand what cells each heading is describing.

#### To Create a Table Header Scope:

1. If you do not already have the TouchUp Reading Order Tool open, you will need to open it. Click "Tools" from the menu bar and mouse over "Advanced Editing".



2. Select "TouchUp Reading Order Tool" from the list.

▶ Select Object Tool
🕠 Arti <u>c</u> le Tool
'텍 Crop Tool
📎 Li <u>n</u> k Tool
♦ 3D Tool
Movie Tool
📦 <u>S</u> ound Tool
I TouchUp Text Tool
TouchUp Reading Order Tool
📝 TouchUp Object Tool
Show Advanced Editing Toolbar

3. With the "TouchUP Reading Order" tool open, select your table in your document by clicking the number near the top of your table.

1 Table	Table Heading 2	Table Heading 3	Table Heading 5	Table Heading 6
	data	data	data	data
data	data	data	data	data
data	data	data	data	data
2				

4. On the "TouchUP Reading Order" tool with your table selected, click "Table Inspector". Your table should now appear in the document with red boxes around each cell.

TouchUp Reading Order	X			
	_			
Draw a rectangle around the content then click one of the buttons below:				
Text Figure				
Form Field Figure/Caption				
Heading 1 Table				
Heading 2 Cell				
Heading 3 Formula				
Background				
Table Inspector				

5. Right click a table header cell and select "Table Cell Properties".



6. Using the drop-down box next to "Scope:", select the scope of cells to which your header applies. It is important to keep in mind that in nearly all cases, a header should either apply to a column or row. If it does not apply to either, it probably should not be a header cell.

Table Cell Properties	
Type Header Cell Scope: Data Cell	Column 🗸 Row Column
Attributes (Read-only)	Both

- 7. Click "OK."
- 8. Repeat the above steps for each table header.

## 6. Accessibility Checks

Adobe Acrobat 8 offers two different accessibility checks that can help check for any accessibility errors. We recommend using the Full Check.

## **Quick Check**

The Quick Check feature only tells you if your PDF document has tags or not. It fails to identify even basic accessibility errors. **The Quick Check should not be used** as a way to test the accessibility of your document.

## **Full Check**

The Full Check is a more detailed version of the Quick Check. It can pick up some basic errors and can give hints on how to repair them. Keep in mind that while the Full Check is a useful tool, it does not pick up all errors.

## To run Full Check:

- 1. Click "Advanced" on the menu bar.
- 2. Go to "Accessibility" and select "Full Check..." from the list.

Þ	Sign & Certify	+			
e	Security	+			
	Security Settings				
	Manage Trusted Identities		_		
	Enable Usage Rights in Adobe Rea	der		Change <u>R</u> eading Options	Shift+Ctrl+5
	Print Production	•		Quick Check	Shift+Ctrl+6
	Redaction	•		<u>F</u> ull Check	
	Document Processing	+		Open Accessibility Report	
	<u>W</u> eb Capture	+		Add Tags to Document	
	<u>A</u> ccessibility			R <u>u</u> n Form Field Recognition	
	PDF Optimizer			Add Form Fields to Tags	
<del>i</del>	Preflight	Shift+Ctrl+X		TouchUp Reading Order	
	Compare Documents			Setup Assistant	

3. From the box that appears, you can choose a number of different options. It is most helpful to check "Create comments in document" under "Report and Comment Options".

Report and Comment Options	
Create Accessibility Report	Choose
✓ Include repair hints in Accessibility Report	
Create comments in document	

4. Under "Page Range" make sure "All pages in document" is selected.

Page Range		
All pages in document	O Pages from 1 to 1	

5. Under "Checking Options", all the boxes should be checked.

Checking Options				
Name: Adobe PDF			*	
<b></b>				
Alternative descriptions are provided				
Text language is specified				
Reliable character encoding is provided				
☑ All content is contained in the document structure				
✓ All form fields have descriptions				
✓ Tab order is consistent with the structure order				
List and table structure is correct				
Select All	Clear All			

6. Click "Start Checking" to run the Full Check.

Disclaimer	Hide Disclaimer			
The Accessibility Checker can help you identify areas of your documents that may be in conflict with Adobe's interpretations of the referenced guidelines. However, the Accessibility Checker does not check all accessibility guidelines and criteria, including those in such referenced guidelines, and Adobe does not warrant that your documents will comply with any specific guidelines or regulations.				
Help	Start Checking Cancel			

7. Once the check has completed, an alert box will appear giving you a summary of the results. If you chose for the Full Check to include comments in your document, it will supply you with hints for fixing and errors that were found that look like this:



8. You can click this icon to view more information about any errors. Refer to the appropriate section of this tutorial for help with correcting them.



- 9. Once you have finished fixing any errors the check has found, you should go through the tags manually to make sure your document is tagged correctly.
- 10. Save your document.