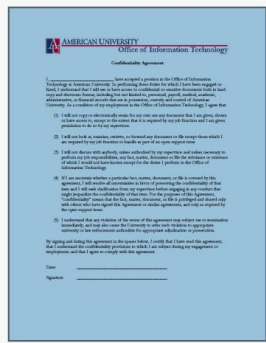


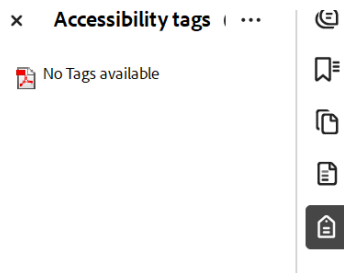
Creating Accessible PDFs from Scanned Documents

1. Determine if the document is scanned

- a. Click anywhere in the document and try dragging your cursor over some text to select it. If the whole document highlights blue and you can't select text, the document is a scanned image.



- b. You can also select the Tags icon from the tools on the right to see if the document is tagged. If “No Tags Available” is displayed, the document will be seen as blank by screen reader software and needs to have OCR (optical character recognition) performed.



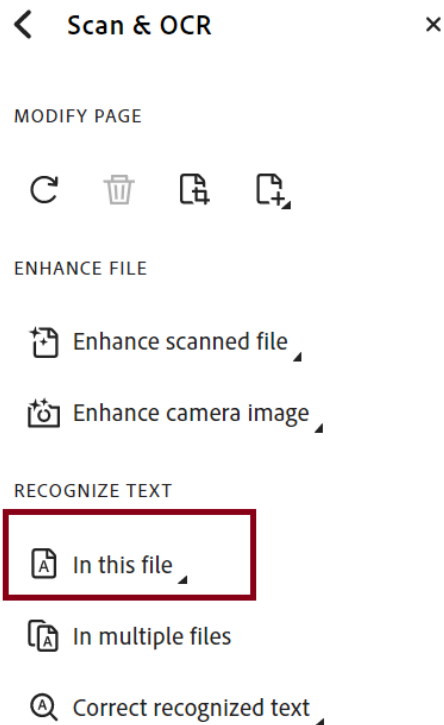
2. Open Scan & OCR tools by selecting the Scan & OCR icon from the tools on the left.

All tools

- Create a PDF
- Combine files
- Edit a PDF
- Fill & Sign
- Export a PDF
- Organize pages
- Send for comments
- Add comments
- Scan & OCR
- Protect a PDF
- Prepare for accessibility

Running Text Recognition

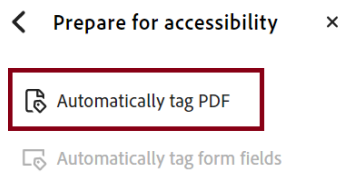
3. Select In This File from the Recognize Text options.



4. Click the Recognize Text button.

Autotag the Document

5. Open the Prepare for Accessibility tool on the left and select Automatically Tag PDF.



6. Check the Tags pane again to make sure tags have been added to the Tag tree.



Correcting Tags

7. Correct any tags that are not representative of their content.
 - a. When you click a tag, the content contained in that tag will be highlighted on the page. Clicking the tag again will make it editable. Edit the tag by using the Backspace key to delete the content between the brackets and type in the correct tag. A list of common tags is below. Note: tags are case sensitive.

<Artifact> Hides the element from AT

<Part> Defines a large division of a document

<Sect> A section of the document

<P> Paragraph

<H1> Heading 1 – The title of the document

<H2> Heading 2 – Section header

<H3> Heading 3

<H4> Heading 4

<H5> Heading 5

<H6> Heading 6

<Figure> Image/graphic

<Link> Hyperlink

<L> List

**** List item

<Lbl> List Label – Bullet or number

<LBody> List body

<Table> Table

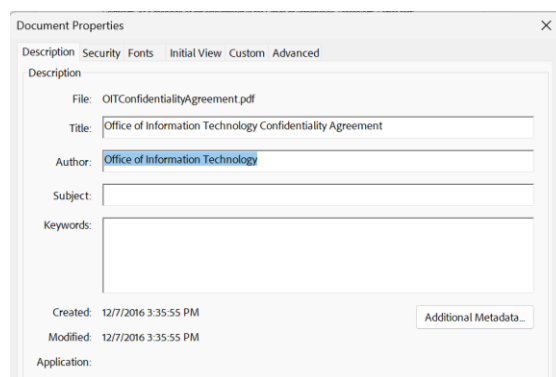
<TR> Table Row

<TH> Table Header Cell

<TD> Table Data Cell

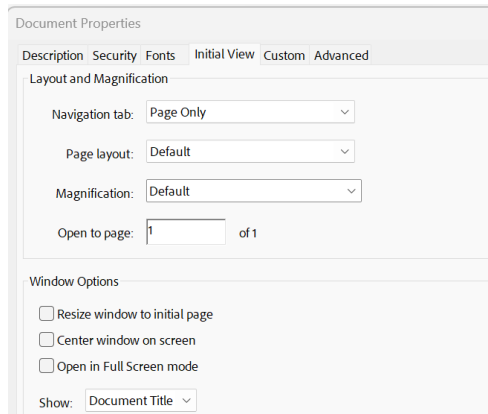
Correcting the Document Properties

8. Correct the Document Properties
 - a. On the Description tab, fill in the title of the document (not the file name) and author.

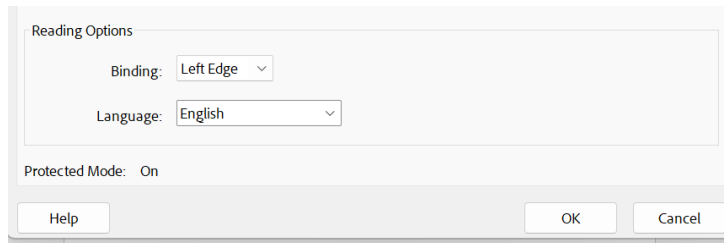


The screenshot shows a 'Document Properties' dialog box with the 'Description' tab selected. The 'File' field contains 'OITConfidentialityAgreement.pdf'. The 'Title' field contains 'Office of Information Technology Confidentiality Agreement'. The 'Author' field contains 'Office of Information Technology'. The 'Subject' and 'Keywords' fields are empty. At the bottom, the 'Created' and 'Modified' dates are both '12/7/2016 3:35:55 PM'. There is an 'Additional Metadata...' button.

- b. On the Initial View tab, in the Windows Option change Show: to Document Title.

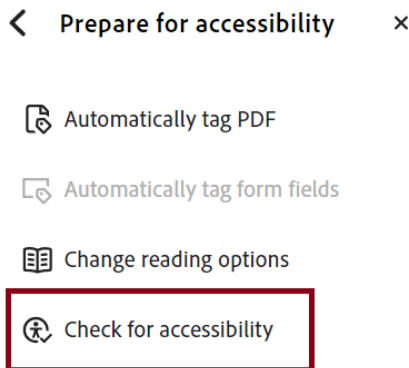


- c. On the Advanced tab, ensure a Language is selected under Reading Options.



Running the Accessibility Checker

9. From the Prepare for Accessibility tool on the left, select Check for Accessibility.



10. The Accessibility Report will display on the right.
- a. There will always be 2 issues listed next to Document. If there are additional errors, they must be fixed for the document to be accessible. Refer to the Creating Accessible PDF document for more guidance.