

Hands-on Section 508 Workshop

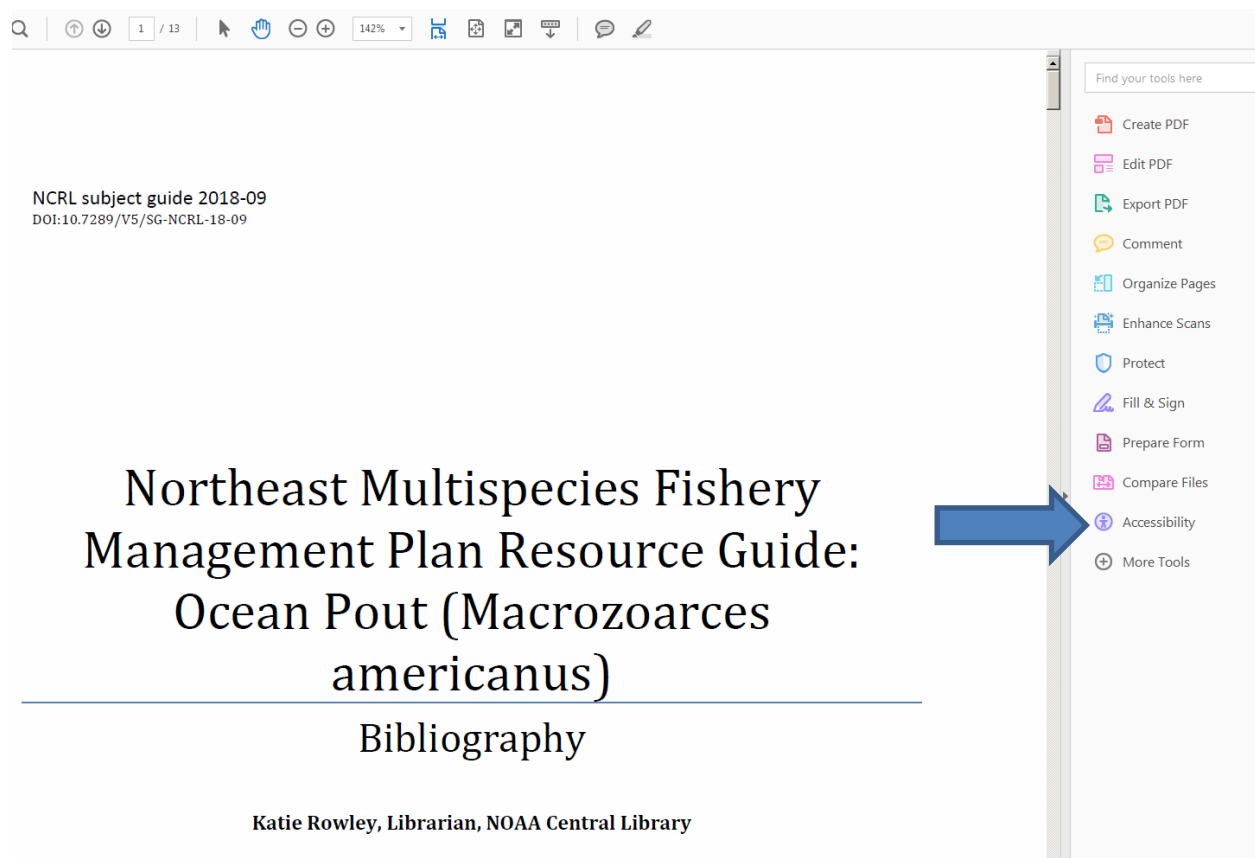
Basic PDF Editing

How-To Manual

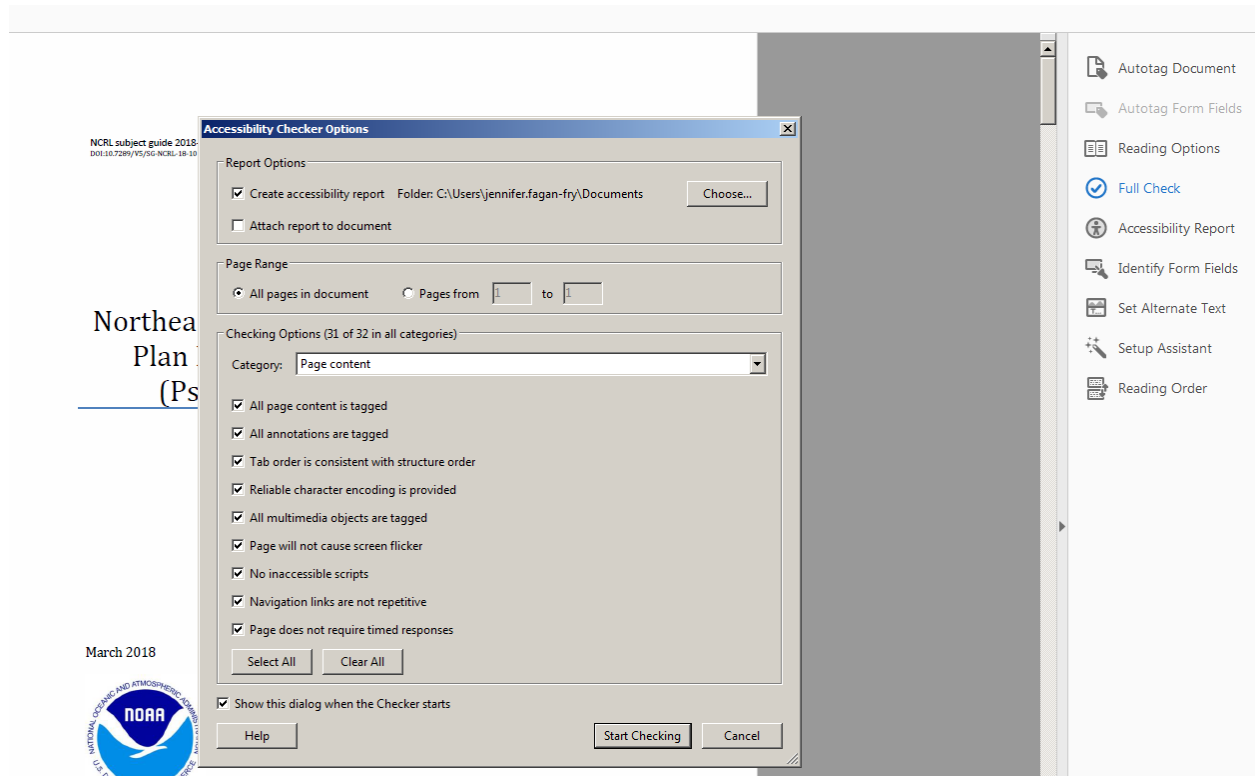
For more information about making PDFs accessible, please see the [PDF Techniques for WCAG 2.0](#) webpage from W3C Working Group and the [Adobe Acrobat documentation](#) on making PDFs accessible.

Section I: Using the Adobe Pro Accessibility Checker

1. Open document in Adobe Acrobat 2017 (Pro).
2. Select **Accessibility** from the Tools bar.



- To run a full accessibility check, select **Full Check**. In the dialog box, you will see all the elements that the checker will review. It is a good practice to *Select All*, which will identify all accessibility problems from Level A elements through optional Level AAA. To begin click “Start Checking.”



4. On the right hand side, a new tool bar will appear that lists all of categories and elements that Adobe has reviewed. Categories and elements with issues are bolded.
 - a. In this example there are 2 Document issues, 1 Page Content issue, and 1 Alternative Text issue.
 - b. Note that items that have passed have a green check mark and items that require attention are bolded.
 - c. Items that have a “?” indicate elements that need to be manually checked. Usually this is for items such as reading order, color contrast, and links (which is what is shown in this example). The user should evaluate these items by scanning the document to ensure the colors appear correctly (and is readable), all navigational links within the document are working and link to the appropriate location, and that the reading order is logical (this is discussed later in the document in more detail).

Accessibility

Accessibility Checker

Document (2 issues)

Accessibility permission flag - Passed

Image-only PDF - Passed

Tagged PDF - Passed

Logical Reading Order - Needs manual check

Primary language - Passed

Title - Passed

Bookmarks - Passed

Color contrast - Needs manual check

Page Content (1 issue)

Tagged content - Passed

Tagged annotations - Passed

Tab order - Passed

Character encoding - Passed

Tagged multimedia - Passed

Screen flicker - Passed

Scripts - Passed

Timed responses - Passed

Navigation links - Needs manual check

Forms

Alternate Text (1 issue)

Figures alternate text - Failed

Figure 1

Nested alternate text - Passed

Associated with content - Passed

Hides annotation - Passed

Other elements alternate text - Passed

Tables

Lists


NCRL subject guide 2018-10
DOI:10.7289/55/NCRL-10-10

Northeast Multispecies Fishery Management Plan Resource Guide: Winter Flounder (*Pseudopleuronectes americanus*)

Bibliography

Hope Shinn, Librarian, NOAA Central Library

March 2018



U.S. Department of Commerce
National Oceanic and Atmospheric Administration
Office of Oceanic and Atmospheric Research
NOAA Central Library – Silver Spring, Maryland

Section II: Document Properties-Title

1. Document properties should include the document's title. If this is absent, it will show up in the accessibility report. In the example here the Title has failed.
2. To fix this item simply right click on the failed element. Select "Fix".

The screenshot displays the Accessibility Checker interface on the left and a PDF document on the right. The Accessibility Checker shows a list of issues, with 'Title - Failed' highlighted. A context menu is open over this item, showing options: 'Fix', 'Skip Rule', 'Explain', 'Check Again', 'Show Report', and 'Options'. The PDF document on the right is titled 'Northeast Multispecies Fishery Management Plan Resource Guide: Ocean Pout (Macrozoarces americanus) Bibliography' and is attributed to 'Katie Rowley, Librarian, NOAA Central Library'. It also includes the date 'March 2018' and the NOAA logo.

3. The title will be added to the document properties and in the report the element will be changed to Passed.

Section III: Alternative Text

1. All figures, images, charts, etc. should have alternative text added. Click on the “Figures alternate text – Failed” to open the list of all elements lacking alt text.
2. Right click on the first element, and select “Fix.”

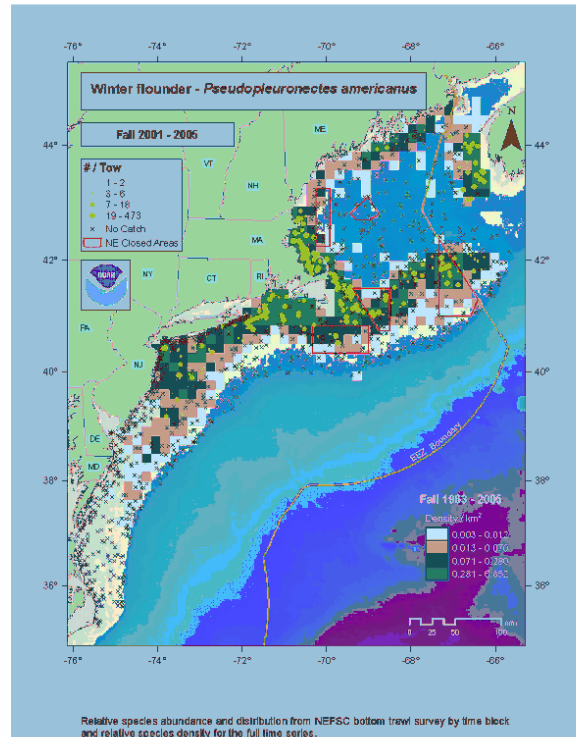
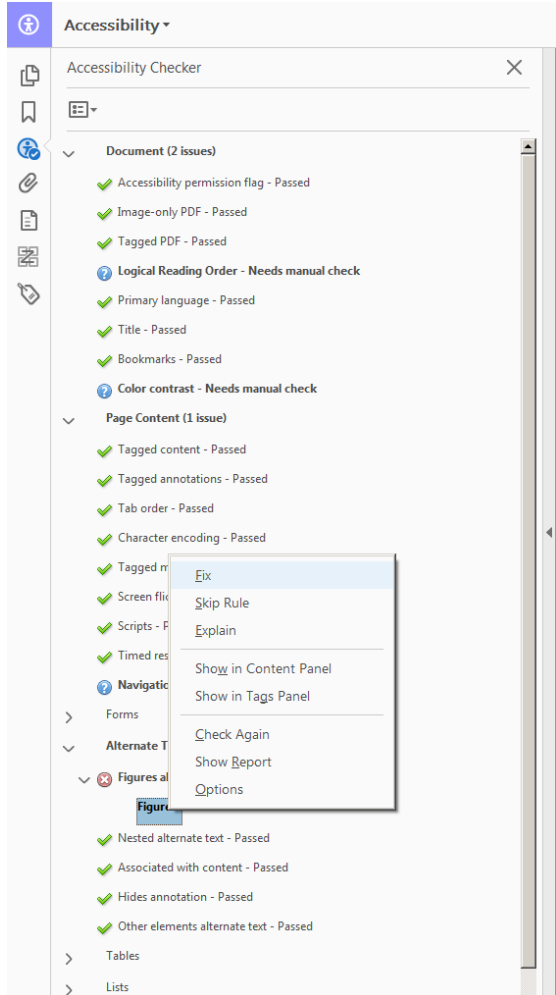


Image from <https://www.nefsc.noaa.gov/sos/spsyn/fldr/winter/animation/fall/>

3. Adobe will highlight the image, and a new dialog box will open. Enter the image's description. Descriptions should be brief, but provide enough information to convey the content of the image or chart.

The screenshot shows the Adobe Acrobat interface. On the left, the 'Accessibility Checker' panel is open, displaying a list of issues. Under 'Document (2 issues)', 'Logical Reading Order' and 'Color contrast' are marked as 'Needs manual check'. Under 'Page Content (1 issue)', 'Alternate Text (1 issue)' is listed, with 'Figures alternate text' marked as 'Failed'. A sub-dialog for 'Figure 1' shows that 'Nested alternate text' is 'Passed'. On the right, a map titled 'Winter flounder - Pseudopleuronectes americanus' for 'Fall 2001 - 2006' is displayed. The map shows the distribution of winter flounder in the Northeast United States and parts of Canada, with color-coded areas representing different abundance levels. A 'Set Alternate Text' dialog box is open over the map, showing 'Image 1 of 1' and the text 'Abundance and distribution map of Winter Flounder.' with 'Save & Close' and 'Cancel' buttons.

Image from <https://www.nefsc.noaa.gov/sos/spsyn/fldrs/winter/animation/fall/>

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Generating a report

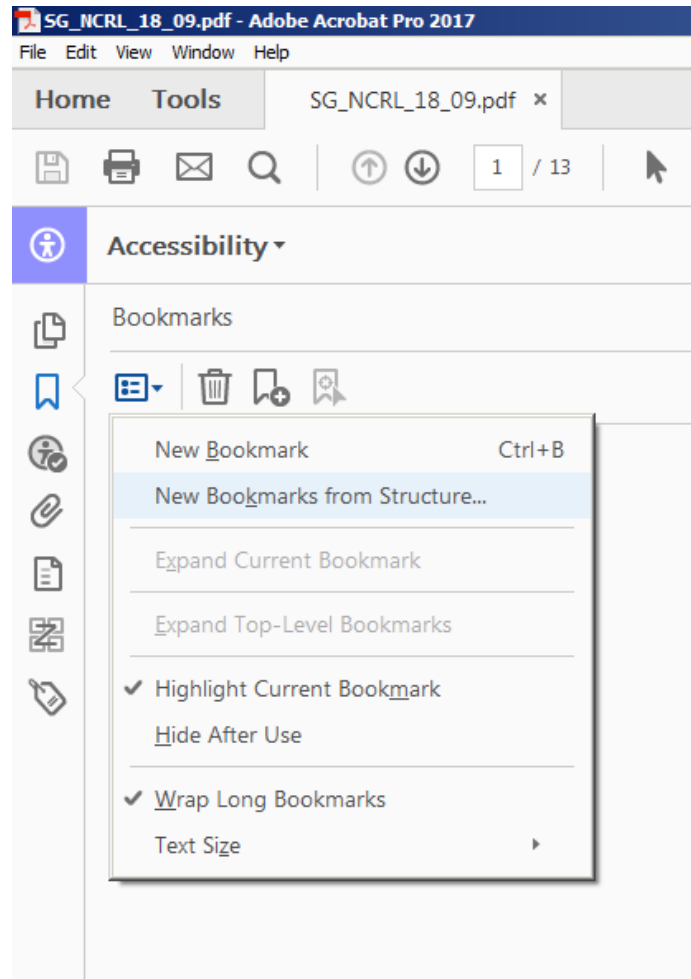
4. If there is only one element that requires fixing, click "Save & Close." If there are more elements use the navigational arrows to move to the next element and enter its alt text. Again, Adobe will highlight the image. Continue until all images have been edited.

Section IV: Bookmarks

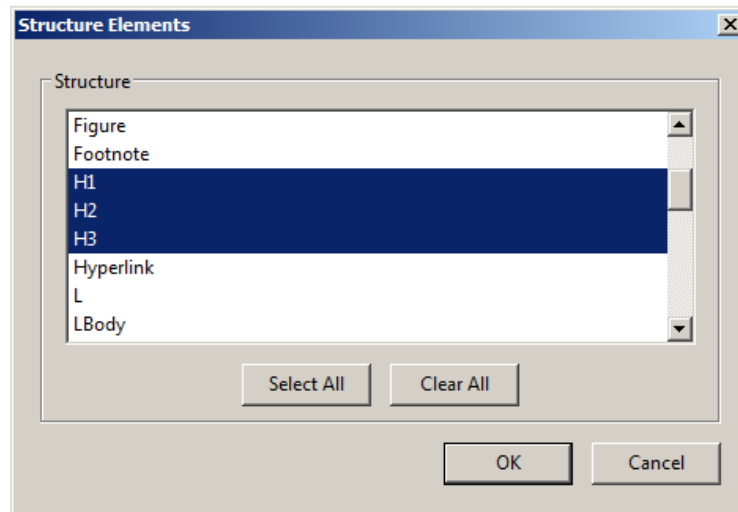
Bookmarks only need to be present in documents that are over 20 pages long. Additionally, it is good practice to have bookmarks that mirror the Table of Contents and/or the section headings of a document. The purpose of bookmarks is to provide a navigable structure for the document.

Bookmarks from Structure

1. To create bookmarks using the document's structure, go to the Bookmarks tab and select the drop down on the menu. Select the option for "New Bookmarks from Structure."



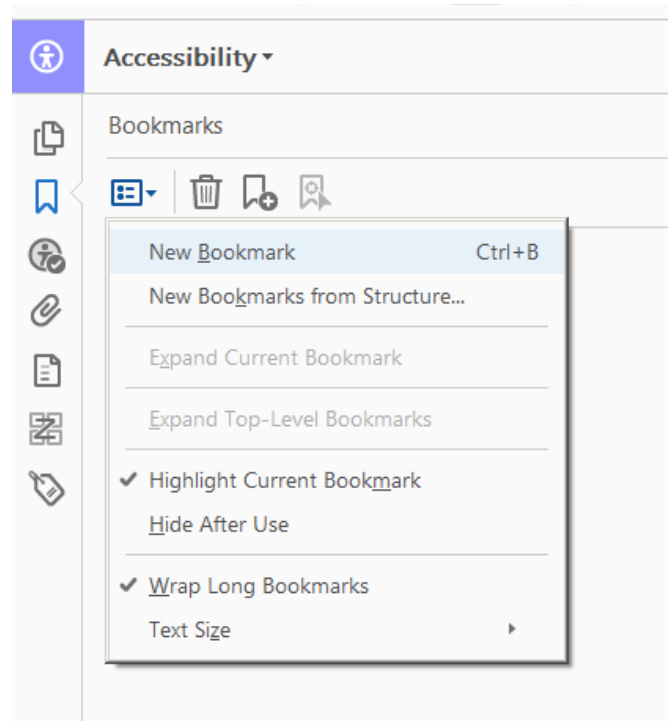
2. A new dialog box will open and list all of the tags and elements within the document. Select which elements you want to become bookmarks. To select more than one type, hold down the Ctrl key and click multiple entries. Generally it is recommended to use main tags for bookmarks such as Titles, Table of Contents pages, Section headings (H1, H2, H3, etc.), and figures or tables. It is not recommended to use "Select All" since this will create a bookmark for every tag in the document, including paragraphs, annotations, table cells, etc.



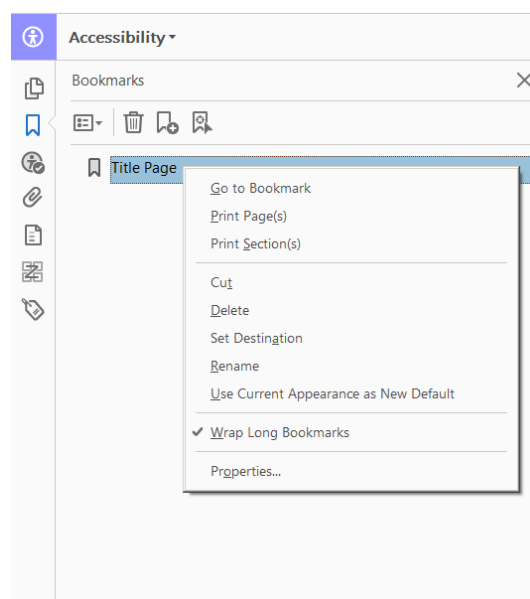
3. Once all the elements are selected, click OK. The bookmarks will appear in the bookmark bar.

Manually creating Bookmarks

1. Click the Options menu on the Bookmark tab and select “New Bookmark.”



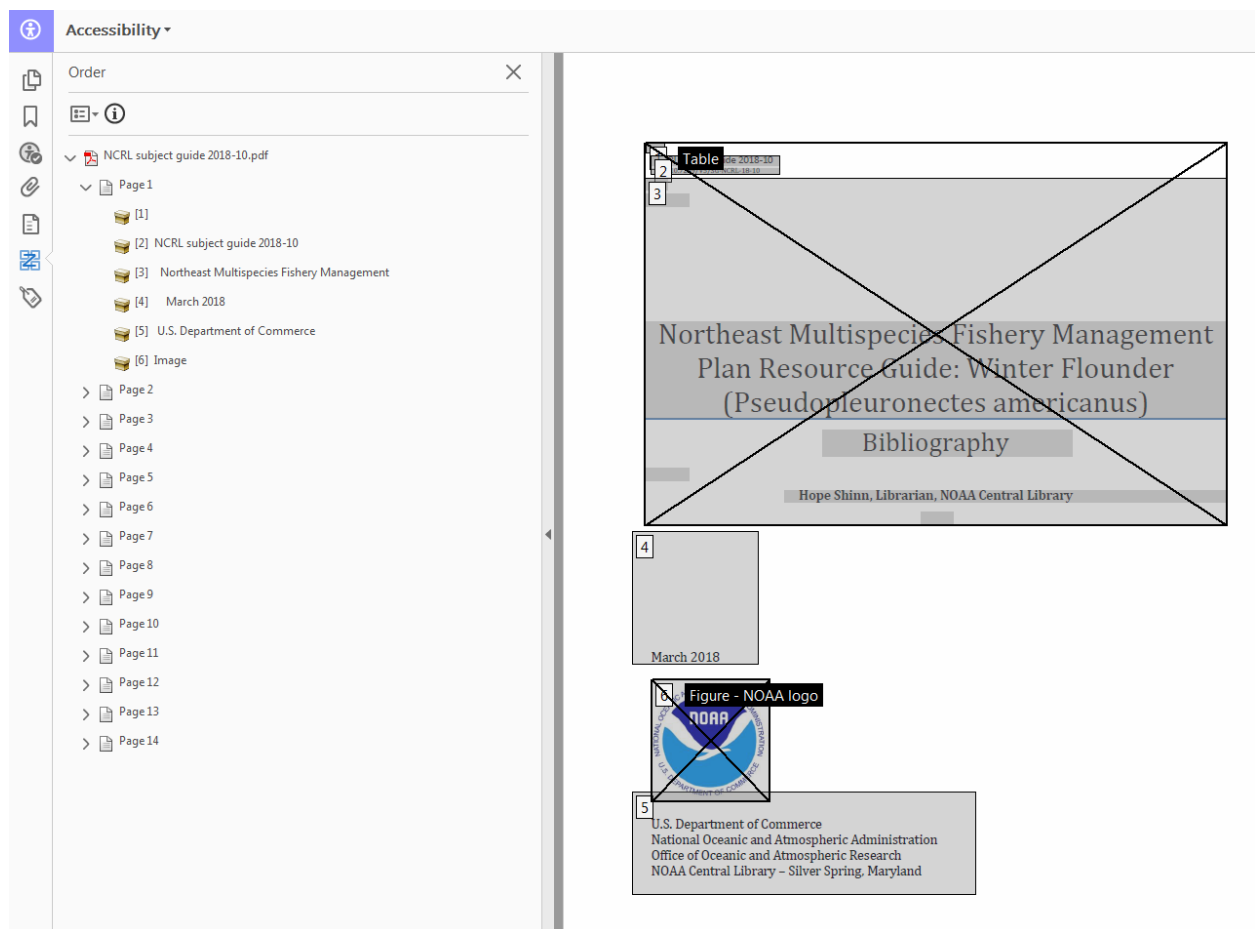
2. A new Bookmark will appear in the tab. Enter the text you want to appear, i.e. Title Page, or Cover.
3. Next you will need to link this bookmark to its corresponding page in the document. To do this, first navigate to the correct page in the document. Then right click on the newly created bookmark and select Set Destination.



4. You will be asked if you are “sure you want to set the destination of the selected bookmark to the current location?” Click yes. Continue with these steps until all bookmarks have been created.

Section V: Reading Order

1. Reading Order, refers to the order a screen reader will read document elements. To check the reading order of a document, select the Reading Order icon from the menu on the left.
2. In the menu bar you will see that each page is expandable. Under each page, every element is assigned a number, this indicates its reading order. Additionally, you can see the order of elements in the document itself, with each element given a box, or container, indicating all of the text that will be included in that element.



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3. If you find items that are displaying out of order, you can simply click and drag elements in the Order menu on the left. The document and menu displays will automatically update.

Accessibility ▾

Order ✕

- ✓ NCRL subject guide 2018-10.pdf
- ✓ **Page 1**
 - [1]
 - [2] NCRL subject guide 2018-10
 - [3] Northeast Multispecies Fishery Management
 - [4] March 2018
 - [5] Image
 - [6] U.S. Department of Commerce
- > Page 2
- > Page 3
- > Page 4
- > Page 5
- > Page 6
- > Page 7
- > Page 8
- > Page 9
- > Page 10
- > Page 11
- > Page 12
- > Page 13
- > Page 14

Table

Northeast Multispecies Fishery Management Plan Resource Guide: Winter Flounder (*Pseudopleuronectes americanus*)

Bibliography

Hope Shinn, Librarian, NOAA Central Library

March 2018

Figure - NOAA logo

U.S. Department of Commerce
National Oceanic and Atmospheric Administration
Office of Oceanic and Atmospheric Research
NOAA Central Library - Silver Spring, Maryland

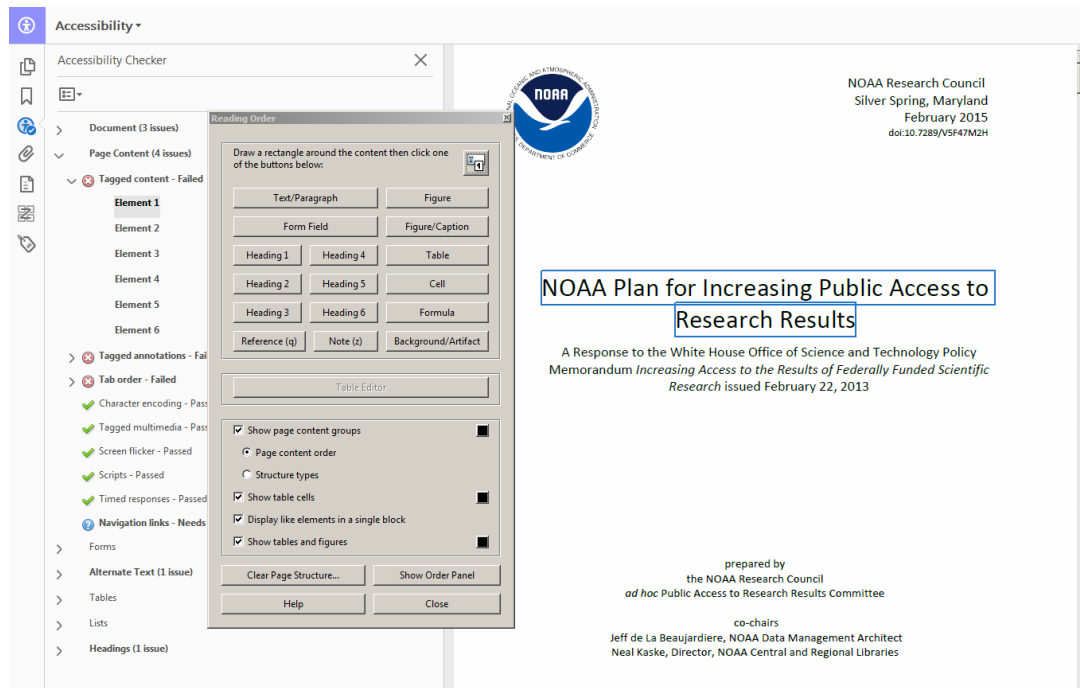
Section VI: Tagged Content

Tagged content can be found under the Page Content heading in the accessibility report. Tagged content errors refer to elements in a document that do not have Tags associated with them. These elements are not included in the reading order until a tag is added/applied.

1. Identify the elements that are missing tags using the list found in the Accessibility Report.
2. Click on Reading Order in the right hand tool bar.

The screenshot displays the Accessibility Checker interface. On the left, the 'Accessibility Checker' panel shows a tree view of issues. Under 'Page Content (4 issues)', 'Tagged content - Failed' is expanded, listing 'Element 1' through 'Element 6'. Below this, 'Tagged annotations - Failed' and 'Tab order - Failed' are also listed. On the right, the 'Reading Order' tool bar is visible, with a blue arrow pointing to the 'Reading Order' option. The central document preview shows the NOAA logo, the title 'NOAA Plan for Increasing Public Access to Research Results', and the text 'A Response to the White House Office of Science and Technology Policy Memorandum Increasing Access to the Results of Federally Funded Scientific Research issued February 22, 2013'. At the bottom, it states 'prepared by the NOAA Research Council ad hoc Public Access to Research Results Committee' and lists 'co-chairs Jeff de La Beaujardiere, NOAA Data Management Architect' and 'Neal Kaske, Director, NOAA Central and Regional Libraries'.

3. A new dialog box will appear. Select the icon in the upper right hand corner of the box to “Draw a rectangle around the content...”
4. Once the rectangle has been drawn you will have the option to select the type of tag to apply to the content. Repeat this process for all un-tagged content. If there are figures or logos, you will need to add alternative text to those elements once you have finished (see **Section III**).



5. You may need to touch up the reading order of some of these tags once they have been assigned (see **Section V**).

