

Hands-on Section 508 Workshop

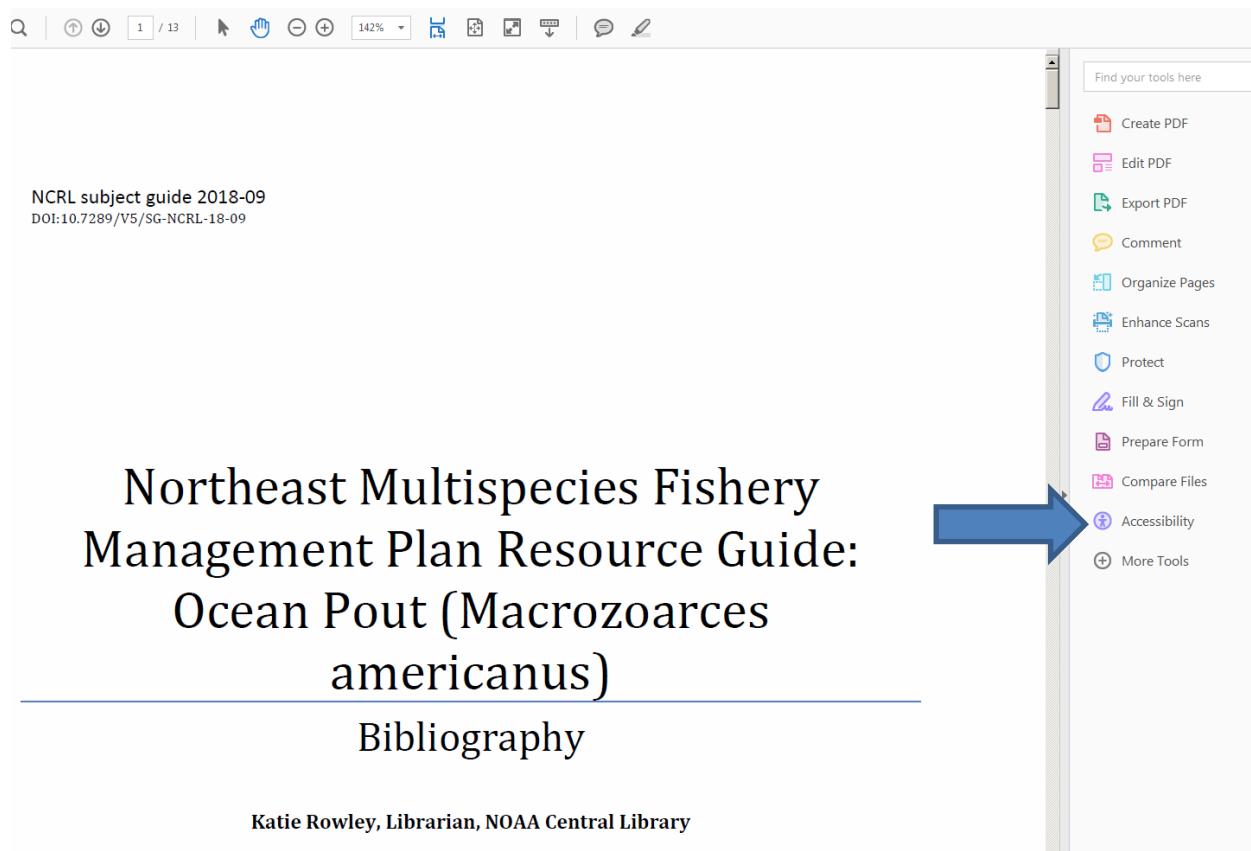
Basic PDF Editing

How-To Manual

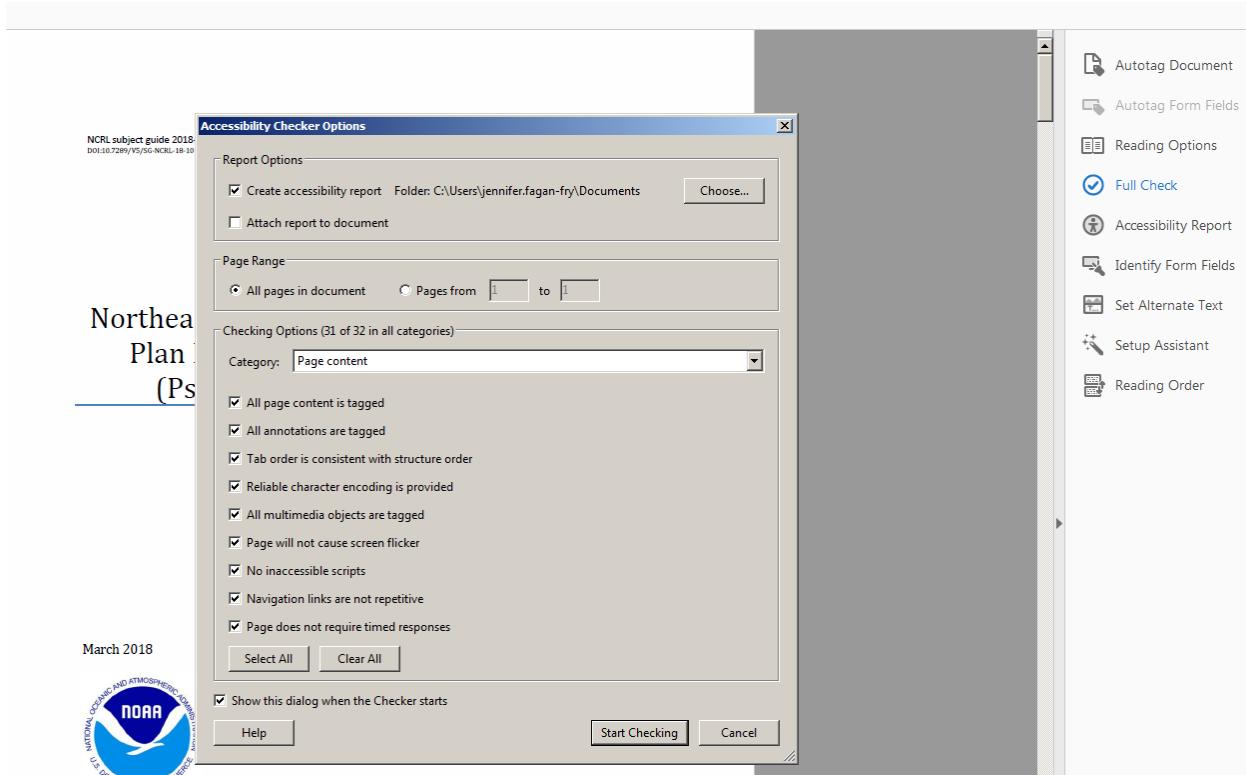
For more information about making PDFs accessible, please the [PDF Techniques for WCAG 2.0](#) webpage from W3C Working Group and the [Adobe Acrobat documentation](#) on making PDFs accessible.

Section I: Using the Adobe Pro Accessibility Checker

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



3. 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.

- In this example there are 2 Document issues, 1 Page Content issue, and 1 Alternative Text issue.
- Note that items that have passed have a green check mark and items that require attention are bolded.
- 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 X

File ▾

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:10.7209/1937-56-NCRL-18-10

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

Bibliography

Hope Shinn, Librarian, NOAA Central Library

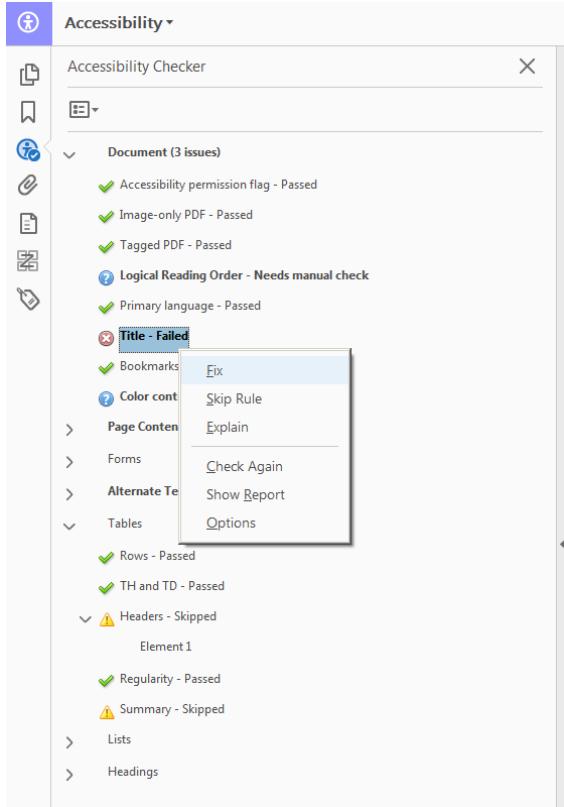
March 2018



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 shows the Accessibility Checker interface. On the left, a sidebar lists various document components: Document (3 issues), Bookmarks, Color contrast, Page Content, Forms, Alternate Text, and Tables. Under 'Document', 'Title - Failed' is highlighted with a red circle and a context menu is open. The menu options are: Fix, Skip Rule, Explain, Check Again, Show Report, and Options. The 'Fix' option is the second item in the list. On the right side of the interface, the document properties are listed: NCRL subject guide 2018-09 and DOI:10.7289/V5/5G-NCRL-18-09. The main content area displays the title of the document: 'Northeast Multispecies Fishery Management Plan Resource Guide: Ocean Pout (Macrozoarces americanus)'. Below the title is the word 'Bibliography'. At the bottom right is the NOAA logo with the text 'March 2018'.

NCRL subject guide 2018-09
DOI:10.7289/V5/5G-NCRL-18-09

Northeast Multispecies Fishery Management Plan Resource Guide:
Ocean Pout (Macrozoarces americanus)

Bibliography

Katie Rowley, Librarian, NOAA Central Library

March 2018

NOAA

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.”

Accessibility ▾

Accessibility Checker X

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 m...
- ✓ Screen f...
- ✓ Scripts - P...
- ✓ Timed res...
- ⚠ Navigati...

Forms

Alternate T...

Figures

- ✓ Nested alternate text - Passed
- ✓ Associated with content - Passed
- ✓ Hides annotation - Passed
- ✓ Other elements alternate text - Passed

Tables

Lists

Fix

Skip Rule

Explain

Show in Content Panel

Show in Tags Panel

Check Again

Show Report

Options

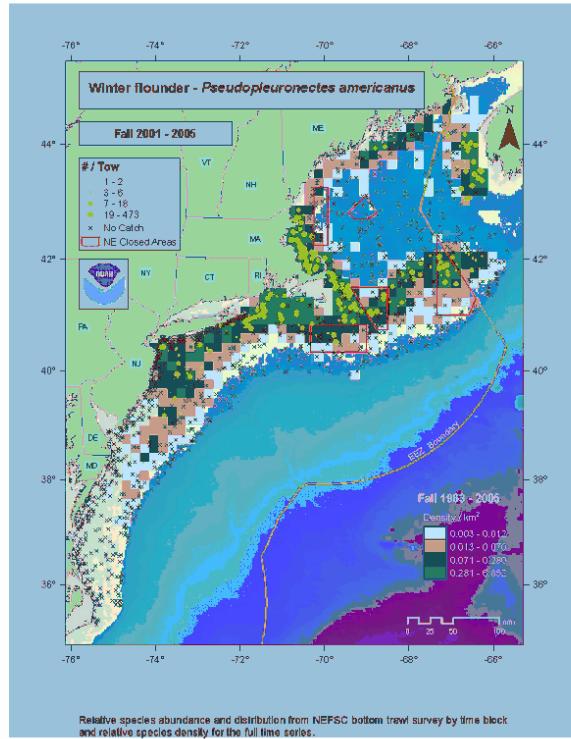


Image from <https://www.nefsc.noaa.gov/sos/spsyn/flrs/winter/animation/fall/>

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.

Accessibility ▾

Accessibility Checker X

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

The image shows a map of the Northeast coast of the United States, specifically from New Jersey to Maine. The map is color-coded to represent abundance and distribution of Winter Flounder. A legend in the top left corner of the map area indicates the following symbols and their meanings:

- # of Tows: 1 - 2, 3 - 6, 7 - 16, 17 - 473, > 473
- No Catch
- NE Closed Areas

The map also includes state and federal boundaries, and a scale bar indicating distances of 0, 25, 50, and 75 miles. A north arrow is also present. The 'Set Alternate Text' dialog box is overlaid on the map, containing the text 'Image 1 of 1' and 'Alternate text: Abundance and distribution map of Winter Flounder.' with a 'Save & Close' button.

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

5

Generating a report

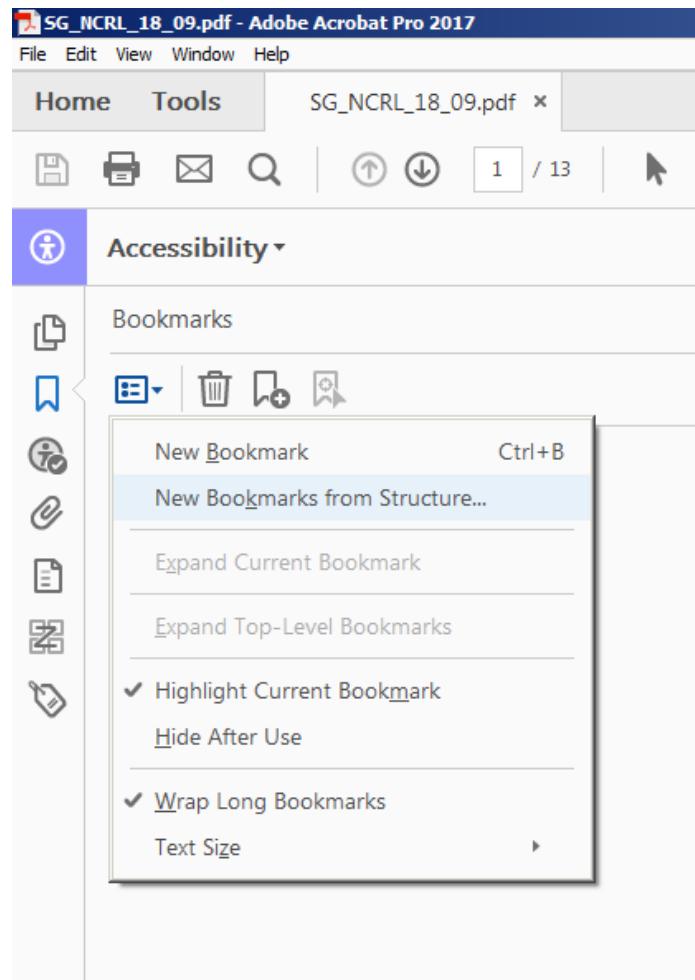
4. If there is only one element that requires fixing, click "Save & Close." If there are more elements use the navigational arrows to move to the next element and enter its alt text. Again, Adobe will highlight the image. Continue until all images have been edited.

Section IV: Bookmarks

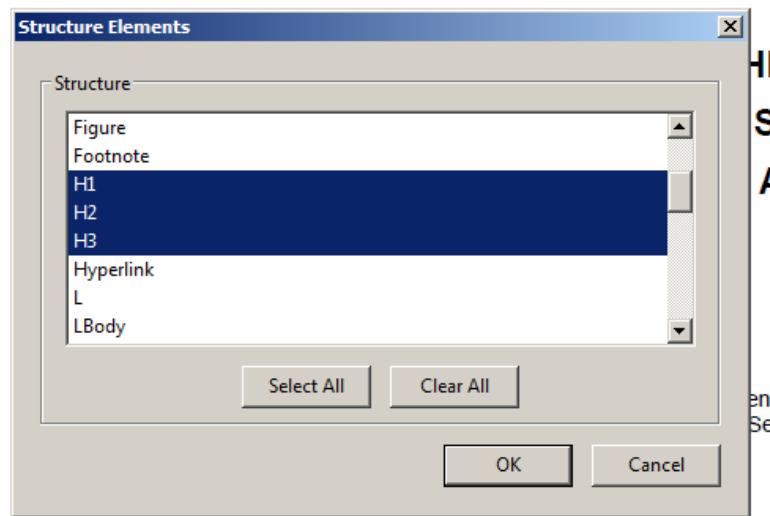
Bookmarks only need to be present in documents that are over 20 pages long. Additionally, it is good practice to have bookmarks that mirror the Table of Contents and/or the section headings of a document. The purpose of bookmarks is to provide a navigable structure for the document.

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."



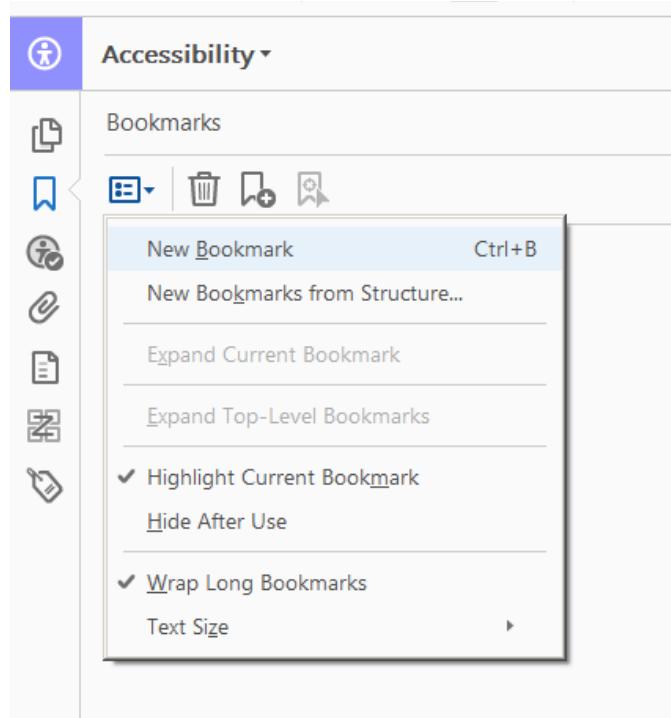
2. A new dialog box will open and list all of the tags and elements within the document. Select which elements you want to become bookmarks. To select more than one type, hold down the Ctrl key and click multiple entries. Generally it is recommended to use main tags for bookmarks such as Titles, Table 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.



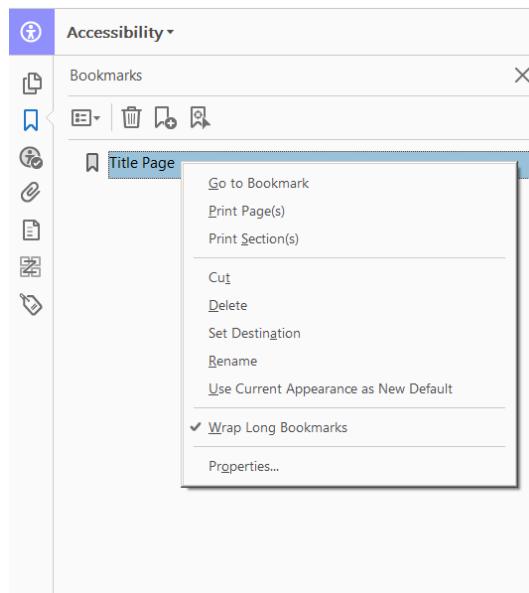
3. Once all the elements are selected, click OK. The bookmarks will appear in the bookmark bar.

Manually creating Bookmarks

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



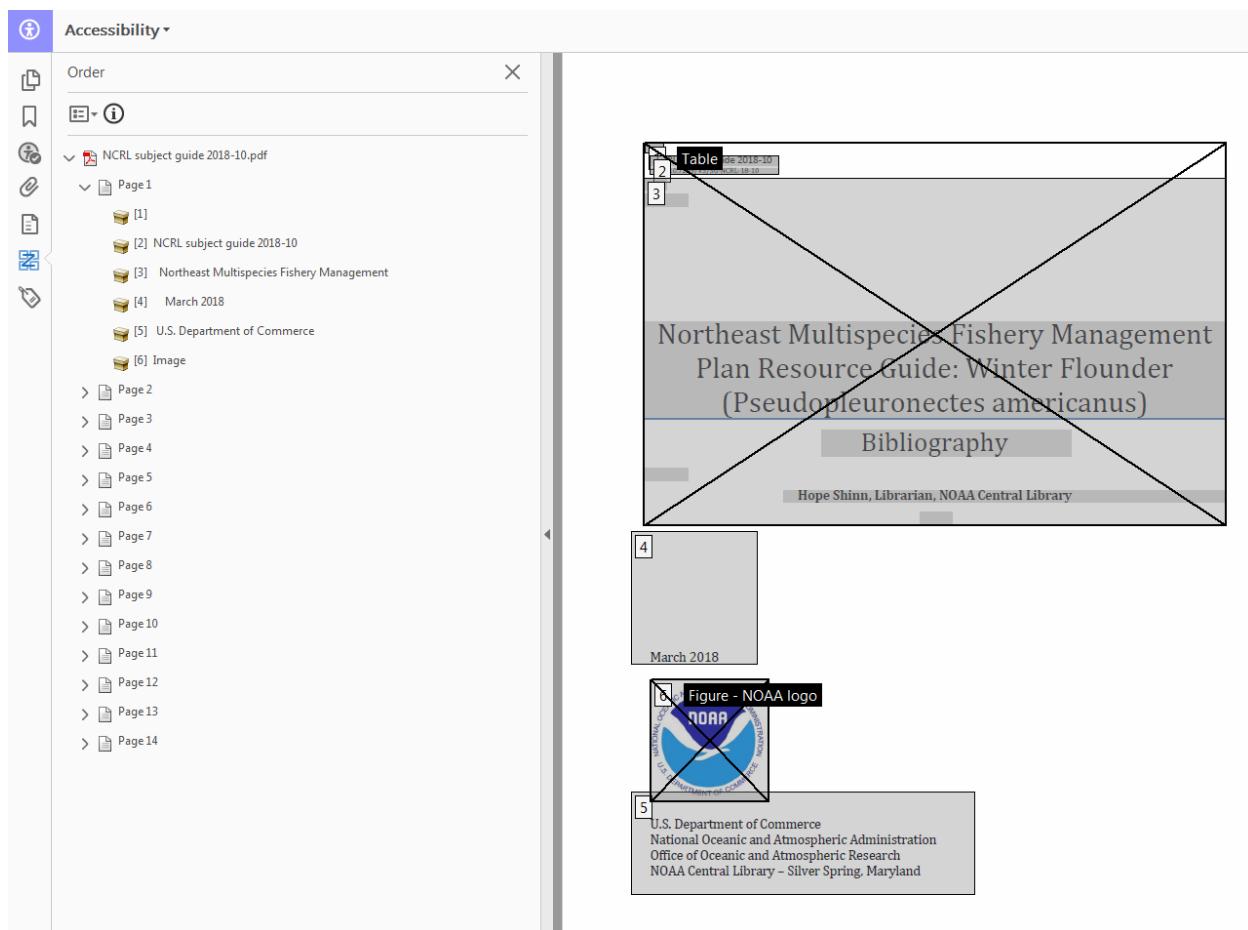
2. A new Bookmark will appear in the tab. Enter the text you want to appear, i.e. Title Page, or Cover.
3. Next you will need to link this bookmark to its corresponding page in the document. To do this, first navigate to the correct page in the document. Then right click on the newly created bookmark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



The screenshot shows the Microsoft Word ribbon with the 'Accessibility' tab selected. A floating 'Order' pane is open, showing the reading order structure for the document 'NCRL subject guide 2018-10.pdf'. The pane lists elements by page, with each page having a numbered list of its components. The main document window shows the title page of the 'Northeast Multispecies Fishery Management Plan Resource Guide: Winter Flounder (Pseudopleuronectes americanus)' and the 'Bibliography' section. The footer of the document reads 'Hope Shinn, Librarian, NOAA Central Library'. Below the main document, two boxes are highlighted with diagonal lines through them, indicating they are not part of the reading order. Box 4 contains the text 'March 2018'. Box 5 contains the NOAA logo and the text 'U.S. Department of Commerce National Oceanic and Atmospheric Administration Office of Oceanic and Atmospheric Research NOAA Central Library – Silver Spring, Maryland'.

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 X

NCRL subject guide 2018-10.pdf

Page 1

[1] 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 de 2018-10

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

Bibliography

Hope Shinn, Librarian, NOAA Central Library

March 2018

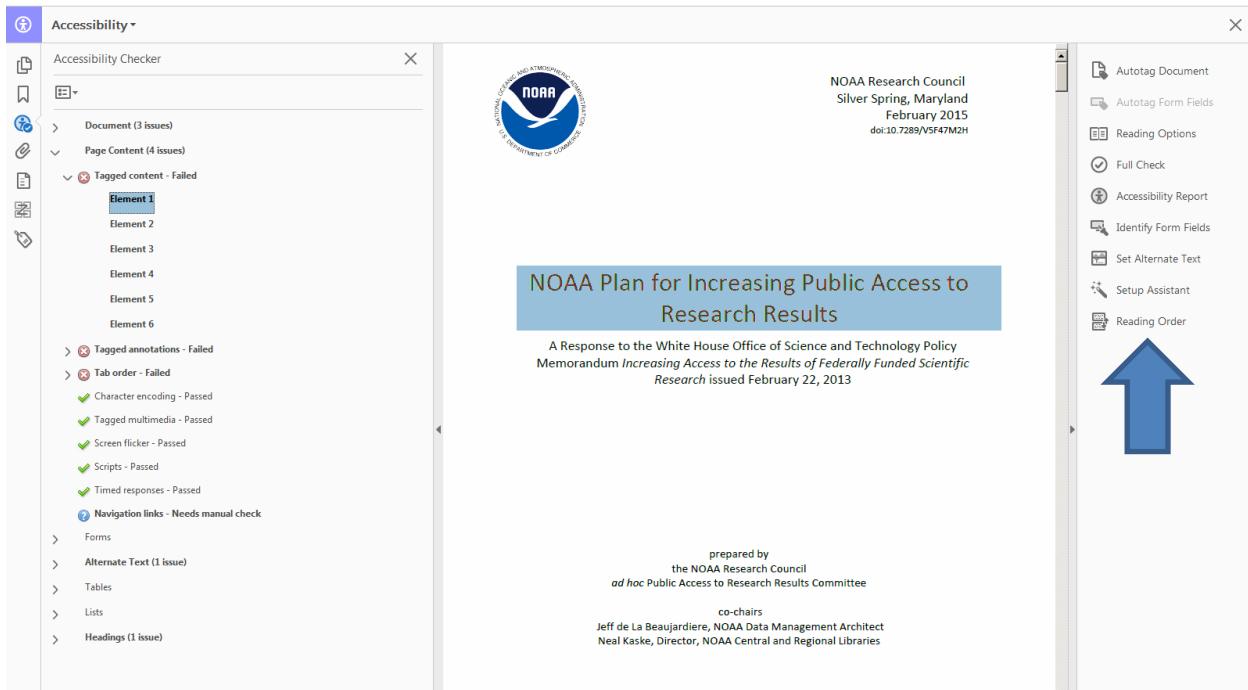
Figure - NOAA logo

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 shows the Microsoft Word ribbon with the 'Accessibility' tab selected. The 'Reading Order' button is highlighted with a large blue arrow pointing upwards. The main content area displays the NOAA Plan for Increasing Public Access to Research Results, a memorandum dated February 22, 2013. The document includes the NOAA logo, the title, and details about the plan's purpose and preparation.

Accessibility

Accessibility Checker

Document (3 issues)

Page Content (4 issues)

Tagged content - Failed

- Element 1
- Element 2
- Element 3
- Element 4
- Element 5
- Element 6

Tagged annotations - Failed

Tab order - Failed

- Character encoding - Passed
- Tagged multimedia - Passed
- Screen flicker - Passed
- Scripts - Passed
- Timed responses - Passed

Navigation links - Needs manual check

- Forms
- Alternate Text (1 issue)
- Tables
- Lists
- Headings (1 issue)

NOAA Research Council
Silver Spring, Maryland
February 2015
doi:10.7289/V5F47M2H

Autotag Document

Autotag Form Fields

Reading Options

Full Check

Accessibility Report

Identify Form Fields

Set Alternate Text

Setup Assistant

Reading Order

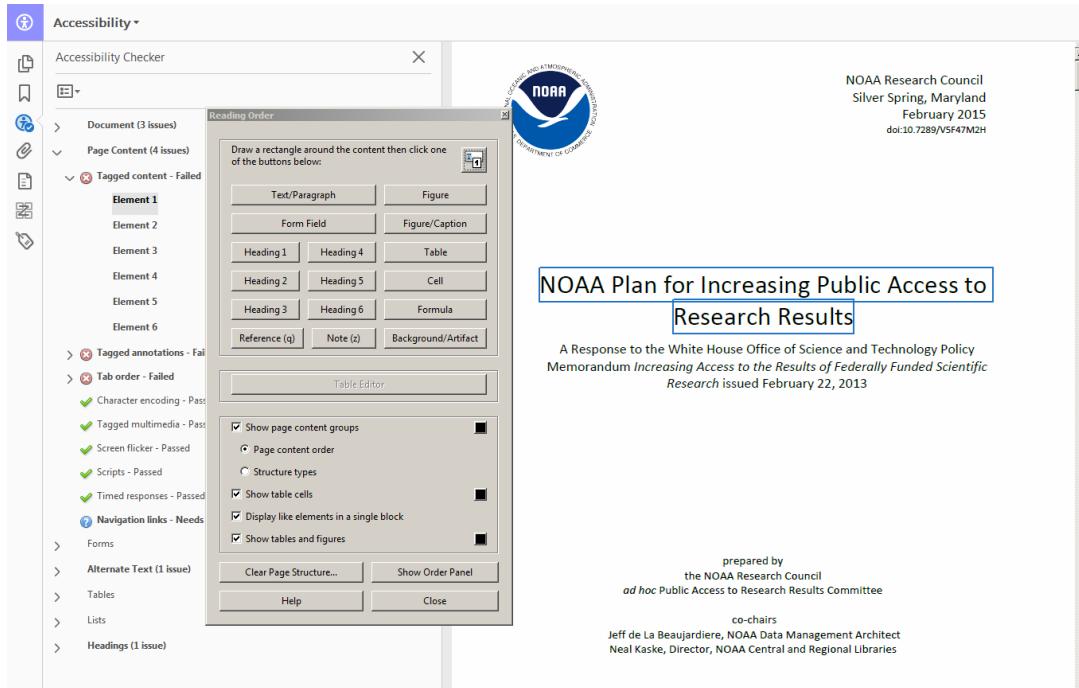
NOAA Plan for Increasing Public Access to Research Results

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

prepared by
the NOAA Research Council
ad hoc Public Access to Research Results Committee

co-chairs
Jeff de La Beaujardiere, NOAA Data Management Architect
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**).

