

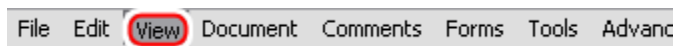
## Tagging an Existing PDF in Adobe Acrobat 8

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.

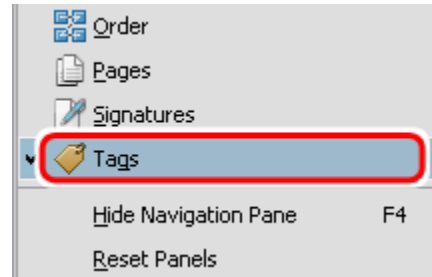
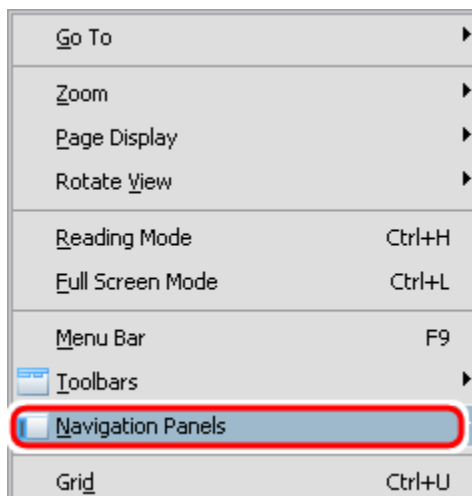
### 1. Open the Tags Panel

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

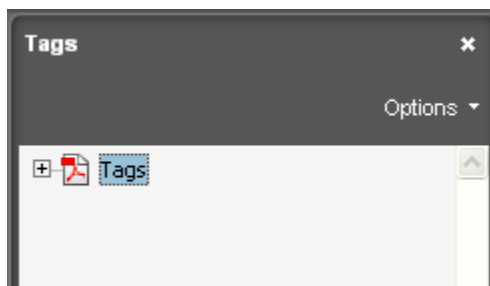
1. With your PDF file open, click “View” on the menu bar.



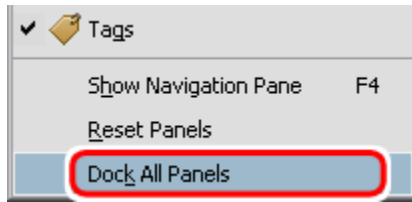
2. Go to “Navigation Panels”, and select “Tags” from the list.



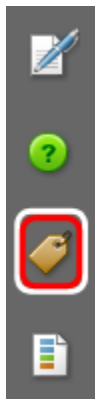
3. A tag tree will appear in a new window.



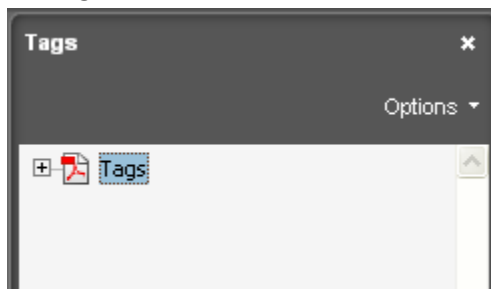
4. It will be easier to have this window docked on the sidebar so it does not disappear while you are working on your PDF. You can do this by following these steps:
  1. Click “View” on the menu bar.
  2. Go to “Navigation Panels”, and select “Dock all Panels”.



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.



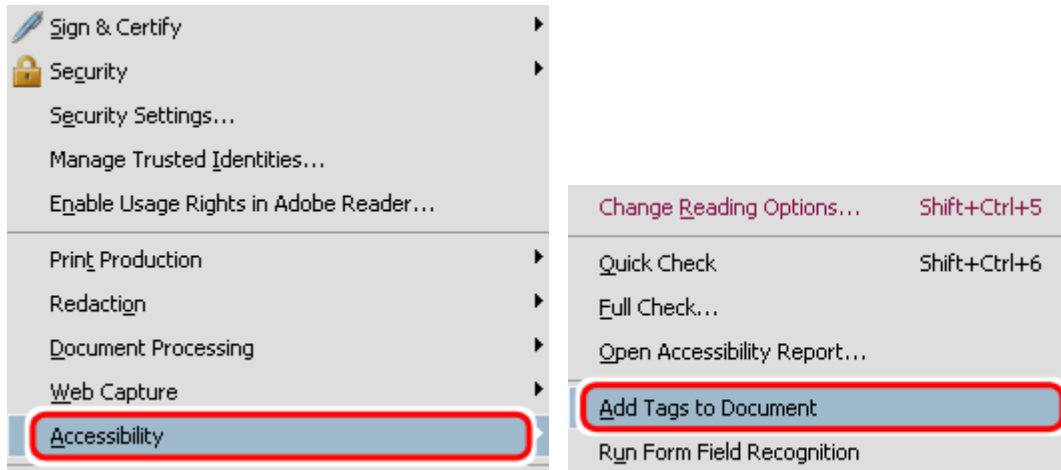
## 2. Auto Tagging an Untagged PDF

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.



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

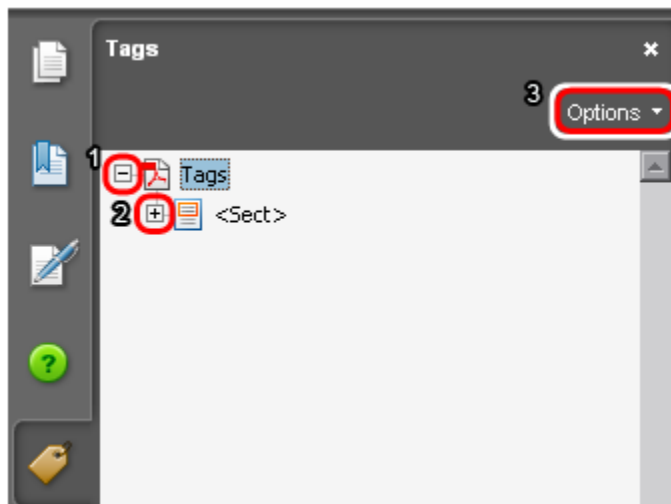
Keep in mind that you will still need to look over the tags that Adobe Acrobat 8 generates to make sure they are correct, and fix them if they are incorrect. In most cases, especially with larger documents, it is faster to let Adobe Acrobat 8 tag the document for you rather than manually tagging the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

### 3. Check and Correct the Existing Tags

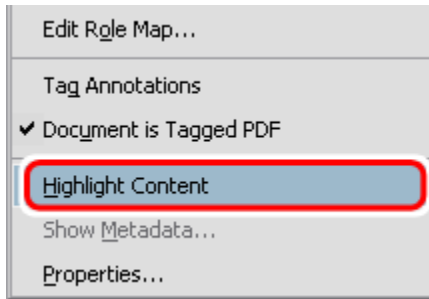
With the tag panel, you can view all the tags associated with your current document, modify tags, and see specifically what in the document each tag is being applied.

#### 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

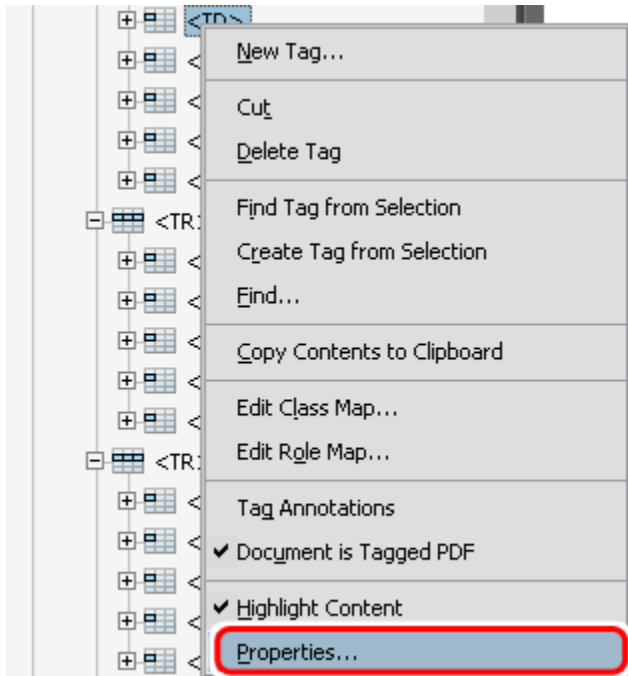
- <P> = Paragraph. This is used to tag paragraphs.
- <Figure> = A figure or image.
- <Caption> = Caption. When an image is tagged as a figure, the caption tag tags the caption for it.
- <L> = A list. All tags within this tag are part of a list.
- <LI> = List item. This tag should always be embedded within an <L> tag.
- <Link> = A hyperlink.

### Table Tags

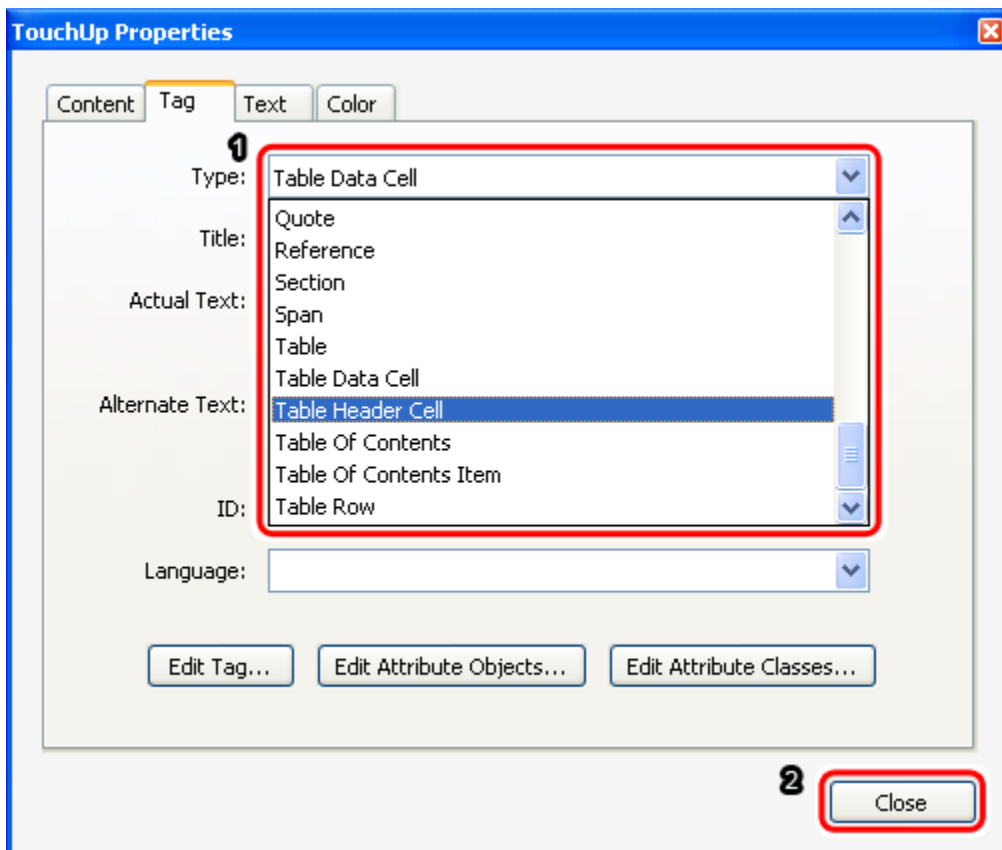
- <Table> = A table. All tags within this tag are part of a table.
- <TR> = Table row. You should have one of these tags for each row in your table.
- <TD> = Table data. This is used to tag data cells in a table.
- <TH> = Table Heading. This is used to tag table heading cells.

## 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.



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.

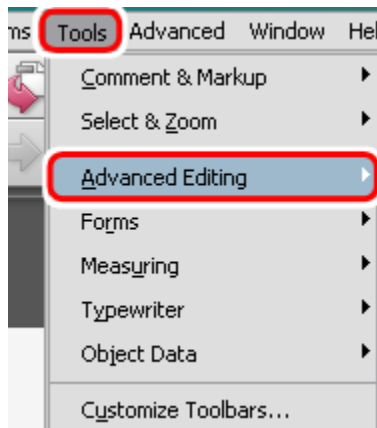


#### 4. Adding Alternative Text to Images (<Figure>)

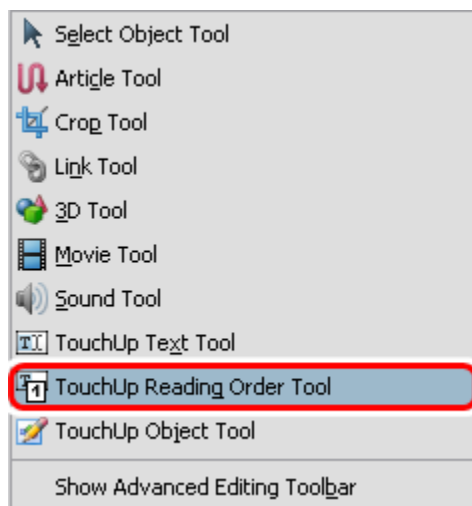
Screen readers require the use of alternative text to convey the meaning of an image. It is not necessary to begin your “alt” text with “Image of...” because screen readers preface the “alt” text with “Image.” Alternative text should be clear and concise.

##### To Add Alternative Text to an Image:

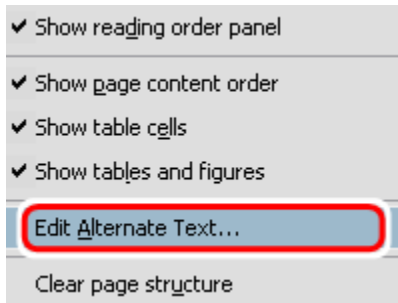
1. Click “Tools” on the menu bar and select “Advanced Editing”.



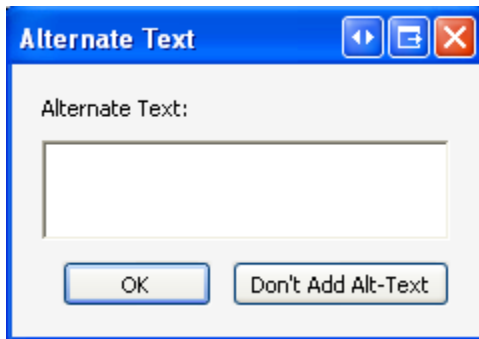
2. Choose “TouchUp Reading Order Tool” from the list.



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”.



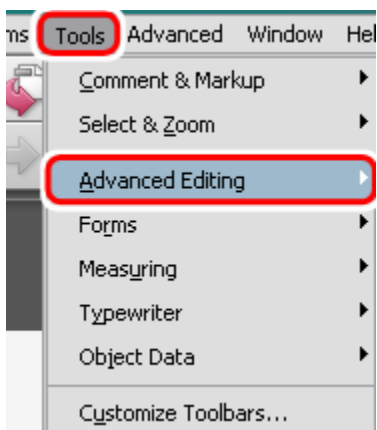
6. Remember to repeat these steps for each image in your document.

## 5. Assign a Scope to Table Headers

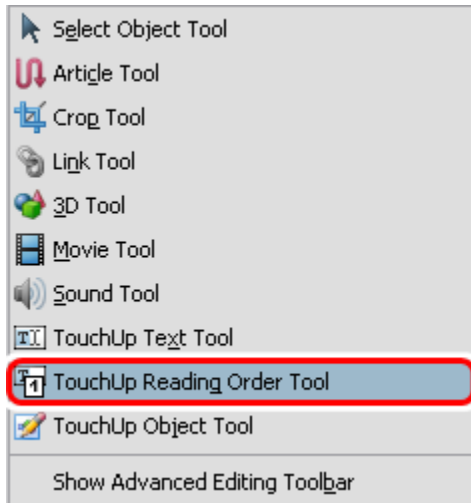
If you have tables in your PDF file, it is not only important for them to be tagged correctly. They should also include a ‘scope’ for each table header cell, so screen readers can understand what cells each heading is describing.

### To Create a Table Header Scope:

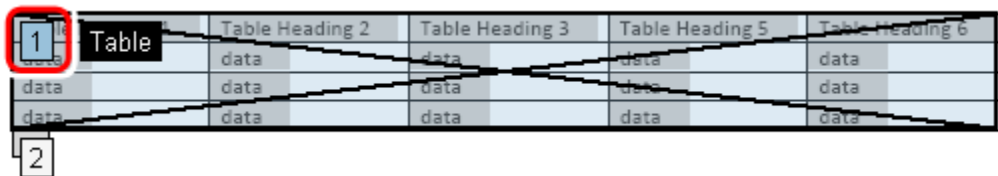
1. If you do not already have the TouchUp Reading Order Tool open, you will need to open it. Click “Tools” from the menu bar and mouse over “Advanced Editing”.



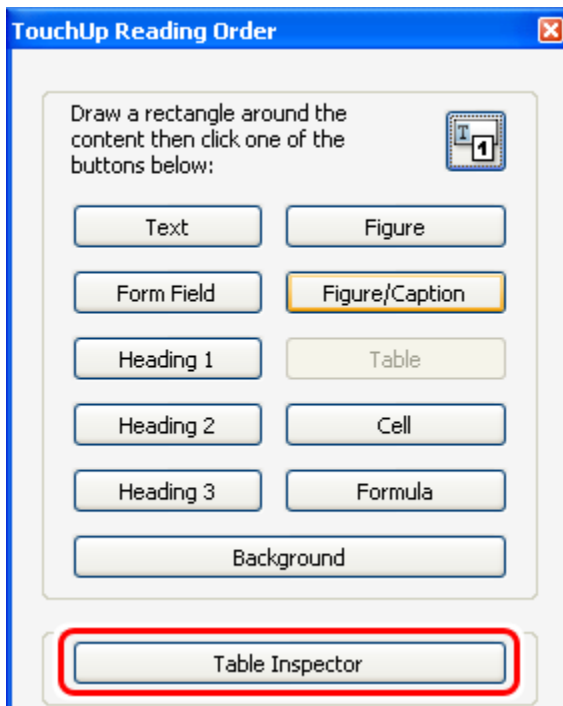
2. Select “TouchUp Reading Order Tool” from the list.



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

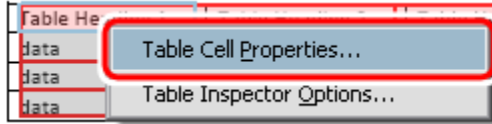


4. On the “TouchUP Reading Order” tool with your table selected, click “Table Inspector”. Your table should now appear in the document with red boxes around each cell.

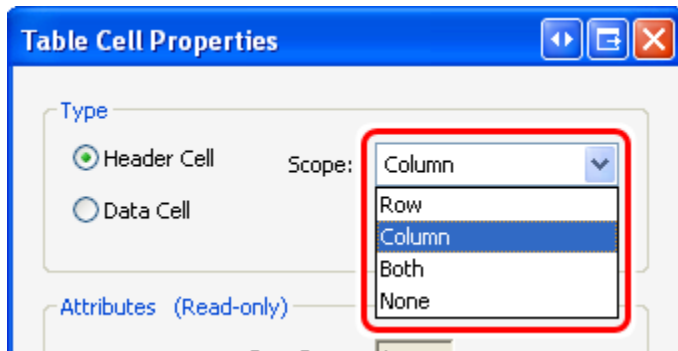




5. Right click a table header cell and select “Table Cell Properties”.



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.



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

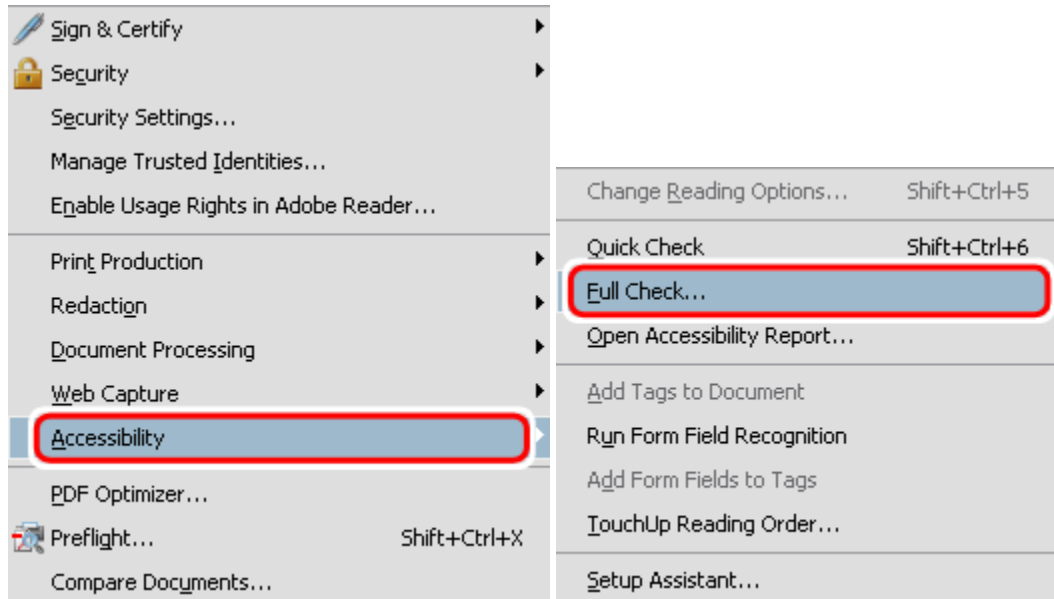
The Quick Check feature only tells you if your PDF document has tags or not. It fails to identify even basic accessibility errors. **The Quick Check should not be used** as a way to test the accessibility of your document.

### Full Check

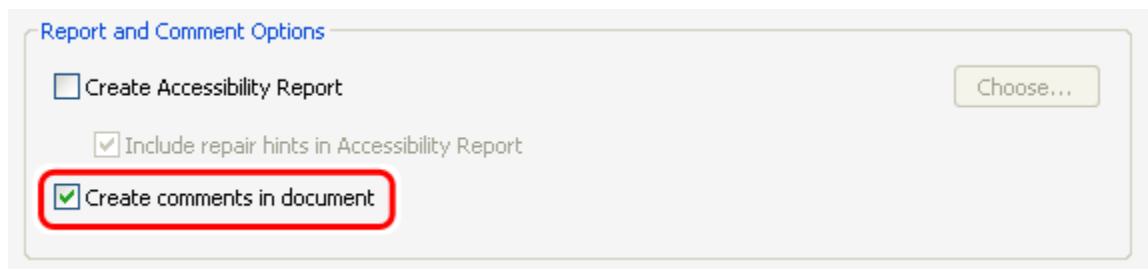
The Full Check is a more detailed version of the Quick Check. It can pick up some basic errors and can give hints on how to repair them. Keep in mind that while the Full Check is a useful tool, it does not pick up all errors.

#### *To run Full Check:*

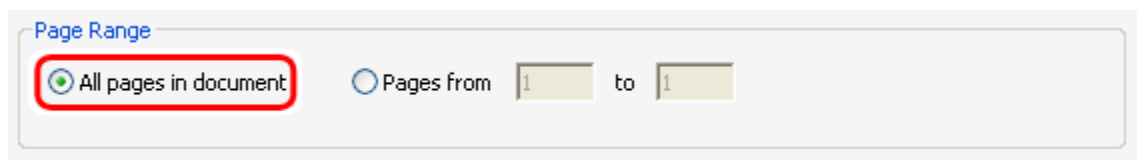
1. Click “Advanced” on the menu bar.
2. Go to “Accessibility” and select “Full Check...” from the list.



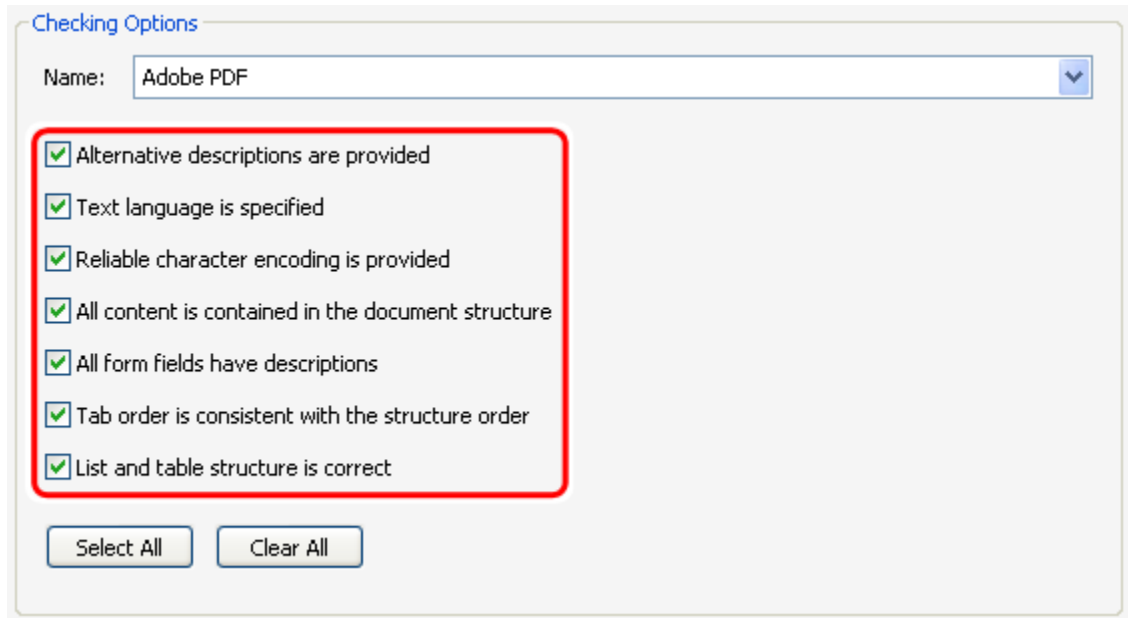
3. From the box that appears, you can choose a number of different options. It is most helpful to check “Create comments in document” under “Report and Comment Options”.



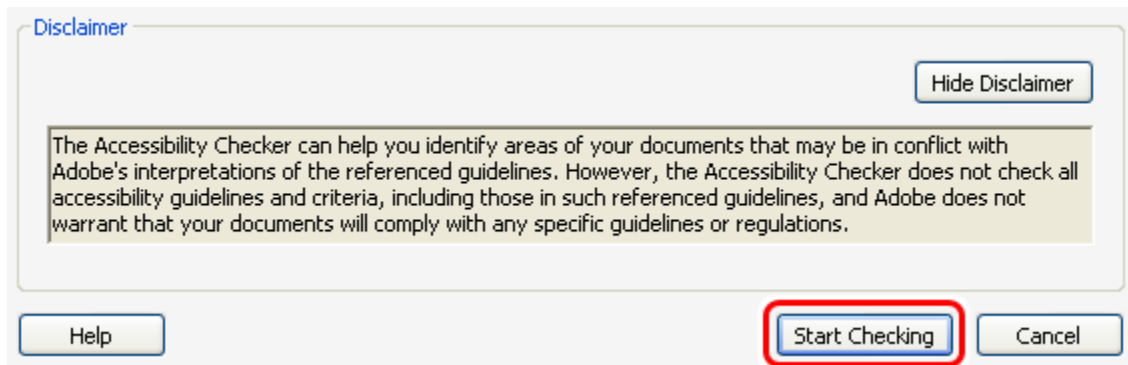
4. Under “Page Range” make sure “All pages in document” is selected.



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



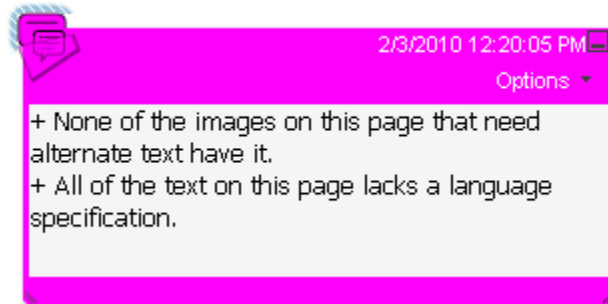
6. Click "Start Checking" to run the Full Check.



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.