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Add Metadata to the Document

1. Open Document Properties

- Click on the **Menu** button.
- Select **Document Properties** from the dropdown menu.

2. Add Title

- In the **Title** field, enter an appropriate title for your document.
Example: *B.S. in Human Resource Development Degree Plan*

3. Add Author

- In the **Author** field, enter the author's name or organization.
Example: *College of Education & Human Development*

4. Add Subject

- In the **Subject** field, provide a brief description.
Example: *2025 edition of the B.S. in Human Resource Development Degree Plan*

5. Add Keywords (Optional)

- In the **Keywords** field, add relevant keywords to help with search engine optimization.
Example: *Texas A&M Bachelors programs, Texas A&M degree plans, Human resource development Texas A&M*

6. Display Title on Open

- Go to the **Initial View** tab.
- In the **Show** dropdown menu, select **Document Title** instead of **File Name**.

7. Save Changes

- Click **OK** to save your changes.

Tag Content using the Reading Order tool

1. Open the Tags Pane

- Go to the **right side of the screen** and open the **Tags pane**.
- If there are no tags available or if the tags displayed are out of order, you'll need to add them manually.

2. Prepare for Accessibility

- Go to the **upper left corner** and select **"All Tools"**.
- Choose **"Prepare for Accessibility"**.

3. Open the Reading Order Panel

- Click on **"Fix Reading Order"**.
- The **Reading Order** panel will pop up.

4. Select and Tag Content

- Use your cursor to **click and drag** around the content you want to tag.
 - Select a slightly **larger area** than you think you need.
- Tag the selected content by clicking the appropriate button:
 - **"Figure"** for images
 - **"Heading 1"** for main headings
 - **"Text Paragraph"** for body text

5. Tagging Tips

- Use heading tags like **H1**, **H2**, **H3**, etc., for proper structure.
 - Do not skip heading levels. For example, if you use an H2, the next heading must be either an H2 or an H3, not an H4.
- Use the **"Figure"** tag for all images.
- Use the **"List"** tag for list items.
- When selecting text, **overlap lines above and below** the content to ensure full selection.

6. Check and Adjust Tags

- Open the **Tags pane** to view your tagged content.
- If elements appear **out of order**, drag and rearrange them within the pane.

7. Deselect "Display Like Elements in a Single Block"

- At the **bottom of the Reading Order panel**, uncheck:
 - "Display like elements in a single block"
- This lets you see and edit **individual tags**.

8. Validate and Finalize

- Review the **tags tree** to ensure all content is tagged appropriately.
- Make any needed **adjustments** to improve document accessibility.

Tag Content using Content Pane (Do this if Reading Order tagging did not fix all tags)

1. Open the Document

- Start with your **PDF document open** in Adobe Acrobat.

2. Create Empty Tags

- Open the **Tags pane**.
- Click the **three-dot menu** and select "**Create Tags Root**".
- Click again and choose "**New Tag**" to create tags for each content type:

- *Figure*
- *H1*
- *Paragraph*
- etc.

3. Highlight the Tag

- In the **Tags pane**, click on the **tag you want to populate** (e.g., *Figure*).

4. Switch to the Content Pane

- Click on the **Content pane** button.
- Expand the **file name** and then the specific **page** containing the content.

5. Select Content

- Highlight the **content you want to tag** (e.g., an image or block of text).

6. Create Tag from Selection

- Return to the **Tags pane**.
- With the correct tag highlighted, click the **three-dot menu** and select "**Create Tag from Selection**".

7. Repeat for All Content

- Repeat this process for **each piece of content**, ensuring everything is tagged appropriately.

8. Save and Test

- **Save** your document.
- **Test** the tags using a screen reader to confirm correct application and accessibility.

Tagging Lists

1. Open the Document

- Navigate to the section of your PDF that contains the **list you want to tag**.

2. Open the Tags Pane

- Highlight a **list item**.
- Open the **Tags pane**.
- Choose "**Find Tag from Selection**" to check if the item is already tagged.

3. Prepare for Accessibility

- If the content is **not tagged**, go to:
 - **All Tools > Prepare for Accessibility > Fixed Reading Order**

4. Tagging the List

Label the Bullet/Number

- Use the **marquee tool** to draw around the **bullet or number**.
- Tag it as **text** (use a **P tag**).

Tag the Text

- Draw a separate marquee around the **text of the list item**.
- Tag it as **text** (also with a **P tag**).

5. Adjust Tags

Change Tag Types

- In the **Tags pane**:
 - Select all the **bullet/number tags** and change their type to **Label**.
 - Select all the **list item text tags** and change their type to **List Item Body**.

6. Create List Structure

Organize the Tags

- For each list item:
 - Create a "**List Item**" tag.
 - Move the corresponding **Label** and **List Item Body** tags into it.
- Create a top-level "**List**" tag.
- Nest all **List Item** tags inside the **List** tag.

Tagging Table of Contents

1. Open the PDF in Acrobat

- Open your PDF document.
- Navigate to the **Tags pane**.
- Check whether the **Table of Contents (TOC)** is already tagged.

2. Prepare for Accessibility

- Go to:
All Tools > Prepare for Accessibility > Fix Reading Order

3. Tag the TOC Items

- Use your **cursor** to highlight the **text of each TOC item**.
- Click the **"Text Paragraph"** button to tag the highlighted text.

4. Adjust Tags

- In the **Tags pane**, select all of the newly created text tags.
- **Right-click** and choose **"Properties"**.
- Change the tag type to **Table of Contents Item (TOCI)**.

5. Create a TOC Tag

- Right-click **above the first TOCI tag** and choose **"New Tag"**.
- Select **"Table of Contents (TOC)"** as the tag type.
- **Move all TOCI tags** underneath the new **TOC** tag.

6. Adjust Tag Size (Optional)

- Hold down the **Control** key and scroll with the **mouse wheel** to resize tags for better visibility.

Creating Table of Contents Links

1. Create Destinations

- Navigate to the **section** you want to link to.
- Highlight the text (e.g., *"Section 1: Introduction"*).
- Open the **Destinations** pane:
Right-click in the navigation area > select **Destinations**.
- Click **"Create New Destination"** and name it (e.g., *01_Section 1: Introduction*).

2. Link Table of Contents

- Return to the **Table of Contents** page.
- Highlight the text you want to link (e.g., *"Section 1: Introduction"*).
- **Right-click** and choose **"Create Link"**.

- In the dialog box:
 - Set the **link type** to "**Invisible Rectangle**" for a cleaner look.
 - Choose "**Go to a page view**", then click **Next**.
- **Double-click** the corresponding **Destination** (e.g., [01_Section 1: Introduction](#)).

3. Verify Links

- Use the **Edit PDF** tool to inspect link properties.
- Confirm that each link points to the correct destination.

4. Tag Links

- Open the **Tags pane**.
- Make sure each Table of Contents item:
 - Has a **link tag**.
 - Includes a **link OBJR object** inside the tag.
- Use "**Find Unmarked Links**" (in the accessibility tools) to detect and fix any untagged links.

5. Test with Assistive Technology

- Use a screen reader like **JAWS** to verify that all links are accessible and function correctly.

Tagging Tables

1. Evaluate the Table

- Open your PDF document in **Adobe Acrobat**.
- Navigate to the page containing the **table**.
- Instead of tagging one large table, **break it down** into smaller, manageable sections if needed.

2. Open the Reading Order Panel

- Go to **All Tools > Prepare for Accessibility > Fix Reading Order**.
- Use your **cursor** to select individual areas of the table.

3. Tag Individual Cells

- Highlight the content of each **table cell**.
- Use the Reading Order panel to tag the selection as a **Cell**.
- Double-check each cell, especially those containing **multiple paragraphs**, to ensure correct tagging.

4. Structure the Table

- Open the **Tags** pane.
- Create **new Table Row (TR) tags** for each row in the table.
- Move each **Cell (TD)** into the correct **Table Row (TR)** tag.

5. Create the Table Tag

- Create a **new Table tag**.

- Nest all **Table Row (TR) tags** inside the Table tag to complete the structure.

6. Handle Header Rows

- Make sure that **header rows** are properly tagged.
- (This topic will be covered in more detail in the next tutorial on using the Table Editor.)

7. Validate and Save

- Ensure the **table structure** is correct in the Tags pane.
- Save your document to keep the changes.

Using the Table Editor

1. Open the Document

- Open your **PDF document** in **Adobe Acrobat**.
- Navigate to the page with the **table** you want to edit.

2. Access the Tags Pane

- Go to **View > Show/Hide > Navigation Panes > Tags**.
- The **Tags pane** will appear, displaying the document's tag structure.

3. Check for Accessibility Errors

- Go to **All Tools > Prepare for Accessibility > Check for Accessibility**.

- Review results, especially under the **Tables** category (e.g., header errors, regularity issues).

4. Open Table Editor

- In the **Tags pane**, locate and select the table tag.
- **Right-click** the table tag and choose **Table Editor**.

5. Define Table Parts

- Inside the Table Editor, **right-click** and select **Table Editor Options**.
- Set colors to visually distinguish parts of the table:
 - Header cells
 - Data cells
- Enable helpful options:
 - ☒ *Show cells that span multiple rows or columns*
 - ☒ *Show Cell Type*

6. Set Header Cells

- Select the appropriate cells that should serve as **headers**.
- **Right-click > Table Cell Properties**.
- Set the **cell type** to **Header** and define the **Scope** (e.g., Column or Row).

7. Address Regularity Issues

- For **merged cells**, update the **span attributes**:

- Right-click the cell
- Choose **Table Cell Properties**
- Set the correct **Column Span** or **Row Span**

8. Validate Changes

- **Close** the Table Editor when finished.
- **Re-run the accessibility checker** to ensure all issues are resolved.

Artifacting Elements

Avoid Using the Background/Artifact Button

- Navigate to **All Tools > Prepare for Accessibility > Fix Reading Order**.
-  **Do not** use the **Background/Artifact** button — it contains a known bug that may cause issues.

Method 1: Using the Content Pane

1. **Open the Content Pane**
 - This displays the internal structure of your PDF, including every element.
2. **Select Elements to Artifact**
 - Choose items like page headers, footers, or decorative elements that should be excluded from the reading order.
3. **Create Artifact**

- Right-click the selected element and choose **Create Artifact**.
 - In the **Create Artifact** dialog:
 - Leave the **Artifact Type** as **Page**.
 - Click **OK**.
-

Method 2: Using the Tags Pane

1. Open the Tags Pane

- Navigate to **View > Show/Hide > Navigation Panes > Tags**.

2. Locate the Element to Artifact

- Identify non-essential elements such as redundant headings, logos, or page numbers.

3. Change Tag to Artifact

- Right-click the tag and select **Change Tag to Artifact**.
- In the **Create Artifact** dialog:
 - Confirm your selection.
 - Click **OK**.

Adding Alt Text

1. Open the PDF

- Launch **Adobe Acrobat**.

- Open the PDF document you want to make accessible.
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2. Method 1: Using the Reading Order Tool

- Go to **All Tools > Prepare for Accessibility > Fix Reading Order**.
 - In the Reading Order panel, locate the **figure** (image or graphic).
 - **Right-click** on the figure and select **Edit Alternate Text**.
 - Enter a meaningful description of the image and click **OK**.
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3. Method 2: Using the Tags Pane

- Open the **Tags** pane:
View > Show/Hide > Navigation Panes > Tags.
 - Locate the **<Figure>** tag for the image.
 - **Right-click** the figure tag and select **Properties**.
 - In the **Object Properties** dialog, enter the alt text in the **Alternate Text** field.
 - Click **Close** to save.
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4. Method 3: Using the Accessibility Checker

- Navigate to **All Tools > Prepare for Accessibility > Check for Accessibility**.
- Run the accessibility check.
- Look for issues listed under **Figures alternate text**.

- **Right-click** the error and select **Fix**.
 - Enter appropriate alternative text and click **Save and Close**.
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5. Method 4: Using the Add Alternate Text Tool

- Go to **All Tools > Prepare for Accessibility > Add Alternate Text**.
- A dialog will appear showing figures one at a time.
- Use the arrow buttons to navigate through figures.
- Add alt text for each image as needed.
- Click **Save and Close** when finished.

Properly Tag Elements and Read Order

1. Open the Tags Pane

- In Adobe Acrobat, go to:
View > Show/Hide > Navigation Panes > Tags
(or use **All Tools > Prepare for Accessibility > open Tags**).
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2. Adjust Tag Size (Optional)

- To enlarge the tags display:
 - **Hold Ctrl** (Windows) or **Cmd** (Mac) and scroll your mouse wheel.

- Or use **Ctrl +** / **Ctrl -** to zoom in and out.
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3. Start at the Top

- Click on the **first tag** at the top of the tags tree to begin reviewing.
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4. Navigate Through Tags

- Use the **down arrow key** to move sequentially through each tag.
 - Confirm that the **reading order** matches the document's visual and logical order.
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5. Check and Adjust Order

- Look for elements that are **out of sequence** (e.g., a caption read after the body text).
 - **Drag and drop** tags to reposition them where necessary.
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6. Expand and Collapse Tags

- Use the **right arrow key** to expand a tag and view its contents (e.g., paragraphs, links).
 - Use the **left arrow key** to collapse it.
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7. Verify Headings

- Ensure heading elements are properly tagged (e.g., `<H1>`, `<H2>`, etc.) and follow a logical hierarchy.
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8. Create a Missing Document Tag (if needed)

- If there's no `<Document>` tag:
 - **Right-click** in the Tags pane and select **New Tag**.
 - Choose **Document** as the tag type.
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9. Nest Tags Under the Document Tag

- Select all top-level tags (e.g., Shift+click to select multiple).
- **Drag and drop** them under the new `<Document>` tag to ensure proper structure

Tagging Unmarked Annotations

1. Open Accessibility Tools

- Click **All Tools** in Adobe Acrobat.
 - Select **Prepare for Accessibility**.
 - Click **Check for Accessibility** to run the checker.
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2. Identify Unmarked Annotations

- In the Accessibility Checker results, locate the “**Tagged Annotations – Failed**” category.
 - This indicates the presence of untagged annotations, such as links.
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3. Locate Unmarked Annotations

- Open the **Tags** pane (View > Show/Hide > Navigation Panes > Tags).
 - Click the **Tags** button at the top of the tags tree.
 - Click the **three-dot menu** (...) > choose **Find**.
 - In the **Find Element** dialog:
 - Choose **Unmarked Annotations** from the dropdown.
 - Set the search scope to **Document**.
 - Click **Find** to locate the first unmarked annotation.
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4. Tag the Annotations

- When an unmarked annotation is found:
 - Click **Tag Element**.
 - In the dialog, choose **Link** as the tag type.
 - Click **OK**, or press **Enter** to tag all found unmarked annotations sequentially.
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5. Organize the Tags

- In the **Tags** pane:
 - Locate the newly created `<Link>` tags.
 - Move them under an appropriate structure, such as a **Table of Contents (TOC)** tag, for clarity.
 - If needed, **nest the visible link text** (often a `<Span>` or `<P>` tag) inside the corresponding `<Link>` tag.
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6. Validate and Confirm Compliance

- Re-run the **Accessibility Checker**:
 - Go back to **All Tools > Prepare for Accessibility > Check for Accessibility**.
 - Verify that the “Tagged Annotations” error no longer appears.
 - Ensure all links are now properly tagged and functional for screen readers.
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Checking PDF Compliance with the PAC 2024 Checker

This guide walks you through validating and fixing accessibility issues in a PDF using the **PDF Accessibility Checker (PAC) 2024**, ensuring compliance with **WCAG** and **PDF/UA** standards.

◆ 1. Open PAC 2024 Checker

- Launch the **PAC 2024** application.
 - Click the "**Open document**" button.
 - Select your PDF file to begin the compliance check.
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◆ 2. Run the Compliance Check

- PAC will automatically run its analysis.
 - Click "**Results in Detail**" to view specific issues found in:
 - Structure Elements
 - Annotations
 - Metadata (PDF/UA identifier)
 - Logical Reading Order
 - Tagged Content
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◆ 3. Fix Common Issues

Structure Elements

- Ensure:
 - All **<Note>** tags have **unique IDs**.
 - All **figures** have bounding boxes.

Fix in Adobe Acrobat:

- Open the Tags pane.

- Locate and **untag the problematic figure**, then **retag it** to regenerate the bounding box.

Annotations

- Add **alternate descriptions** to all hyperlinks and annotations.

Using Adobe Acrobat:

- Right-click a link tag in the Tags pane > **Properties** > Add **Alternate Text**.

PDF/UA Identifier

- Ensure your document includes the **PDF/UA identifier**.

Set in Acrobat:

- Go to **File > Properties**.
 - Under the **Advanced** tab, check the **PDF/UA identifier** option.
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◆ **4. Use Acrobat's Preflight Tools**

- Go to **All Tools > Print Production > Preflight**.
 - Use the fix “**Add unique ID to Note structure elements**”.
 - This ensures all note elements are correctly tagged and identifiable.
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◆ **5. Final Checks and Validation**

- Reopen PAC 2024 and **reload the document**.
- Verify all errors have been resolved:

- Figures are block-level and contain placement attributes.
 - All annotations are properly tagged.
 - The document passes all structural and metadata checks.
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Save and Confirm

- Save your corrected PDF file in Adobe Acrobat.
 - Run the PAC checker **one final time** to confirm full compliance.
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