



# **Accessible PDF from Accessible Word Document Exercise Guide**

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## Convert MS Word Document to PDF

1. Open **Fake Report – Formatted**.
2. Select **File**.
3. Select **Save as Adobe PDF**.
4. Click **Options**.
5. Ensure the **Accessibility and Reflow with Tagged PDF** checkbox is selected.
6. Click **Save**.

## Set up Adobe Acrobat Pro Tools

1. Open the document if it doesn't open automatically.
2. Click the **Tools** tab.
3. Find the **Accessibility** tool under the **Protect & Standardize** section.
4. Click **Add**.
5. Find **Action Wizard** under the **Customize** section.
6. Click **Add**.

## Open Tags Tree

1. Right-click the **Navigation Pane**.
2. Select the **Tags** button.
3. The **Tags Tree** should now be open.
4. To keep the **Tags** button on your navigation pane, right-click on the **Tags** icon in the Navigation Pane and click **Pin Tags**.

## Run Accessibility Checker

1. Open **Accessibility Tool** in **Tools** pane on right-hand side of screen.
2. Select **Accessibility Check**.
3. Leave **Checking Options** as they are.
  - a. **Optional:** Uncheck the **Create Accessibility Report** checkbox if you don't want a report saved to your computer each time you run the checker.
4. Click **Start Checking**.
5. The Accessibility Checker opens in left-hand navigation pane.

## Correct Title Issue

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1. Expand **Document** section.
2. Right-click on **Title – Failed**.
3. Click **Fix**.

## Check Reading Order

1. In the **Tags Tree**, put your focus on the first tag under the main **Tags tag**.
2. Use your arrow keys on your keyboard to “walk” through the **Tags** tree, checking to see if the visual order matches the order of the tags.
  - a. **Note:** If your content isn’t highlighting when you have focus on a tag, open the Option menu or right-click on any tag in the Tags tree and click **Highlight Content**.
3. Correct the reading order issue on page 9 by reorganizing the Tags.

## Correct Other Issues in Fake Report

### Artifact Extra Paragraph Characters

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1. Select the first **<P>** (paragraph) tag under the **<Sect>** (section) tag.
2. Open it to verify that this tag contains no content.
3. Right-click on the empty content tag (cardboard box icon).
4. Select **Change Tag to Artifact**.
5. Leave **Artifact Type** as **Page** and click **OK**.
6. Repeat this process for the following tags:
  - a. **<P>** tag after **<TOC>**
  - b. **<P>** tag above picture on page 3.
  - c. **<P>** tag above picture on page 4.
  - d. **<P>** tag below picture on page 5.
  - e. **<P>** tag above picture on page 7.
  - f. **<P>** tag below picture on page 7.
  - g. **<P>** tag above chart on page 8.
  - h. **<P>** tag above picture on page 9.
  - i. **<P>** tag below text on page 9.
7. Once done, right-click any tag and select **Delete Empty Tags**.

### Set Table Header Scope

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**NOTE:** This may already be set.

1. Find the **<Table>** in the Tags tree.
2. Right click on the **<Table>** tag.
3. Select **Table Editor**.
  - a. **Note:** The table should now have red boxes over it. The red Table Editor cells often do not line up exactly the same as the actual data table. This is fine. The number of cells and their relative positions will be correct.
4. Click, hold, and drag to select the three cells of the Header Row (Time Period, Crude Oil, Coffee).
5. Right-click one of the selected cells.
6. Select **Table Cell Properties**.
7. Make sure the **Type** is set to **Header Cell** and the **Scope** is set to **Column**.
8. Hit **OK**.
9. Click, hold, and drag to select the three cells under Time Period (1600's, 1700's, 1800's).
10. Right-click one of the selected cells.
11. Select **Table Cell Properties**.
12. Make sure the **Type** is set to **Header Cell** and the **Scope** is set to **Row**.
13. Hit **OK**.
14. Click, hold, and drag to select the remaining cells under Crude Oil (5, 10, 1000) and under Coffee (10, 100, 999).
15. Right-click one of the selected cells.
16. Select **Table Cell Properties**.
17. Make sure the **Type** is set to **Data Cell**.
18. Hit **OK**.

### Correct Split List

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1. Find an area in the Tags tree that has two **<L>** (list) tags in the tree, indicating a split list.
2. Expand both **<L>** (list) tags.
3. Click and drag the **<LI>** (list item) from the bottom **<L>** tag below the last **<LI>** tag in the top list.
4. Delete the empty **<L>** tag.

### Correct Split Link Tag

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1. Use the **Tab** key to test link tab order.
2. Find a link that has two tab stops, i.e. where the link is split into two separate parts.
3. Select the text of the link, then open the **Options** menu and select **Find Tag from Selection** to easily find the tag of the selected link.
4. Expand the **<Link>** tag.
5. Delete the bottommost **<Link - OBJR>** tag.

## Check Alt Text on Images

1. Scroll back up to the first page.
2. Open the **Option** menu or right-click on any tag in the **Tags** tree.
3. Select **Reading Order**.
4. The **Reading Order** pane will open. Move it to the side of the content.
5. Hover your mouse over the **black boxes** that appear at the top of the images to see full alt text.
6. Confirm that alt text accurately describes the image.