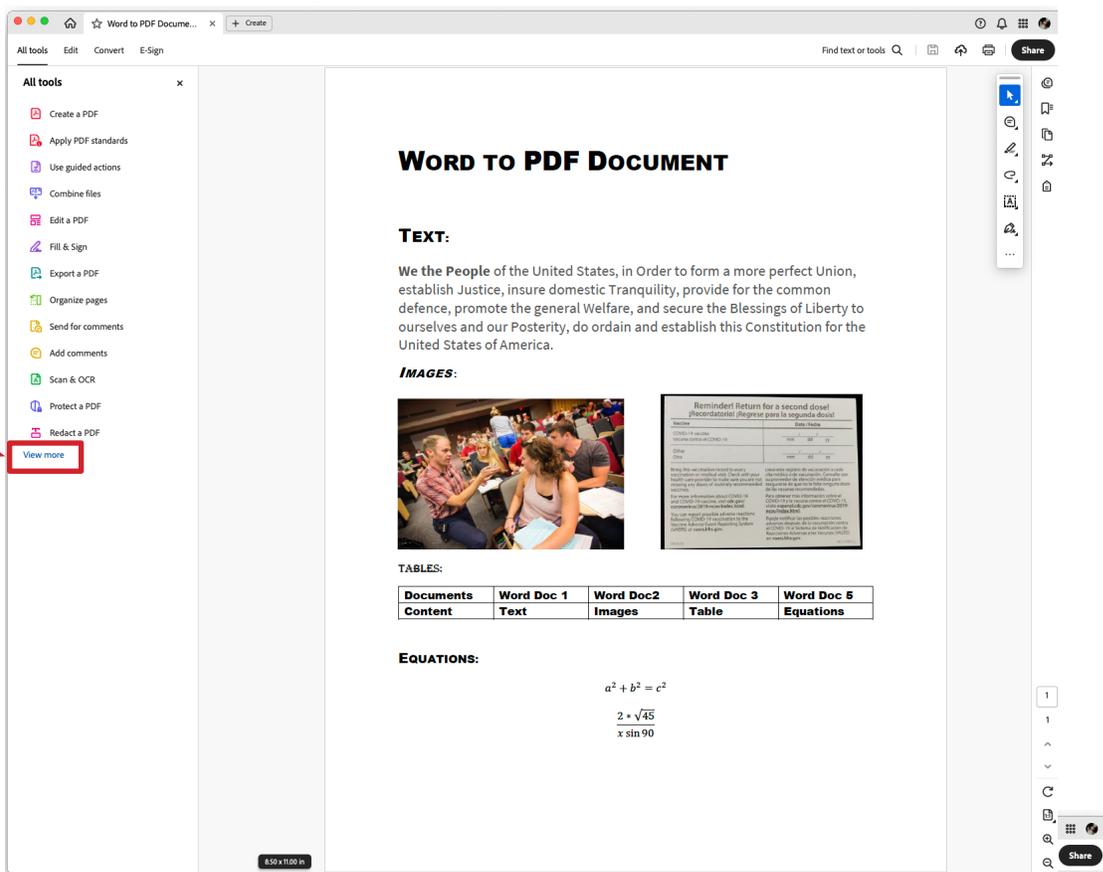
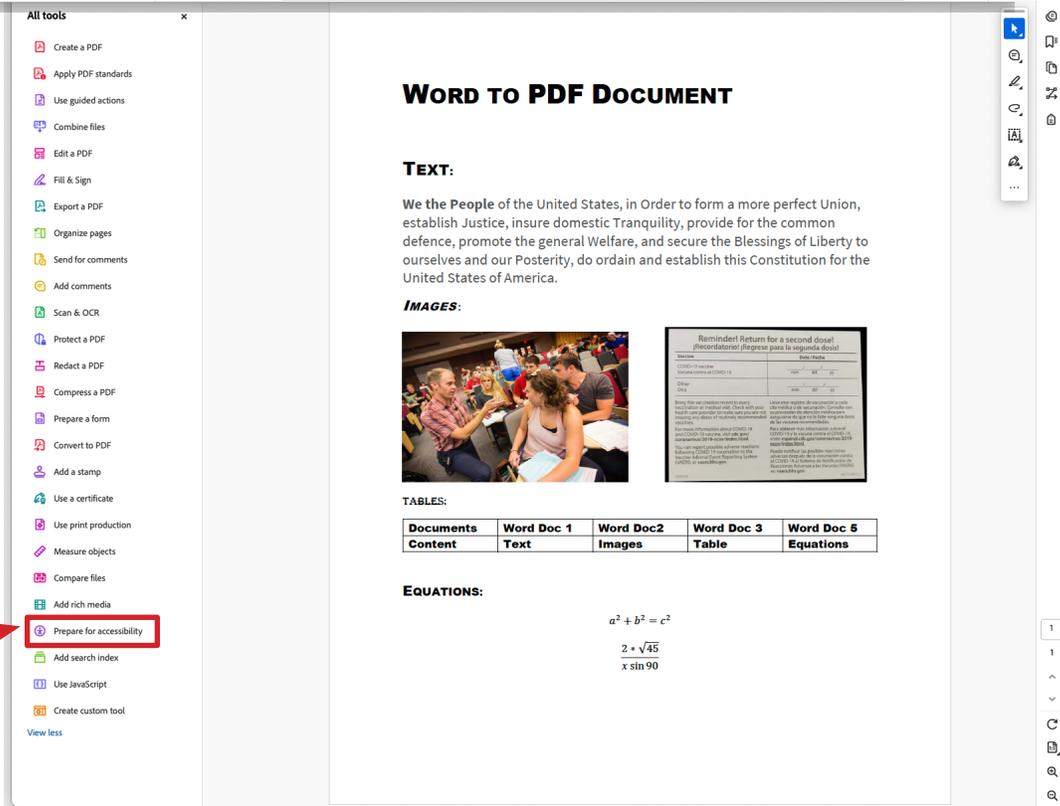


Accessibility Tools in Acrobat.

1. Click on View more.



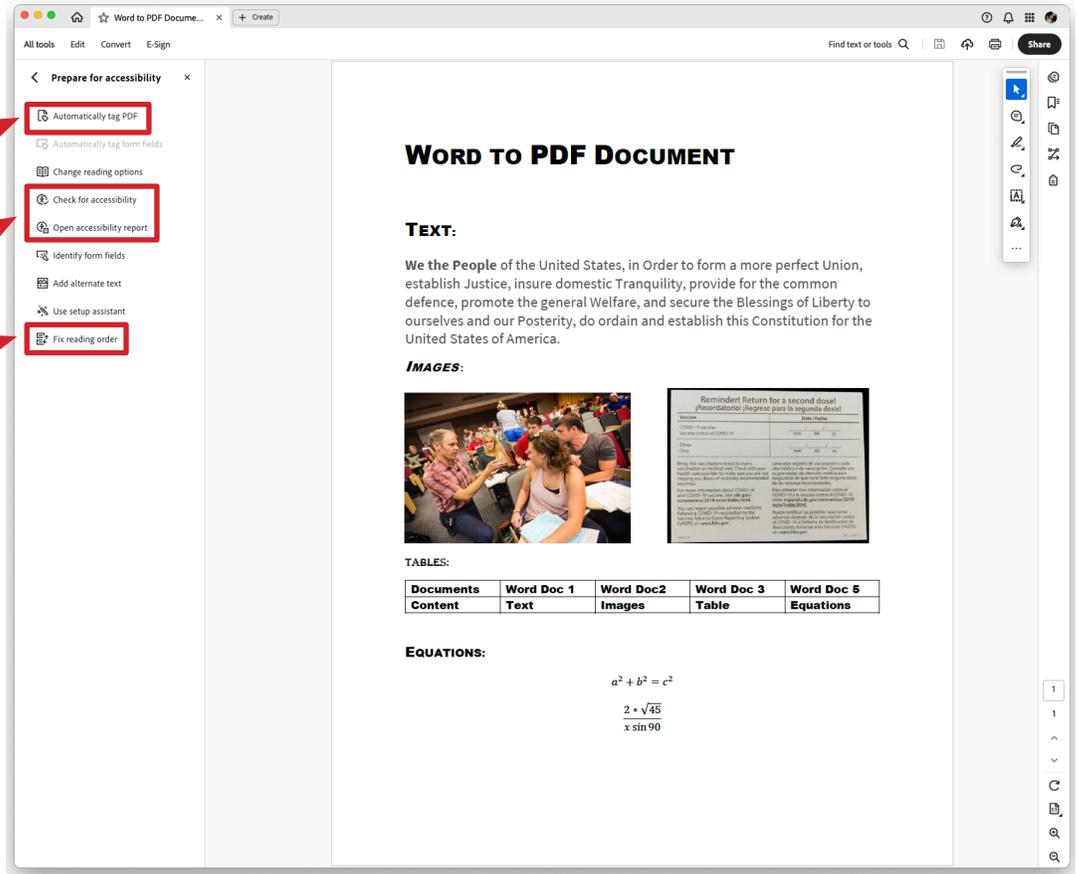
2. This will reveal the Prepare for accessibility menu item.



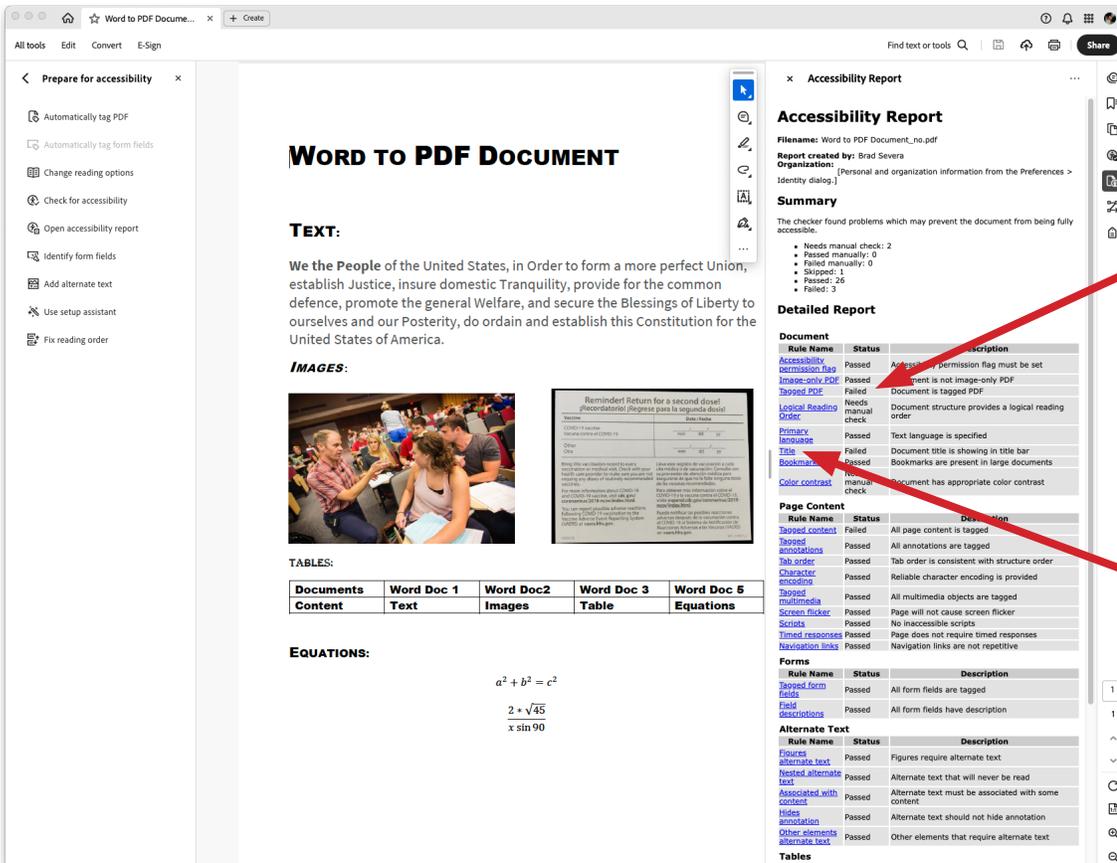
3. In the Prepare for Accessibility window you can select: Automatically tag PDF

Check for accessibility
Open Accessibility Report

Fix reading order



Accessibility Report



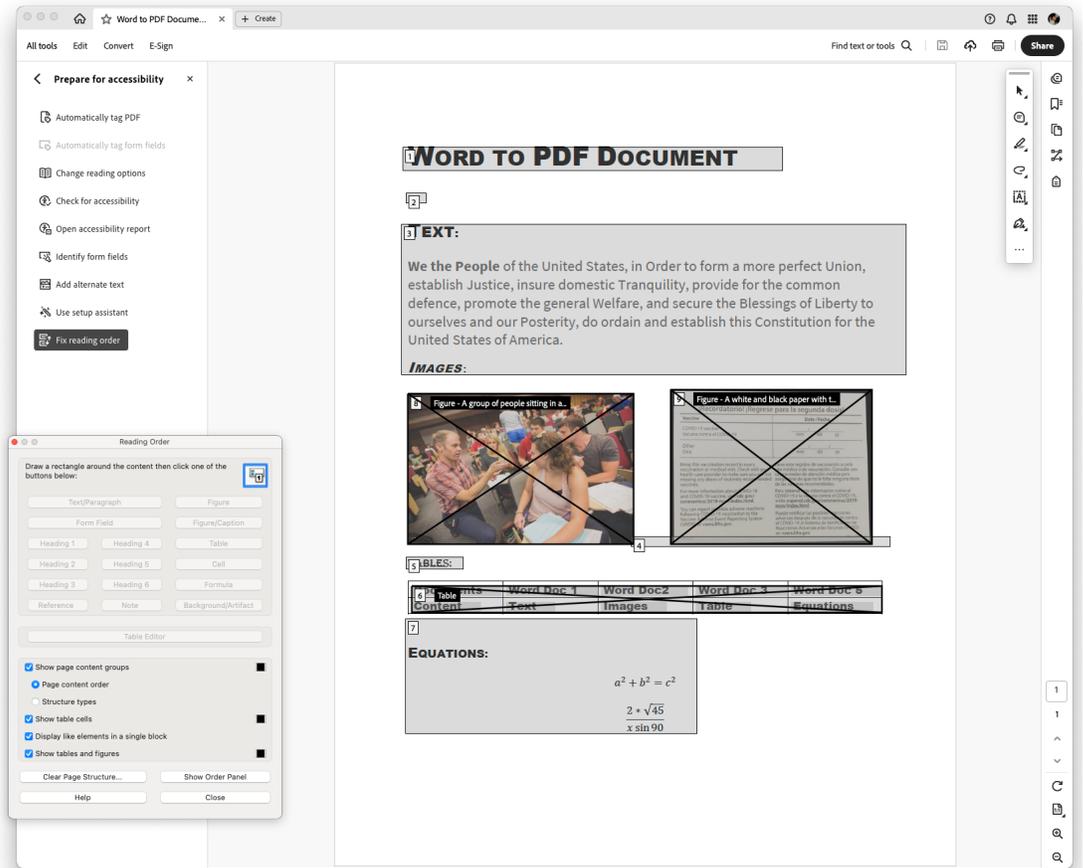
The Accessibility Report is generated by clicking on Check for accessibility

This report will show what items have not passed in the Status column.

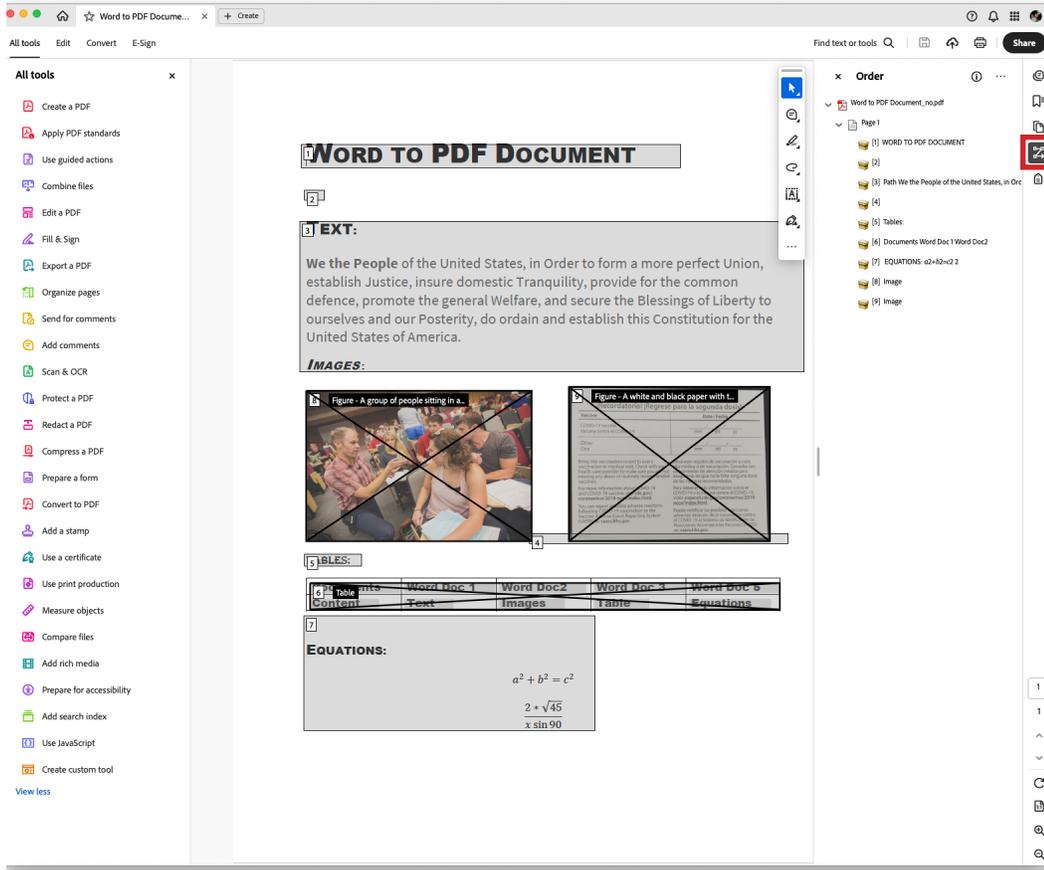
By clicking on the Rule Name Links you will be taken to an Adobe web page that explains that item.

Fix Reading Order

This will launch a window with options for adding or changing tags to items in the text.

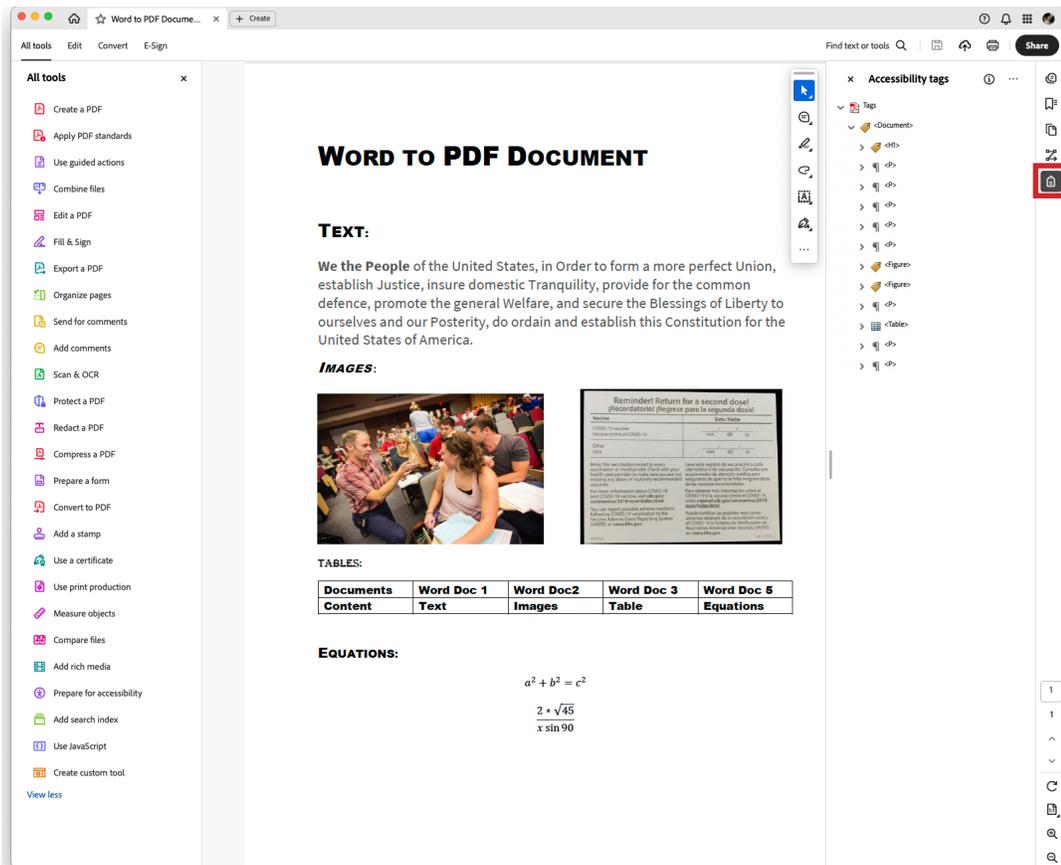


1. With the Fix Reading Order window open, your cursor changes to a cross hair and you can draw a box around the item you want to fix. In this case we want to change "Equations:" to Heading 1.
2. When you unclick, the box contents are now highlighted, and the options in the window become active.
3. Now you can click on the option you want to apply to your selection. Heading 1 will be applied to "Equations:"
4. "Equations:" is now Header 1 and is separated from the paragraph with the math equation.

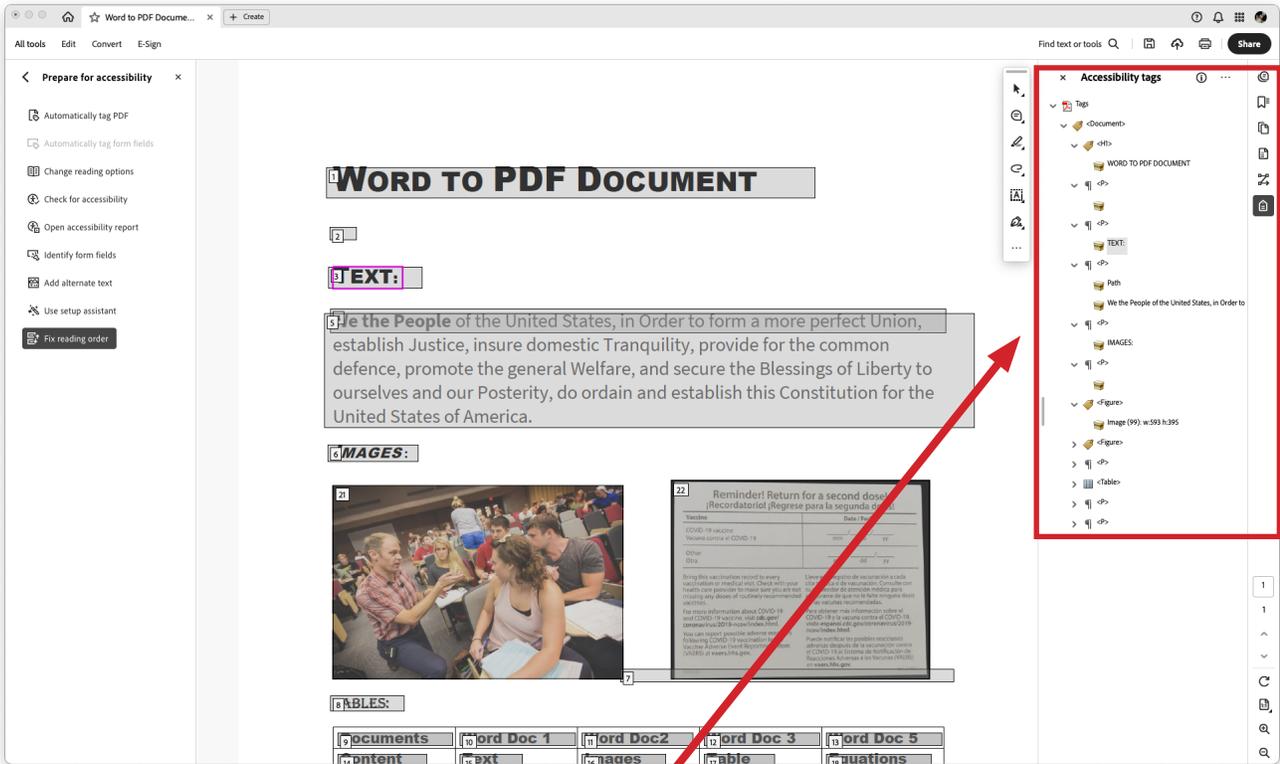


If you don't have to edit any tags you can use the Reading Order on the right menu bar instead.

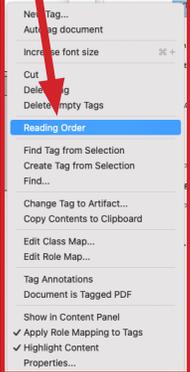
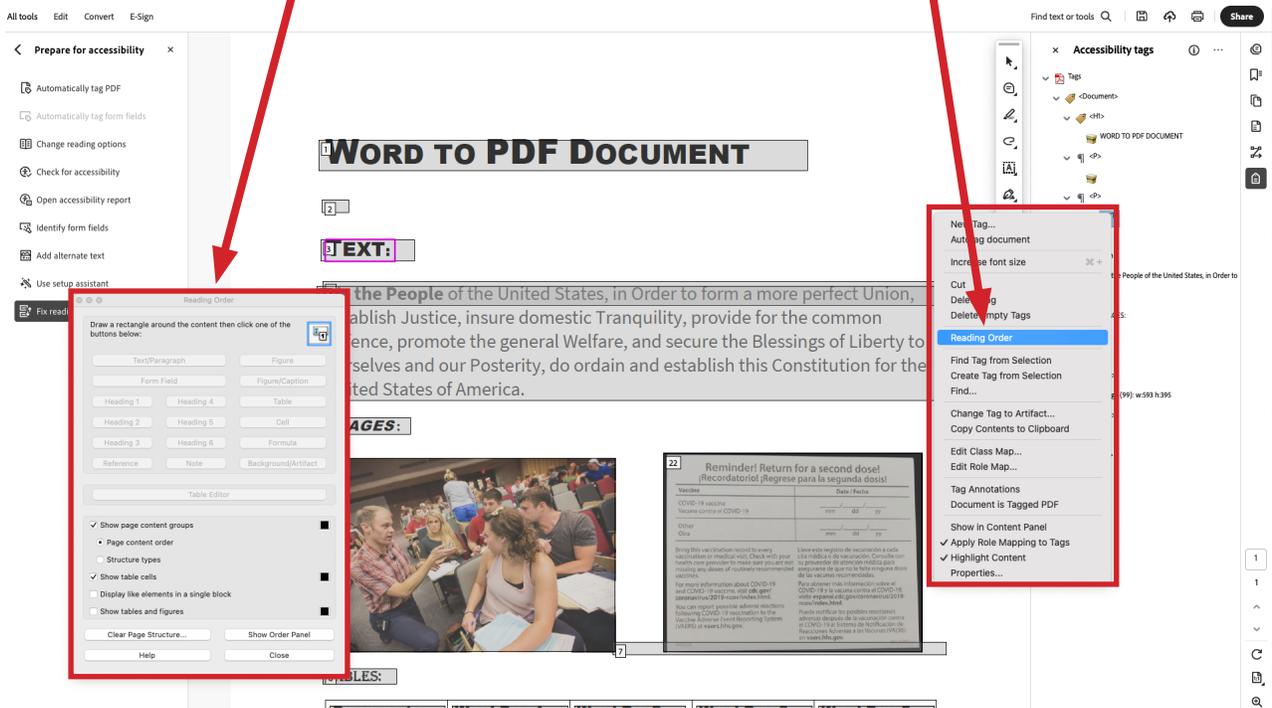
Tags



You can access Tags with the Tags button on the right menu bar.



You can see the Tags listed. To change item tags or create new ones you can right click on the item you want to edit. This will bring up the Reading Order window. You can apply edits to the tags as previously show on the Fix Reading Order page (3).



Documents Word Doc 1 Word Doc 2 Word Doc 3 Word Doc 5