TAGGED CONTENT

INTRODUCTION

Content that is not tagged in a PDF is an accessibility issue because it makes it difficult for assistive technologies, like screen readers, to properly interpret and present the content to users with disabilities. Without proper tags, the reading order, structure, and relationships between elements (like headings, paragraphs, and images) are unclear, making it harder for individuals with visual, cognitive, or other disabilities to navigate and understand the document.

Tagging helps define the logical structure of the content, ensuring that screen readers can accurately convey the text in the correct order and provide descriptions for non-text elements (like images or charts). Without these tags, the document may be inaccessible, violating accessibility standards like WCAG and Section 508.

TABLE OF CONTENTS

Click a title below to go to the destination page.

SETTING UP THE DOCUMENT PROPERTIES

There are three parts to setting the basic document properites:

1. Setting the Document Title
2. Setting PDF Metadata to Use the Document Title
3. Setting the Language in PDF

Performing these steps first when opening any PDF document will help resolve the most common errors before you start the remediation process.
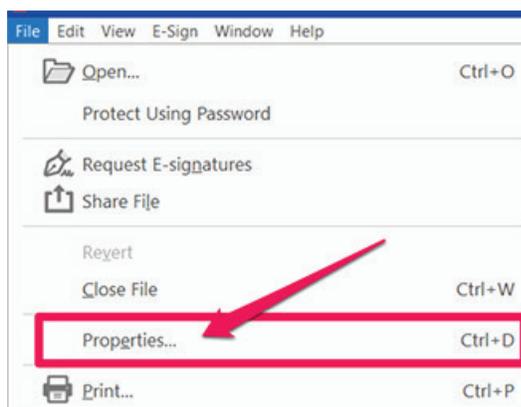
DOCUMENT TITLE

SETTING THE DOCUMENT TITLE

First check if the document has a document title. If it doesn't add the title. If the source document (such as Word, Excel, or PowerPoint) includes a title, the PDF will typically carry it over. Otherwise, you will need to add a title to the PDF. Follow the steps below to determine if the document title has been set properly.

Older Versions of Adobe Acrobat

1. Click on "File" at the top of the menu bar.
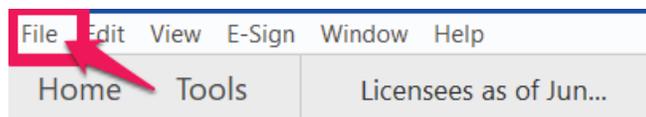
2. Select "Properties" to open the Document Properties window.
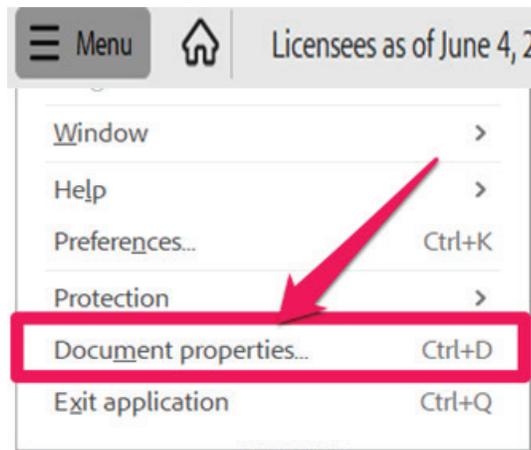
Newer Versions of Adobe Acrobat

1. Click on "Menu" at the top left of the window.

2. Select "Document Properties" to open the Document Properties window.

3. View the Description tab to determine if the document has a title and/or if the title is an appropriate description of the document. If the title is accurate, proceed to next section. If the title is not there or is not accurate, proceed to step 4.

Note: Steps 3 and 4 are the same in both older and newer versions of Adobe Acrobat
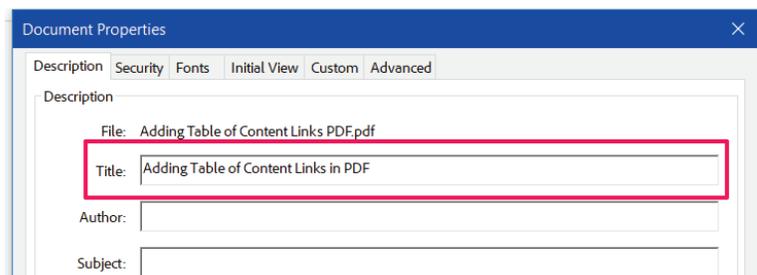

4. If there is no title, or if the title does not provide an accurate description of the document click in the Title field and select any text in it. Type in the new accurate document title.

When adding a title to the document, the metadata must be updated to reflect the new document title instead of the file name.

Note: These steps are the same in both older and newer versions of Adobe Acrobat.

1. Make sure you are still in the Document Properties. See last section for guidance.
2. Click on the "Initial View" tab.
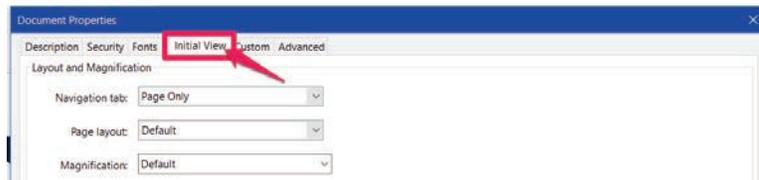
3. If the "Show" dropdown menu is set to "File Name" change this to "Document Title"
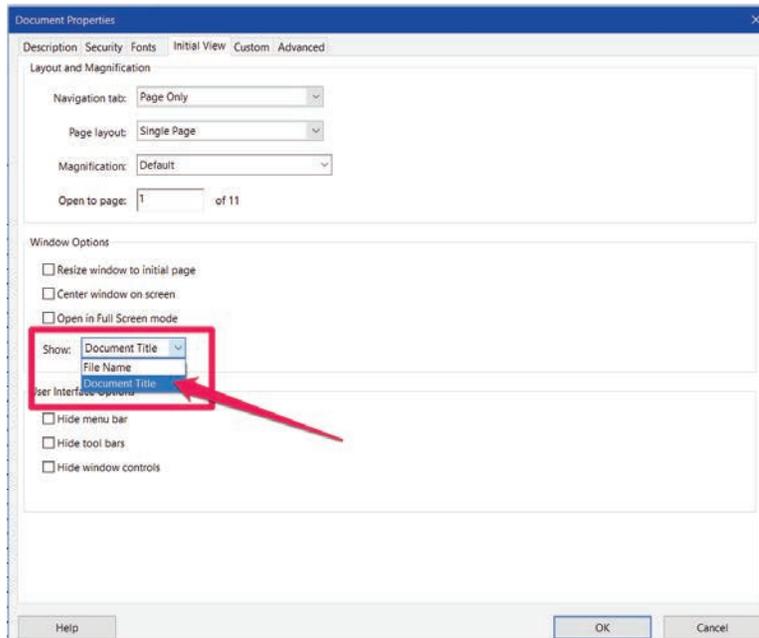
Setting the Language in PDF

Screen reader technology will read the document to the user in the language set for the document. A document can only have one language setting. The steps to set the correct language in a PDF are:

Note: These steps are the same in both older and newer versions of Adobe Acrobat.

1. Click on the "Advanced" tab in the Document Properties window.

2. Choose the "Language dropdown" and change it to the correct language. In this case "English."
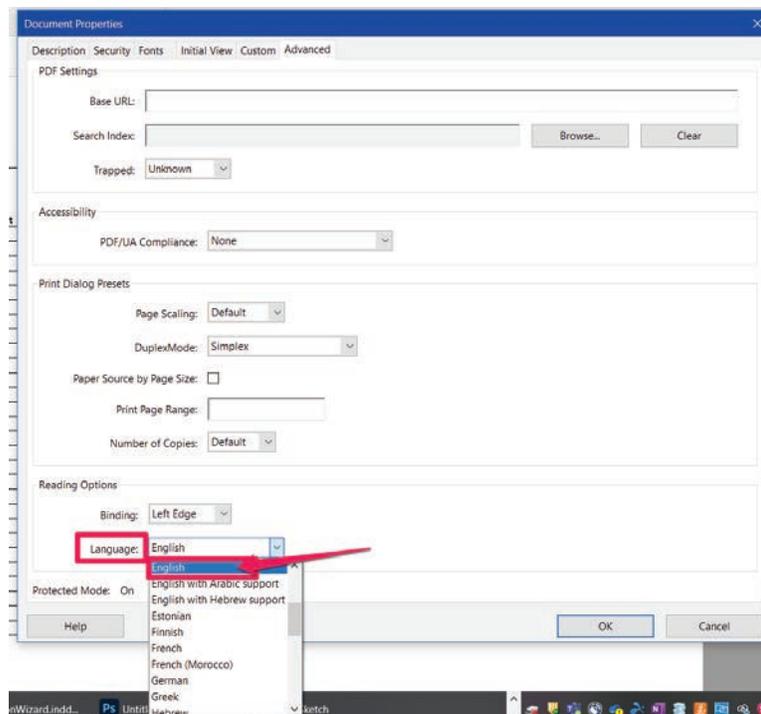

3. Click the "OK button to save any changes to the PDF title or language.
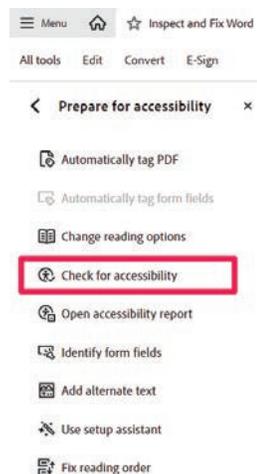
FULL ACCESSIBILITY CHECK ON DOCUMENT

FULL ACCESSIBILITY CHECK – NEWER VERSIONS OF ADOBE

The first step is to conduct a comprehensive (full) Accessibility Check to identify any errors that need to be addressed in the Content Tool in the All Tools Menu on the left. This menu is displayed by default on the left side of the page.
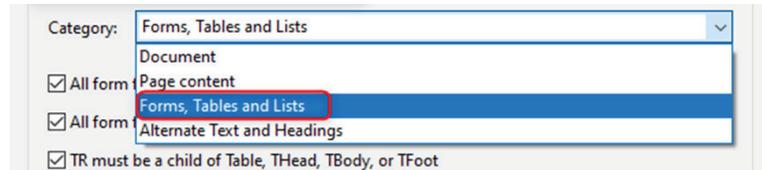
1. Locate the All Tools menu on the left and click the Prepare for accessibility button.
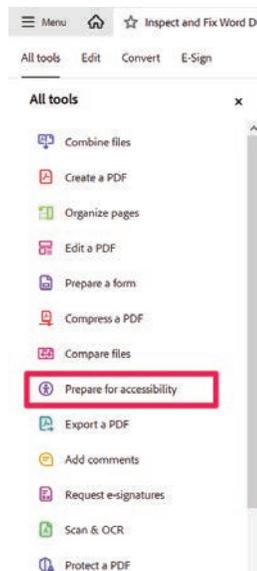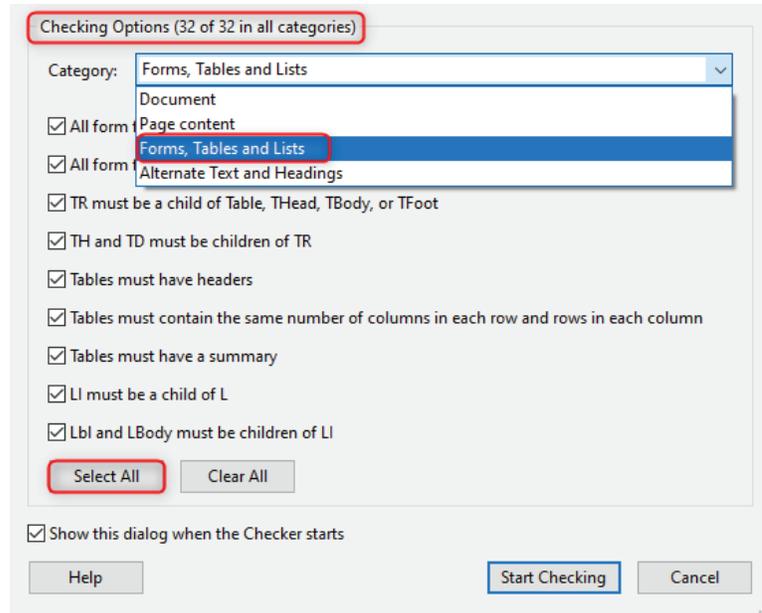

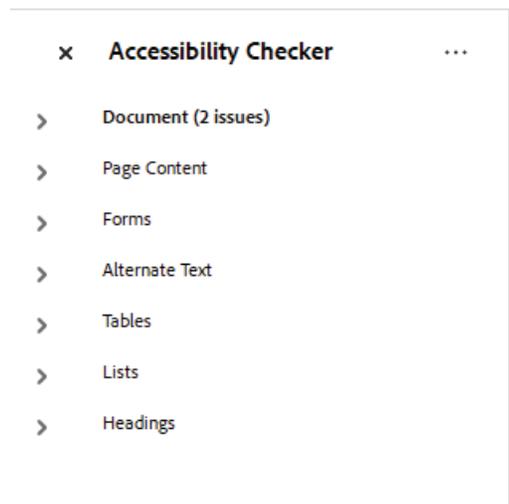
2. Click on Check for accessibility

3. Verify that the Category drop-down is set to "Forms, Tables and Lists".

4. In the Accessibility Checker Options dialog box, under Checking Options, verify that it shows (32 of 32 in all categories). Then click on Start Checking.

5. The Accessibility Checker panel will appear on the right side of the document. Expand the arrows to see the accessibility issues.

The first step is to conduct a comprehensive (full) Accessibility Check to identify any errors that need to be addressed in the Content Tool on the left tool menu.

1. Use the Accessibility Tool on the right side of the document tool menu.
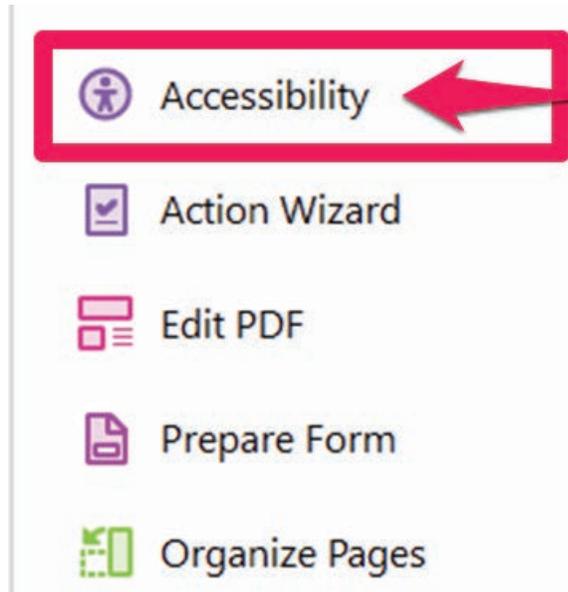
2. Select the Accessibility Check tool in the Accessibility tool to see if there are any errors.

1. Verify that the Category drop-down is set to "Forms, Tables and Lists".

Category: Forms, Tables and Lists
Document
☑ All form Page content
Forms, Tables and Lists
☑ All form Alternate Text and Headings
☑ TR must be a child of Table, THead, TBody, or TFoot

2. In the Accessibility Checker Options dialog box, under Checking Options, verify that it shows (32 of 32 in all categories). Then click on Start Checking.


Checking Options (32 of 32 in all categories)

Category: Forms, Tables and Lists
Document
☑ All form Page content
Forms, Tables and Lists
☑ All form Alternate Text and Headings
☑ TR must be a child of Table, THead, TBody, or TFoot
☑ TH and TD must be children of TR
☑ Tables must have headers
☑ Tables must contain the same number of columns in each row and rows in each column
☑ Tables must have a summary
☑ LI must be a child of L
☑ Lbl and LBody must be children of LI

Select All   Clear All

☑ Show this dialog when the Checker starts

Help   Start Checking   Cancel

3. The Accessibility Checker panel will appear on the left side of the document. Expand the arrows to see the accessibility issues.
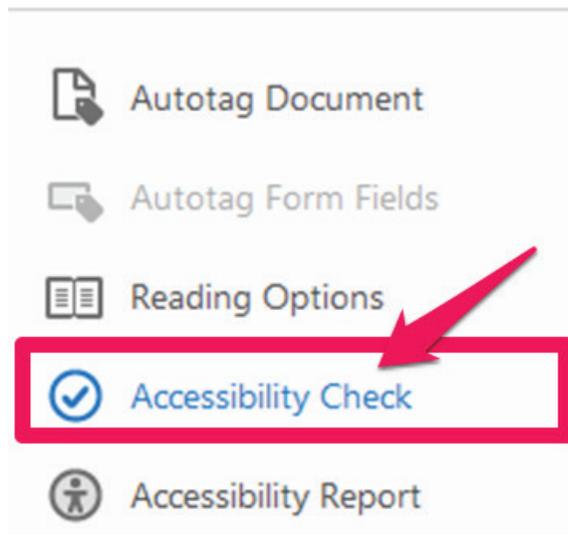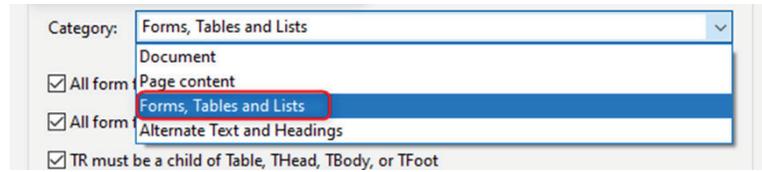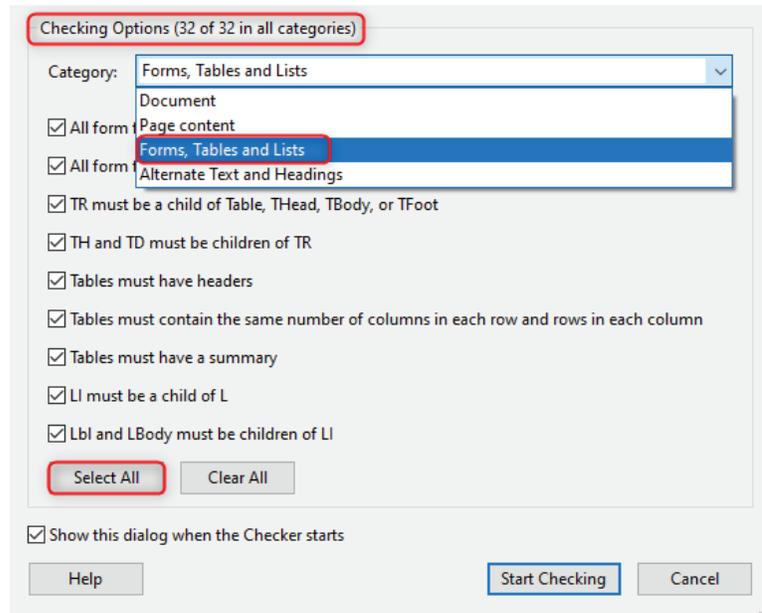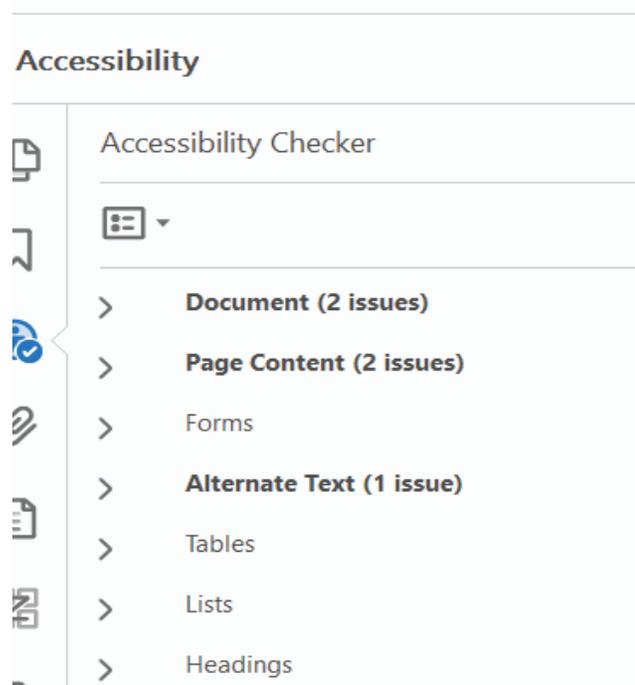

Accessibility

Accessibility Checker

> Document (2 issues)
> Page Content (2 issues)
> Forms
> Alternate Text (1 issue)
> Tables
> Lists
> Headings

TAGGING CONTENT FAILED IN BOTH OLDER & NEWER VERSIONS OF ADOBE

This issue is caused when there is content that is not tagged or in some cases the content can be deleted. After performing a Full Accessibility Check, in the Accessibility Checker Results Panel:
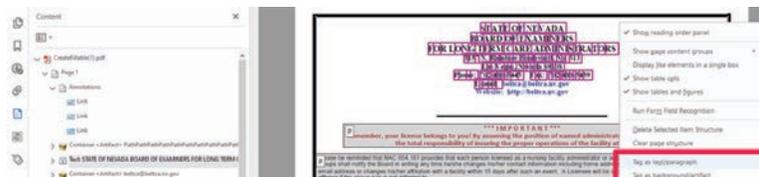
1. Right click on the element under Tagged content – Failed.
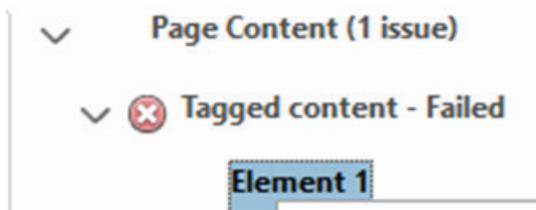
2. Choose Show in Content Panel
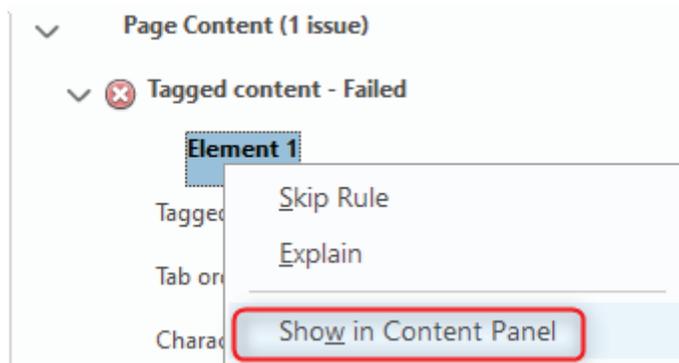
3. Tag the highlighted content on the page as it's respective tag.

STATE OF NEVADA
OFFICE OF THE CHIEF INFORMATION OFFICER