



# GOVERNOR'S TECHNOLOGY OFFICE

## SETTING UP THE DOCUMENT PROPERTIES

### INTRODUCTION

There are three parts to setting the basic document properties:

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.

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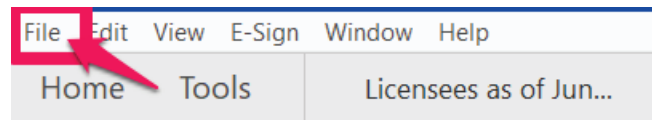
# DOCUMENT TITLE

## SETTING THE DOCUMENT TITLE

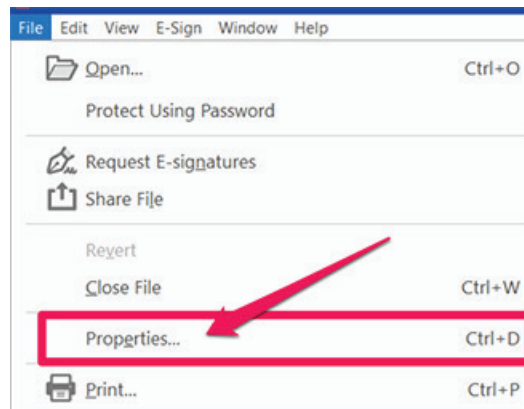
First check if the document has a document title. If it doesn't add the title. If the source document (such as Word, Excel, or PowerPoint) includes a title, the PDF will typically carry it over. Otherwise, you will need to add a title to the PDF. Follow the steps below to determine if the document title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

### Older Versions of Adobe Acrobat

1. Click on "File" at the top of the menu bar.

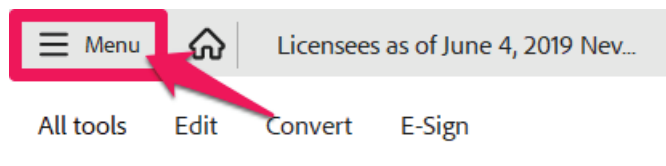


2. Select "Properties" to open the Document Properties window.

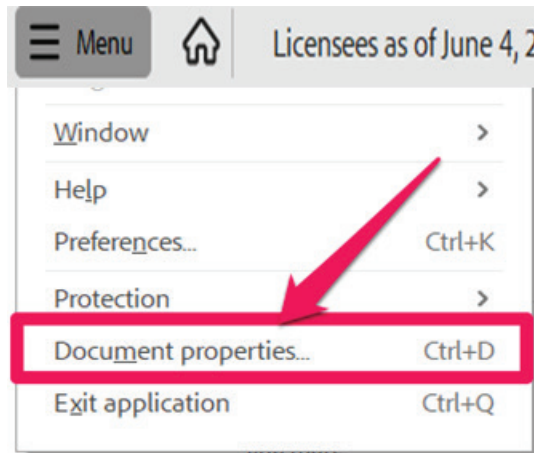


### Newer Versions of Adobe Acrobat

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

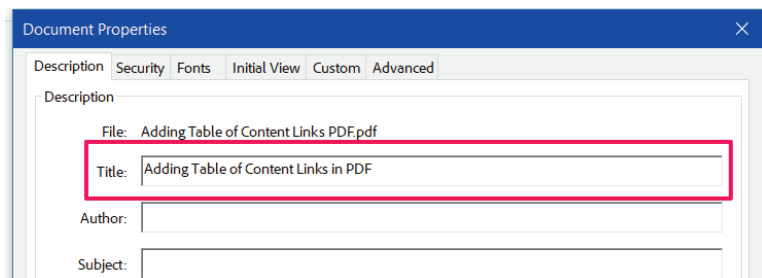


4. Select "Document Properties" to open the Document Properties window.



5. 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**



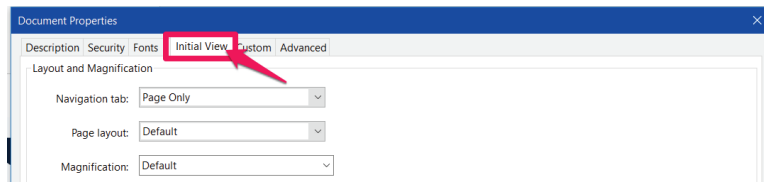
6. If there is no title, or if the title does not provide an accurate description of the document click in the Title field and select any text in it. Type in the new accurate document title.

## SETTING PDF METADATA TO USE THE DOCUMENT TITLE

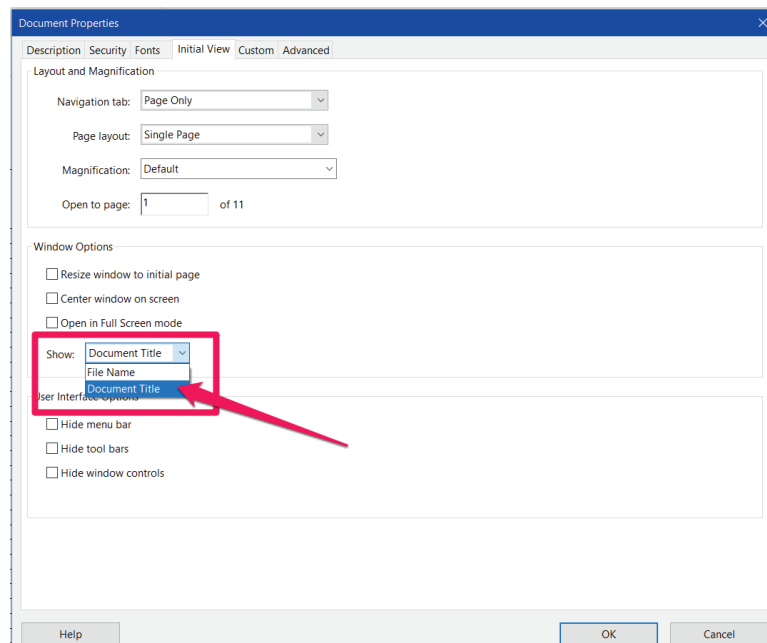
When adding a title to the document, the metadata must be updated to reflect the new document title instead of the file name.

**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"

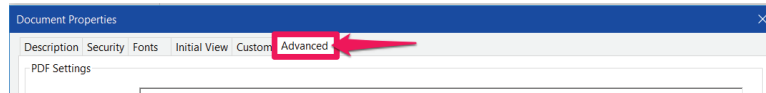


## SETTING THE LANGUAGE IN PDF

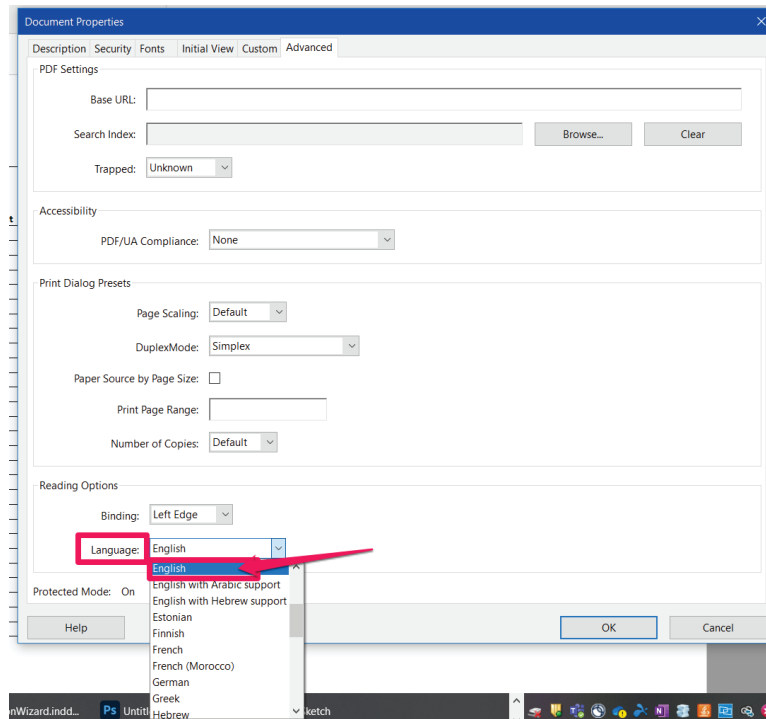
Screen reader technology will read the document to the user in the language set for the document. A document can only have one language setting. The steps to set the correct language in a PDF are:

**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.



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