



OFFICE OF THE CHIEF INFORMATION OFFICER

CONTENT PANEL IN PDF

INTRODUCTION

The Content Panel in PDF documents is a feature found in PDF viewing software that provides an overview of the document’s structure and contents. It typically displays a hierarchy of elements such as: table contents, bookmarks, thumbnails, annotations and comments. The Content Panel can significantly enhance accessibility for users with disabilities by providing features like bookmarks, table of contents to help users navigate the document more easily, especially those using screen readers as it allows them to jump to specific sections without having to scroll through the entire document. It provides an outline of the documents structure which is crucial for users who rely on assistive technologies to understand the organization of the contents. It can be used to assist in remediating ADA issues by providing the proper tagging for headings, lists and other elements.

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Click a title below to go to the destination page.

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SETTING UP THE DOCUMENT PROPERTIES

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.

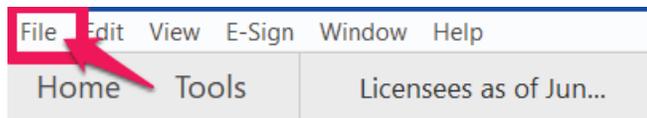
DOCUMENT TITLE

SETTING THE DOCUMENT TITLE

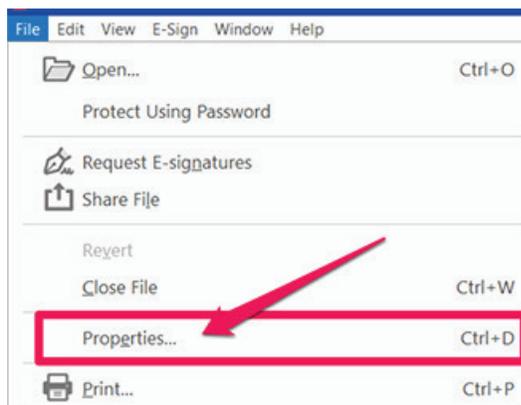
First check if the document has a document title. If it doesn't add the title. If the source document (such as Word, Excel, or PowerPoint) includes a title, the PDF will typically carry it over. Otherwise, you will need to add a title to the PDF. Follow the steps below to determine if the document title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

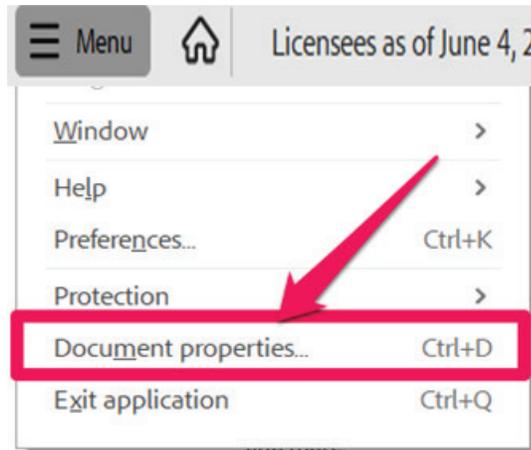


Newer Versions of Adobe Acrobat

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

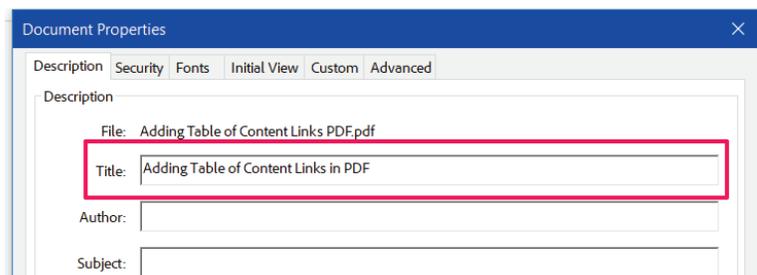


2. Select "Document Properties" to open the Document Properties window.



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



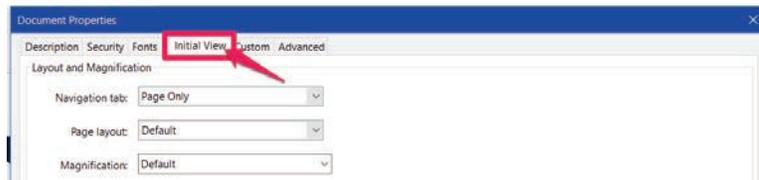
4. If there is no title, or if the title does not provide an accurate description of the document click in the Title field and select any text in it. Type in the new accurate document title.

SETTING PDF METADATA TO USE THE DOCUMENT TITLE

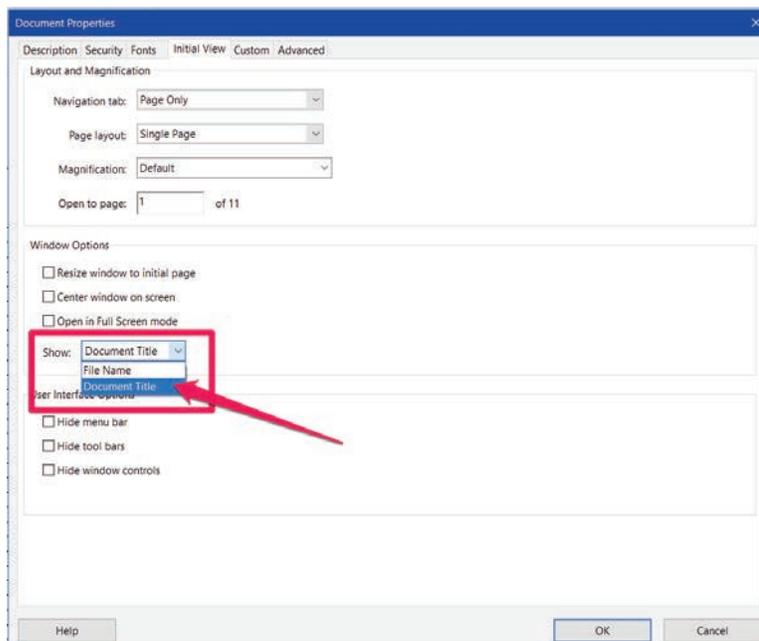
When adding a title to the document, the metadata must be updated to reflect the new document title instead of the file name.

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

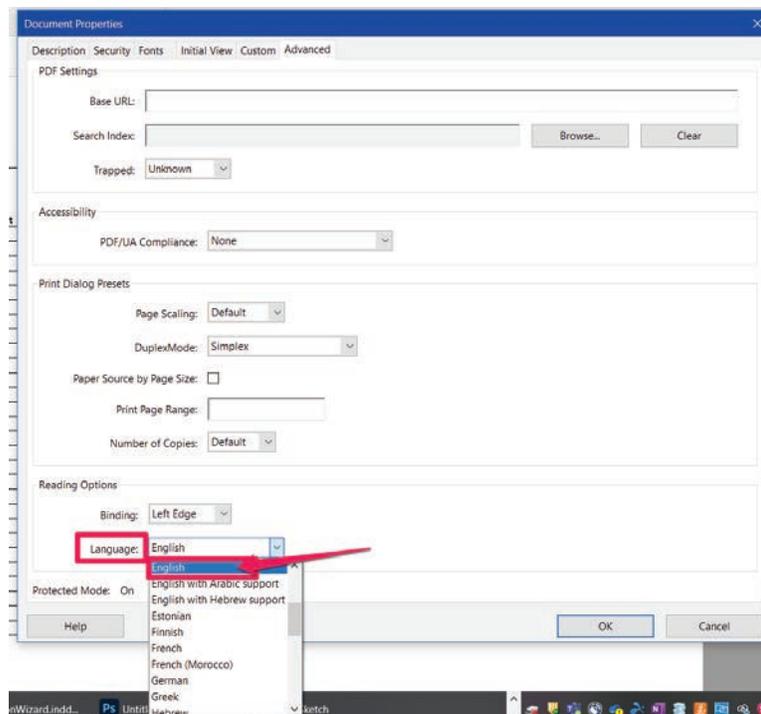
Screen reader technology will read the document to the user in the language set for the document. A document can only have one language setting. The steps to set the correct language in a PDF are:

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.”



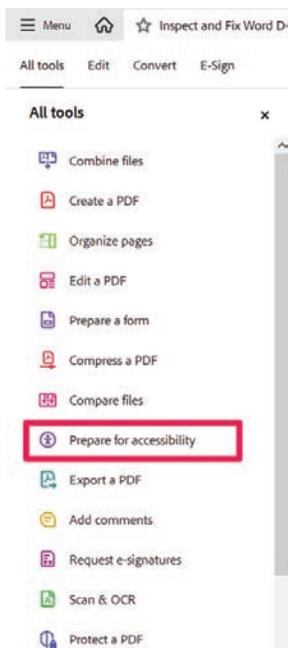
3. Click the “OK button to save any changes to the PDF title or language.

FULL ACCESSIBILITY CHECK ON DOCUMENT

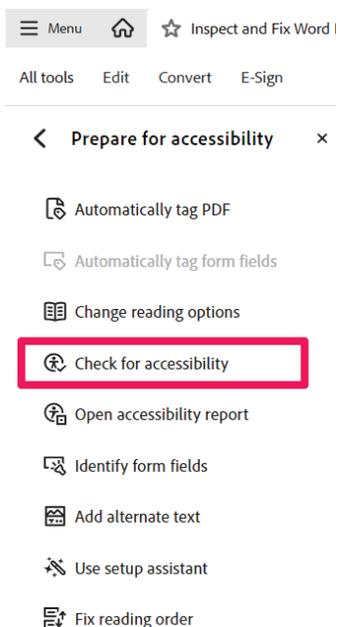
NEWER VERSIONS OF ADOBE ACROBAT

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.

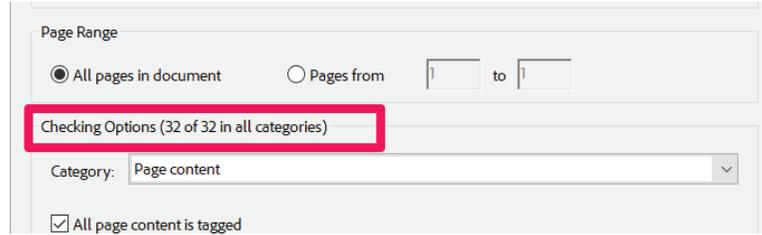
1. Locate the All Tools menu on the left and click the Prepare for accessibility button.



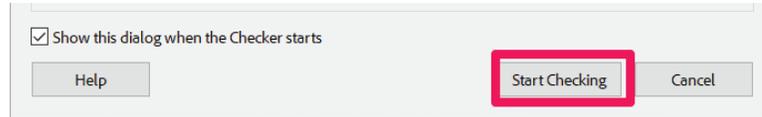
2. Click on Check for accessibility



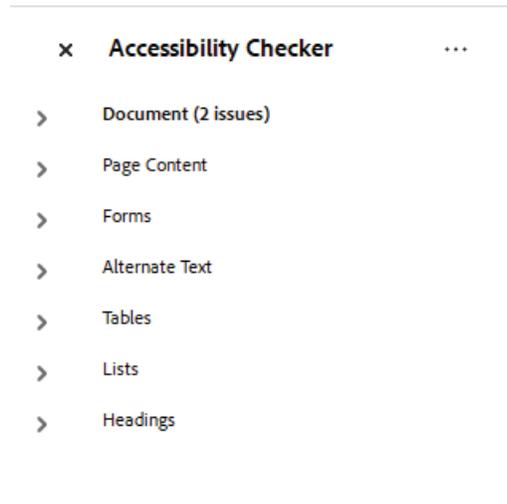
3. In the Accessibility Checker Options dialog box, under Checking Options, click on the Select All button. Checking Options should show (32 of 32 in all categories).



4. Click the Start Checking button.



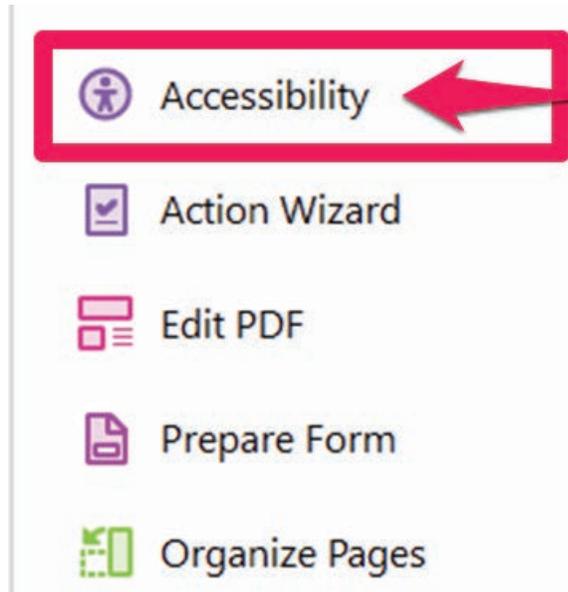
5. The Accessibility Checker panel will appear on the right side of the document. Expand the arrows to see the accessibility issues.



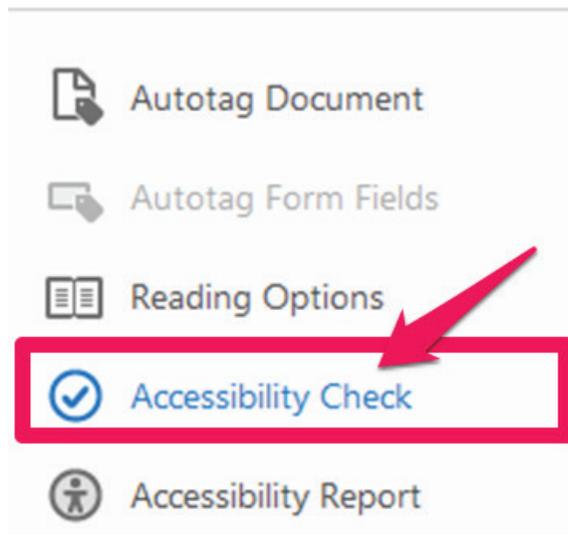
FULL ACCESSIBILITY CHECK OLDER VERSIONS OF ADOBE ACROBAT

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.

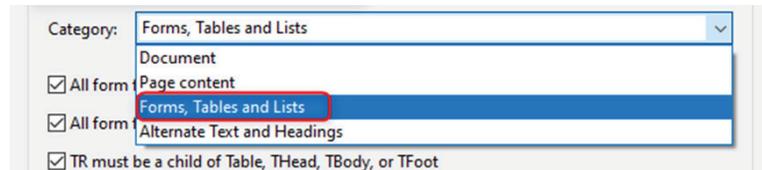
1. Use the Accessibility Tool on the right side of the document tool menu.



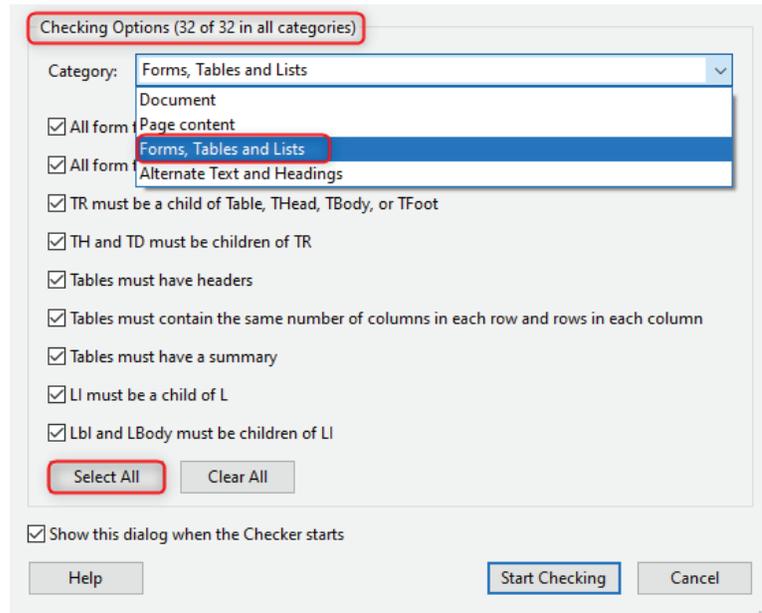
2. Select the Accessibility Check tool in the Accessibility tool to see if there are any errors.



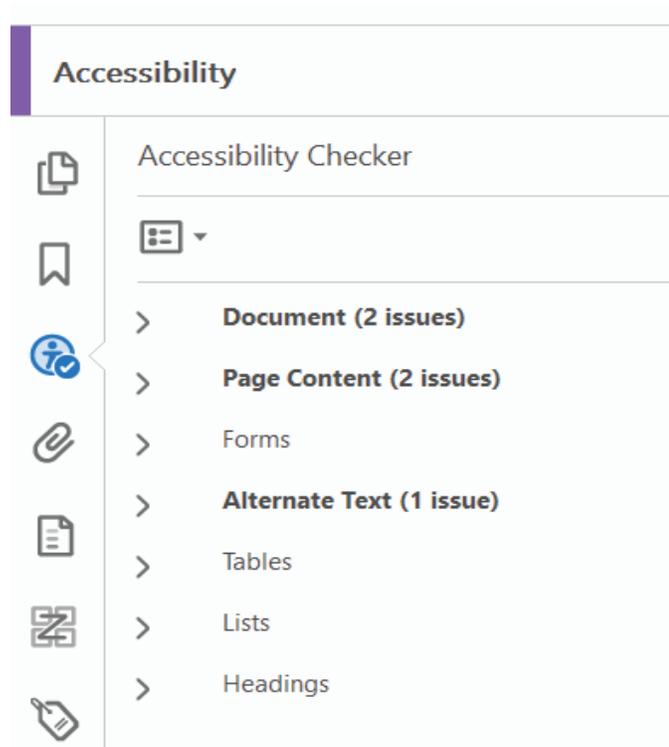
3. Verify that the Category drop-down is set to "Forms, Tables and Lists".



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.



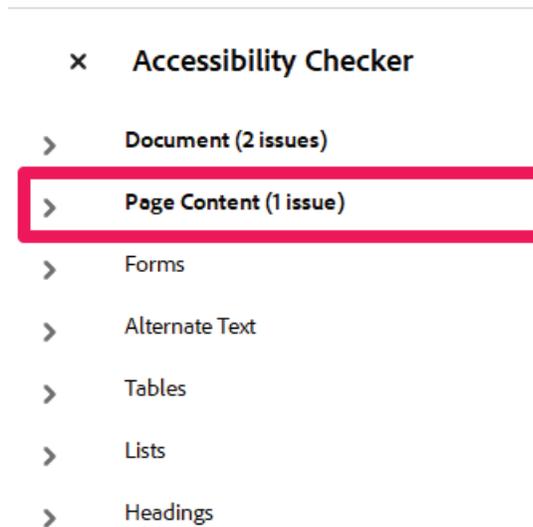
5. The Accessibility Checker panel will appear on the left side of the document. Expand the arrows to see the accessibility issues.



ISSUES IN NEWER VERSIONS OF ADOBE ACROBAT

PAGE CONTENT ISSUE IN NEWER VERSIONS OF ADOBE

1. One issue that we found is a Page Content issue, click on the arrow to the left of "Page Content" to see the issue.



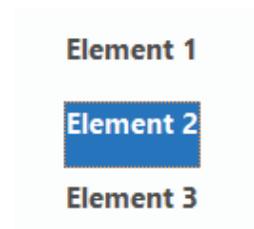
2. It will show that the issue is Tagged Content - Failed. Click the arrow to the left of the text to expand it and show the problem.



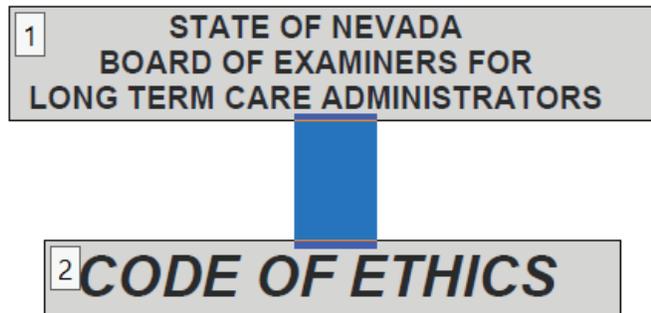
3. Users will see elements that are the cause of the issue(s).



4. When they're selected, users will also see what is being selected in the document.



5. They look like they are in-between the text on the document or just in random spots. The random spots are representing blank spaces in the document.



FIXING THE TEXT AND PATH IN CONTENT PANEL IN NEWER VERSIONS OF ADOBE

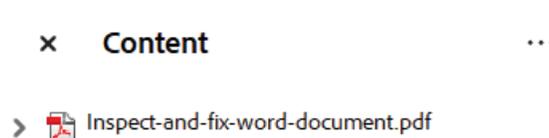
Once we complete the full Accessibility Check, we can start addressing the identified errors. We will focus exclusively on the issues related to the Content Tool.

To delete those, follow these steps:

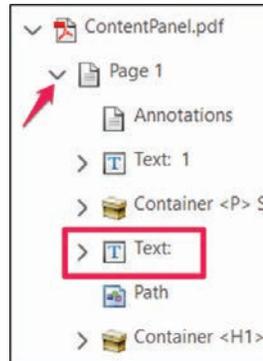
1. Click the Content tool on the right menu. It is represented by a paper icon.



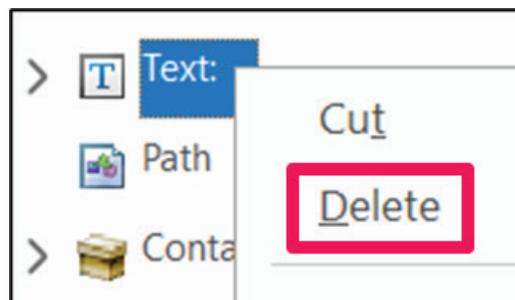
2. Open the page that is being worked on.



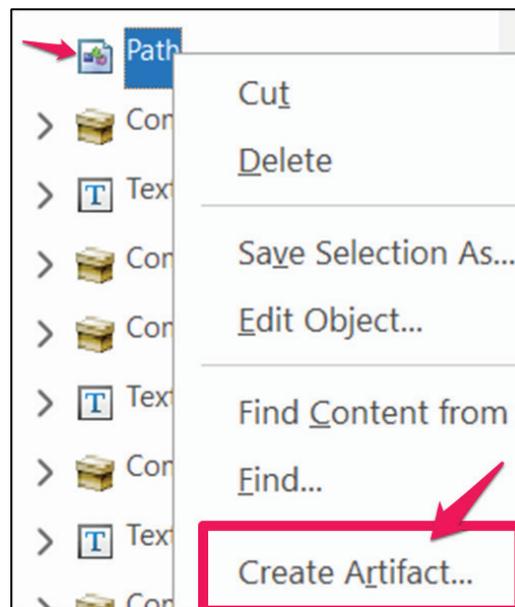
3. Click on a page and look for any content labeled "Text:". There should not be any written text following the "Text:" icon. If you see text, such as "Text: page 1," do not delete it.



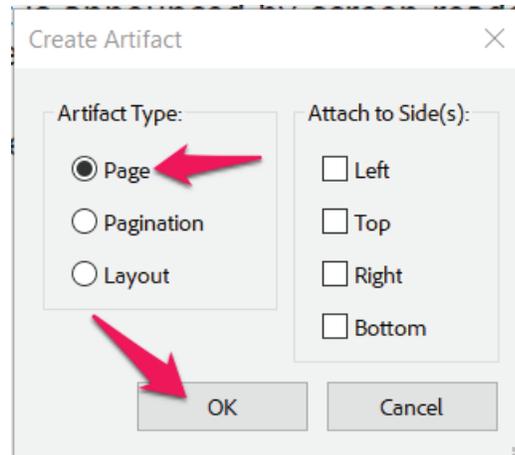
4. If there are any blank Text items, delete them. To delete an item, right-click on the blank text and select Delete from the drop-down menu.



5. Another issue users may find is Path icon. These should not be deleted. Users will have to make them into an Artifact. To Artifact an item:
 - a. Do this by right clicking on the Path icon and choosing Create Artifact from the drop-down menu.



- b. In the Create Artifact dialog box, under Artifact Type, choose the Page option. Under Attach to Side(s) leave all the options unchecked, then click Ok.



- c. Then anything that was Artifactsed will now be in a Container. Example how it will now appear in the container it will show Container <Artifact> Path.

>  Container <Artifact> Path

ISSUES IN OLDER VERSIONS OF ADOBE ACROBAT

PAGE CONTENT ISSUE OLDER VERSIONS OF ADOBE

1. One issue that we found is Page Content issue open this.



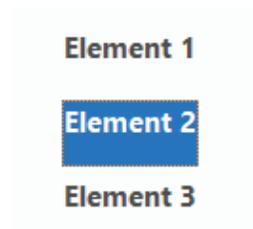
2. It will show that the issue is Tagged Content - Failed. Click the arrow to see the elements causing issues.



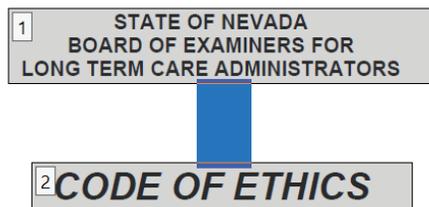
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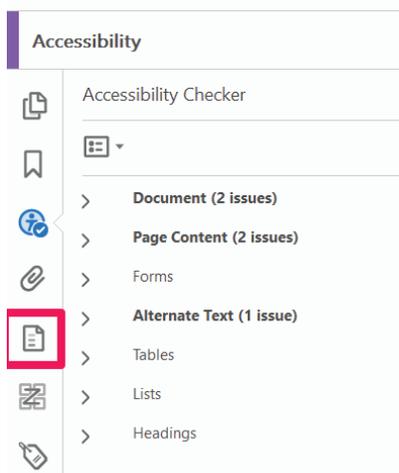


FIXING THE TEXT AND PATH IN CONTENT PANEL IN OLDER VERSIONS OF ADOBE

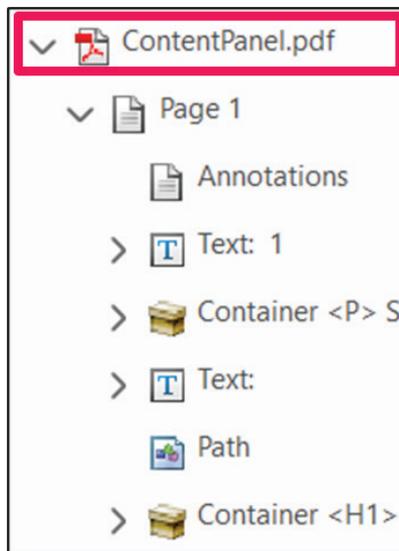
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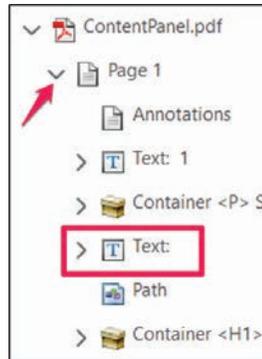
1. Open the Content tool on the left menu. It is represented by a paper icon.



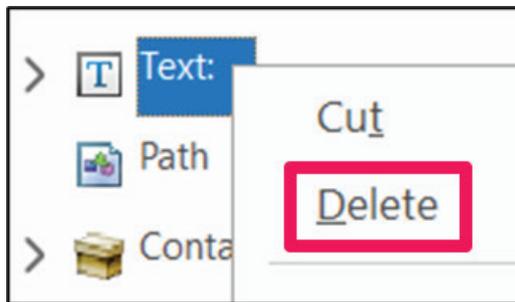
2. Open the page that is being worked on.



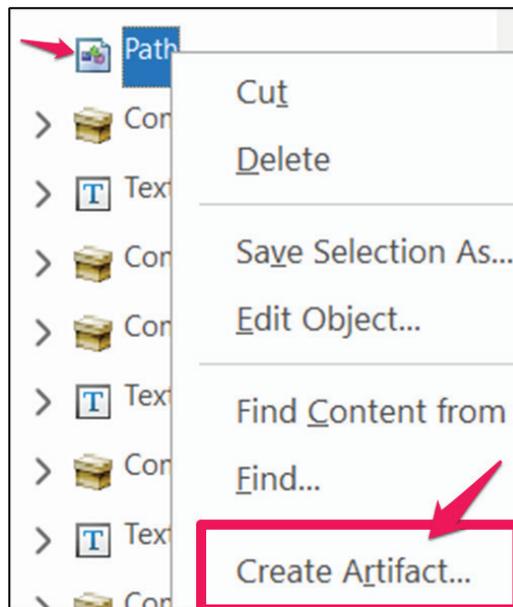
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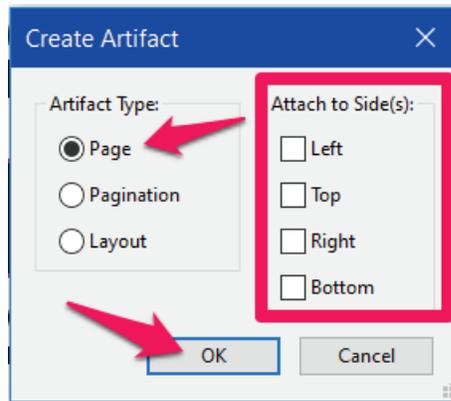
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