# CREATING ACCESSIBLE PDF DOCUMENTS IN ADOBE ACROBAT X

Tags Pane

PDF tags provide accessibility information to screen readers. They should not impact the look of the PDF. *To view and edit tags,* do the following.

1. Select *View > Show/Hide > Navigation Panes > Tags.*
2. Select the *Options menu > Highlight Content.* This allows you to see what content is associated with a tag.
3. In the *Tags* panel, expand *<Tags>* and *<Sect>* to view and navigate your list of tags.
4. Navigate through the tags using the *up/down* arrow keys, and expand and collapse tags with the *left/right* arrow keys.
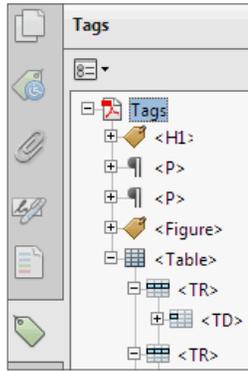

Find Tag From Selection

1. Click the *Select Tool icon* and select a portion of text, an image, or a table.
2. Select the *Options menu* at the top of the Tags panel and then select *Find Tag From Selection.* The appropriate tag will be highlighted in the tags panel.

Modifying Tags

1. Right-click the tag you want to change and select *Properties,* and then the *Tag* tab.
2. Selecting the appropriate new tag type from the dropdown list labeled *Type.*
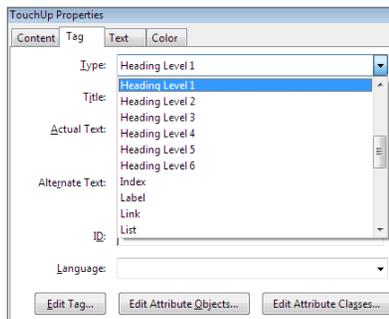
Tagging an Untagged Document

1. To add tags to an untagged document, choose *Tools* from the right-hand menu.
2. Select *Accessibility > Add Tags to Document.*

TouchUp Reading Order

The TouchUp Reading Order tool allows a user to quickly *add and edit PDF tags* and *view the reading order* of elements on the page.

TouchUp Reading Order Tool

1. From the right-hand menu, select *Tools.*
2. Then select *Accessibility > TouchUp Reading Order.* If the Accessibility option is not listed, use the *Options* button to check *Accessibility* on the menu.
3. When selected, the view on the screen changes. All of the content is enclosed in numbered boxes. Each of these boxes represents a tag and the number corresponds with the reading order in the *Order panel.*
4. Within the *TouchUp Reading Order* window you will notice a group of buttons with the names of several common tags. You can use these buttons to assign tags to selected text or objects.
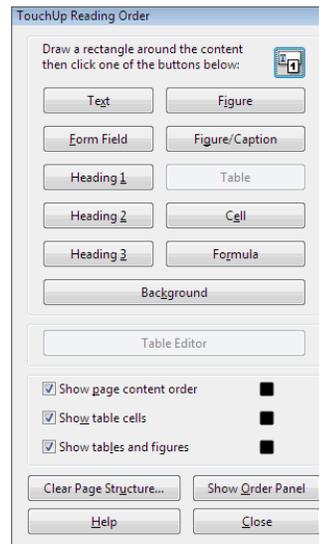

Adding/Changing Tags

1. To select content that needs editing, drag a box around an element using the *crosshairs cursor* or select everything within a box by clicking on the *number in the top-left corner.*
2. Once you have selected a new element, you can assign some of the most common tags to that element by *clicking on one of the buttons* (e.g., "Heading 1"). Acrobat will place the selected content in the appropriate tag.
3. Assign alternate text to images by *right-clicking* on the image and choosing *Edit Alternate Text.*

Order Panel

The order panel allows you to *change the reading order of the page content* so it matches the visual reading order.

1. To open the Order panel, select *Show Order Panel* in the *TouchUp Reading Order* tool.
2. To change the reading order of an element, *click and drag* the tag to the location that reflects the correct reading order.
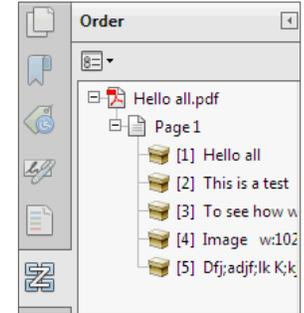
Alternative Text

When an image is tagged as a *figure* the alternative text appears *over the top of the image.*

1. To add or change text, *Right click* on the image, select *Edit Alternate Text.*
2. Enter the appropriate alternative text in the dialog box.

Table Inspector

The Table Inspector allows you to *easily identify* and *assign scope* to table headers.

1. With the *TouchUp Reading Order* tool open, select a table and then select *Table Inspector.*
2. *Right click* on a selected cell(s) and choose *Table Cell Properties.* A dialog box will appear.
3. If the selected cell(s) needs to be tagged as a header, select the *Header Cell* option and assign a scope of either *Row* or *Column.*

Artifacts

Artifacts are elements that are *ignored by a screen reader.* Important text should *never* be labeled as an artifact.

1. With the *TouchUp Reading Order* tool open, select an element you wish to change to an artifact and press the *background* button. Or right click on an item in the *Tags* panel, and select *Change Tag to Artifact.*
2. To search for artifacts, go to the *Tags* panel and select *Options > Find.* Artifact is the default search option, so click *Find.*