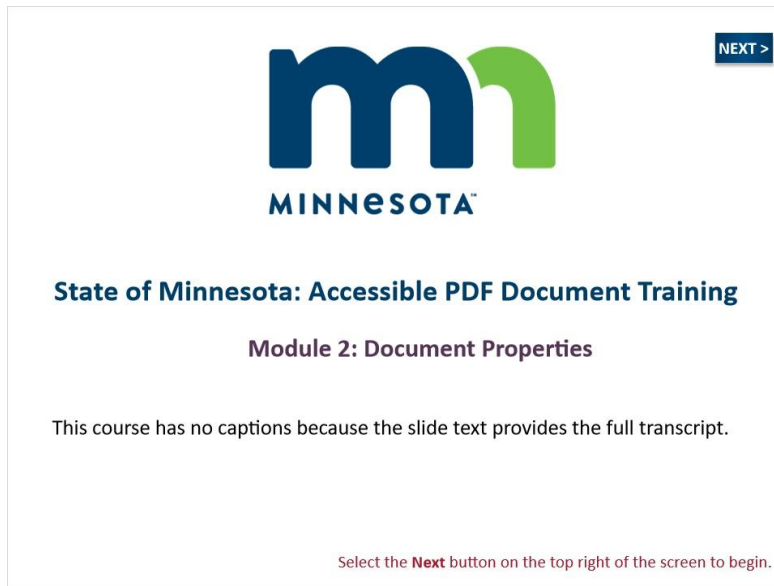


Module 2: Document Properties

1.1 State of Minnesota: Accessible PDF Document Training



State of Minnesota Accessible PDF Document Training

Module 2: Document Properties

This course has no captions because the slide text provides the full transcript.

Select the Next button on the top right of the screen to begin.

1.3 About this Module

About this Module

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In this module, you will learn how to:

- Add metadata (Title, Author, and Subject)
- Identify potential accessibility issues
- Set **Initial View** to “Show: Document Title”
- Set document **Language**



About this Module

In this module, you will learn how to:

- Add metadata (title, author, and subject)
- Identify potential accessibility issues
- Set initial view to Show: Document Title
- Set document language.

1.4 Locate Document Properties

Locate Document Properties

Document properties are an important piece for accessible PDFs. It allows you to add metadata and set language settings.

- Metadata (such as Title, Author, and Subject) helps screen readers convey information about the document's purpose and origin.
- Setting the document language ensures that assistive technologies, like screen readers, pronounce words correctly and apply appropriate linguistic rules.

In this module, we'll cover how to add metadata and set the document's language.

To begin, select the **Menu** dropdown and then select **Document properties** (or use **Ctrl + D**).

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Menu

Acrobat Pro PDF Acc

Open...
Open recent files
Create
Combine files
Save
Save as...
Save as other
Export a PDF
Protect Using Password
Share file
Print...
Search
Cut
Copy
Paste
Undo, Redo & more
View
Disable new Acrobat
Plugins
Window
Help
Preferences...
Protection
Document properties...
Exit application

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Shift+Ctrl+S
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Ctrl+K
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Ctrl+D
Ctrl+Q

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1.5 Description Tab, 1 of 2

Description Tab, 1 of 2

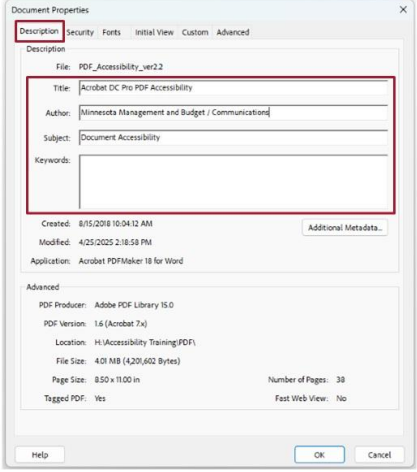
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The **Document Properties** box has important information for both the author and end user.

Select the **Description** tab on the top left. Confirm or enter the following information:

- **Title:** Title of the document. The title is read aloud by screen readers.
- **Author:** Author of the document. State of Minnesota employees should use the agency name and division.
- **Subject:** Document topic. This may be the same as the title.



Description Tab, Slide 1 of 2

The Document Properties box has important information for both the author and end user.

Select the Description tab on the top left. Confirm or enter the following information:

- **Title:** Title of the document. The title is read aloud by screen readers.
- **Author:** Author of the document. State of Minnesota employees should use the agency name and division.
- **Subject:** Document topic. This may be the same as the title.

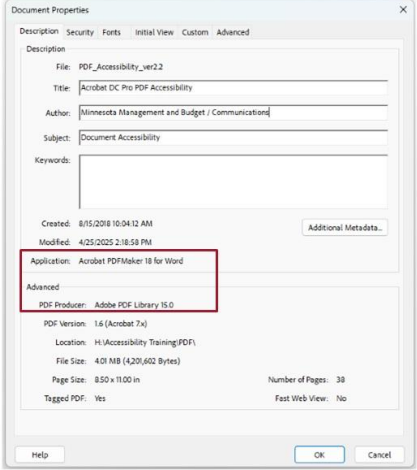
1.6 Description Tab, 2 of 2

Description Tab, 2 of 2

Review the following information to determine potential accessibility issues:

- **Application:** Displays the software used to create the source document.
- **PDF Producer:** Displays the software used to convert the file to PDF.

The sample shown here was created in Microsoft Word and converted using the Acrobat conversion software. It is an example of a properly created PDF.



Description Tab, Slide 2 of 2

Review the following information to determine potential accessibility issues:

- **Application:** Displays the software used to create the source document.
- **PDF Producer:** Displays the software used to convert the file to PDF.

The sample shown here was created in Microsoft Word and converted using the Acrobat conversion software. It is an example of a properly created PDF.

1.7 Challenging PDFs, 1 of 2

Challenging PDFs, 1 of 2

< PREVIOUS

NEXT >

Created: 3/6/2025 2:50:16 PM
Modified: 3/6/2025 2:50:16 PM
Application: PScript5.dll Version 5.2.2
Advanced
PDF Producer: Acrobat Distiller 24.0 (Windows)
PDF Version: 1.6 (Acrobat 7.x)

Created: 4/20/2018 1:08:17 PM
Modified: 4/20/2018 1:06:17 PM
Application: RICOH MP C4504
Advanced
PDF Producer: RICOH MP C4504
PDF Version: 1.4 (Acrobat 5.x)

Important! Not all PDFs are created equal—some are much harder to fix. Check the **Application** and **PDF Producer** section to understand how the PDF was created. If the PDF was converted improperly, it may be difficult to remediate.

Here are two examples of challenging PDFs:

- The first example has PScript5.dll under application. This PDF was created using the Print to PDF function. This method removed all accessibility features in the source document.
- The second example has a brand of a copy machine under both Application and PDF Producer. This file is from a scanned PDF. The file is an image with no readable text.

Challenging PDFs, Slide 1 of 2

Important! Not all PDFs are created equal-some are much harder to fix. Check the Application and PDF Producer section to understand how the PDF was created. If the PDF was converted improperly, it may be difficult to remediate.

Here are two examples of challenging PDFs:

- The first example has PScript5.dll under application. This PDF was created using the Print to PDF function. This method removed all accessibility features in the source document.
- The second example has a brand of a copy machine under both Application and PDF Producer. This file is from a scanned PDF. The file is an image with no readable text.

1.8 Challenging PDFs, 2 of 2

Challenging PDFs, 2 of 2

< PREV

NEXT >

Created: 3/6/2025 2:50:16 PM
Modified: 3/6/2025 2:50:16 PM
Application: PScript5.dll Version 5.2.2
Advanced
PDF Producer: Acrobat Distiller 24.0 (Windows)
PDF Version: 1.6 (Acrobat 7.x)

Created: 4/20/2018 1:08:17 PM
Modified: 4/20/2018 1:06:17 PM
Application: RICOH MP C4504
Advanced
PDF Producer: RICOH MP C4504
PDF Version: 1.4 (Acrobat 5.x)

In both cases, the result is a PDF that can't be read by screen readers or remediated using standard tools.

What to do:

- Ask the document creator for the original source file. Then convert it to PDF using the appropriate conversion method.
- If the original is unavailable, you may need to recreate the document from scratch.

Challenging PDFs, Slide 2 of 2

In both cases, the result is a PDF that can't be read by screen readers or remediated using standard tools.

What to do:

- Ask the document creator for the original source file. Then convert it to PDF using the appropriate conversion method.
- If the original is unavailable, you may need to recreate the document from scratch.

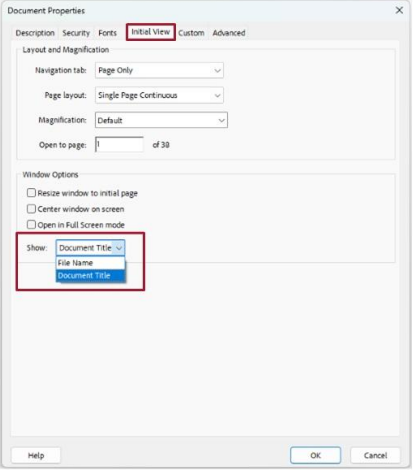
1.9 Initial View Tab

Initial View Tab

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To ensure the document title appears in the title bar or tab when the PDF is open, it must be set on the **Initial View** tab. This makes the title easier to identify for everyone, including users with assistive technology.

- In **Document Properties**, select the **Initial View** tab.
- The **Show** dropdown menu has two options: File Name or Document Title.
- Choose **Document Title**. You can also set the title from the Accessibility Checker results pane.



The screenshot shows the 'Document Properties' dialog box with the 'Initial View' tab selected. The 'Show' dropdown menu is open, displaying 'Document Title' as the selected option. The 'File Name' option is also visible. The 'Open to page' field shows '1 of 38'. The 'Window Options' section includes checkboxes for 'Resize window to initial page', 'Center window on screen', and 'Open in Full Screen mode'. The 'OK' and 'Cancel' buttons are at the bottom right.

Initial View Tab

To ensure the document title appears in the title bar or tab when the PDF is open, it must be set on the Initial View tab. This makes the title easier to identify for everyone, including users with assistive technology.

- In Document properties, select the Initial View tab.
- The Show dropdown menu has two options: File Name or Document Title.
- Choose Document Title. You can also set the title from the Accessibility Checker results pane.

1.10 Advanced Tab – Set the Document Language

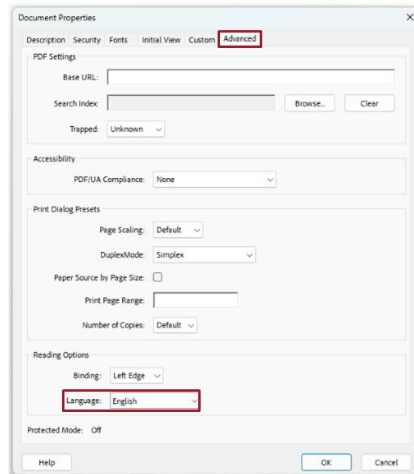
Advanced Tab – Set the Document Language

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As noted earlier, setting the correct document language helps screen readers pronounce words accurately and apply the right grammar rules.

- In **Document Properties**, select the **Advanced** tab to set the document's language.
- Under **Reading Options**, use the **Language** dropdown menu to select the appropriate language.

You can also set the document language from the Accessibility Checker results pane.



Advanced Tab – Set the Document Language

As noted earlier, setting the correct document language helps screen readers pronounce words accurately and apply the right grammar rules.

- In Document properties, select the Advanced tab to set the document's language.
- Under Reading Options, use the Language dropdown menu to select the appropriate language.

You can also set the document language from the Accessibility Checker results pane.

1.13 Summary

Summary

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In this module, you learned how to:

- Add metadata (Title, Author, and Subject)
- Identify potential accessibility issues
- Set **Initial View** to “Show: Document Title”
- Set document **Language**

Summary

In this module, you learned how to:

- Add metadata (Title, Author, and Subject)
- Identify potential accessibility issues
- Set Initial View to “Show: Document Title”
- Set document Language

1.14 Module 2 Complete

Module 2 Complete[< PREV](#)



Congratulations!

You have completed **Module 2: Document Properties**.
The Office of Accessibility would like to thank you for your hard work.

Click the **Exit** button to continue with the course.

[EXIT](#)

Module 2 Complete

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