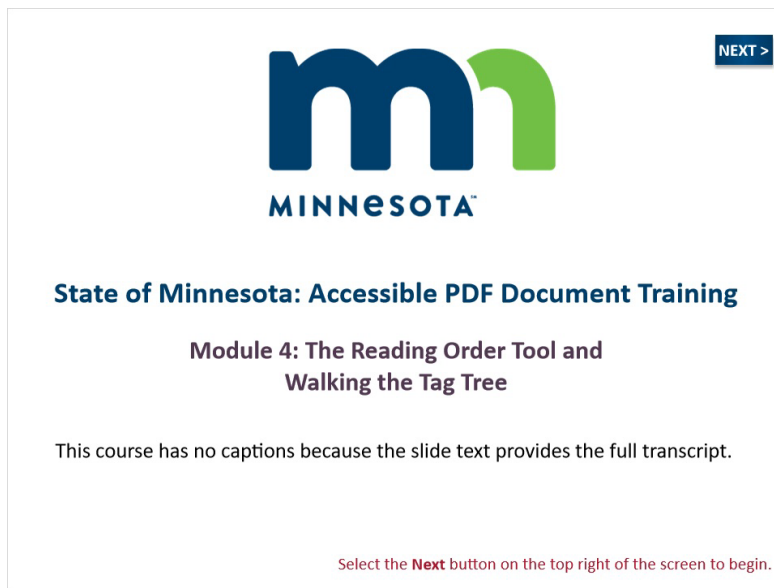


Module 4: The Reading Order Tool and Walking the Tag Tree

1.1 State of Minnesota: Accessible PDF Document Training



State of Minnesota Accessible PDF Document Training

Module 4: The Reading Order Tool and Walking the Tag Tree

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 use the **Reading Order** tool
- How to handle untagged documents
- What it means to “walk the tag tree”
- How to look for tags that are:
 - Missing
 - Mislabeled/Incorrect
 - In the wrong order
 - Decorative
 - Empty
- How to delete tags



About this Module

In this module, you will learn:

- How to use the Reading Order tool
- How to handle untagged documents
- What it means to “Walk the Tag Tree”
- How to look for tags that are:
 - Missing
 - Mislabeled/Incorrect
 - In the wrong order
 - Decorative
 - Empty
- How to delete tags

1.4 The Reading Order Tool, 1 of 3

The Reading Order Tool, 1 of 3

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In this module, you will learn how to:

- Identify untagged content
- Insert new tags
- Change incorrect tags

To open the **Reading Order** tool:

1. From the tool bar, open the **All tools** panel.
2. Select **Prepare for accessibility**.
3. Select **Fix reading order**.

Menu

Acrobat Pro PDF Access

All tools Edit Convert E-Sign

< Prepare for accessibility x

Automatically tag PDF

Automatically tag form fields

Change reading options

Check for accessibility

Open accessibility report

Identify form fields

Add alternate text

Use setup assistant

Fix reading order

View, and then repair, the reading order of page content

The Reading Order Tool, Slide 1 of 3

In this module, you will learn how to:

- Identify untagged content
- Insert new tags
- Change incorrect tags

To open the Reading Order tool:

1. From the tool bar, open the All tools panel.
2. Select Prepare for accessibility.
3. Select Fix reading order.

1.5 The Reading Order Tool, 2 of 3

The Reading Order Tool, 2 of 3

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Reading Order

Draw a rectangle around the content then click one of the buttons below.

Text/Paragraph

Figure

Form Field

Figure/Caption

Heading 1

Heading 4

Table

Heading 2

Heading 5

Cell

Heading 3

Heading 6

Formula

Reference (a)

Note (z)

Background/Artifact

Table Editor

☒ Show page content groups

☐ Page content order

☒ Structure types

☒ Show table cells

☐ Display like elements in a single block

☒ Show tables and figures

Clear Page Structure...

Show Order Panel!

Help

Close

Hi I hate the PDF

LBody

Initial document should be fully accessible. If the Word/Excel/InDesign/etc. doc is accessible, the pdf remediation goes very quickly. It is much easier to fix accessibility issues in the original document than in the PDF.

LBody

Acrobat tab at the top of the ribbon in Microsoft software to create PDFs. Do not use "pdf" from the drop-down menu. It does not convert your document properly, and you risk having more issues in the PDF. Note: If you do not have Acrobat Pro, you cannot make accessible PDFs.

LBody

Software does not produce accessible PDFs through no fault of the creator. For those users, you will have to add tags, and then go through all the steps to ensure the document is accessible.

Acrobat Pro Layout and Settings

If you have been using Adobe Acrobat XI Pro, the DC interface looks very different. However, the general concepts are the same and only a few steps have been changed in this updated version.

There are three tabs at the top of the page located under the Menu bar (File, Edit, etc.).

Figure - Home, Tools, and Document tabs

Home

Tools

Document

LBody

Access your documents from this page. Includes Recent and My Computer buttons.

LBody

Access all Tools. Choose from Create & Edit, Review & Approve, Forms & Signatures, & Standardize, and Customize tools. Use this to create your custom Tool Bar on the right side of the page. Menus under each section include Open, Add Shortcut, and Learn More. Note: Accessibility tools are located under Protect & Standardize.

LBody

Hint! This tab appears only when a document is open. DC is set by default to open all documents within one window, similar to InDesign and Photoshop. You can change the setting so that each document opens within its own window (Edit > Preferences > General > Basic Tools > uncheck Open documents as new tabs in the same window). This is convenient if you need to view multiple documents at the same time.

For settings you may find useful.

When the **Reading Order** tool is open, all tagged content is inside a shaded box. Content without a shaded box is untagged. Untagged content is not recognized by assistive technologies and is not accessible.

The Reading Order Tool, Slide 2 of 3

When the Reading Order tool is open, all tagged content is inside a shaded box. Content without a shaded box is untagged. Untagged content is not recognized by assistive technologies and is not accessible.

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1.6 The Reading Order Tool, 3 of 3

The Reading Order Tool, 3 of 3

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NEXT >

Reading Order

Draw a rectangle around the content then click one of the buttons below:

Text/Paragraph

Figure

Form Field

Figure/Caption

Heading 1

Heading 4

Table

Heading 2

Heading 5

Cell

Heading 3

Heading 6

Formula

Reference (x)

Note (y)

Background/Artifact

Table Editor

☒ Show page content groups

☐ Page content order

☒ Structure types

☒ Show table cells

☐ Display like elements in a single block

☐ Show tables and figures

Clear Page Structure

Show Order Panel

Help

Close

Let Care and Needs

p Dogs and cats have different care needs. Here are some things you should have when considering bringing a new pet into your home.

Dogs

Dogs bring a lot of joy into our lives. Different breeds bring different levels of energy into your home. Be sure to pick out a breed that suits your individual lifestyle. Here are some suggested items:

Body

id and water bowls

Body

ress and leash -- be sure the harness is adjustable if you are bringing a growing puppy home

Body

Toys -- there are a lot of different types of toys to choose from. Some good toys to have include chew toys and puzzles.

Cats

Cats also bring joy into our lives. From the wild antics of kittens to the soothing, sleepy snuggles of a grown cat, they make wonderful companions. Some cats need lots of care (think Persians with their long, silky fur) to very self-sufficient (short-haired varieties). Whatever you like, there are lots of cats who need homes. Here are some care items you should have when you bring a new cat into your home:

Body

id and water bowls

Body

Boxes

Body

Toys -- like dogs, there are also a lot of types of toys for cats including wand toys, kick toys, and catnip mice and balls.

The image on this slide shows tagged and untagged content. Since the content in the section about dogs is not inside a shaded box, it is untagged. We'll cover how to tag content later in this module.

The Reading Order Tool, Slide 3 of 3

The image on this slide shows tagged and untagged content. Since the content in the section about dogs is not inside a shaded box, it is untagged. We'll cover how to tag content later in this module.

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1.7 Accessibility Tags Panel

Accessibility Tags Panel

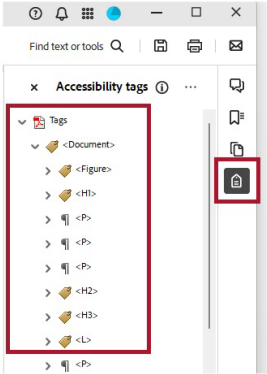
All content in a PDF, except for decorative content, must be tagged. We'll cover decorative content later in this module.

Tags can be viewed in the **Accessibility tags** panel. The **Accessibility tags** panel is often called the "**tag tree**." We'll use these terms interchangeably throughout this training.

To open the **tag tree**, select the **Accessibility tags** icon on the right-side panel. A list of tags appears and shows how the document's content is structured.

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Accessibility Tags Panel

All content in a PDF, except for decorative content, must be tagged. We'll cover decorative content later in this module.

Tags can be viewed in the Accessibility tags panel. The Accessibility tags panel is often called the "tag tree." We'll use these terms interchangeably throughout this training.

To open the tag tree, select the Accessibility tags icon on the right-side panel. A list of tags appears and shows how the document's content is structured.

1.8 Untagged Documents

Untagged Documents

If the **tag tree** shows “No Tags available,” it can mean one of the following three things:

- The file is a scanned copy. Acrobat recognizes it as an image, with no readable text.
- The PDF wasn’t converted properly from its source file.
- The software used to create the PDF doesn’t support tagging.

Accessible PDFs must have tags. While you can add them manually, it is time-consuming. Fortunately, Adobe Acrobat Pro includes a tool to automatically add tags to untagged documents. We’ll cover that in the next slide.

< PREV

NEXT >

x Accessibility tags ⓘ ⋮

 No Tags available

🗨️

🔖

📄

📄

🏠

Untagged Documents

If the tag tree shows “No Tags available,” it can mean one of the following three things:

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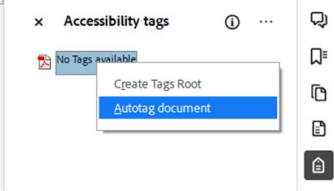
1.9 Adding Tags to Untagged PDFs

Adding Tags to Untagged PDFs

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To add tags to a document with “No Tags available”:

1. Right-click on **No Tags available** or use Shift + F10.
2. Select **Autotag document**.
3. Acrobat opens the **Recognition Report**, which flags potential tagging issues.
4. Select the **Accessibility tags** icon again to reopen the **tag tree**. The **tag tree** should now have a list of various tag types (<H1>, <H2>, <P>, etc.).



Adding Tags to Untagged PDFs

To add tags to a document with “No Tags available”:

1. Right-click on No Tags available or use Shift + F10.
2. Select Autotag document.
3. Acrobat opens the Recognition Report, which flags potential tagging issues.
4. Select the Accessibility tags icon again to reopen the tag tree. The tag tree should now have a list of various tag types such as Heading 1, Heading 2, Paragraph, etc.

1.10 Scanned PDFs

Scanned PDFs

< PREV NEXT >

Accessibility tags

Tags

> <Figure>

> <Figure>

> <Figure>

As scanned document has been identified, Scan & OCR tool can turn scans or images into editable...

Get started

0 10 20 30 40 50 60 70 80 90 100

0

1

2

3

4

5

6

7

8

9

10

DOER Department of Employee Relations

200 Centennial Office Building
550 Cedar Street
St. Paul, MN 55155
651.255.3637
TTY 651.252.2099
www.doer.state.mn.us

August 23, 1999

If the **tag tree** shows only **<Figure>** tags after tagging, the document was likely scanned using a copier or scanner. In that case, the content is just an image and not usable.

To check, try selecting some text on the page. If the whole area highlights in blue, it's an image with no readable text.

You'll need to run **Optical Character Recognition (OCR)** to recognize text in the image. We'll cover that in the next slide.

Scanned PDFs

If the tag tree shows only <Figure> tags after tagging, the document was likely scanned using a copier or scanner. In that case, the content is just an image and not usable.

To check, try selecting some text on the page. If the whole area highlights in blue, it's an image with no readable text.

You'll need to run Optical Character Recognition (OCR) to recognize text in the image. We'll cover that in the next slide.

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1.11 Scanned PDFs: Run Optical Character Recognition, 1 of 2

Scanned PDFs: Run Optical Character Recognition, 1 of 2

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To run OCR:

1. From the **Menu**, open the **All tools** panel.
2. Select **Scan & OCR**. If you don't see it, scroll down and select **View more**.

Menu

Org 2025 Leadership

All tools

Edit

Convert

E-Sign

All tools

Edit a PDF

Prepare a form

Fill & Sign

Organize pages

Scan & OCR

Prepare for accessibility

Use guided actions

Redact a PDF

Scanned PDFs: Run Optical Character Recognition, Slide 1 of 2

To run OCR:

1. From the Menu, open the All tools panel.
2. Select Scan & OCR. If you don't see it, scroll down and select View more.

1.12 Scanned PDFs: Run Optical Character Recognition, 2 of 2

Scanned PDFs: Run Optical Character Recognition, 2 of 2

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3. In the **RECOGNIZE TEXT** section, select **In this file**.

4. Select the **Recognize text** button.

5. Run the autotag feature again. Right-click (Shift + F10) on **Tags** and select **Autotag document**.

Note: OCR cannot accurately recognize all characters from poor quality documents. Check the text carefully for errors.

OCR is an advanced process and will not be covered further in this PDF 101 series. For more information about OCR, contact your agency's [Digital Accessibility Coordinator](#) (internal state employee link) or visit [Adobe's Learn Acrobat Pro website](#).

Scan & OCR

MODIFY PAGE

ENHANCE FILE

RECOGNIZE TEXT

Enhance scanned file

Enhance camera image

In this file

In multiple f

Correct reco

Bates numb

Bates numb

Pages

All pages

Language

English(US)

Cancel

Recognize text

Scanned PDFs: Run Optical Character Recognition (OCR), Slide 2 of 2

3. In the RECOGNIZE TEXT section, select In this file.
4. Select the Recognize text button.
5. Run the autotag feature again. Right-click (Shift + F10) on Tags and select Autotag document.

Note: OCR cannot accurately recognize all characters from poor quality documents. Check the text carefully for errors.

OCR is an advanced process and will not be covered further in this PDF 101 series. For more information about OCR, contact your agency's [Digital Accessibility Coordinator](#) (internal state employee link) or visit [Adobe's Learn Acrobat Pro website](#).

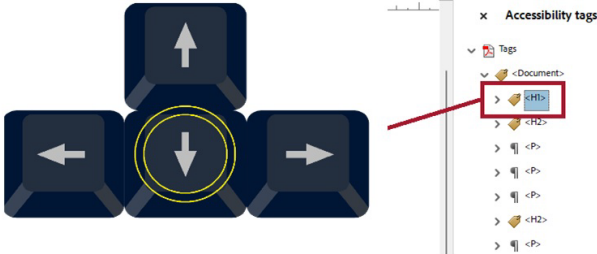
11

1.13 Walk the Tag Tree: The Basics, 1 of 2

Walk the Tag Tree: The Basics, 1 of 2

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The diagram on the left shows a central square with a downward arrow, surrounded by four other squares (up, left, right, and down arrows). A red arrow points from the central square to the Accessibility tags panel on the right. The panel shows a tree structure with 'Tags' expanded, and '<H1>' selected and highlighted with a red box.

It's crucial to ensure all tags are accurate. To review the tags, make sure to “walk the tag tree” by systematically checking each tag within the PDF.

To walk the **tag tree**:

1. Open the **Accessibility tags** panel.
2. Select the top tag.
3. Press the **down arrow** on the keyboard to move through the tags one at a time.

Walk the Tag Tree: The Basics, Slide 1 of 2

It's crucial to ensure all tags are accurate. To review the tags, make sure to "walk the tag tree" by systematically checking each tag within the PDF.

To walk the tag tree:

1. Open the Accessibility tags panel.
2. Select the top tag.
3. Press the down arrow on the keyboard to move through the tags one at a time.

1.14 Walk the Tag Tree: The Basics, 2 of 2

Walk the Tag Tree: The Basics, 2 of 2

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4. As you move down the **tag tree**, Acrobat will highlight the corresponding content on the page. Make sure the tags and the content match—and that they appear in the correct reading order.

This is the same order assistive technology follows.

Starting with a well-structured source document makes this process easier. With practice, walking the **tag tree** becomes quick and efficient.

Walk the Tag Tree: The Basics, Slide 2 of 2

4. As you move down the tag tree, Acrobat will highlight the corresponding content on the page. Make sure the tags and the content match—and that they appear in the correct reading order.

This is the same order assistive technology follows.

Starting with a well-structured source document makes this process easier. With practice, walking the tag tree becomes quick and efficient.

1.15 Walk the Tag Tree: What to Look For

Walk the Tag Tree: What to Look For

As you walk the **tag tree**, check for these common tag issues:

- Missing tags (untagged content)
- Mislabeled or incorrect tags
- Incorrect order (tags are not in logical reading order)
- Decorative images that are tagged but shouldn't be
- Empty tags with no content
- Improper tag setup (e.g., content split across multiple tags)
- Improper tag hierarchy (the logical nesting of tags to reflect structure)

We'll cover improper tag setup and hierarchy in later modules.

Walk the Tag Tree: What to Look For

As you walk the tag tree, check for these common tag issues:

- Missing tags (untagged content)
- Mislabeled or incorrect tags
- Incorrect order (tags are not in logical reading order)
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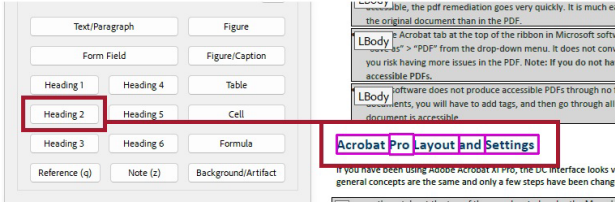
We'll cover improper tag setup and hierarchy in later modules.

1.16 Add Tags to Untagged Content

Add Tags to Untagged Content

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To add tags using the **Reading Order** tool:

1. Use your cursor to select and drag to highlight the content you want to tag. In the image on this slide, the content is surrounded by fuchsia (bright pink) boxes.
2. In the **Reading Order** tool, choose the appropriate tag type from the list.

If the tag you need isn't listed, select **Text/Paragraph**. The tag can then be changed to the appropriate type using a different process with more tag type options. We'll cover this process in the next slides.

Add Tags to Untagged Content

To add tags using the Reading Order tool:

1. Use your cursor to select and drag to highlight the content you want to tag. In the image on this slide, the content is surrounded by fuchsia (bright pink) boxes.
2. In the Reading Order tool, choose the appropriate tag type from the list.

If the tag you need isn't listed, select Text/Paragraph. The tag can then be changed to the appropriate type using a different process with more tag type options. We'll cover this process in the next slides.

1.17 How to Change Incorrect Tags, Method 1 of 2

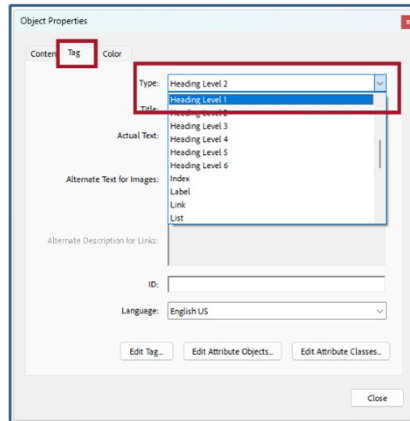
How to Change Incorrect Tags, Method 1 of 2

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There are two ways to change a tag type outside of the **Reading Order** tool. This first method uses the **Object Properties** menu.

Method 1. Change a tag using **Object Properties**:

1. In the **Accessibility tags** panel, select the tag you want to fix.
2. Right-click and choose **Properties** (Shift + F10, P).
3. The **Object Properties** menu opens. Select the **Tag** tab and use the **Type** dropdown to choose the correct tag.
4. Select **Close**. The **tag tree** now shows the updated tag type.



How to Change Incorrect Tags, Method 1 of 2

There are two ways to change a tag type outside of the Reading Order tool. This first method uses the Object Properties menu.

Method 1. Change a tag using Object Properties:

1. In the Accessibility tags panel, select the tag you want to fix.
2. Right-click and choose Properties (Shift + F10, P).
3. The Object Properties menu opens. Select the Tag tab and use the Type dropdown to choose the correct tag.
4. Select Close. The tag tree now shows the updated tag type.

1.18 How to Change Incorrect Tags, Method 2 of 2

How to Change Incorrect Tags, Method 2 of 2

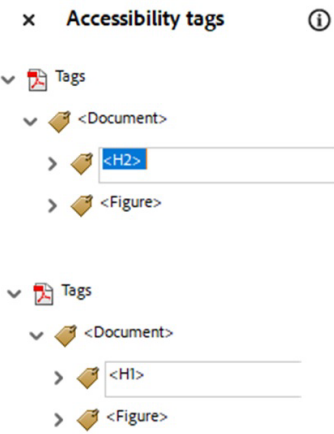
< PREV NEXT >

Method 2. Change the tag type from the tag tree:

This method lets you rename the tag by typing the correct tag type. Be careful to use the proper tag structure.

1. Select the tag in the **Accessibility tags** panel.
2. Click it once to select it, then click again (a slow double click) to edit (or press F2).
3. The **tag type** appears in a blue box.
4. Type in the correct tag type, including the angle brackets (e.g., type in <H1>).

The image on this slide shows the tag type <H2> highlighted in the blue box. It is the incorrect tag type because it is not the proper heading hierarchy. It needs to be changed to the tag type <H1>.



How to Change Incorrect Tags, Method 2 of 2

Method 2. Change the tag type from the tag tree:

This method lets you rename the tag by typing the correct tag type. Be careful to use the proper tag structure.

1. Select the tag in the Accessibility tags panel.
2. Click it once to select it, then click again (a slow double click) to edit (or press F2).
3. The tag type appears in a blue box.

Type in the correct tag type, including the angle brackets (e.g., type in <H1>).

The image on this slide shows the tag type <H2> highlighted in the blue box. It is the incorrect tag type because it is not the proper heading hierarchy. It needs to be changed to the tag type <H1>.

1.19 Incorrectly Ordered Tags, Method 1 of 2

Incorrectly Ordered Tags, Method 1 of 2

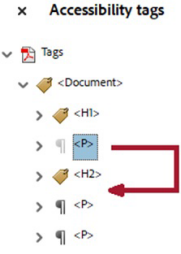
< PREVIOUS

NEXT >

Some tags in the **tag tree** may be in the incorrect order. There are two methods to change the order of the tags.

Method 1. Cut and paste:

1. In the **Accessibility tags** panel, select the tag you want to reorder.
2. Right-click (Shift + F10) and select **Cut** or use **Ctrl + X** (skipping the right click).
3. In the **tag tree**, select the **<H2>** tag just above the correct location.
4. Right-click (Shift + F10) the **<H2>** tag and select **Paste** or select the tag just above the correct location and then use **Ctrl + V** (skipping the right click) to paste the **<P>** tag just below it.



Incorrectly Ordered Tags, Method 1 of 2

Some tags in the tag tree may be in the incorrect order. There are two methods to change the order of the tags.

Method 1. Cut and paste:

1. In the Accessibility tags panel, select the tag you want to reorder.
2. Right-click (Shift + F10) and select Cut. Or use Ctrl + X (skipping the right click).
3. In the tag tree, select the H2 tag just above the correct location.
4. Right-click (Shift + F10) the H2 tag and select Paste or select the tag just above the correct location and then use Ctrl + V (skipping the right click) to paste the <P> tag just below. it.

1.20 Incorrectly Ordered Tags, Method 2 of 2

Incorrectly Ordered Tags, Method 2 of 2

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Accessibility tags

Tags

- <Document>
 - <H1>
 - <P>
 - <H2>
 - <P>
 - <P>

Accessibility tags

Tags

- <Document>
 - <H1>
 - <P>
 - <H2>
 - <P>
 - <P>

Accessibility tags

Tags

- <Document>
 - <H1>
 - <H2>
 - <P>
 - <P>
 - <P>

Method 2. Drag and drop using a mouse:

1. In the **Accessibility tags** panel, click and hold on the tag you want to move.
2. Drag it to its new location in the **tag tree**. A horizontal line appears with an arrow to show where the tag will be dropped.
3. Check the tag tree after moving the tag, and if necessary, drag it to the correct location.
4. Right-click (Shift + F10) the selected tag and select Paste. Or use Ctrl + V (skipping the right click). **Note:** Be careful not to drop the tag inside another tag.

The image on this slide shows that the <H2> tag is inside the <H1> tag. To fix, click and drag the <H2> tag out of the <H1> tag.

Incorrectly Ordered Tags, Method 2 of 2

Method 2. Drag and drop using a mouse:

1. In the Accessibility tags panel, click and hold on the tag you want to move.
2. Drag it to its new location in the tag tree. A horizontal line appears with an arrow to show where the tag will be dropped.
3. Check the tag tree after moving the tag, and if necessary, drag it to the correct location
4. Right-click (Shift + F10) the selected tag and select Paste. Or use Ctrl + V (skipping the right click). Note: Be careful not to drop the tag inside another tag.

The image on this slide shows that the <H2> tag is inside the <H1> tag. To fix, click and drag the <H2> tag out of the <H1> tag.

1.21 Decorative Content

Decorative Content

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Accessibility tags ⓘ

Tags

> <Figure>

> <H1>

> <H2>

> <Figure>

> <P>

> <P>

> <P>

> <H2>

> <P>

> <P>

Decorative content—like lines, borders, or images—that doesn't convey meaning in the document should not be tagged. These design elements are purely visual and don't help users understand the document's content.

If decorative items are already tagged, you can safely delete those tags.

We'll cover how to delete tags next.

Decorative Content

Decorative content—like lines, borders, or images—that doesn't convey meaning in the document should not be tagged. These design elements are purely visual and don't help users understand the document's content.

If decorative items are already tagged, you can safely delete those tags.

We'll cover how to delete tags next.

1.22 Deleting Tags

Deleting Tags

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Reading Order

Draw a rectangle around the content then click one of the buttons below:

Text/Paragraph

Figure

Form Field

Figure/Caption

Heading 1

Heading 4

Table

Heading 2

Heading 5

Cell

Heading 3

Heading 6

Formula

Reference (a)

Note (z)

Background/Artifact

Table Editor

Figure - No alternate text exists.

DF 101 Training Schedule

Figure - No alternate text exists.

H3 Week 1

H2 Week 2

H2 Monday, Sept. 9

p Monday, Sept. 16

p Tuesday, Sept. 10

p Tuesday, Sept. 17

Accessibility tags

Tags

<Document>

> <Figure>

> <H1>

> <Figure>

> <H2>

> <P>

> <H2>

> <P>

> <P>

> <P>

Deleting a decorative tag from the Accessibility tags pane removes it from the tag tree. However, when the Reading Order tool is open, the element will still be highlighted on the page.

The next two slides show two methods to remove this highlighted area.

Deleting Tags

Deleting a decorative tag from the Accessibility tags pane removes it from the tag tree. However, when the Reading Order tool is open, the element will still be highlighted on the page.

The next two slides show two methods to remove this highlighted area.

1.23 Deleting Tags Using a Mouse

Deleting Tags Using a Mouse

< PREVIOUS

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Reading Order

Draw a rectangle around the content then click one of the buttons below:

Text/Paragraph

Figure

Form Field

Figure/Caption

Heading 1

Heading 4

Table

Heading 2

Heading 5

Cell

Heading 3

Heading 6

Formula

Reference (a)

Note (z)

Background/Artifact

Table Editor

Figure: No alternate text exists.

DF 101 Training Schedule

Figure: No alternate text exists.

Week 1

Week 2

Monday, Sept. 9

Monday, Sept. 16

Tuesday, Sept. 10

Tuesday, Sept. 17

Accessibility tags

Tags

<Document>

<Figure>

<H1>

<Figure>

<H2>

<H2>

<P>

<H2>

<P>

Method 1. Using the **Reading Order** tool with a mouse:

1. Select the **Reading Order** tool. The content on the page now has shaded boxes around it with the structure type in the top left corner.
2. Select the decorative element on the page by clicking on the structure type. The decorative image on this slide shows the word "Figure" in the top left corner.
3. Select **Background/Artifact** from the **Reading Order** tool.

Deleting Tags Using a Mouse

Method 1. Using the Reading Order tool with a mouse:

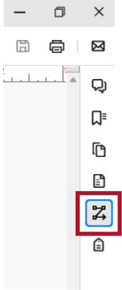
1. Select the Reading Order tool. The content on the page now has shaded boxes around it with the structure type in the top left corner.
2. Select the decorative element on the page by clicking on the structure type. The decorative image on this slide shows the word "Figure" in the top left corner.
3. Select Background/Artifact from the Reading Order tool.

1.24 Deleting Tags Using Keyboard Shortcuts, 1 of 2

Deleting Tags Using Keyboard Shortcuts, 1 of 2

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Method 2. Delete tags with keyboard shortcuts.

In Module 1 we mentioned there is an **Order** panel in the **Navigation** pane. We ask that no one use this panel to handle the reading order of the tags. However, if a tag needs to be deleted, this is the only tool that allows for that action with both a keyboard and a mouse.

Deleting Tags Using Keyboard Shortcuts, Slide 1 of 2

Method 2. Delete tags with keyboard shortcuts.

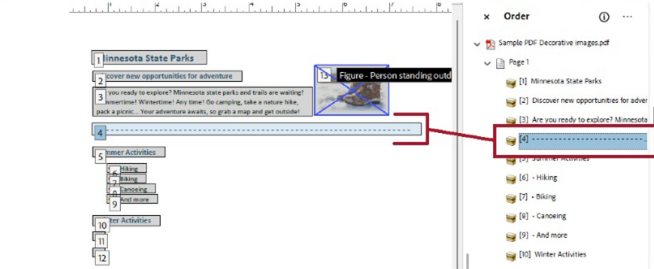
In Module 1 we mentioned there is an Order panel in the Navigation pane. We ask that no one use this panel to handle the reading order of the tags. However, if a tag needs to be deleted, this is the only tool that allows for that action with both a keyboard and a mouse.

1.25 Deleting Tags Using Keyboard Shortcuts, 2 of 2

Deleting Tags Using Keyboard Shortcuts, 2 of 2

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1. Use **F6** to navigate to the **Navigation** pane. Arrow down to the **Order** panel and select the **Enter** key.
2. Use **F6** again to navigate to the **Order** panel.
3. Press the **Tab** key to navigate to an item in the **Order** panel and then arrow up/down to the item you want to delete.
4. Select the **Delete** key on the keyboard to delete the entry to remove the tag. Do this for each item you want to delete.

This works for untagging decorative content as well as empty tags.

Deleting Tags Using Keyboard Shortcuts, Slide 2 of 2

1. Use **F6** to navigate to the **Navigation** pane. Arrow down to the **Order** panel and select the **Enter** key.
2. Use **F6** again to focus on the **Order** panel.
3. Press the **Tab** key to navigate to an item in the **Order** panel and then arrow up/down to the item you want to delete.
4. Select the **Delete** key on the keyboard to delete the entry to remove the tag. Do this for each item you want to delete.

This works for untagging decorative content as well as empty tags.

1.26 Empty Tags

Empty Tags

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Minnesota State Parks

Discover new opportunities for

Are you ready to explore? Minnesota
Summertime! Wintertime! Any time
pack a picnic... Your adventure awaits

<Sect>

>

<H1>

>

<Figure>

>

<P>

>

<H2>

>

<P>

>

<P>

>

<P>

>

Tagged documents may contain empty tags. This usually occurs if:

- The document author used the **Enter** key to create space between lines of text instead of using styles or spacing tools.
- Tagged content was deleted (in the **Editing** menu) from the PDF after tagging.

Empty tags should be removed.

We will cover removing empty tags next.

Empty Tags

Tagged documents may contain empty tags. This usually occurs if:

- The document author used the Enter key to create space between lines of text instead of using styles or spacing tools.
- Tagged content was deleted (in the Editing menu) from the PDF after tagging.

Empty tags should be removed.

We will cover removing empty tags next.

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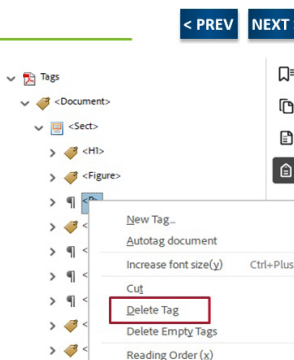
1.27 Delete Empty Tags, Method 1

Delete Empty Tags, Method 1

Here are two methods to remove empty tags. One method removes individual tags, while the other method removes them all at once.

Method 1. Delete tags one at a time:

1. Select the empty tag and right-click the tag. Select **Delete** (Shift + F10, then D).
2. Alternatively, select the empty tag and use the **Delete** key.



The screenshot shows a 'Tags' panel on the right side of a web editor. It displays a tree structure of HTML tags: <Document>, <Sect>, <H1>, <Figure>, and <H2>. The <Figure> tag is selected. A right-click context menu is open over the <Figure> tag, showing options: 'New Tag...', 'Autotag document', 'Increase font size(y) Ctrl+Plus', 'Cut', 'Delete Tag' (highlighted with a red rectangle), 'Delete Empty Tags', and 'Reading Order(x)'. At the top of the panel are '< PREV' and 'NEXT >' buttons. On the far right are icons for a bookmark, a document, a folder, and a lock.

Deleting Empty Tags, Method 1

Here are two methods to remove empty tags. One method removes individual tags, while the other method removes them all at once.

Method 1. Delete tags one at a time:

1. Select the empty tag and right-click the tag. Select Delete (Shift + F10, then D).
2. Alternatively, select the empty tag and use the Delete key.

1.28 Delete Empty Tags, Method 2

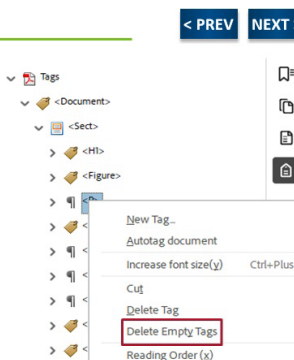
Delete Empty Tags, Method 2

Method 2. Delete all empty tags at once:

1. Right-click on an empty tag and then select **Delete Empty Tags** (Shift + F10, then Y).
2. All empty tags should be removed from the document.

Important: Some table structures rely on tags that appear empty. Before using Method 2, check to ensure important table elements aren't removed. If needed, press **Ctrl + Z** to undo.

In some circumstances, Method 2 does not work. If that happens, use Method 1 instead.



Delete Empty Tags, Method 2

Method 2. Delete all empty tags at once:

1. Right-click on an empty tag and then select Delete Empty Tags (Shift + F10, then Y).
2. All empty tags should be removed from the document.

Important: Some table structures rely on tags that appear empty. Before using Method 2, check to ensure important table elements aren't removed. If needed, press Ctrl + Z to undo. In some circumstances, Method 2 does not work. If that happens, use Method 1 instead.

1.32 Practice Document

Practice Document

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You're now ready to apply what you've learned.

Download and follow the instructions in the [Module 4 Practice Document](#).

A **Module 4 Remediated Practice Document** is also available under the **Resources** tab above for you to check your work.

Practice Document

You're now ready to apply what you've learned.

Download and follow the instructions in the Module 4 Practice Document.

A Module 4 Remediated Practice Document is also available under the Resources tab above for you to check your work.

1.33 Summary

Summary

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In this module, you learned:

- How to use the **Reading Order** tool
- How to handle untagged documents
- What it means to “Walk the Tag Tree”
- How to look for tags that are:
 - Missing
 - Mislabeled/Incorrect
 - In the wrong order
 - Decorative
 - Empty
- How to delete tags

Notes:

Summary

In this module, you learned:

- How to use the Reading Order tool
- How to handle untagged documents
- What it means to “Walk the Tag Tree”
- How to look for tags that are:
 - Missing
 - Mislabeled/Incorrect
 - In the wrong order
 - Decorative
 - Empty
- How to delete tags

1.34 Module 4 Complete

Module 4 Complete

< PREV



Congratulations!

You have completed **Module 4: The Reading Order Tool and Walking the Tag Tree.**

The Office of Accessibility would like to thank you for your hard work.

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

EXIT

Module 4 Complete

Congratulations!

You have completed Module 4: The Reading Order Tool and Walking the Tag Tree

The Office of Accessibility would like to thank you for your hard work.

Click the Exit button to continue with the course.