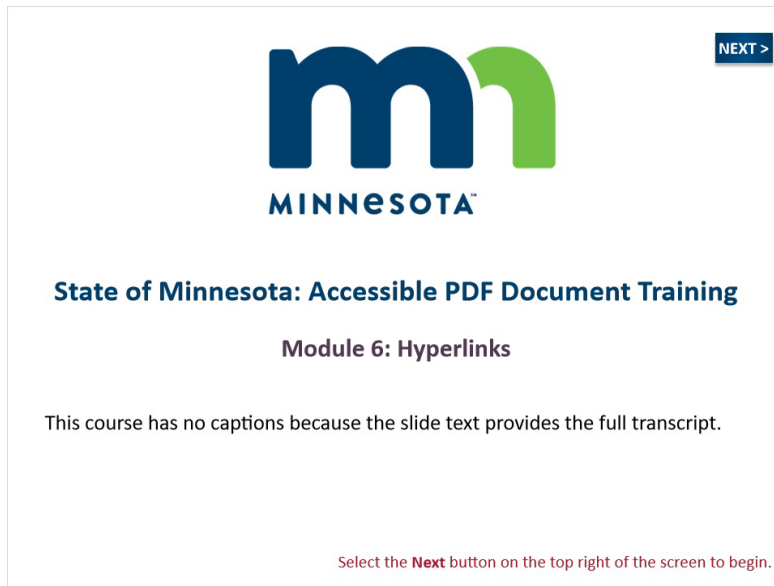


Module 6: Hyperlinks

1.1 State of Minnesota: Accessible PDF Document Training



State of Minnesota Accessible PDF Document Training

Module 6: Hyperlinks

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:

- Identify the correct tag structure for links
- Tag links that span multiple lines



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1.4 Hyperlink Basics

Hyperlink Basics

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Visit the [State of Minnesota Careers website](#).

Visit the [State of Minnesota Careers website \(https://mn.gov/mmb/careers/search-for-jobs/\)](https://mn.gov/mmb/careers/search-for-jobs/).

To ensure that hyperlinks (aka links) in your PDF are accessible, begin with a source document that contains properly created links.

- Need a refresher? Review the **Accessible Word Document Training, Module 4**.
- Use the state's default link style: blue and underlined.
- For print materials, include the full URL as shown in the second link on this slide.
- If you have questions about best practices, ask your [Digital Accessibility Coordinator](#).

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To ensure that hyperlinks (aka links) in your PDF are accessible, begin with a source document that contains properly created links.

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1.5 Hyperlink Tagging Structure

Hyperlink Tagging Structure

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Visit the [State of Minnesota Careers website](#).

```
graph TD
    P["<P>"] --- L["<Link>"]
    L --- OBJR["<Link - OBJR>"]
    L --- TR["Text run"]
```

Links in a PDF follow a specific tag structure. This structure ensures that assistive technologies, like screen readers, can read links correctly.

The structure looks like this:

- **Paragraph tag (<P>):** The parent container. Links can also appear inside lists, tables, or other tags.
- **Link tag (<Link>):** Nested inside the parent tag.
- **Link - OBJR:** Nested inside the <Link> tag. The Object Reference tag marks the clickable area.
- **Text run:** Nested inside the <Link> tag. It contains the link text.

Note: The order of the OBJR tag and the text run in the tag tree does not affect accessibility. However, for clarity and consistency, use the same order throughout the document.

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1.6 Hyperlink Spanning Two Lines

Hyperlink Spanning Two Lines

< PREV NEXT >

As the largest employer in the state, we offer a wide range of job opportunities and tremendous potential for career advancement. Our jobs are located across the state and support over 100 [agencies, boards, and commissions](#).

Sometimes a link wraps onto two lines. Acrobat usually tags these correctly, but in some cases the link is split into two incomplete tags. When that happens, the link may break and does not work as expected.

There are two ways to fix this:

- Let Acrobat repair it automatically.
- Fix the structure manually.

Hyperlink Spanning Two Lines

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1.7 Broken Hyperlinks Spanning Two Lines, Fix 1, 1 of 2

Broken Hyperlinks Spanning Two Lines, Fix 1, 1 of 2

< PREV NEXT >

As the largest employer in the state, we offer a wi...

<Link>

agencies, boards, and

commissions

Link - OBJR

Link - OBJR

.

Let Acrobat Pro repair the link:

1. Highlight the paragraph that contains the broken link.
2. Retag it using the **Reading Order** tool. Remember that links can appear in different contexts (for example paragraphs, table data cells, or lists).

Broken Hyperlinks Spanning Two Lines, Fix 1, Slide 1 of 2

Let Acrobat Pro repair the link:

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1.8 Broken Hyperlinks Spanning Two Lines, Fix 1, 2 of 2

Broken Hyperlinks Spanning Two Lines, Fix 1, 2 of 2

< PREVIOUS NEXT >

As the largest employer in the state, we offer a wi...

<Link>

agencies, boards, and

commissions

Link - OBJR

Link - OBJR

.

Acrobat will rebuild the link structure:

- One **<P>** tag as the container
- One **<Link>** tag nested inside the **<P>** tag
- Two text runs inside the **<Link>** tag (sometimes includes the word Path. It represents the underline and can stay as is).
- Two **Link - OBJR tags**, one for each line of the link

Acrobat will also rebuild a text run with any words that come after the link in the paragraph.

Important: After the paragraph is rebuilt, check the link to make sure it opens correctly.

Notes:

Broken Hyperlinks Spanning Two Lines, Fix 1, Slide 2 of 2

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1.9 Repair Option 2: Fix the Hyperlink Structure Manually

Repair Option 2: Fix the Hyperlink Structure Manually

[< PREVIOUS](#)[NEXT >](#)

If Acrobat's automated tagging does not correct the link, you can repair it manually:

1. In the tag tree, expand both **<Link>** tags (as shown in the left image).
2. Move the bottom **text run** directly under the **text run** in the first **<Link>** tag (for example, in the first image, move "commissions" under "agencies, boards, and").
3. Move the bottom **Link - OBJR** tag directly under the **Link - OBJR** tag in the first **<Link>** tag.
4. Delete the empty second **<Link>** tag.
5. Your tag tree should now look like the image on the right: one **<Link>** tag containing both **text runs** and both **Link - OBJR** tags.
6. Confirm the link opens correctly.

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1.12 Summary

Summary

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In this module, you learned how to:

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Summary

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1.13 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 6 Practice Document](#).

A **Module 6 Remediated Practice Document** is also available under the **Resources** tab above for you to check your work.

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1.14 Module 6 Complete

Module 6 Complete

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Congratulations!

You have completed **Module 6: Hyperlinks**.

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

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

EXIT

Module 6 Complete

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