MINNESOTA

Accessible PDF Document Training

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

This module covers the Reading Order tool and how to walk the tag tree to find accessibility issues, including handling untagged documents, correcting mislabeled and unordered tags, and deleting tags.

The Reading Order tool

- Identifies tagged and untagged content.
- Used to tag content.
- Used to artifact unnecessary tags (e.g., decorative <Figure>).

Missing tags

- If the Accessibility tags panel only has “No Tags available” listed, it is an untagged PDF. This module teaches you how to add tags
- Learn to recognize and add individual missing tags.

Scanned PDFs

- Run Optical Character Recognition (OCR). (An advanced technique.)
- Add tags to document.

Walking the tag tree

Use the down arrow key on the keyboard to “walk the tag tree.”

Look for tags that are:

- Missing
- Mislabeled
- Incorrect order
- Decorative
- Empty

- Improper tag setup (content split across multiple pages)
- Improper tag hierarchy (logical nesting of tags to create proper structure)

Change incorrect tags

Two methods:

- Use Object Properties from Menu options.
- Edit from within the tag tree.

Fix improper order

Two methods:

- Cut and Paste in the tag tree.
- Drag and Drop in the tag tree.

Decorative content

If decorative content doesn't convey meaning, there are two methods to delete it:

- From the Reading Order tool select the Background/Artifact control.
- Within the Order panel, select the decorative content's tag and then use the Delete key on the keyboard.

Empty tags

Empty Paragraph tags <P> are caused by hard returns in the source document. There are two methods to remove them:

- Delete tags one at a time using the Delete key. Select the empty tag and right-click on the tag. Select Delete (Shift + F10, then Delete).
- Delete all empty tags at one time using the Delete Empty Tags control. Select one empty tag and right-click on the tag. Select Delete Empty tags (Shift + F10, then Y). (Note: This command doesn't always work).