MINNESOTA

Accessible PDF Document Training

Summary Guide for Module 2: Document Properties

This module covers the basics of Adobe Acrobat Pro's Document Properties. It includes metadata (within the Description tab), document application details, and the document's language properties.

Document properties

- Description tab
  - Title
  - Author
  - Subject
  - Application and PDF Producer
- Initial View tab
  - Show: Document Title (sets document title to appear in title bar)
- Advanced tab
  - Language settings