



Tagging Maps with Acrobat Professional

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Maps Community of Practice

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Introduction

This document covers the basic steps for manually tagging map PDFs using Adobe Acrobat 2017. It is meant for PDFs that have been exported directly from a map or vector application without tags. Consult other guides for more detail on accessibility of additional document elements (e.g., paragraph styles, tables, walking the tag tree, etc.).

Other professional versions of Acrobat will have similar steps but the tool names may vary. Note that the free downloadable Acrobat Reader does not have tagging capability.

Export to PDF

How you export your map will affect the ease of tagging.

Export without layers (flattened) when possible. Tagging can make items disappear from layered files. Check your application as to how this is done.

Newer versions of Acrobat can create and assemble a PDF from multiple files from different applications. Look into the options in Acrobat under **File > Create . . .**

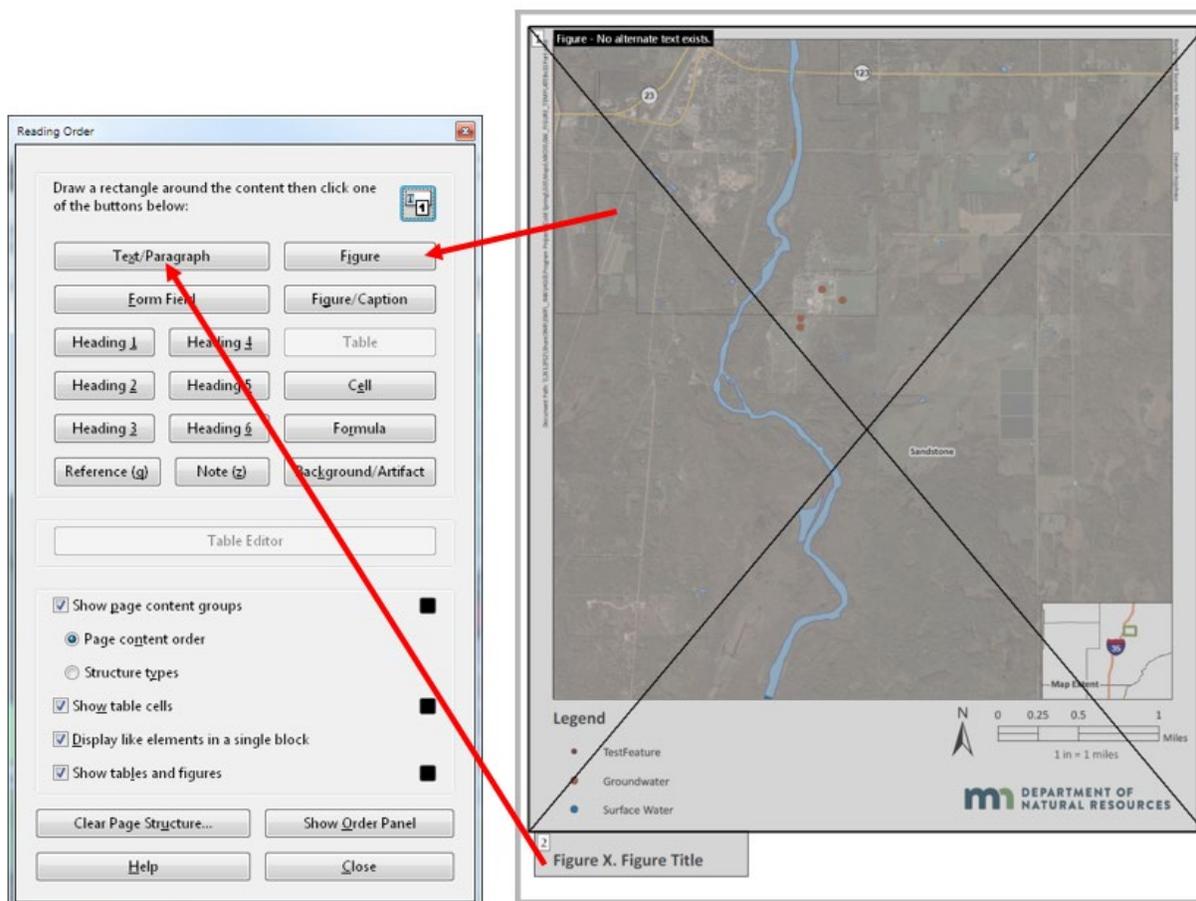
Create Tags with the Reading Order Tool

Design your layout so the map and important text do not overlap.

1. Open Tools > Accessibility > **Reading Order** (or Touch Up Reading Order, or TURO).
2. Treat the entire map and legend as one figure. Select it by dragging the cursor around it all, then choose "**Figure**" from the Reading Order panel.
3. Select the caption or title, then choose **Text/Paragraph** (or a Heading).
Note: design your pages so this text is outside the map area and easy to select.
4. For items you want ignored, select and choose "**Background.**"
5. Continue to tag other pages as needed.

Tips

- If you mess up a page or a document comes to you with messy tagging, select "Clear Page Structure" and then follow the above steps.
- If you need to select things that overlap, select and tag the larger item first, then the smaller.
- If want to deselect something within another item, hold down the Control key while selecting.



Add Alternative Text to Figures

After the map has been tagged there are two options to add alternative text (alt text).

- Individually: With the Reading Order panel open, right-click the icon in the upper left corner of the tagged figure: Edit Alternative text > {enter text}.
- Entire document: From the side menu select Accessibility > Set alternate text > OK. Acrobat will find each figure and provide text boxes with arrows to scroll through.

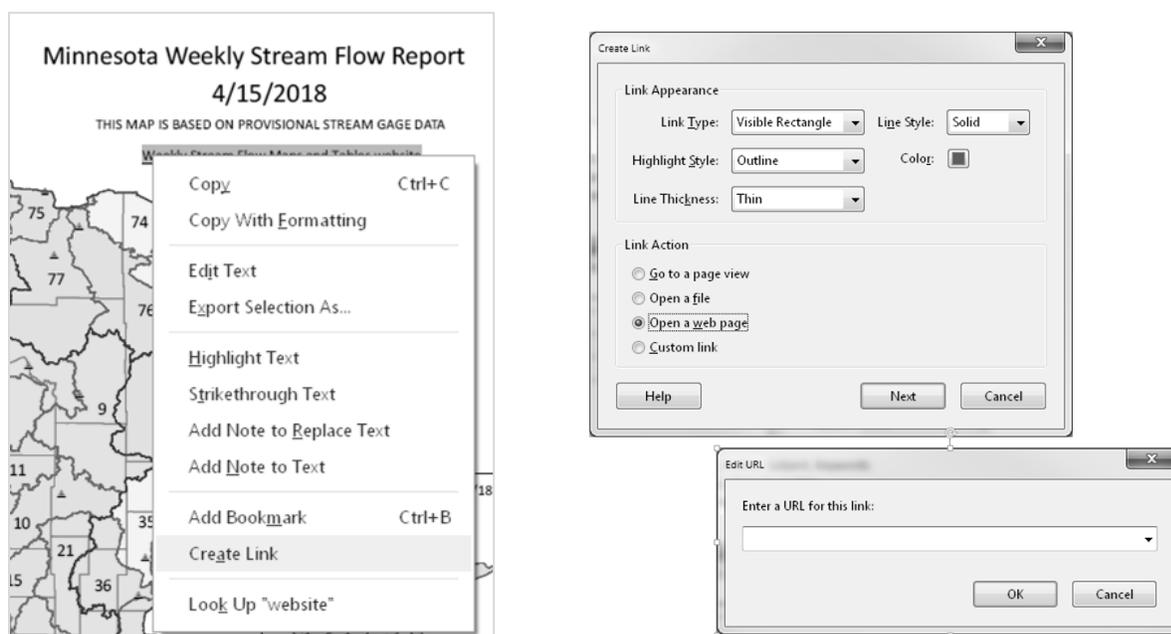
Alt text should convey the *message* of the map.

- Keep important detail outside of the alt text. Try to put it in captions or body text where it is available for all readers. Then this text can be easily edited, and other functions can be used such as spell check, find/replace, links, indexing, and automatic numbering.
- Keep the alt text brief. A short alt text should indicate the type of figure and then reference more detailed descriptions in the caption or body text.
- If there is no other information to reference, the detail must be in the alt text. This is not ideal as stated above, there is a character limit, and alt text is often forgotten during editing and updates.

Create Links

If your map references more information elsewhere, consider adding links to the other documents, pages, or websites.

1. Close accessibility tool > highlight the text
2. Right-click > Create Link
3. Choose the Link Type, Highlight Style, and Link Action > Next
4. Paste in URL or destination > OK



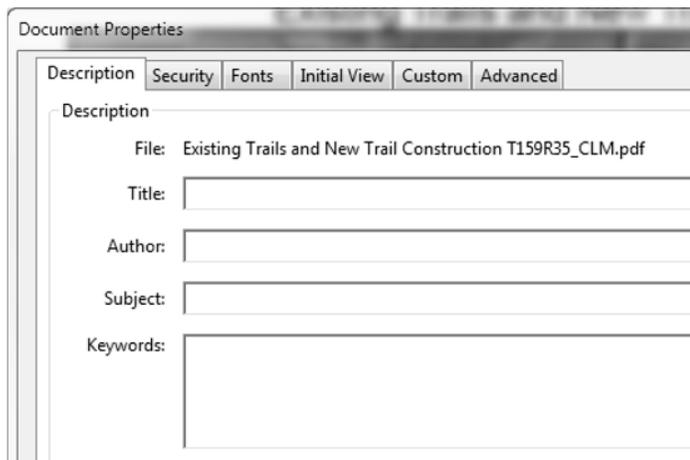
Fill in the Properties (Metadata)

This is what search engines use to find your document on the web.

Open **File > Properties >** then update the information in the following tabs.

Description tab

- **Title:** This must match the title of your document (no paraphrasing). It is the first thing a search engine looks for.
- **Author:** Usually your agency, and possibly your name. Check your local policy.
- **Subject:** This should be a description of what the document offers and will be part of what is shown when searched by a browser.
- **Keywords:** Check your agency policy.

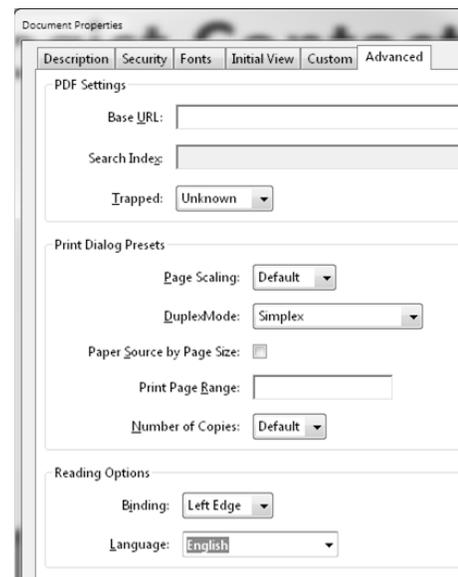
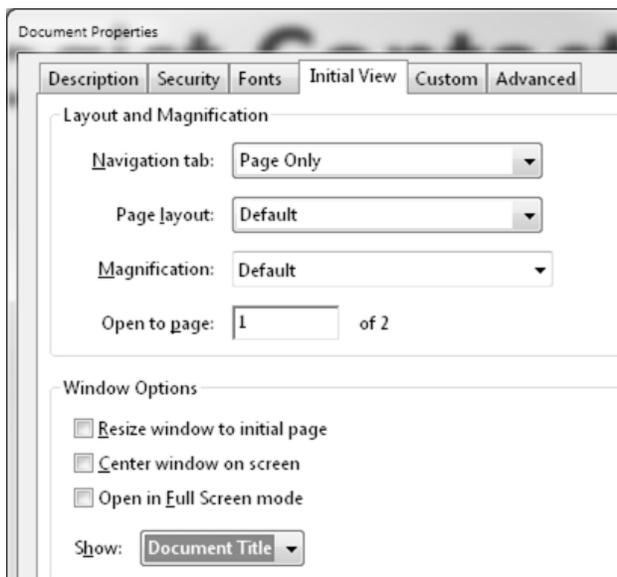


Initial View tab

- Under “Window Options” change “File Name” to **Document Title**.

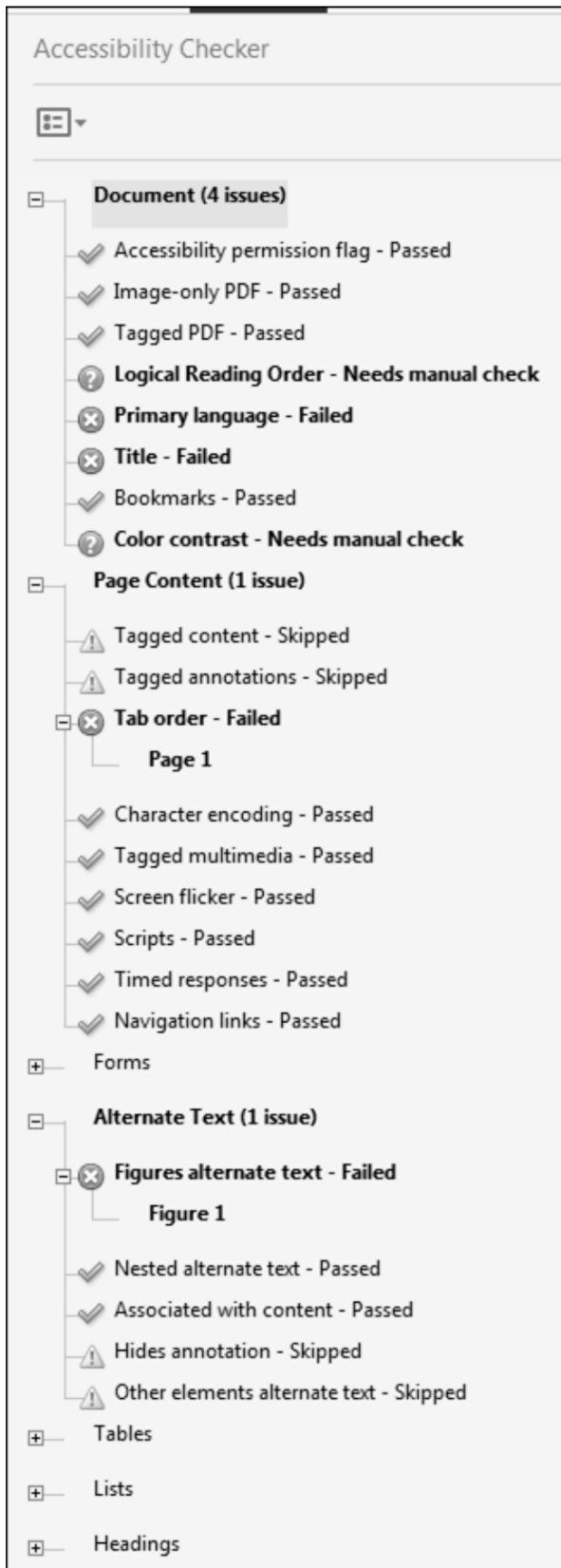
Advanced tab

- Under “Reading Options” change the language to **English**. This helps the reading device use the correct pronunciation.



Run the Accessibility Checker and Fix

Accessibility > Full Check > Start Checking. Fix any remaining issues as follows.



Logical Reading Order: Check/fix in the tag tree*, then Right-click > Pass

Primary Language Right-click > Fix > English.

Title: Right-click > Fix > Document Title

Color contrast: This should have been checked during map creation. Check with color checkers and fix*, then Right-click > Pass.

Tab Order: Right-click > Fix.

Alternative Text: Right-click Figure > Fix

A dialog box will appear allowing you click through the images and enter the text.

Save, close, and run the checker again.

**Starred items are not covered in this document*