Common Adobe Accessibility Errors and How to Fix Them

Contents

Common Adobe Accessibility Errors and How to Fix Them .............................................................. 1

Forms – Field Descriptions – Failed .................................................................................................... 1

Forms – Tagged Form Field – Failed .................................................................................................. 3

PDF Not Tagged .................................................................................................................................. 3

Title Failed .......................................................................................................................................... 5

Figures Alternate Text Failed ............................................................................................................ 7

Nested Elements Alternate Text Failed ............................................................................................. 9

Other Elements Alternate Text Failed ............................................................................................... 10

Logical Reading Order – Needs Manual Check .................................................................................. 12

Color Contrast – Needs Manual Check ............................................................................................. 13

Finding and Tagging Text on a Page .................................................................................................... 14

Tagged Annotations Failed (Form Field) ............................................................................................ 15

Tagged Annotations Failed (Link Correction) ..................................................................................... 18

Headings Appropriate Nesting – Failed .............................................................................................. 21

Tables – Errors – Headers Failed ........................................................................................................ 22

Tables -- That should not be a table .................................................................................................. 23

Merging Content from Separate Tags ............................................................................................... 25

General cleanup – clicking through the tags panel ............................................................................. 27

Delete empty tags ............................................................................................................................. 27

Things to keep in mind and what to do when all else fails ................................................................ 28

Forms – Field Descriptions – Failed

- Fix this error before you fix the tagged form field error
- Right click on the first field showing the error. The field in question will be highlighted:
  - Click on Prepare Form in the right vertical nav
• Once you click on prepare form – your screen will look like this. The field to be corrected will become royal blue.

• Put your cursor on the field and click properties:

• The problem to solve is the Tooltip field is empty and must added. In most cases it can be the same as the value directly above it
• So it is solved like this:

• If there are multiple error showing; you can click close and you can go for the next field error in the accessibility report (on the left side or just click on each of the fields in the form to see what fields need tool tips added. When click through the fields you do not have to save your updates.

Forms – Tagged Form Field – Failed
• Fix this error after you fix the form field description error.
• See Tagged Annotations failed (Form Field) for solution steps.

PDF Not Tagged
• Adobe Accessibility Check Error: Tagged PDF – Failed – Always fix first
• Click on Autotag Document found on the top line of the right navigation bar when accessibility checker is selected.

• Once complete rerun accessibility checker and there will be fewer errors:
Title Failed

- Adobe Accessibility Check Error: Title – Failed

- There are two ways to correct:
  - Click on File Properties: In the first tab "Description" enter text into the "Title" field click on OK on the bottom of the properties box.

- Then Right click on Title failed and click "Fix" to complete.
• After clicking Fix the Title should now show a status of passed
Figures Alternate Text Failed

- Adobe Accessibility Check Error: Title – Failed

- Right click on Figure 1 and select "Fix"
• When you do that Adobe will open a dialog box "Set Alternate Text" and highlight the image missing alternate text in light blue so you can see what image is missing text. Within this box you can enter appropriate descriptive text or mark the image as decorative (to be discussed later).

• Once you add the text. You click on the upper right arrow and you will be taken to the next image with missing text. You can continue to add text and go to the next image. Once you are done click on save and close. Even if you only get partially through adding and you want step away for a while; Click save and close to save your current set of updates.

• If you do click the Decorative Figure box, the alternate text box is greyed out so you do not enter any text. Again remember to save and close when done.

• Sometimes I have seen errors when you mark text as decorative requiring further steps to solve. Recently that seems to have gotten better. So if I see it again I will update.
Nested Elements Alternate Text Failed

- Sometimes an image that is not a decorative image shows this error:
  
  ![Image](image.png)
  
  - Right Click on element 1 and select show in tags panel.

  ![Tags Panel](tags_panel.png)
  
  - And see where the Figure in question shows in the tags panel. Here you see a figure under another figure.

  ![Tags Panel](tags_panel.png)
  
  - Now Move the highlighted Figure out of the Figure directly above (putting it on a par with the above figure.

  ![Tags Panel](tags_panel.png)
  
  - Once the move is complete delete the now empty Figure tag.

  ![Tags Panel](tags_panel.png)
  
  - Then rerun the accessibility checker to determine if that error is resolved.
**Other Elements Alternate Text Failed**

- Sometimes when you mark an image as decorative this subsequent error appears.

- Right Click on element 1 and select show in content panel.

- It will find the image with the error. Right click on that image and select create artifact.

- The create artifact box will appear select page option and click ok.
Logical Reading Order – Needs Manual Check

- This warning will always appear. Read and tab through the pdf to insure it flows correctly pay extra attention to PDF's created from PowerPoint and PDF Forms (more on these later).

- Once you are sure the reading order makes sense, right click on the warning message and click pass. Reading order being correct is critical to persons using screen readers to understand the content of the pdf. So make sure it is logical and has appropriate headers. Once you click on pass the warning resolves.
Color Contrast – Needs Manual Check

- This warning will always appear. Look through the document to insure there is sufficient contrast. Beware of multi-color, shaded text in documents. It can be hard for people with low vision to read. It is also stressful to the eyes to have overly bright, colored documents and beware of how color selection can affect those with color blindness. Note the best way to determine sufficient color contrast is via the source app (e.g. Word, PowerPoint).

- Once you review the color contrast and determine it is sufficient, click on pass.

-
Finding and Tagging Text on a Page

- Click on Reading Order (found at the bottom of the accessibility on the right rail)

- Put your cursor and draw a box around the text you want to tag. Once this text is selected, the reading order box top box becomes available. Then you can select the appropriate tag type.

- After that is done you can see the tag you created in the tags panel on the left rail.
Tagged Annotations Failed (Form Field)

- Tagged annotations – Failed error correction – click on the down error to see one or more errors. Click on the first error and the document panel will show you the text in error highlighted in blue.

- Right click on Element 1 and click on show in content panel

- This will bring you to the content panel with the error Component highlighted:

- Right click on the highlighted link and select "Find..."
This will open the find element box. Select "unmarked annotations" in the drop down box:

Then select the search document radio button and click find.

It finds the first unmarked annotation and tells you it is a link. Then you click on Tag Element.
• This open the New Tag box. Scroll down until you find "Form" and select it.

• It will respond find completed. If there are multiple link errors, you will be taken to the next error for you to correct via the same process. Once you are all the close button become active and click that button to end the Find Element process.
Tagged Annotations Failed (Link Correction)

- Tagged annotations – Failed error correction – click on the down error to see one or more errors. Click on the first error and the document panel will show you the text in error highlighted in blue.

- Right click on Element 1 and click on show in content panel.

- This will bring you to the content panel with the error Component highlighted:

- Right click on the highlighted link and select "Find..."
• This will open the find element box. Select "unmarked annotations" in the drop down box:


Karen Rosner

• Then select the search document radio button and click find.


Karen Rosner

• It finds the first unmarked annotation and tells you it is a link. Then you click on Tag Element.


Karen Rosner

• Coordinator of Visual Arts, Office of Arts and Special Projects

• This open the New Tag box. Scroll down until you find "Link" and select it.
Once you select Link click on OK:

- It will respond find completed. If there are multiple link errors, you will be taken to the next error for you to correct via the same process. Once you are all the close button become active and click that button to end the Find Element process.
Headings Appropriate Nesting -- Failed

- Click on the down error to find out about the error

- Right click on the first element and select show in tags panel

- This will open up the tags panel and highlight the error in grey

- Look up and down the tags panel. This is the first tag so it must be an H1. Things to note:
  - There must be at least one and only one H1 tag. Other tags can not be more than one step down from a previous header tag. For example, a header tag that follows an H3 can only be an H4 or an H2.
- To correct this put your cursor in the tag and type H1. Note all tags must be in upper case

- It is now a H1:
Tables – Errors – Headers Failed

- This 2 lines included in the box below
Tables -- That should not be a table

- This 2 lines included in the box below
- These two rows of content can be moved outside of the table in various ways. But here is a simple way.
  - Rename the top `<TH>` (table header) tag to `<P>` (Paragraph).
  - Drag and drop the second line of the sentence into the first. Do this slowly and when you see an underline in the correct destination let go of the mouse button. If it drops into the wrong place click undo and try again.
  - Now drag and drop the `<P>` paragraph with to lines to first line above the table. In this screen shot you can see the line right below the list box is where the paragraph will be moved to after I release the mouse.
  - Now that the paragraph is outside of the table and there is no more content in the table you can delete the table tag.
Now the table has been deleted and the text is in a standalone <P> tag:

2. All artwork in the portfolio must have a completed Artwork Label firmly affixed to the back top right.

Place the application forms, the essay, the letters of recommendation and the release form in a manila envelope and place the envelope in the art portfolio.
Merging Content from Separate Tags

- Sometimes content that should be in a single Tag spans multiple and they need to be merged. In this case there is no H1 and an H2 has the second line of what should be an H1.

  - Click on the down arrows to see the content of two tags you wish to merge. Pull the content from the H2 tag to merge it into the Highlighted <P> tag. The line shows you where you will drop the content if you were to release the mouse now. Let go when it is in the correct place.

  - Now edit the <P> tag to be a H1 and then Right click on the <H2> and delete it.

  - So now you have a merged H1 and the H2 is deleted:
REGENTS EXAM SCANNING PROCESS FOR
NYC SCHOOLS
General cleanup – clicking through the tags panel

Delete empty tags

- There are two ways to identify an empty tag:
  - Click on it and if you see a small purple bx with no text in it:
  - Click on the arrow next to the tag and you will see what if any text is in it. If you just see a container and not text after it is empty and you should delete it:
  - To delete the tag right click on the tag you wish to delete and select "Delete Tag"
Things to keep in mind and what to do when all else fails

- Save the PDF frequently so you can go back to a prior version
  - This is especially true when creating a form. Save the accessible PDF prior to starting to create the form so you have a do over point.
- If content is not findable in the pdf via the tag structure – select and run Autotag document

- If you need an earlier do over spot and you do not have the original source – select export PDF:
  - Select the document type the PDF should be exported to:
    - Then you can make changes and recreate a PDF from the new source document.