# Common Adobe Accessibility Errors and How to Fix Them

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### 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:

		^		Promotion Portfolio Summary Sheet June Decision	
€∂	> 🔯 Tagged form fields - Failed		Duplicate for each stud	ent. Submit with final promotion portfolio. For a fillable version, see the student manual	
Q	√ <sup>[3]</sup>			posted on the promotion portfolios page.	
G	Field 1		Student Name	Student Name	
Ē	Field 2				
	Field 3		Student ID	Student ID	
器	Field 4		Grade	Grade	
Ś	Field 5		School DBN	School DBN	
20	Field 6		Principal		
6	Field 7	•		Principal Name	

• 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. •

	Promotion Portfolio Summary Sheet June Decision	0 0+ <u>0</u> 🖶 💦	
Duplicate for each stu	udent. Submit with final promotion portfolio. For a fillable version, see the student manual posted on the promotion portfolios page	MATCH SIZE DISTRIBUTE	
Student Name	studerit Name	Tt More	
Student ID	Student ID	KU .	
Grade	Grade	HELDS = V Z V	
School DBN	School DBN	B Page 1	
Principal	Principal Name	Page 2	
Superintendent	Superintendent	Page 4	
		V 🕒 Page 5	
Portfolio	Student Promotion Promotion Benchmark Decision	III Student Name	
Component	Score Benchmark	団 Student ID	
		団 Grade	
Work Sample 1	of 3 Level 2 or Implement Meets promotion benchmark	III School DBN III Principal Name#0	
	bees lot meet promotion benchmark	This Philipan Name#0	
t your cursor on th	e field and click properties:		
	Promotion Portfolio Summary Sheet June Decision		
Duplicate for each stu	udent. Submit with final promotion portfolio. For a fillable version, s	ee the student manual	
	posted on the promotion portfolios page.		
Student Name	Student Name		
		Properties	
Student ID	Student ID		-
Grade		∕lo⊻e Up in Tab Order	-  ı
Grade	Grade	∕love Do <u>w</u> n in Tab Order	
School DBN	School DBN	ename Field	
		et as Required Field	
Principal	Principal Name	Add New Field ▶	

Add New <u>F</u>ield

🕒 P

🕒 P

Superintendent Superintendent Cut Ctrl+X 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

m	R 1	D 1				🗮 🖆 🎟 🖈 🔅
sibility Checker X						
Tagged form fields - Failed	Dup	licato for	r oach stu			ry Sheet June Decision rtfolio. For a fillable version, see the student manu
) Fie Text Field Properties	Dup	licate ioi	reactiste		sted on the <u>promotio</u>	
General Appearance Position Options Actions Form	mat Validate	Calculate				Student Name
Name: Student Name					tudent ID	
Tooltip:					Grade	
				S	hool DBN	
						Principal Name
						Superintendent
Alterr Fig: Common Properties				Student Score	Promotion Benchmark	Promotion Benchmark Decision
Figi Common Properties						
	Read Only					Moste promotion bonchmark
Ass Orientation: 0	Read Only			<b>1</b> of 3	Level 2 or higher	Meets promotion benchmark
Ne:     Form Field:     Visible     ~       Ass     Orientation:     0     ~     degrees       Hid				of 3	Level 2 or higher	
Ne:     Form Field:     Visible       Ass     Orientation:     0       Other     Other	Required	Close	F	of 3		
Net     Form Field:     Visible       Ass     Orientation:     0     ✓       Hid     Other     ✓	Required		ł		higher Level 2 or	Does not meet promotion benchmark
Ne:     Form Field:     Visible       Ass     Orientation:     0       Hid       Other         Table   Locked	Required	Close	Iculate		higher Level 2 or	Does not meet promotion benchmark
Ne: Ass Hid Oth Table Locked o it is solved like this:	Required	Close	lculate		higher Level 2 or	Does not meet promotion benchmark

- •
- 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 <u>Tagged Annotations failed (Form Field)</u> for solution steps.

### PDF Not Tagged

• Adobe Accessibility Check Error: Tagged PDF – Failed – Always fix first

Acc	essibility Checker X
0 <u>-</u>	v
$\sim$	Document (4 issues)
	🎺 Accessibility permission flag - Passed
	؇ Image-only PDF - Passed
	😧 Tagged PDF - Failed
	🕐 Logical Reading Order - Needs manual check
	🞺 Primary language - Passed
	Title - Failed
	🛷 Bookmarks - Passed
	😢 Color contrast - Needs manual check
>	Page Content (3 issues)
>	Forms
>	Alternate Text (5 issues)
>	Tables (5 issues)
>	Lists (2 issues)
>	Headings (1 issue)

• 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 Accessibilty 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.

▶ k-2-l	iteracy-pos	ter-eng	glish.pdf - A	dobe A	Acrobat Pr	o DC				
File Ed	lit View	Sign	Plug-Ins	Windo	w Help					
Hom	e Too	ls	Upda	te for	families		K	2 Talk Pl	ay Read	N
		Docum	nent Proper	ties						
Acce	essibility		ription Se	curity	Fonts	Initia	l View	Custom	Advanced	
þ	Access		File:	k-2-l	iteracy-po	ster-ei	nglish.p	df		
	•= -		Title:	K-2 -	Falk Play F	Read Li	<mark>teracy F</mark>	oster		
М	~ 1		Author:							
R	· 🗸		Subject:							
€	~		Keywords:							
0	<ul><li>✓</li><li></li></ul>									
Ē	-		Created:	8/21	/2018 1:4	1:42 Pi	M			
	C		Modified:	8/21	/2018 1:4	1:43 PI	N			
Z	~	A	pplication:	Adob	be InDesig	n CC 1	3.1 (Ma	cintosh)		
11										

• Then Right click on Title failed and click "Fix" to complete.



• After clicking Fix the Title should now show a status of passed

Acc	essibility Checker X
8 <u>-</u>	v
/	Document (2 issues)
	🎺 Accessibility permission flag - Passed
	🎺 Image-only PDF - Passed
	🎺 Tagged PDF - Passed
	🕐 Logical Reading Order - Needs manual check
	؇ Primary language - Passed
	✓ Title - Passed
	🛷 Bookmarks - Passed
	🕐 Color contrast - Needs manual check
•	Page Content
>	Forms
>	Alternate Text (1 issue)
•	Tables
,	Lists
>	Headings

### Figures Alternate Text Failed

• Adobe Accessibilty Check Error: Title – Failed



• 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).

	Ages 5-8 Kindergarten through 2 <sup>nd</sup> Grade
Talk	Play. Read!
Every day, your chil	Image 2 of 4 Alternate text: Decorative figure
Talk.	Save & Close Cancel
Ask questions!	Try asking about words that rhyme,

- 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.



- ord rhymes with car?"
- Once all the alternate text has been added or marked as decorative save and close the box to see if the error is passed.



- •
- 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:

•		ite Text (1 issue)	tive intage site
	Figu	res alternate text - Passed	
	🗸 🙆 Nest	ed alternate text - Failed	
	E	lement 1	
	Asso	ociated with content - Passed	
	Hide	es annotation - Passed	
•	h <sup>Othe</sup>	er elements alternate text - Passed	
•		element 1 and select show	in tags panel.
	÷	lternate text - Passed	
	-	Iternate text - Failed	
	Eleme		
	Associ	<u>S</u> kip Rule	
	Hides a	<u>E</u> xplain	
	Other	Sho <u>w</u> in Content Panel	
	> Tables (1	Show in Tags Panel	
	> Lists	<u>C</u> heck Again	
	> Headings	Show <u>R</u> eport Options	

- ٠



• Now Move the highlighted Figure out of the Figure directly above (putting it on a par with the above figure. Once the move is complete delete the now empty Figure tag.

✓ 🗳 <art></art>		
> 🖪 <h2< td=""><td>2&gt;</td><td></td></h2<>	2>	
💙 🏈 < Fig	gure>	
🥑 < Figur	P>	
> 🦪 <art< td=""><td><u>N</u>ew Tag</td><td></td></art<>	<u>N</u> ew Tag	
> 🧳 <sect></sect>	Cu <u>t</u>	
> 🥔 <sect></sect>	<u>D</u> elete Tag	
	Delete Empty Tags	

- gur
- 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.





- - 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).

$\sim$	Document (2 issues)	
	🎸 Accessibility permission flag - Passed	
	🎺 Image-only PDF - Passed	B
	؇ Tagged PDF - Passed	
	Cogical Reading Order - Needs man	Pass
	🎺 Primary language - Passed	Fail
	🎻 Title - Passed	<u>S</u> kip Rule
	🎻 Bookmarks - Passed	<u>E</u> xplain
	? Color contrast - Needs manual che	<u>C</u> heck Again
>	Page Content	Show Report
>	Forms	Options
$\sim$	Alternate Text	

• 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.

Logical Reading Order - Passed manually

### 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) •

ding Order				2
Draw a rectangle a the buttons below		t then click one of		
Text/Pa	ragraph	Figure		Autotag Document
Form	Field	Figure/Caption	October 2020	Autotag Form Fields
Heading 1	Heading 4	Table	Health and Safety Guidance for Early Childhood Families	
Heading 2	Heading 5	Cell	For Children Attending EarlyLearn, 3-K, and Pre-K in a Community-Based Organization	Reading Options
Heading 3	Heading 6	Formula		Accessibility Check
Reference (q)	Note (z)	Background/Artifact	Dear Families,	Accessibility Report
	Table Edito	r	This school year is like no other, and we know that you want the best for your children. We appreciate all the work you have done to make sure your child stays healthy, happy, and ready to take on the world. Our early	Identify Form Fields
Show page con	tent groups		childhood programs play such an important role in that, especially how, when the children of our city have been through so much.	Set Alternate Text
Page content of Page conten	order			Setup Assistant
<ul> <li>Structure types</li> </ul>			There are new health and safety procedures that must be carried out to keep children and staff safe while	Reading Order
Show table cells			they are attending a NYC Department of Education (DOE)-contracted early childhood program in a	>
Display like eler	-	llock	community-based organization. It will be different than what you may be used to, and we are here to help guide you. In this resource, you will find the latest health and safety information for your program.	
Show tables and	d figures		golde you. In this resource, you will find the latest health and safety mornation for your program.	
Clear Page Str	ucture	Show Order Panel	Much of this guidance comes from the lessons learned from early childhood programs that safely served the	
Help		Close	children of essential workers and first responders during the spring and summer months. We used the	
			experiences of those program leaders, as well as Federal, State and local guidance to shape our current	

- > ¶ <P>
- 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>

Tools	Update fo	r families	K-2 Talk Play Read L	NYC Schools Based K-2 Talk Play Read L A-101 Provisional A Additional Resourc Health and Safety ×					
Rea	ading Order			③ 1 / 4 ▶ ① ○ ⊕ 105% - ☐ ♥ □ Ø Ø Ø Ø Ø Ø					
lity	Draw a rectangle around the content then click one of the buttons below:								
ess	Text/Par	agraph	Figure						
Ŧ	Form	Field	Figure/Caption	October 2020					
	Heading 1	Heading 4	Table	Health and Safety Guidance for Early Childhood Families					
	Heading 2	Heading 5	Cell	For Children Attending EarlyLearn, 3-K, and Pre-K in a Community-Based Organization					
Ĵ.	Heading 3	Heading 6	Formula						
•	Reference (q)	Note (z)	Background/Artifact	Dear Families,					
2		Table Edito	r	This school year is like no other, and we know that you want the best for your children. We appreciate all the work you have done to make sure your child stays healthy, happy, and ready to take on the world. Our early					
1	Show page cont	ent groups	-	childhood programs play such an important role in that, especially now, when the children of our city have been through so much.					
~	Page content or								
~	○ Structure types			There are new health and safety procedures that must be carried out to keep children and staff safe while					
	<ul> <li>Show table cells</li> <li>Display like elements in a single block</li> <li>Show tables and figures</li> </ul>			they are attending a NYC Department of Education (DOE)-contracted early childhood program in a					
			olock	community-based organization. It will be different than what you may be used to, and we are here to help guide you. In this resource, you will find the latest health and safety information for your program.					
	Clear Page Stru	cture	Show Order Panel	Much of this guidance comes from the lessons learned from early childhood programs that safely served the					
	Help		Close	children of essential workers and first responders during the spring and summer months. We used the experiences of those program leaders, as well as Federal. State and local guidance to shape our current					

#### 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.

$\sim$	Page Content (1 issue)	1. Is the student Hispanic, Latino, or of Spanish origin? Hispanic, Latino, or of Spanish origin means a person of Cuban, Dominican,
	🖋 Tagged content - Passed	Mexican, Puerto Rican, Central or South America, or other Spanish culture or origin, regardless of race.
~	😢 Tagged annotations - Failed	YES, Hispanic
	Element 1	NO, not Hispanic
	؇ Tab order - Passed	For question 2, mark <b>all</b> boxes that apply to your child.
	؇ Character encoding - Passed	2. Select one or more races from the following five racial groups.
	🖋 Tagged multimedia - Passed	AMERICAN INDIAN OR ALASKAN NATIVE: A person having origins in any of the original peoples of North America and
	🖋 Screen flicker - Passed	South America (including Central America). (ATS Code: B)
	🖋 Scripts - Passed	Asian: A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Sub-Continent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and
	🖋 Timed responses - Passed	Vietnam. (ATS Code: C)
	؇ Navigation links - Passed	NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER: A person having origins in any of the original peoples of Hawaii, Guam,
>	Forms	or other Pacific Islands. (ATS Code: D)
>	Alternate Text	BLACK: A person having origins in any of the Black racial groups of Africa. (ATS Code: E)
>	Tables	WHITE: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. (ATS Code: F).
>	Lists	Signature of Parent/Guardian/Other/School Staff Observer:

• 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..."

✓ 🗎 Annota	ations
Lini	Find <u>Content</u> from Selection
> 🥞 Conta	Eind
> 🥞 Conta	Show in Tags Panel
> 🥞 Conta	Highlight Content
> 🥞 Conta	Audit Space <u>U</u> sage
> 🥞 Conta	Properties
> 🚔 Contai	ner <p> FROM: Karen Rosner Coordina</p>

• This will open the find element box. Select "unmarked annotations" in the drop down box:

	Find Eleme	ent	<
	Find:	Artifacts	
1	Turner	Unmarked Comments Unmarked Links	
_		Unmarked Annotations Unmarked Content	
łI	F	OCR Suspects ind Tag Element Close	
(a	ren Rosr	ier	

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

Fi	nd Element				×
	Find: Unmarked A	Annotations		~	
th					
fr	Type: Signature				
N clı	○ Search Pa	ge 💿 Sea	rch Document		r of t
na	Find Next	Tag Eleme	Int	Close	st, S

- nple, Cambodia, China, India, Japan, Korea, Malaysia, Pakis
- It finds the first unmarked annotation and tells you it is a link. Then you click on Tag Element.

Find: Unmarked	Annotations	~	•
Type: Link			
Search Pa	age 💿 Search Docu	ument	
Find Next	Tag Element	Close	

• This open the New Tag box. Scroll down until you find "Form" and select it.

	New Ta	g					×	(
_								
ly t	Type:	For	n				$\sim$	
e f		Doc	ument				^	
	Title:	Figu	ure					
AS		For	n					in
Cer		For	nula					
L		Hea	ding					-
igir	ns in a	Hea	iding L	evel 1				fth
mb	odia, (	Hea	iding L	evel 2				Ma
		Hea	iding L	evel 3				
		Hea	iding L	evel 4			~	
HE		<b>FIC</b>			Δner	son	ha	vinc

• 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.

									-
Find Eler	nent								×
Find	Unm	arked A	nnota	tions				~	
Туре	: Signa O Sea	iture arch Pa <u>c</u>	ge	• Sea	arch Do	cument			, (
Fi	nd Nex	t	Ta	g Eleme	ent		Close		st

•

### 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.

✓ Page Content (1 issue)	FROM: Karen Rosner
✓ Tagged content - Passed	Coordinator of Visual Arts, Office of Arts and Special Projects
✓	SUBJECT: Graduating High School Senior Art Scholarship Opportunity
Element 1	Dedalus Foundation Scholarships
🖌 Tab order - Passed	
✓ Character encoding - Passed	Graduating high school seniors are invited to apply for the Dedalus Foundation Scholarships awarded for
✓ Tagged multimedia - Passed	artistic excellence.
Screen flicker - Passed	The guidelines and dates for submission are attached. Please read the requirements
🖌 Scripts - Passed	carefully. Note the due date is 4/21/20.
✓ Timed responses - Passed	If you have any questions please email Karen Rosner at krosner@schools.nyc.gov
A Navination links - Passed	or call 917 521 3716. We look forward to your students' participation

• 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:

<u></u>	
∨ 🗎 Page 1	
✓ ☐ Annotations	
🛌 Link	
🚃 Link	

dedalus-memo.pdf

Right click on the highlighted link and select "Find..."



• This will open the find element box. Select "unmarked annotations" in the drop down box:

Find Elem	ent ×
Find:	Artifacts
	Artifacts
	Unmarked Comments
Type:	Unmarked Links
Type:	
-	Unmarked Content
	OCR Suspects Find Tag Element Close
aren Rosr	ner la
Find Eler	ment MEMORANDUM
Find	: Unmarked Annotations
Туре	: None
-	🔿 Search Page 🛛 🖲 Search Document
HI 🔽	Find Tag Element Close

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

Find E	Element	×
F	ind: Unmarked Annotations	~
ту	/pe: Link	
-	○ Search Page	
	Find Next Tag Element Close	
	Rosner	

• This open the New Tag box. Scroll down until you find "Link" 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.



### Headings Appropriate Nesting -- Failed

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

	Click off the down		enor			
	✓ Headings (1 issue)					
	🗸 🔞 Appropr	iate nesting - Failed				
	Elem	ent 1				
Right click on the first element and select show in tags pan						
✓ Nested alternate text - Passed						
	؇ Associate	<u>S</u> kip Rule				
	🛷 Hides ann	Explain				
	🛷 Other eler	Sho <u>w</u> in Content Panel				
	> Tables (2 is	Show in Tags Panel				
	> Lists	<u>C</u> heck Again				
	Headings (	Show <u>R</u> eport				
	🗸 😢 Appropri	Options				



Element 1

- - 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 and 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

	ゝ 🎺 <figure></figure>	
	✓ 🧳 <part></part>	
	> 💞 <h<mark>3&gt;</h<mark>	
-	> ¶	
•	It is now a H1:	
	> 💞 <h1></h1>	

### Tables – Errors – Headers Failed

• This 2 lines included in the box below

### Tables -- That should not be a table

0

0

• This 2 lines included in the box below

✓ III <table> ✓ III <tr></tr></table>	6. Office of Arts and Special Projects Release Form. (Attachment C)	
✓		
	Labeling: Use the labels provided (Attachment B).	
✓	1. Each portfolio must have a completed Portfolio Label firmly affixed to the outside top right of	
😝 Place the application forms, the	the portfolio. Check the box for <b>Dedalus Foundation Scholarship</b> .	
✓ ∰ <tr></tr>	2. All artwork in the portfolio must have a completed Artwork Label firmly affixed to the back top	
✓	right.	
😝 manila envelope and place the		
> ¶ <p></p>	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.	

- 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:

P>	<ol> <li>All artwork in the portfolio must have a completed Artwork Label firmly affixed to the back top right.</li> </ol>
manila envelope and place the envel	Place the application forms, the essay, the letters of recommendation and the release form in a
P>	manila envelope and place the envelope in the art portfolio.
P>	

### 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 ling 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:



### General cleanup – clicking through the tags panel

### Delete empty tags

0

0

- 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:

D-		protione your a control adding reporter. The more agric tonote the high oct target forter	
	•	achieved, and the two digits after the decimal point reflect how close the school was	•
2 1		to the next higher target.	
> ¶ <p></p>			
		We calculate and report this metric separately for EMS grades and HS grades. If a	
> ¶ <p></p>		school spans both EMS grades and HS grades (and received metric values and	
		scores for both school types), we use the average of the EMS score and the HS	

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 0 not text after it is empty and you should delete it:

✓ ¶ <p></p>	•	achieved, and the two digits after the decimal point reflect how close the school was
× 1 11		to the next higher target.
<b></b>		
		We calculate and report this metric separately for EMS grades and HS grades. If a
> ¶ <p></p>		school spans both EMS grades and HS grades (and received metric values and

To delete the tag right click on the tag you wish to delete and select "Delete Tag" 0



### 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. Safe 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



Then you can make changes and recreate a PDF from the new source document.