

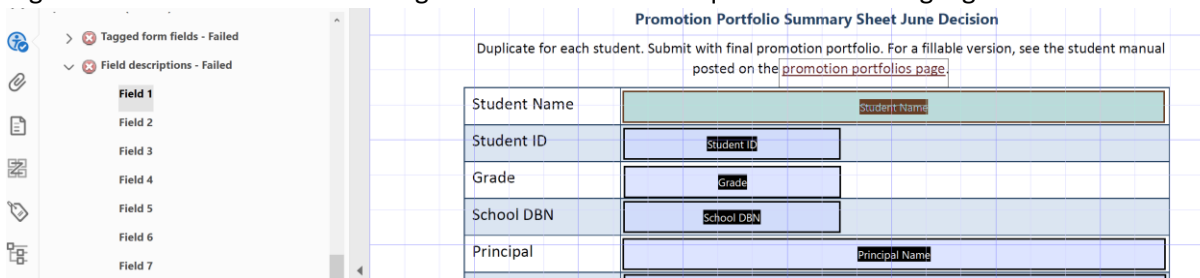
Common Adobe Accessibility Errors and How to Fix Them

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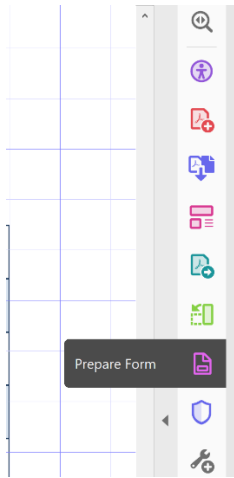
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Forms – Field Descriptions – Failed

- 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:



- 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

Duplicate for each student. Submit with final promotion portfolio. For a fillable version, see the student manual posted on the [promotion portfolios page](#).

Student Name	<input style="width: 95%;" type="text" value="Student Name"/>
Student ID	<input style="width: 80%;" type="text" value="Student ID"/>
Grade	<input style="width: 80%;" type="text" value="Grade"/>
School DBN	<input style="width: 80%;" type="text" value="School DBN"/>
Principal	<input style="width: 80%;" type="text" value="Principal Name"/>
Superintendent	<input style="width: 80%;" type="text" value="Superintendent"/>

Portfolio Component	Student Score	Promotion Benchmark	Promotion Benchmark Decision
Work Sample 1	<input style="width: 20%;" type="text" value="1"/> of 3	Level 2 or higher	<input checked="" type="checkbox"/> Meets promotion benchmark <input type="checkbox"/> Does not meet promotion benchmark

-
- Put your cursor on the field and click properties:

Promotion Portfolio Summary Sheet June Decision

Duplicate for each student. Submit with final promotion portfolio. For a fillable version, see the student manual posted on the [promotion portfolios page](#).

Student Name	<input style="width: 95%;" type="text" value="Student Name"/>
Student ID	<input style="width: 80%;" type="text" value="Student ID"/>
Grade	<input style="width: 80%;" type="text" value="Grade"/>
School DBN	<input style="width: 80%;" type="text" value="School DBN"/>
Principal	<input style="width: 80%;" type="text" value="Principal Name"/>
Superintendent	<input style="width: 80%;" type="text" value="Superintendent"/>

Properties...

Move Up in Tab Order

Move Down in Tab Order

Rename Field...

Set as Required Field

Add New Field

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

Accessibility Checker

Tagged form fields - Failed

Field Text Field Properties

General Appearance Position Options Actions Format Validate Calculate

Name: Student Name

Tooltip: **Student Name**

Common Properties

Form Field: Visible Read Only

Orientation: 0 degrees Required

Locked

Close

Promotion Portfolio Summary Sheet June Decision

Duplicate for each student. Submit with final promotion portfolio. For a fillable version, see the student manual posted on the [promotion portfolios page](#).

Student Name
Student ID
Grade
School DBN
Principal Name
Superintendent

Student Score	Promotion Benchmark	Promotion Benchmark Decision
#1 of 3	Level 2 or higher	Meets promotion benchmark
		Does not meet promotion benchmark
#2 of 3	Level 2 or higher	Meets promotion benchmark
		Does not meet promotion benchmark

So it is solved like this:

General Appearance Position Options Actions Format Validate Calculate

Name: Student Name

Tooltip: Student Name

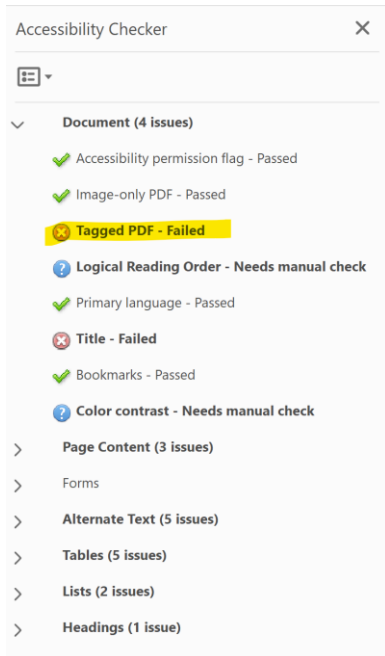
- If there are multiple error showing; you can click close and you can go for the next field error in the accessibility report (on the left side or just click on each of the fields in the form to see what fields need tool tips added. When click through the fields you do not have to save your updates.

Forms – Tagged Form Field – Failed

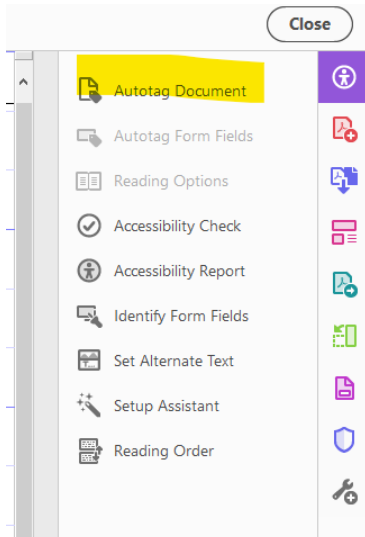
- Fix this error after you fix the form field description error.
- See [Tagged Annotations failed \(Form Field\)](#) for solution steps.

PDF Not Tagged

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



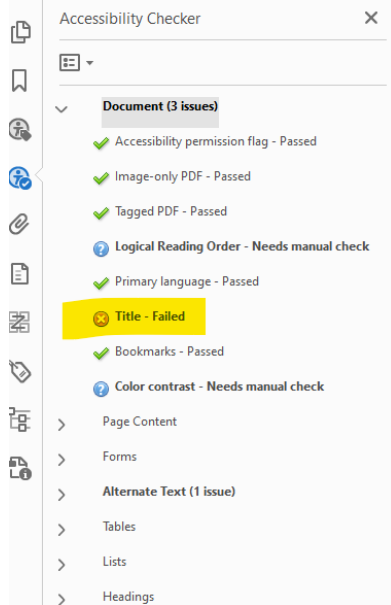
-
- Click on Autotag Document found on the top line of the right navigation bar when accessibility checker is selected.



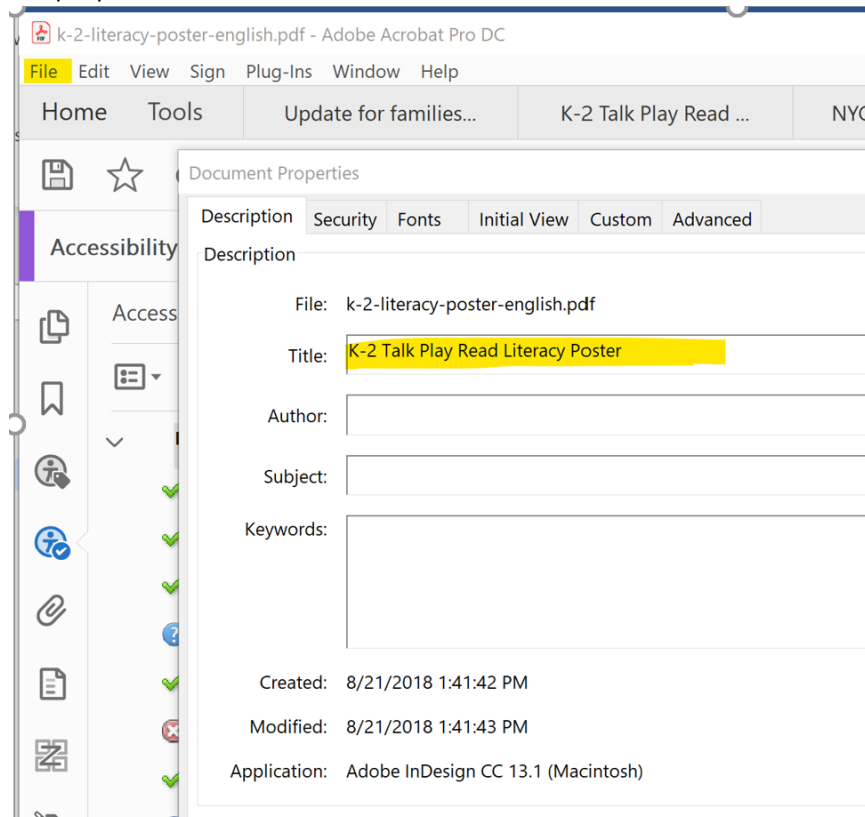
-
- Once complete rerun accessibility checker and there will be fewer errors:

Title Failed

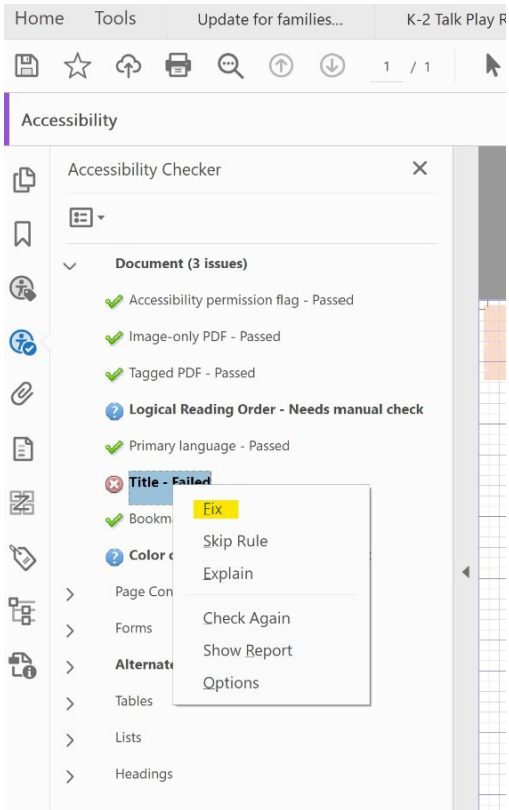
- Adobe Accessibility Check Error: **Title – Failed**



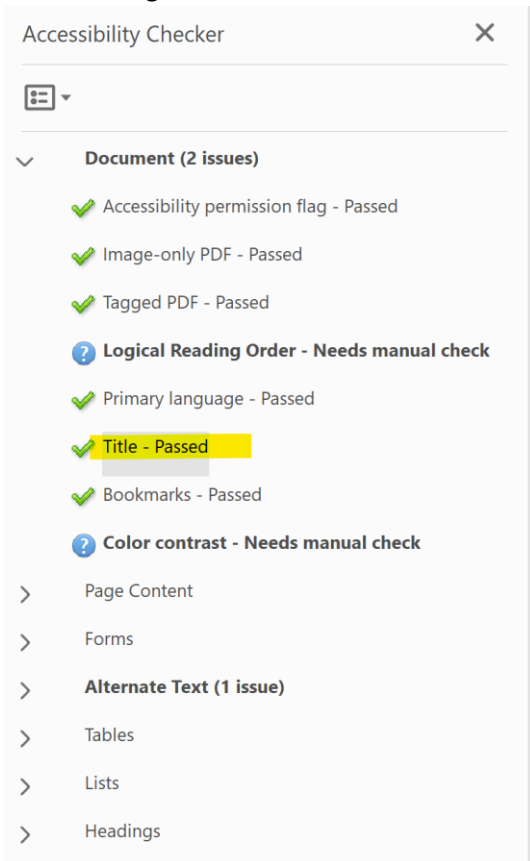
-
- There are two ways to correct:
- Click on File Properties: In the first tab "Description" enter text into the "Title" field click on OK on the bottom of the properties box.



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

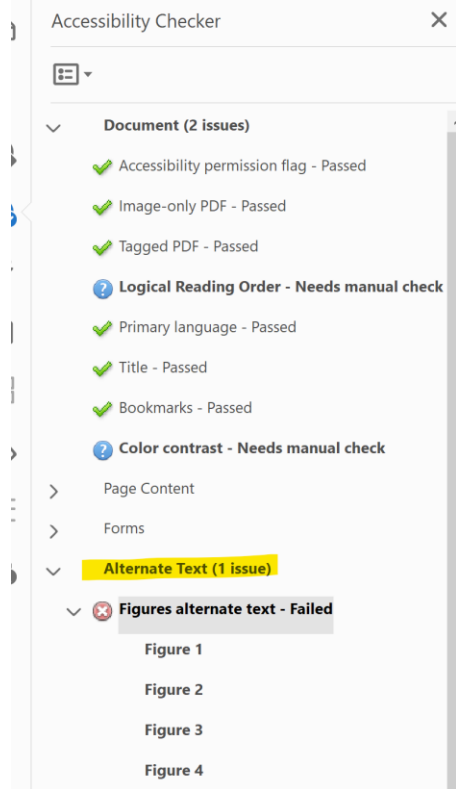


-
- After clicking Fix the Title should now show a status of passed

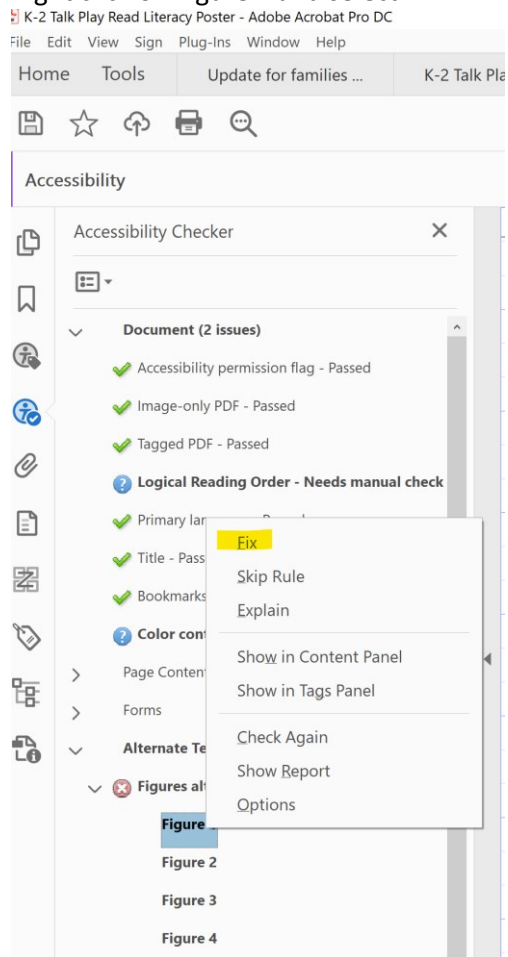


Figures Alternate Text Failed

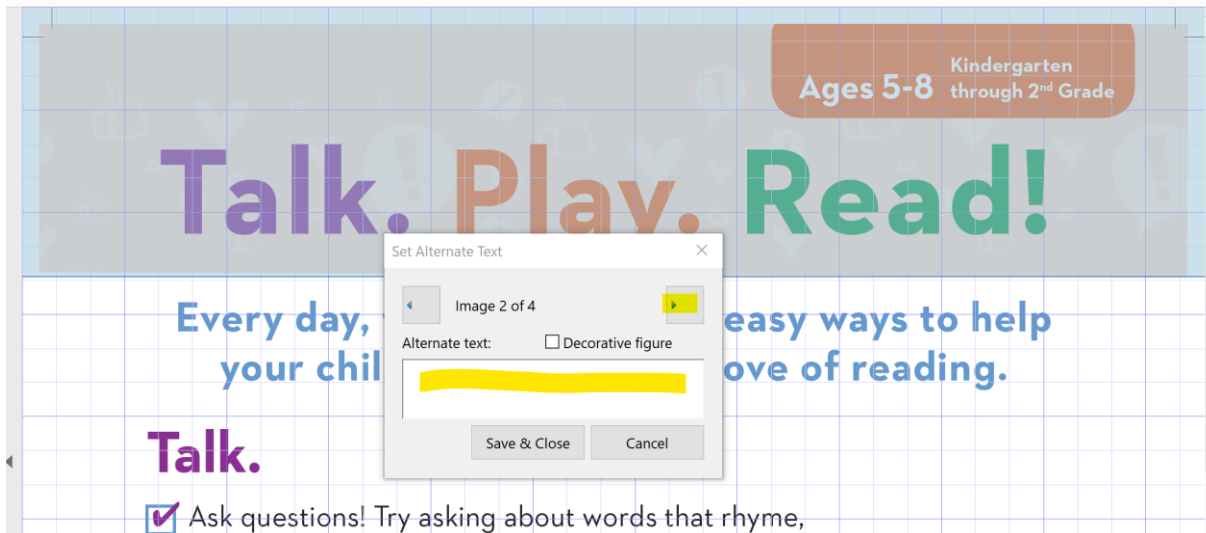
- Adobe Accessibility Check Error: **Title – Failed**



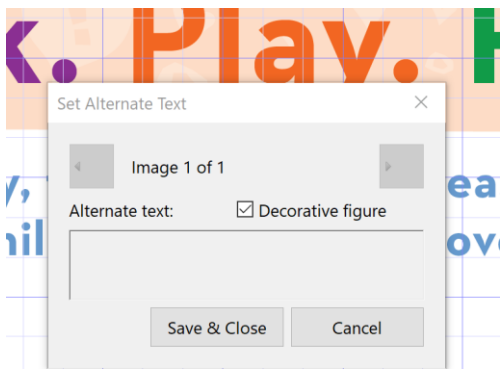
- Right click on Figure 1 and select "Fix"



- 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).

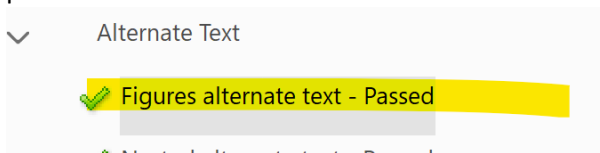


- Ask questions! Try asking about words that rhyme,
- Once you add the text. You click on the upper right arrow and you will be taken to the next image with missing text. You can continue to add text and go to the next image. Once you are done click on save and close. Even if you only get partially through 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.



! Try asking about words that rhyme
 and rhymes with car?"

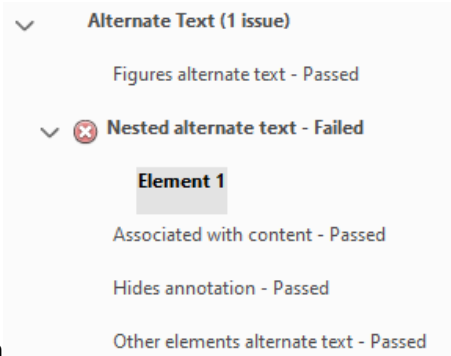
- Once all the alternate text has been added or marked as decorative save and close the box to see if the error is passed.



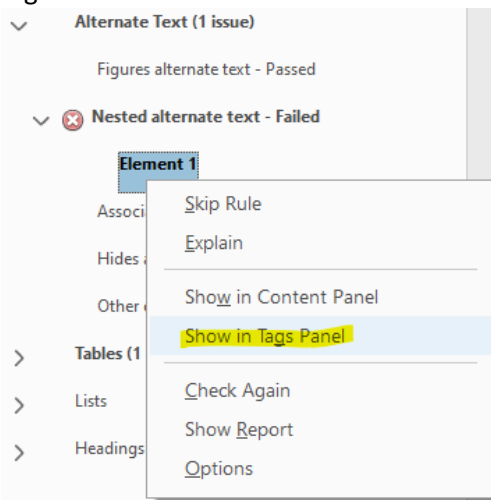
- Sometimes I have seen errors when you mark text as decorative requiring further steps to solve. Recently that seems to have gotten better. So if I see it again I will update.

Nested Elements Alternate Text Failed

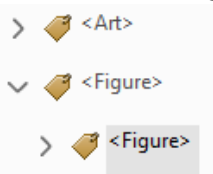
- Sometimes an image that is not a decorative image shows this error:



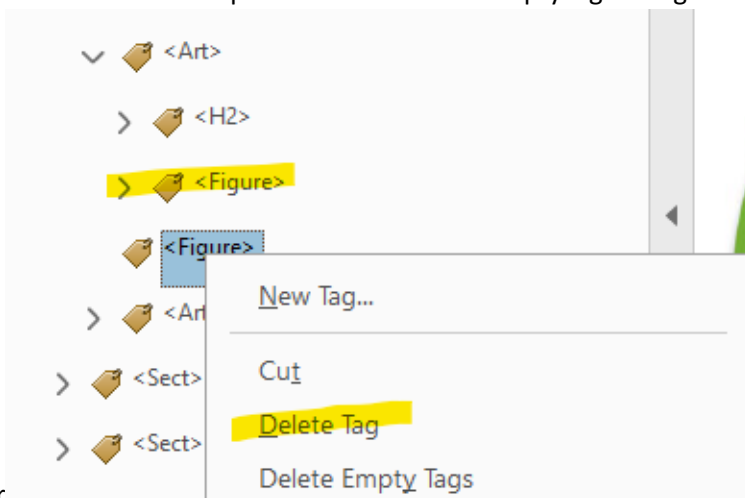
- Right Click on element 1 and select show in tags panel.



- And see where the Figure in question shows in the tags panel. Here you see a figure under another figure.



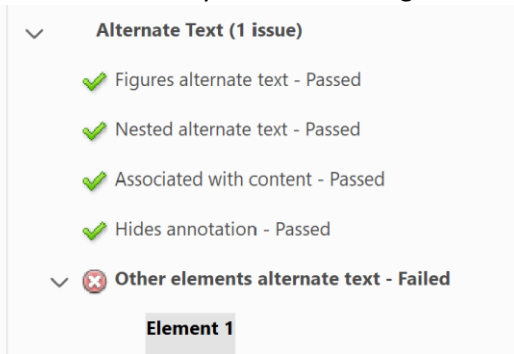
- Now Move the highlighted Figure out of the Figure directly above (putting it on a par with the above figure. Once the move is complete delete the now empty Figure tag.



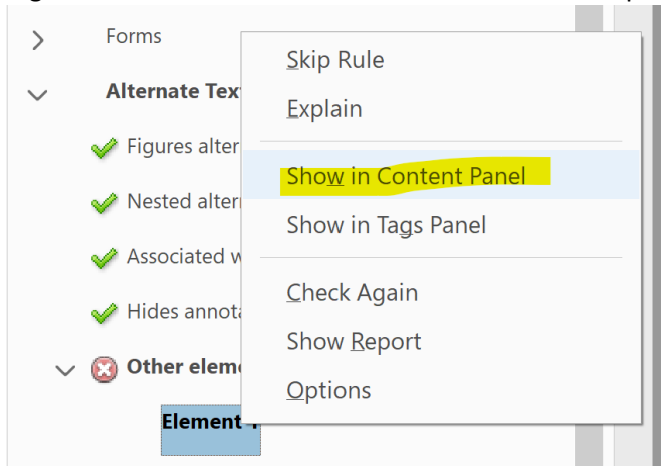
- Then rerun the accessibility checker to determine if that error is resolved.

Other Elements Alternate Text Failed

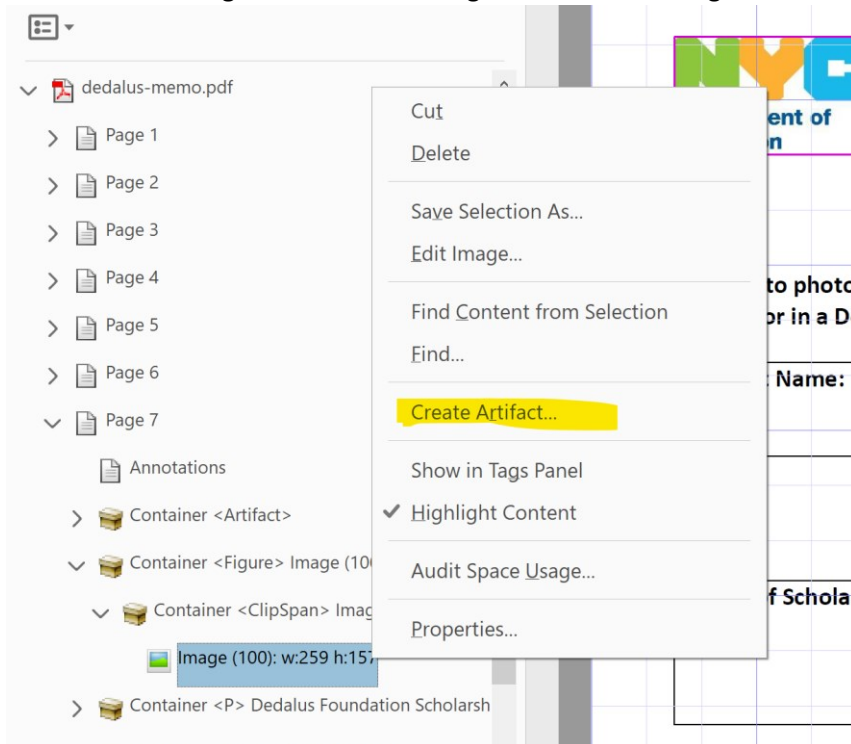
- Sometimes when you mark an image as decorative this subsequent error appears.



- 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.

Create Artifact ✕

Artifact Type:

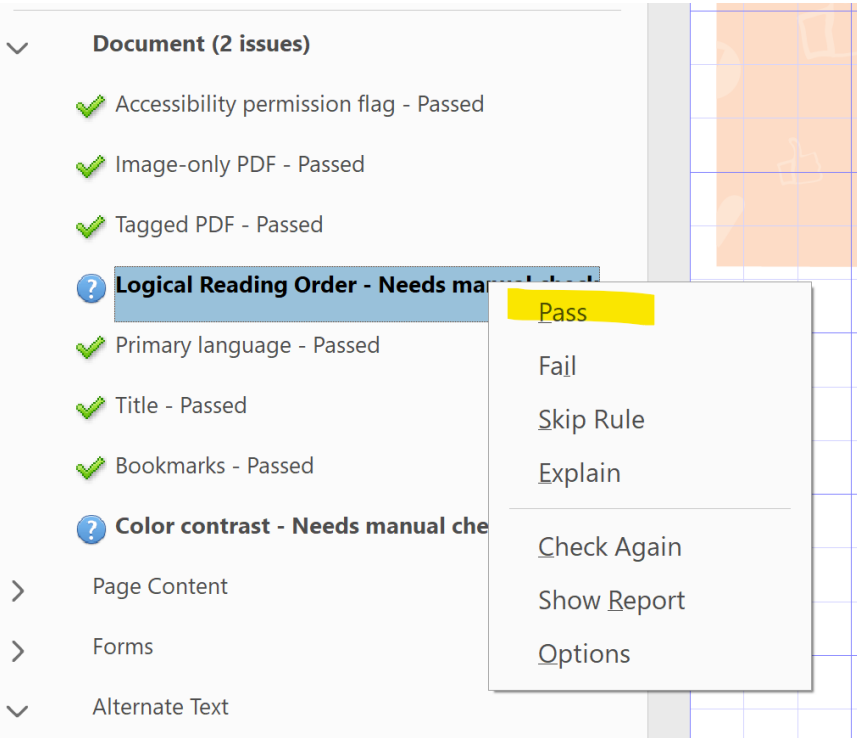
- Page
- Pagination
- Layout

Attach to Side(s):

- Left
- Top
- Right
- Bottom

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.

✔ 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).

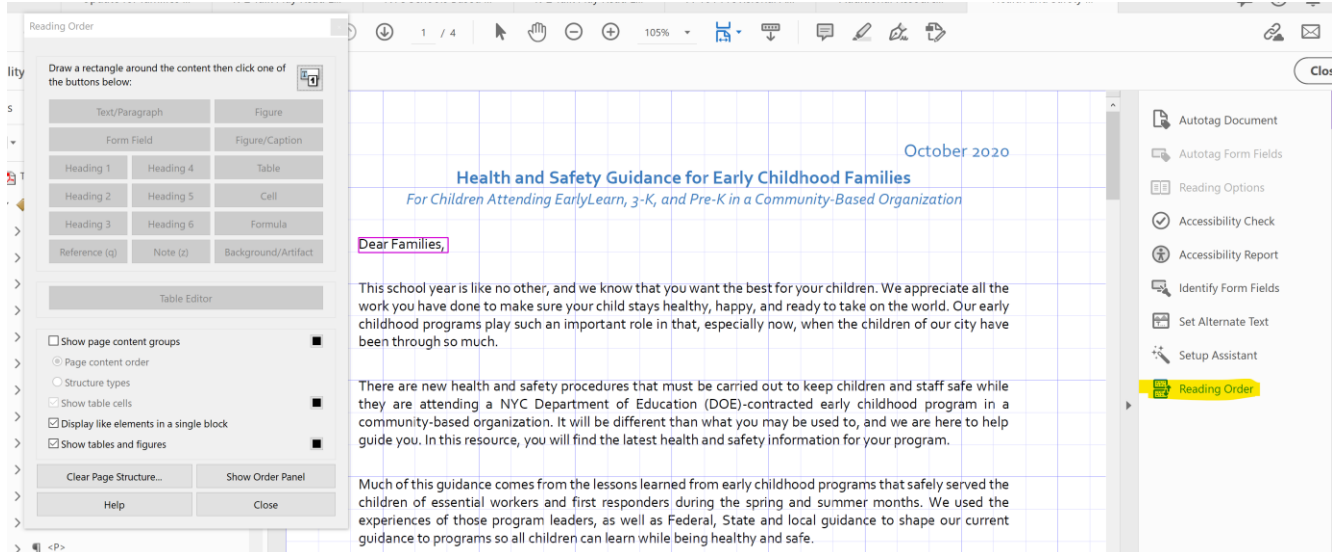
The screenshot shows the 'Accessibility Checker' window. Under the 'Document (1 issue)' section, the following items are listed with green checkmarks: 'Accessibility permission flag - Passed', 'Image-only PDF - Passed', 'Tagged PDF - Passed', 'Logical Reading Order - Passed manually', 'Primary language - Passed', 'Title - Passed', and 'Bookmarks - Passed'. The 'Color contrast - Needs manual check' item is highlighted in blue. A context menu is open over this item, showing options: 'Pass' (highlighted in yellow), 'Fail', 'Skip Rule', 'Explain', 'Check Again', 'Show Report', and 'Options'. Below the screenshot, a list of items shows 'Color contrast - Passed manually' with a green checkmark.

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

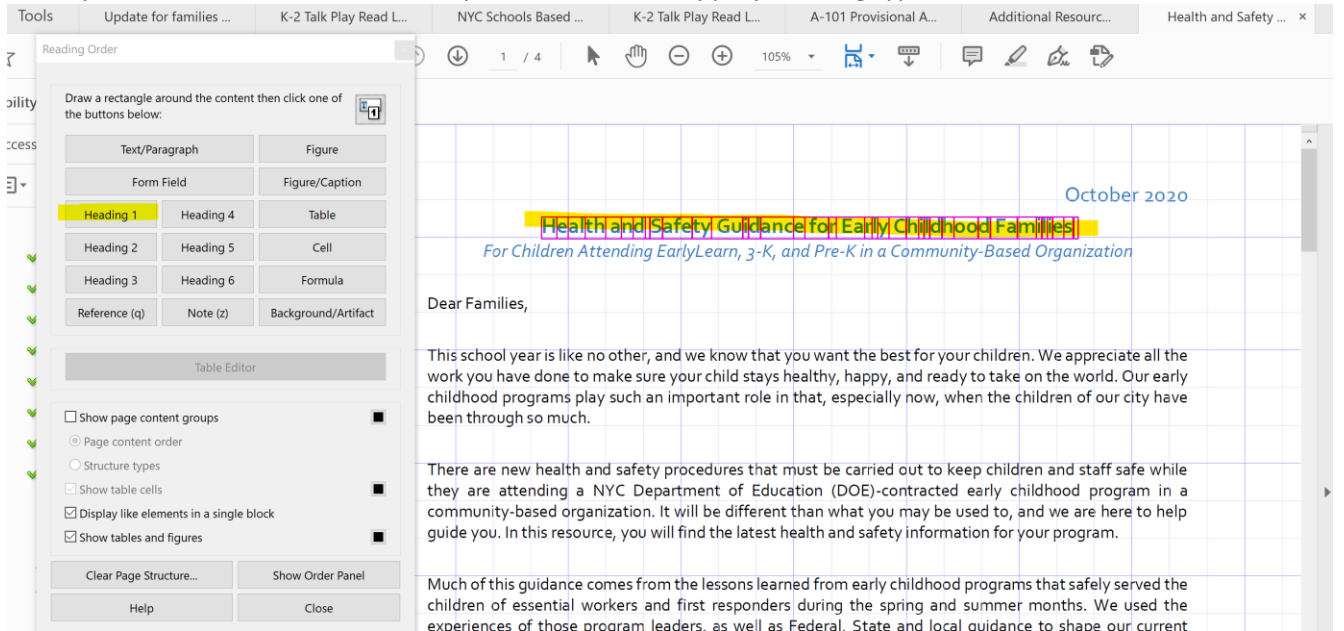
• Color contrast - Passed manually

Finding and Tagging Text on a Page

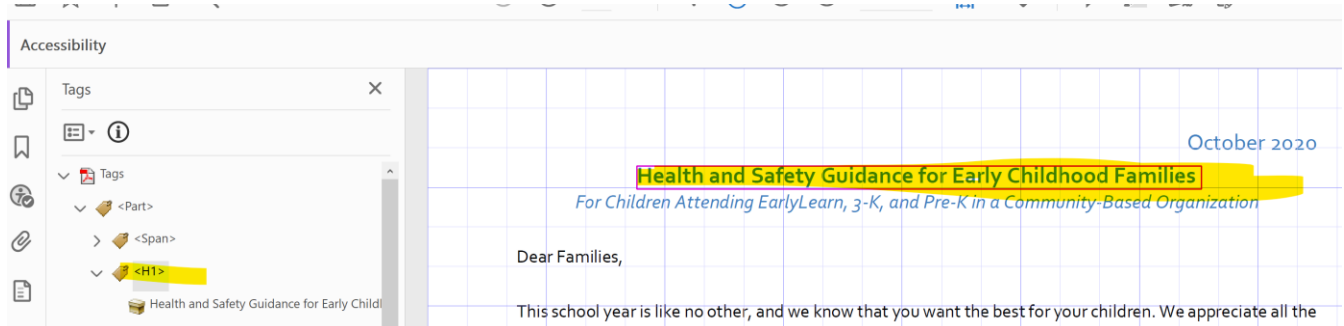
- Click on Reading Order (found at the bottom of the accessibility on the right rail)



- 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.

Page Content (1 issue)

- ✓ Tagged content - Passed
- ✗ Tagged annotations - Failed
 - Element 1
- ✓ Tab order - Passed
- ✓ Character encoding - Passed
- ✓ Tagged multimedia - Passed
- ✓ Screen flicker - Passed
- ✓ Scripts - Passed
- ✓ Timed responses - Passed
- ✓ Navigation links - Passed
- > Forms
- > Alternate Text
- > Tables
- > Lists

1. Is the student Hispanic, Latino, or of Spanish origin? Hispanic, Latino, or of Spanish origin means a person of Cuban, Dominican, Mexican, Puerto Rican, Central or South America, or other Spanish culture or origin, regardless of race.

YES, Hispanic

NO, not Hispanic

For question 2, mark **all** boxes that apply to your child.

2. Select one or more races from the following five racial groups.

AMERICAN INDIAN OR ALASKAN NATIVE: A person having origins in any of the original peoples of North America and South America (including Central America). (ATS Code: B)

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 Vietnam. (ATS Code: C)

NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER: A person having origins in any of the original peoples of Hawaii, Guam, or other Pacific Islands. (ATS Code: D)

BLACK: A person having origins in any of the Black racial groups of Africa. (ATS Code: E)

WHITE: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. (ATS Code: F).

Signature of Parent/Guardian/Other/School Staff Observer: _____ Date: _____

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

✗ Tagged annotations - Failed

- Element 1
- ✓ Tab order - Passed
- ✓ Character encoding - Passed
- ✓ Tagged multimedia - Passed
- ✓ Screen flicker - Passed
- ✓ Scripts - Passed
- ✓ Timed responses - Passed

Skip Rule

Explain

Show in Content Panel

Check Again

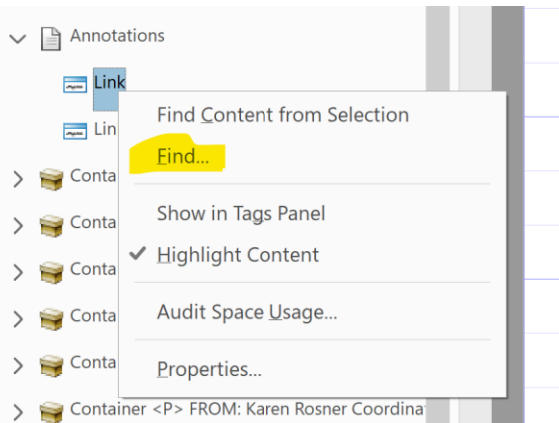
Show Report

Options

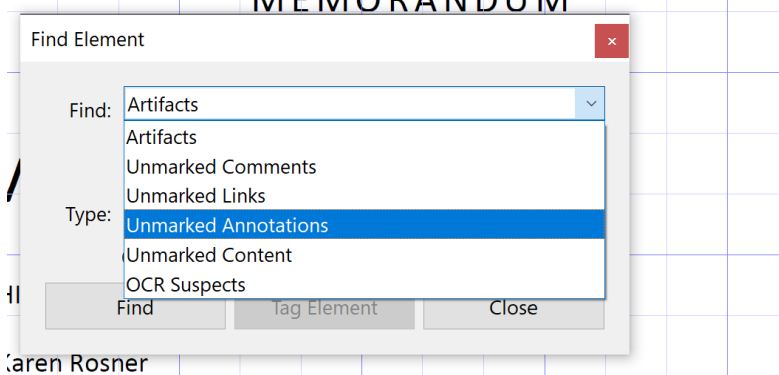
- This will bring you to the content panel with the error Component highlighted:

- School Staff Observer Name
- Signatory relationship to student
- Signatory relationship to student
- Signatory relationship to student
- Signature
- Container <Artifact>

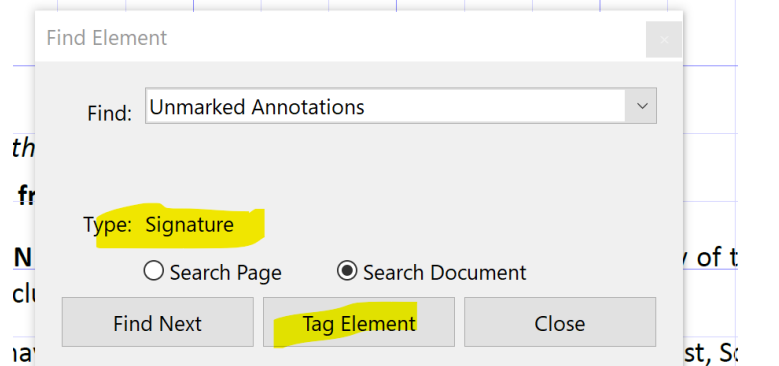
- Right click on the highlighted link and select "Find..."



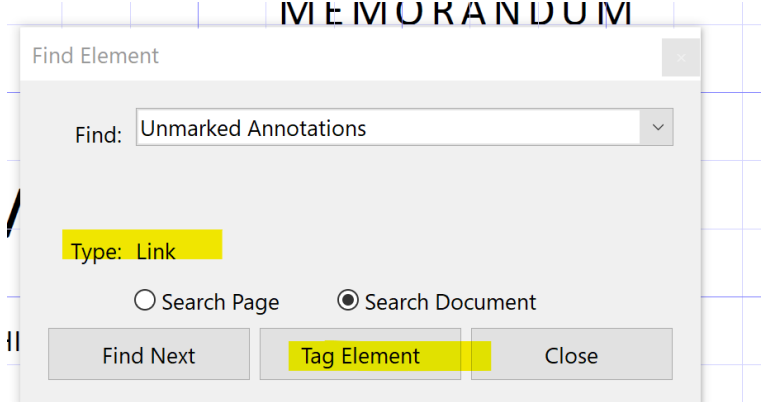
- This will open the find element box. Select "unmarked annotations" in the drop down box:



- Karen Rosner
- Then select the search document radio button and click find.

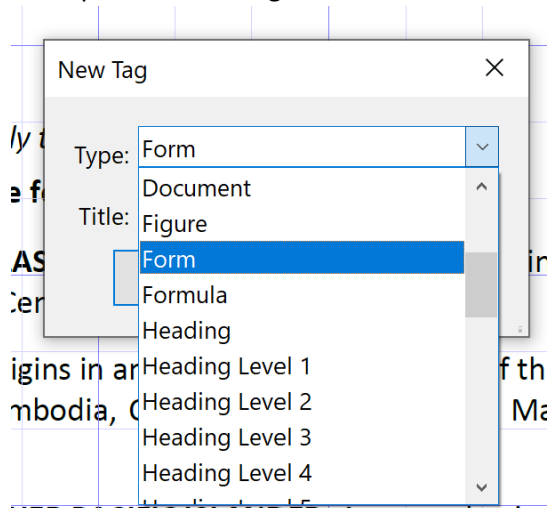


- Karen Rosner
- It finds the first unmarked annotation and tells you it is a link. Then you click on Tag Element.



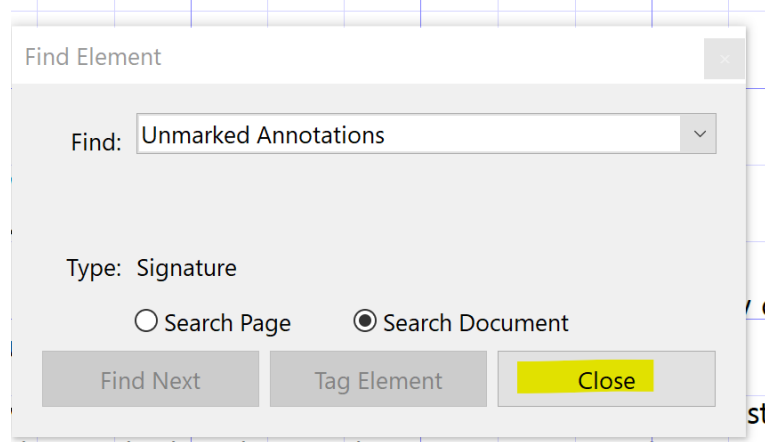
- Karen Rosner
- Coordinator of Visual Arts, Office of Arts and Social Projects

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



HER PACIFIC ISLANDER: A person having

- 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.

The screenshot shows a document panel with a left sidebar and a main content area. The sidebar has a tree view with the following items:

- Page Content (1 issue)
 - Tagged content - Passed
 - Tagged annotations - Failed
 - Element 1
 - Tab order - Passed
 - Character encoding - Passed
 - Tagged multimedia - Passed
 - Screen flicker - Passed
 - Scripts - Passed
 - Timed responses - Passed
 - Navigation links - Passed

The main content area displays an email:

FROM: Karen Rosner
Coordinator of Visual Arts, Office of Arts and Special Projects

SUBJECT: Graduating High School Senior Art Scholarship Opportunity
Dedalus Foundation Scholarships

Graduating high school seniors are invited to apply for the Dedalus Foundation Scholarships awarded for artistic excellence.

The guidelines and dates for submission are attached. Please read the requirements carefully. **Note the due date is 4/21/20.**

If you have any questions please email Karen Rosner at krosner@schools.nyc.gov or call 917 521 3716. We look forward to your students' participation.

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

The screenshot shows a context menu for a failed tagged annotation. The menu items are:

- Skip Rule
- Explain
- Show in Content Panel (highlighted in yellow)
- Check Again
- Show Report
- Options

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

The screenshot shows a document panel with a tree view. The tree view is expanded to show the following structure:

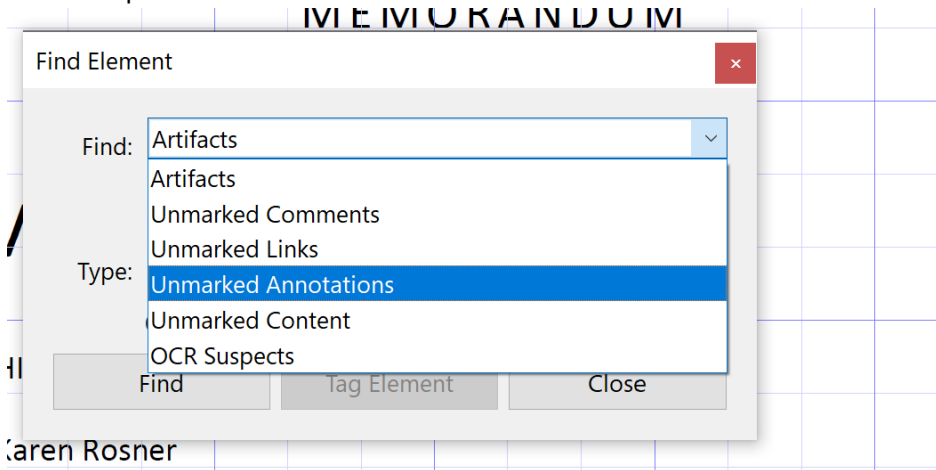
- dedalus-memo.pdf
 - Page 1
 - Annotations
 - Link (highlighted in blue)
 - Link

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

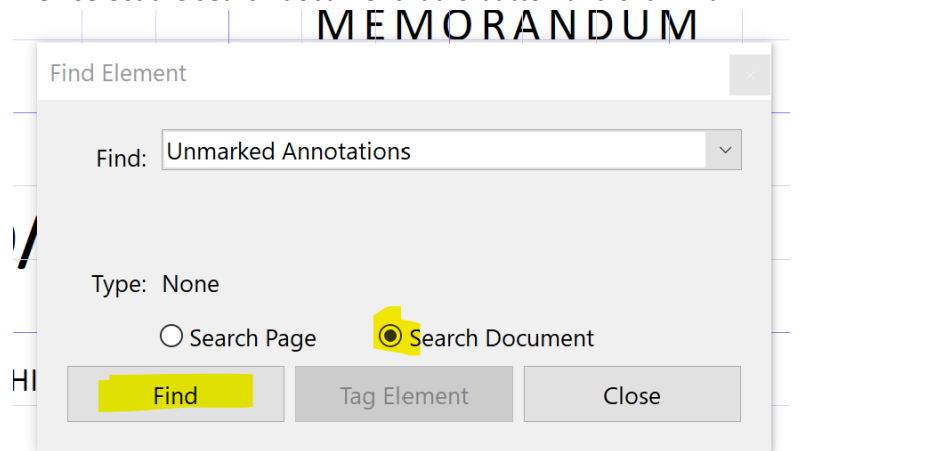
The screenshot shows a context menu for a highlighted link. The menu items are:

- Find Content from Selection
- Find... (highlighted in yellow)
- Show in Tags Panel
- Highlight Content
- Audit Space Usage...
- Properties...

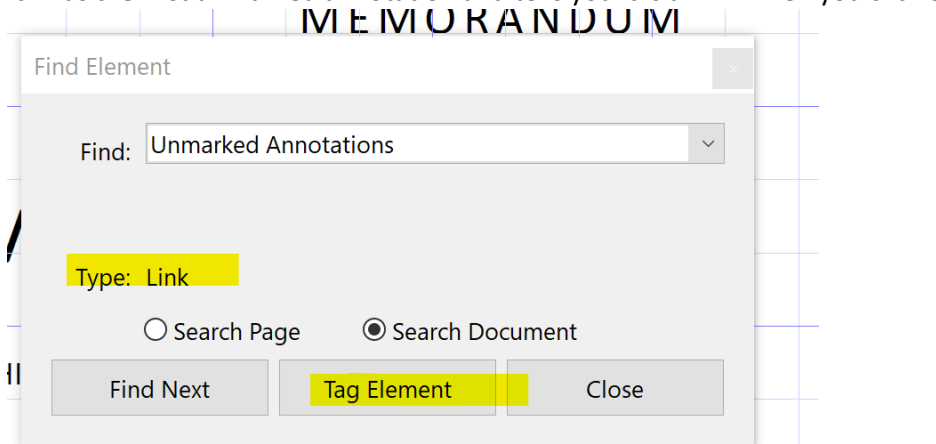
- This will open the find element box. Select "unmarked annotations" in the drop down box:



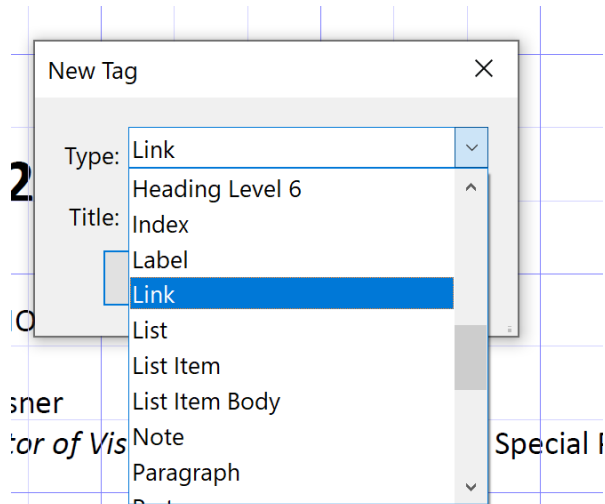
- Karen Rosner
- Then select the search document radio button and click find.



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



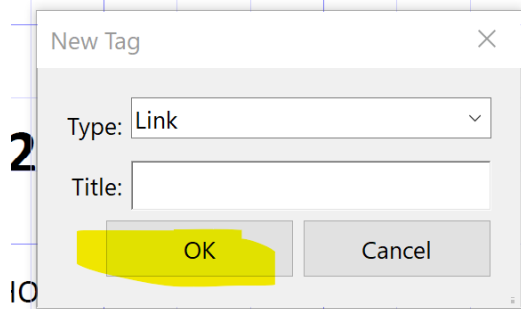
- Karen Rosner
- This open the New Tag box. Scroll down until you find "Link" and select it.



ing High School Senior Art Scholarship Oppor

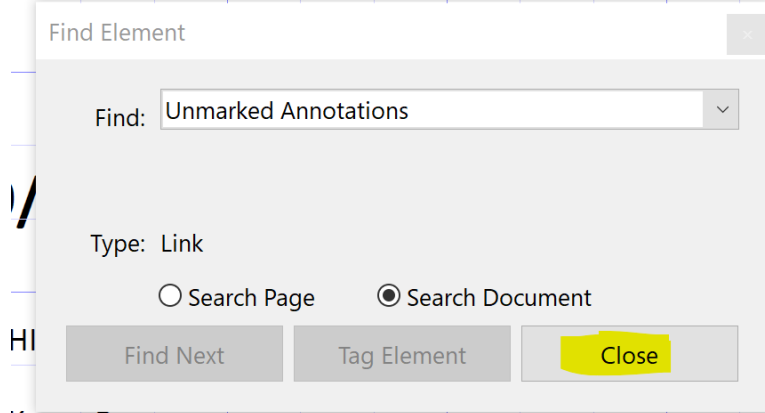
Foundation Scholarships

- 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.

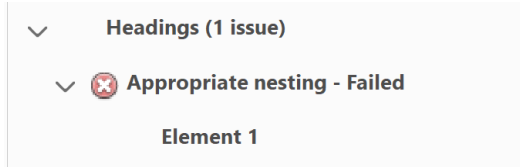
MEMORANDUM



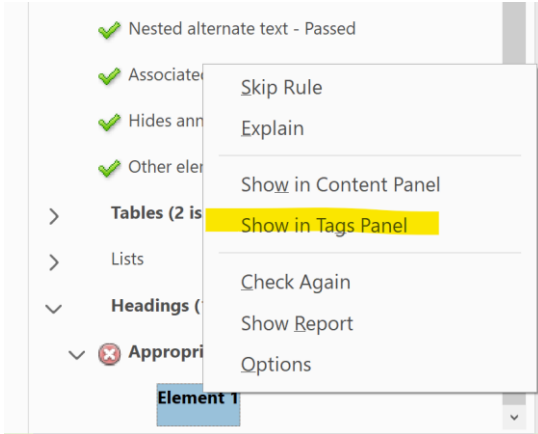
- Keep Document

Headings Appropriate Nesting -- Failed

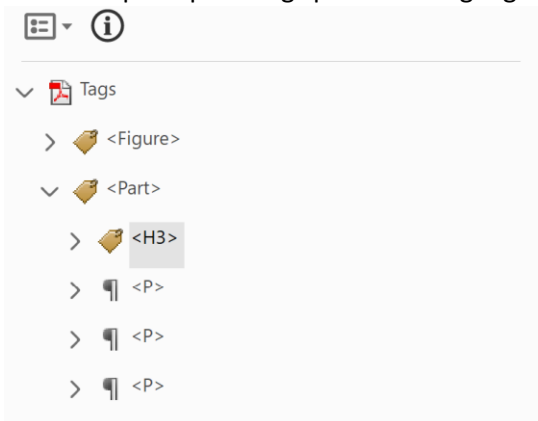
- Click on the down arrow to find out about the error



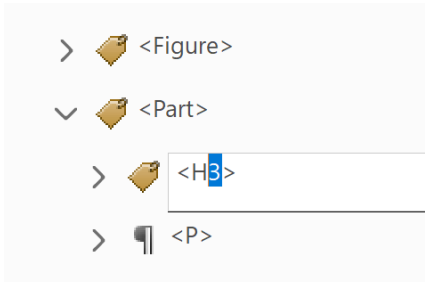
- Right click on the first element and select show in tags panel



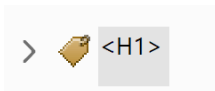
- This will open up the tags panel and highlight the error in grey



- 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 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



- It is now a H1:

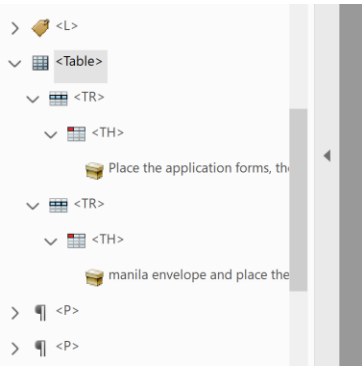


Tables – Errors – Headers Failed

- This 2 lines included in the box below

Tables -- That should not be a table

- This 2 lines included in the box below



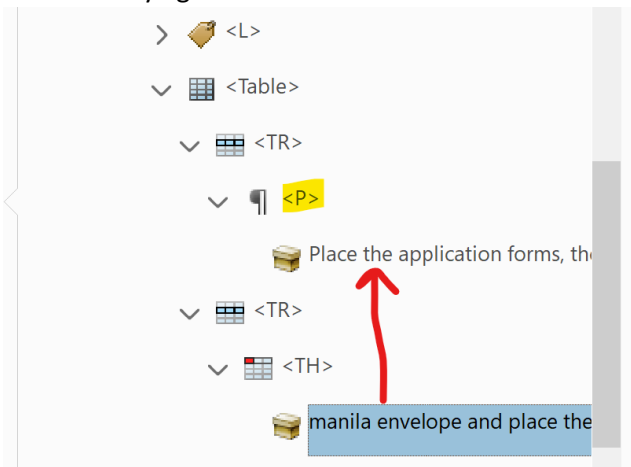
4. A completed Application Form. (*Attachment A*)
6. Office of Arts and Special Projects Release Form. (*Attachment C*)

Labeling: Use the labels provided (*Attachment B*).

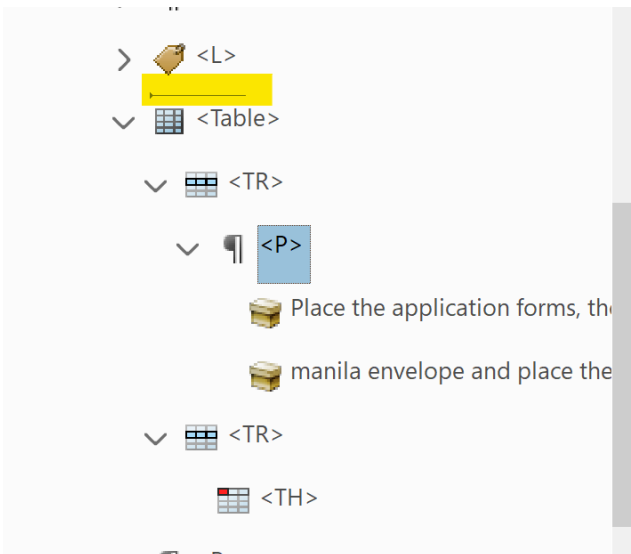
1. Each portfolio **must** have a completed Portfolio Label firmly affixed to the outside top right of the portfolio. Check the box for **Dedalus Foundation Scholarship**.
2. All artwork in the portfolio **must** have a completed Artwork Label firmly affixed to the back top right.

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.

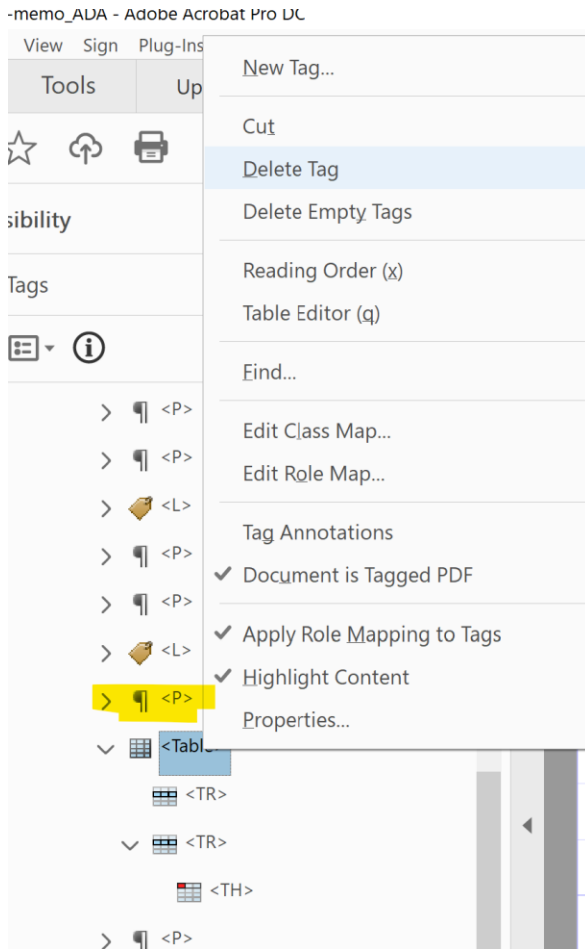
- These two rows of content can be moved outside of the table in various ways. But here is a simple way.
 - Rename the top <TH> (table header) tag to <P> (Paragraph).
 - Drag and drop the second line of the sentence into the first. Do this slowly and when you see an underline in the correct destination 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 two 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.

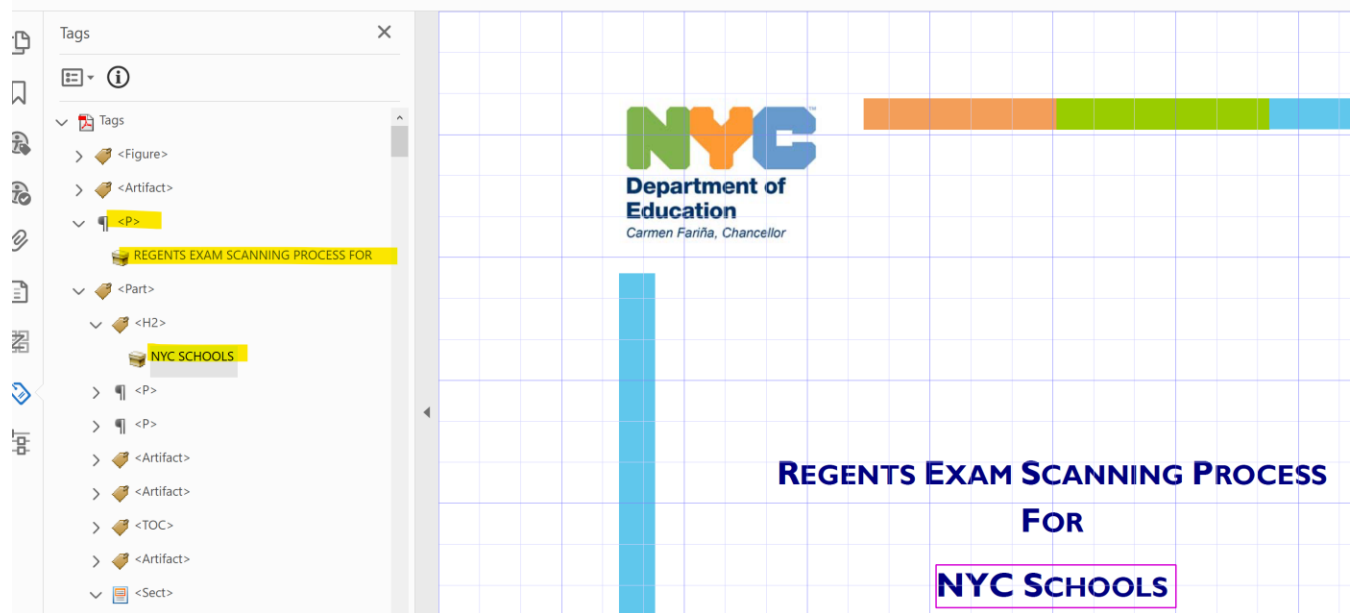


-
- Now the table has been deleted and the text is in a standalone <P> tag:

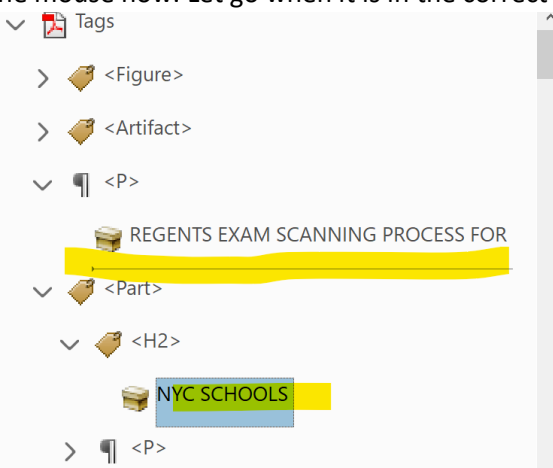
The screenshot shows the PDF document with the text 'Place the application forms, the essay, the letters of recommendation and the release form in a manila envelope and place the envelope in the art portfolio.' highlighted in pink. A grey box contains the text '2. All artwork in the portfolio must have a completed Artwork Label firmly affixed to the back top right.'

Merging Content from Separate Tags

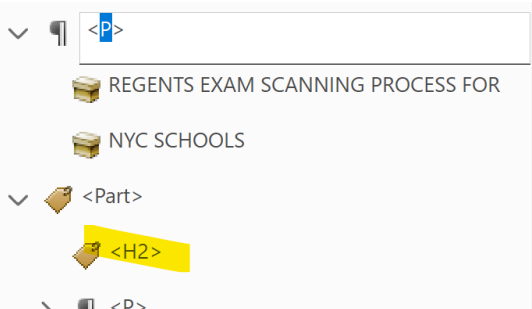
- Sometimes content that should be in a single Tag spans multiple and they need to be merged. In this case there is no H1 and an H2 has the second line of what should be an H1.



- 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:

✓  <H1>

 REGENTS EXAM SCANNING PROCESS FOR

 NYC SCHOOLS

✓  <Part>

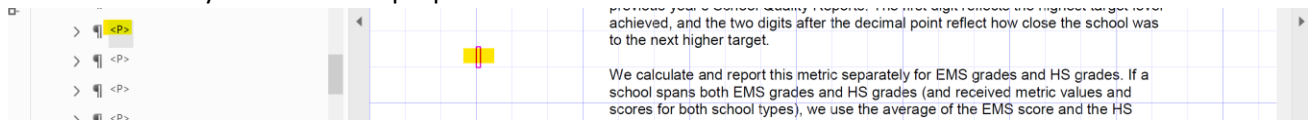
>  <P>

General cleanup – clicking through the tags panel

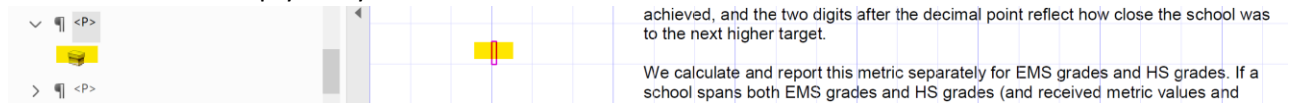
Delete empty tags

- There are two ways to identify an empty tag:

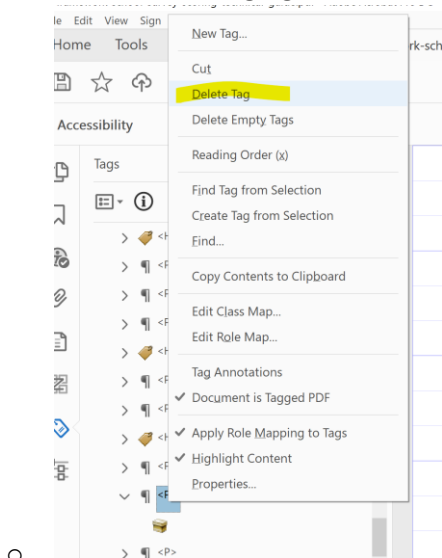
- Click on it and if you see a small purple box with no text in it:



- 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:

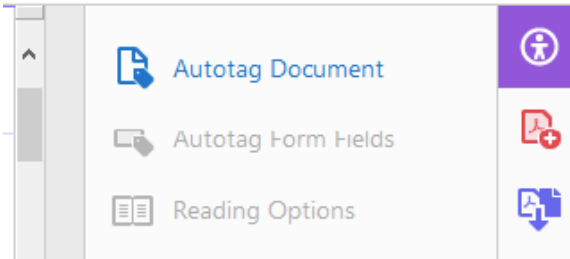


- To delete the tag right click on the tag you wish to delete and select "Delete Tag"

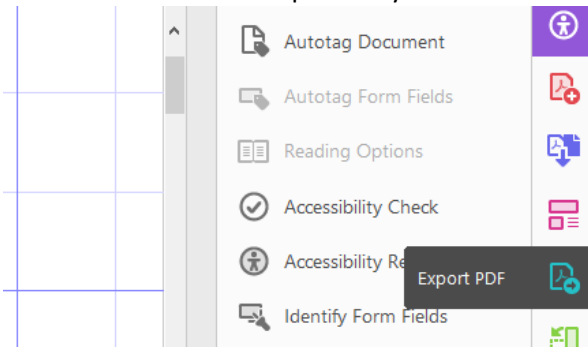


Things to keep in mind and what to do when all else fails

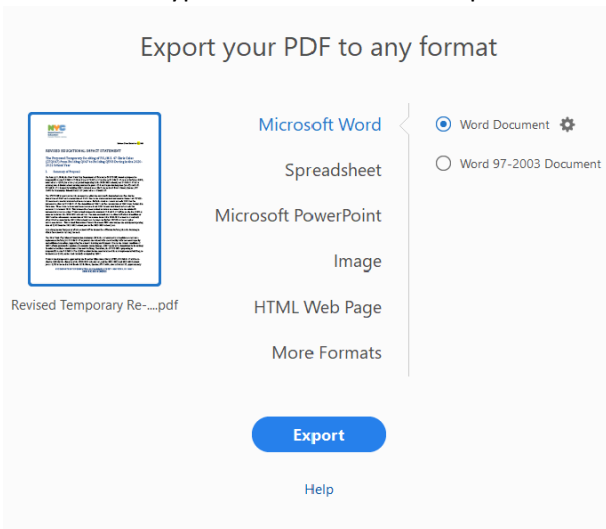
- Save the PDF frequently so you can go back to a prior version
 - This is especially true when creating a form. Save the accessible PDF prior to starting to create the form so you have a do over point.
- If content is not findable in the pdf via the tag structure – select and run Autotag document



-
- If you need and 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.