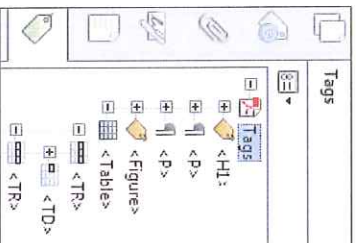




Tags Pane

PDF tags provide accessibility information to screen readers. They should not impact the look of the PDF. *To view and edit tags*, do the following.

1. Select **View > Show/Hide > Navigation Panes > Tags**.
2. Select the **Options menu** > **Highlight Content**. This allows you to see what content is associated with a tag.
3. In the **Tags** panel, expand **<Tags>** and **<Sect>** to view and navigate through the tags.
4. Navigate through the tags using the **up/down** arrow keys, and expand and collapse tags with the **left/right** arrow keys.

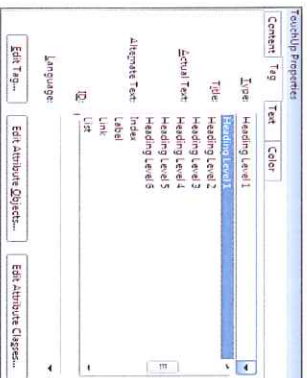


Find Tag From Selection

1. Click the **Select Tool icon** and select a portion of text, an image, or a table.
2. Select the **Options menu** at the top of the Tags panel and then select **Find Tag From Selection**. The appropriate tag will be highlighted in the tags panel.

Modifying Tags

1. Right-click the tag you want to change and select **Properties** and then the **Tag** tab.
2. Selecting the appropriate new tag type from the dropdown list labeled **Type**.



Tagging an Untagged Document

1. To add tags to an untagged document, choose **Tools** from the right-hand menu.
2. Select **Accessibility > Add Tags to Document**.

TouchUp Reading Order

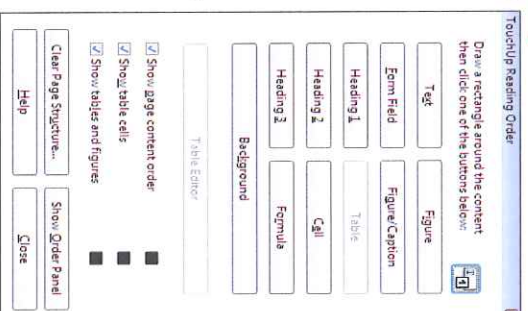
The TouchUp Reading Order tool allows a user to quickly **add and edit PDF tags** and **view the reading order** of elements on the page.

TouchUp Reading Order Tool

1. From the right-hand menu, select **Tools**.
2. Then select **Accessibility > TouchUp Reading Order**. If the Accessibility option is not listed, use the **Options** button to check **Accessibility** on the menu.

3. When selected, the view on the screen changes. All of the content is enclosed in numbered boxes. Each of these boxes represents a tag and the number corresponds with the reading order in the **Order panel**.

4. Within the **TouchUp Reading Order** window you will notice a group of buttons with the names of several common tags. You can use these buttons to assign tags to selected text or objects.



Adding/Changing Tags

1. To select content that needs editing, drag a box around an element using the **crosshairs cursor** or select everything within a box by clicking on the **number in the top-left corner**.
2. Once you have selected a new element, you can assign some of the most common tags to that element by **clicking on one of the buttons** (e.g., "Heading 1"). Acrobat will place the selected content in the appropriate tag.
3. Assign alternate text to images by **right-clicking** on the image and choosing **Edit Alternate Text**.

Order Panel

The order panel allows you to **change the reading order of the page content** so it matches the visual reading order.

1. To open the Order panel, select **Show Order Panel** in the **TouchUp Reading Order** tool.

2. To change the reading order of an element, **click and drag** the tag to the location that reflects the correct reading order.

Alternative Text

When an image is tagged as a **figure** the alternative text appears **over the top of the image**.

1. To add or change text, **Right click** on the image, select **Edit Alternate Text**.
2. Enter the appropriate alternative text in the dialog box.

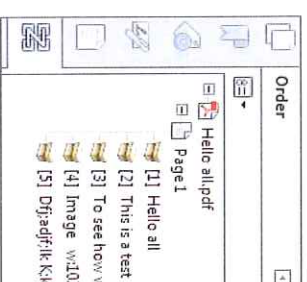


Table Inspector

The Table Inspector allows you to **easily identify and assign scope** to table headers.

1. With the **TouchUp Reading Order** tool open, select a table and then select **Table Inspector**.
2. **Right click** on a selected cell(s) and choose **Table Cell Properties**. A dialog box will appear.
3. If the selected cell(s) needs to be ragged as a header, select the **Header Cell** option and assign a scope of either **Row** or **Column**.

Artifacts

Artifacts are elements that are **ignored by a screen reader**. Important text should **never** be labeled as an artifact.

1. With the **TouchUp Reading Order** tool open, select an element you wish to change to an artifact and press the **background** button. Or right click on an item in the **Tags** panel, and select **Change Tag to Artifact**.
2. To search for artifacts, go to the **Tags** panel and select **Options > Find**. Artifact is the default search option, so click **Find**.