# Adobe Acrobat Professional Document Cloud (DC)

# 1. Combining PDFs in Acrobat Pro DC

1. Open Acrobat Professional DC.  Make sure you are on the **All tools** menu in the upper left.  Click on **Combine Files** as shown in the red rectangle in Figure 1.
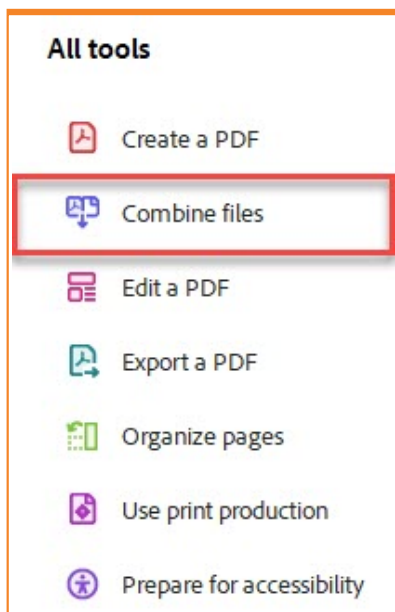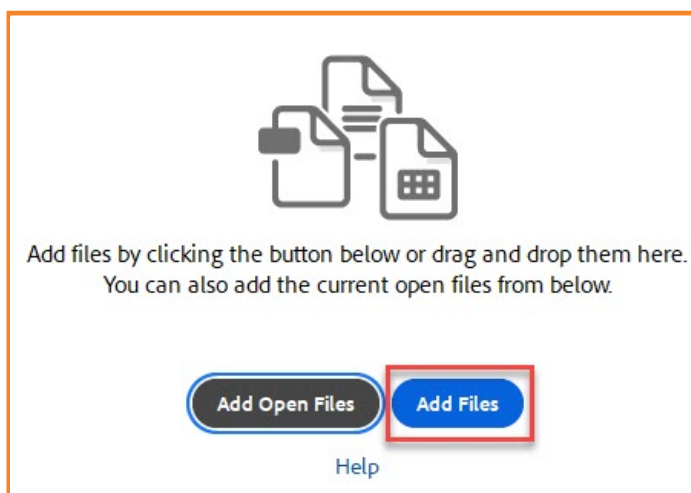


Figure 1



Figure 2

2. Next click on **Add Files** (Figure 2).  Add the files in the order you want them to appear in your final document (i.e., title page, template, appendices). Then click **Combine** in the upper right.  See Figure 3 below.  If you accidentally add them in the wrong order and you have already combined the files, you can go to **Organize pages** to move the thumbnail of the page(s) in to the correct order. Remember to click **Menu** and **Save As** and title your document appropriately.  We recommend you name it using your last name and the date or a version number.



Figure 3

1. Click on the **All Tools** menu in the top left of the screen.  Click on **Use Print Production**. See Figure 4 below.
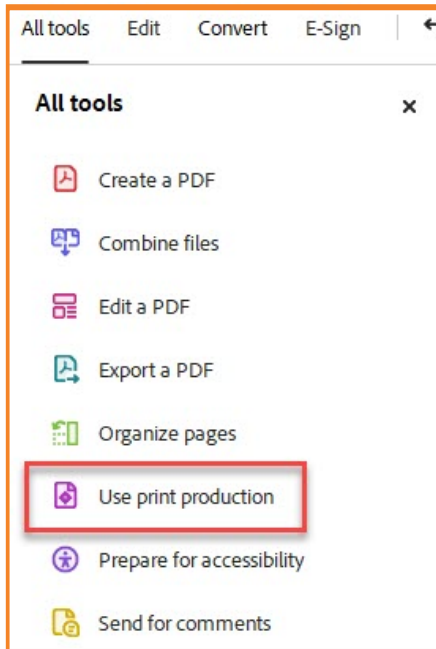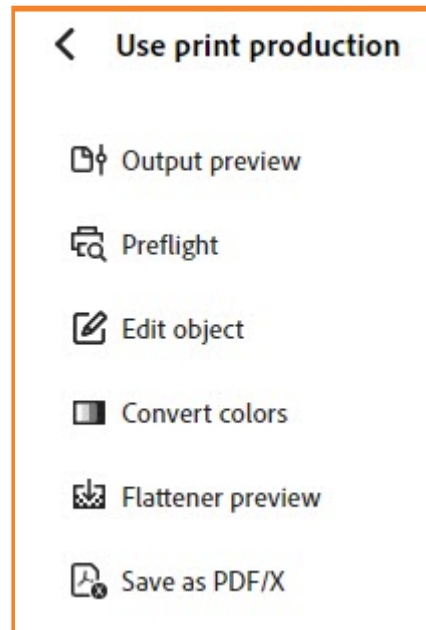


Figure 4



Figure 5

2. You should now see the screen in Figure 5.  Click on **Preflight**.
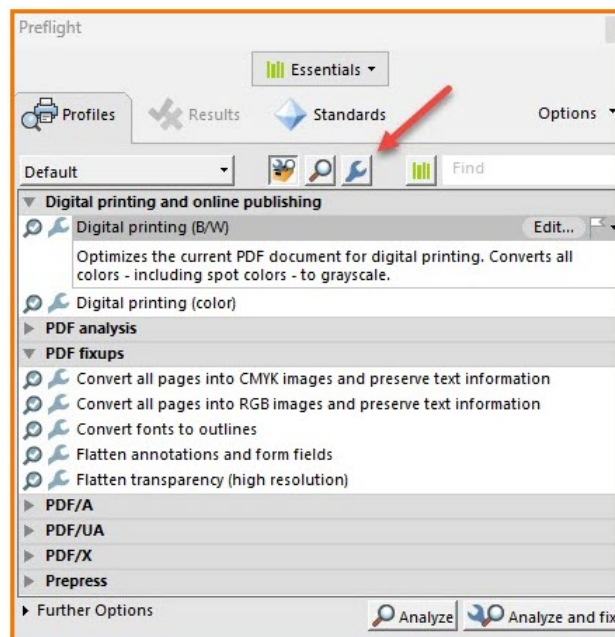3. Click on the **Wrench icon** indicated by the red arrow in Figure 6 shown below.



Figure 6

4. Next click the triangle next to **Document**. In the drop down, select **Embed fonts** (even if text is invisible); see Figure 7 below. Click **Fix** indicated by the red arrow. You will be asked to save the PDF. Name your document if you have not already and click **Save**.
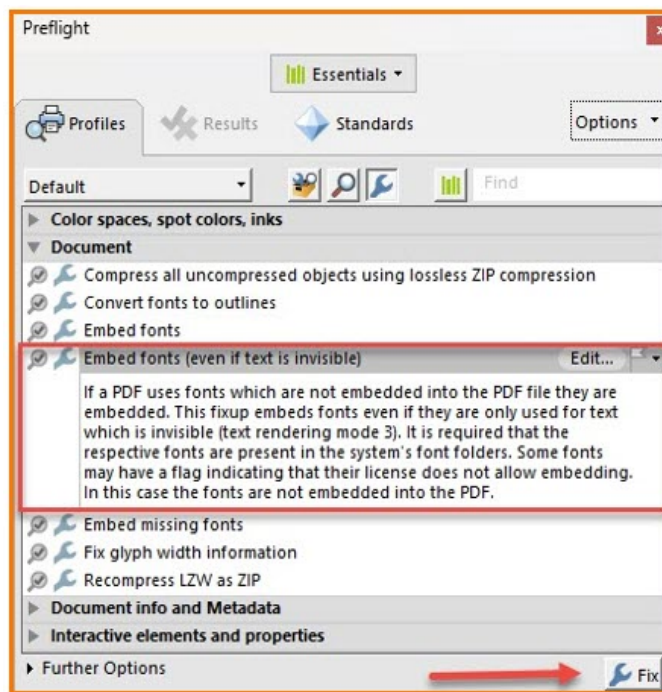


Figure 7

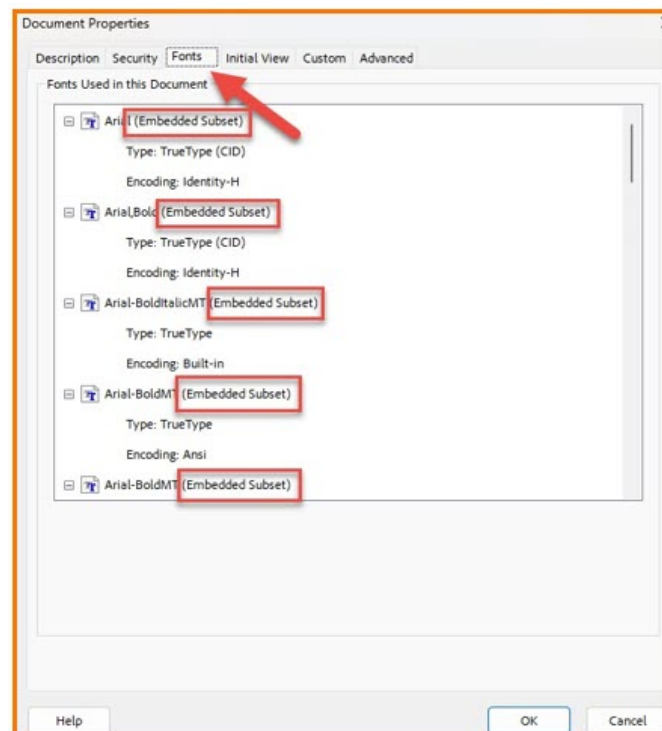5. To check if this worked, go to **Menu** then **Document properties**. Click on the fonts tab.



Figure 8

# 3. Creating Bookmarks

1. Click on the side bar on the right hand side of the program. Then click on the ribbon bookmark indicated by the red square. See Figure9.
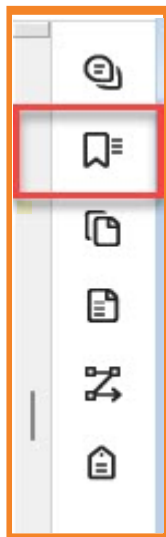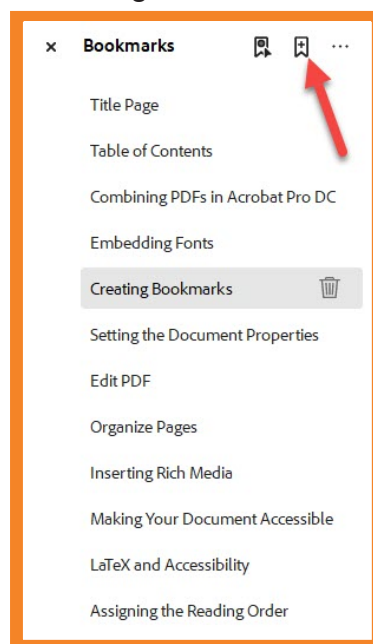


Figure 9



Figure 10

2. Any bookmarks automatically created will be displayed like Figure 10. Next, click on the **Bookmark** icon with the plus sign indicated by the red arrow.

3. Only first level headings are required to be bookmarked. Make sure you are at the top of the page that the first level heading is located on. Type the name of that bookmark and hit enter. If you accidentally create a bookmark or bookmark something that should not be bookmarked, you can delete the bookmark by clicking the trash can next to that bookmark.

4. Repeat steps 2 and 3 for each bookmark you create.

# 4. Setting the Document Properties

1. In the upper left click **Menu** and **Document properties** as shown in Figure 11. Click the **Description** tab. You should now see a screen like Figure 12, shown below.
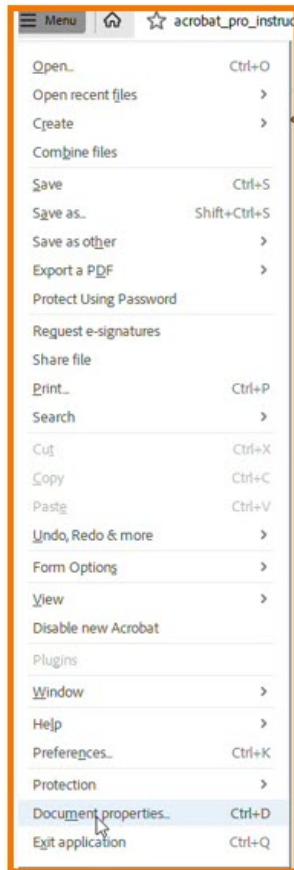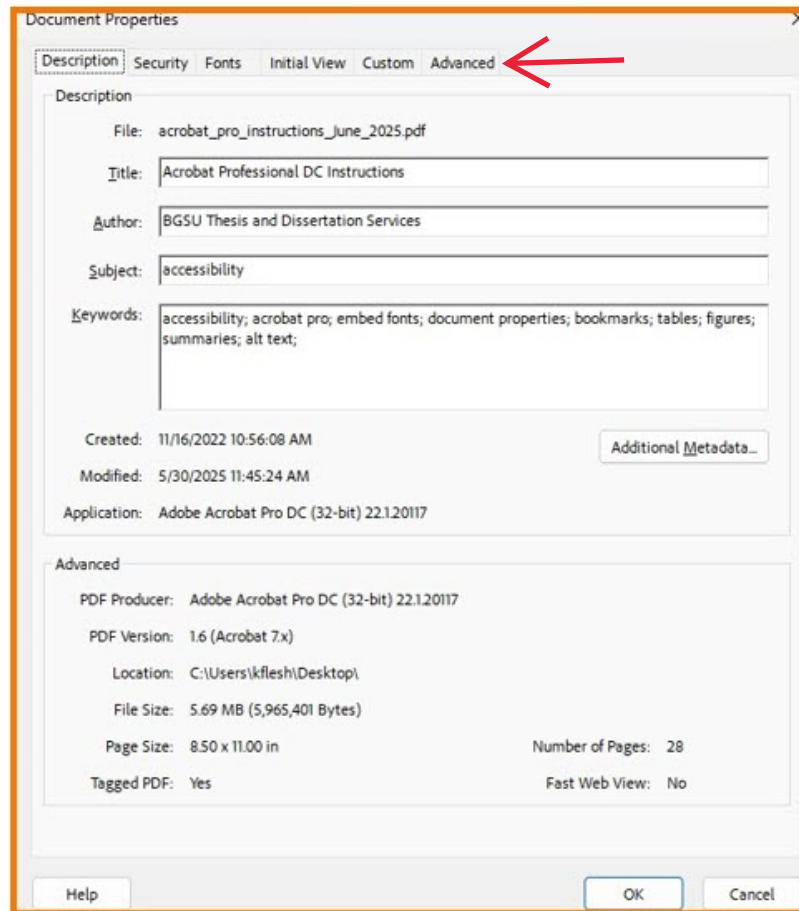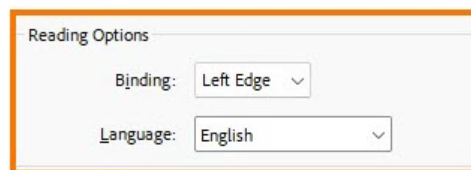


Figure 11



Figure 12



Figure 13

2. Fill in the correct information for the Title, Author, Subject and Keywords. Make sure to separate the keywords with semi colons. Please type your title in either "Title Case" or "Sentence Case". This will allow you to copy and paste the information into OhioLINK correctly. Once you have entered all the required information, click **OK**.

3. Next, click the **Advanced** tab indicated by the red arrow. Here you will set the language of your document. See Figure 13.

4. Re-save this document to make sure all of the changes are incorporated into your final PDF.

# 5. Edit PDF

1. Click on the **All tools** menu in the top left of the screen then click on **Edit PDF**. See Figure 4, third item down. This figure is found on page 4.

2. You should now see Figure 14.

3. **Text** allows you to change a misspelled word or add text like the heading for an appendix or a page number.

4. At the top (see yellow highlight) you can select the font, font size, bold, italic, and underline.

5. The red arrow points to where you select the spacing between the lines of text (e.g., single or double space).

6. **Images** allows you to add an image.

7. **Link** allows you to add an invisible box over a word or phrase and insert a hyperlink. If you have a link and it is not made accessible, you will need to remove it.

   \* *Remember,* **Ctrl Z** on a Windows machine or **Command Z** on a Macintosh will allow you to undo what you just did.
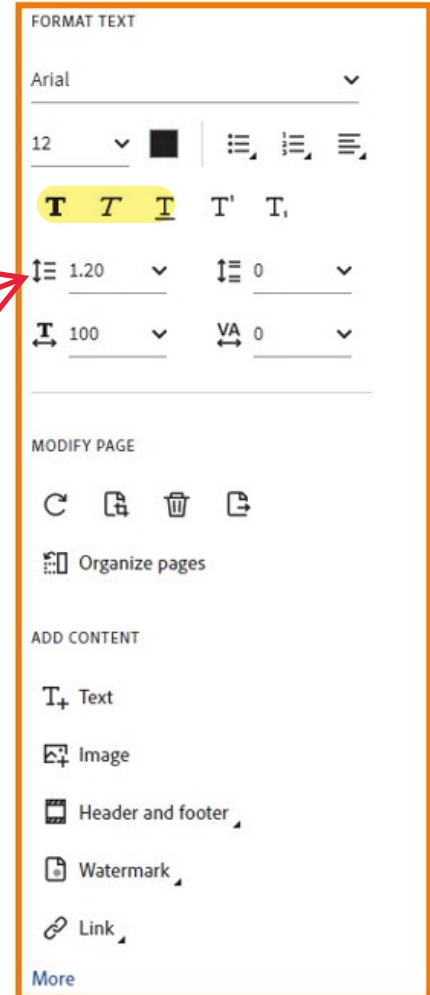


Figure 14

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5. To display the rulers, go to the upper left **Menu** and click **View** > **Show/Hide** > **Rulers & grids** > **Rulers** (Figure 15).



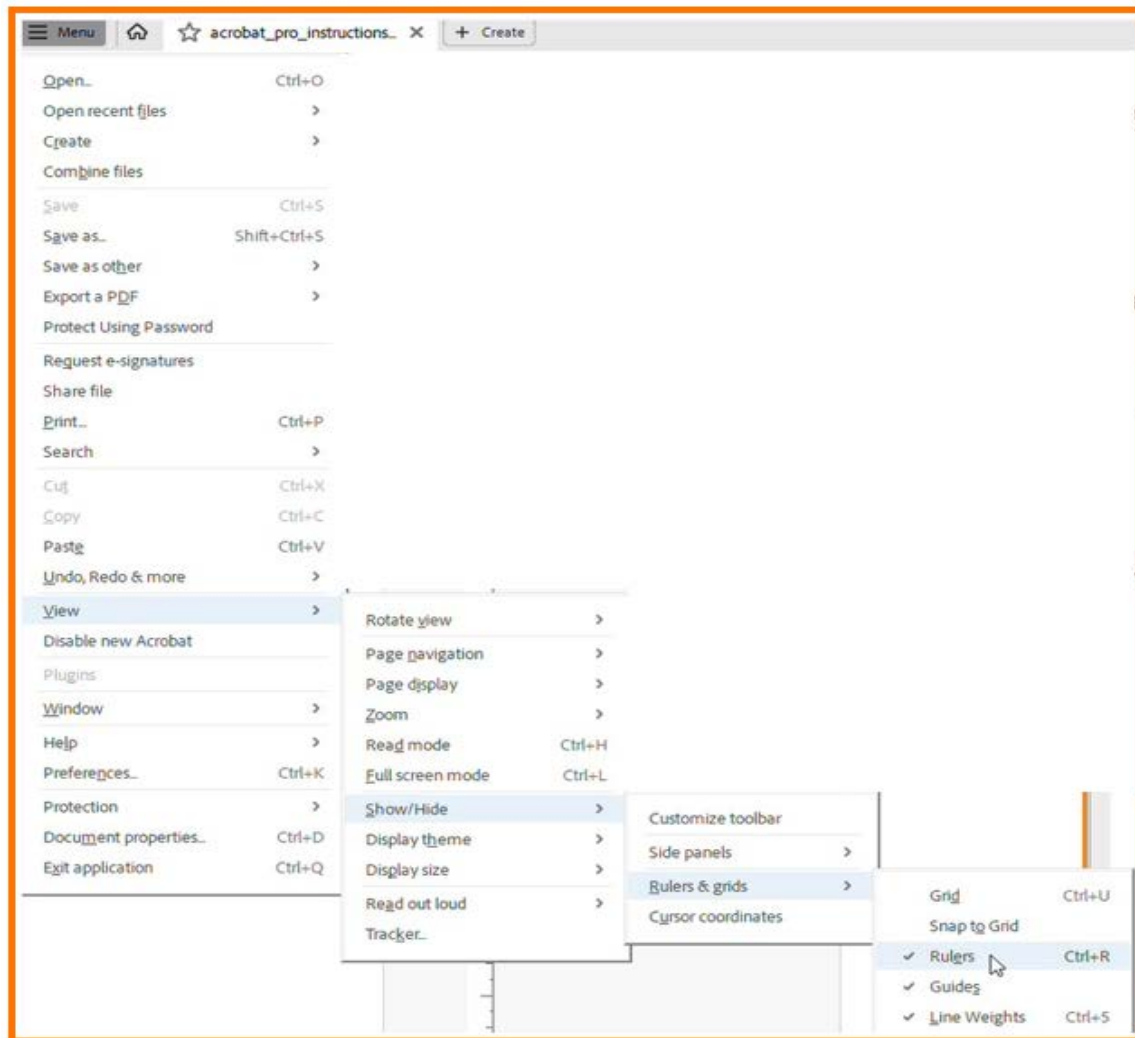Figure 15

6. To zoom in or out on a page, click the magnifiers on the bottom right of the screen indicated by the red and green squares in Figure16 below.
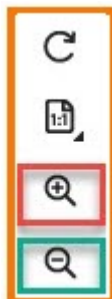


Figure 16

# 6. Organize Pages

1. If you find that you have pages that are out of order, go to **All tools** > **Organize Pages** (Figure 17). You will see a thumbnail of each page in your document. Now you can click on the page that you need to manipulate. The selected page will turn blue. Then move the thumbnail of that page to the desired page order. If you hover over a page, you will see a clockwise icon, counter clockwise icon, and trash can. To delete a page, click the **Trash Can**. To rotate a page and make it landscape, click the appropriate rotation icon (Figure 18). You can also delete blank pages. Remember to check your page numbering when moving or removing a page.
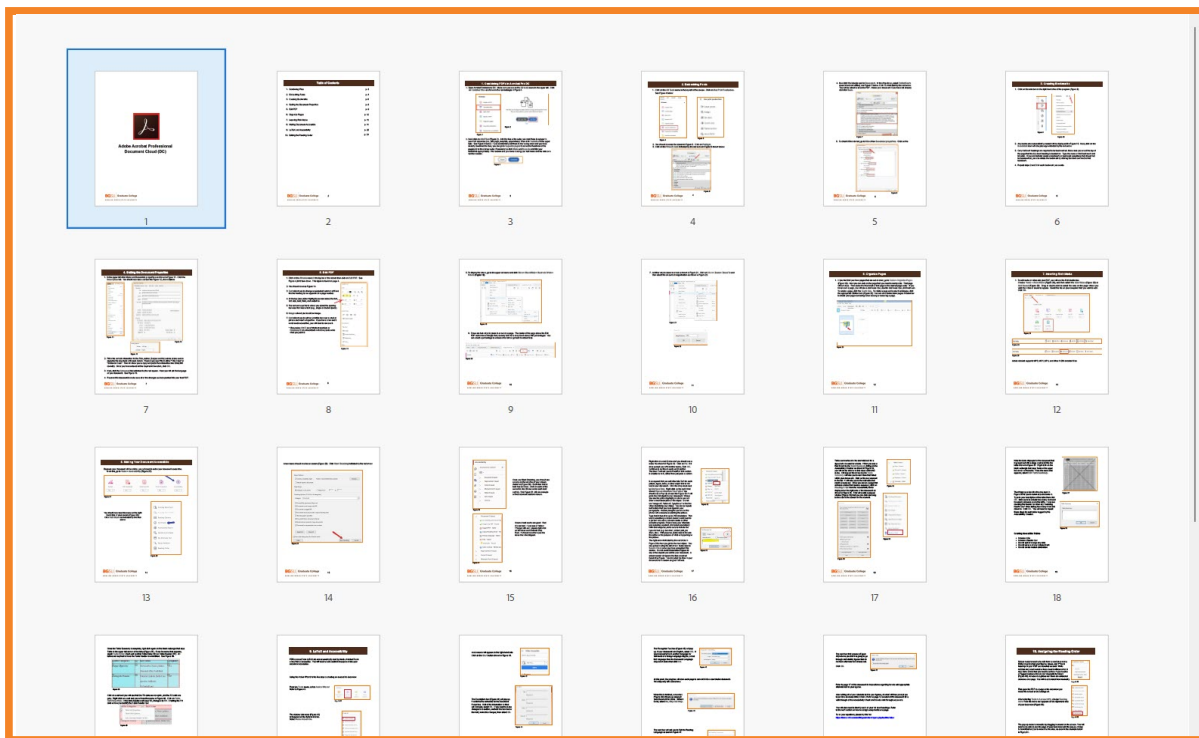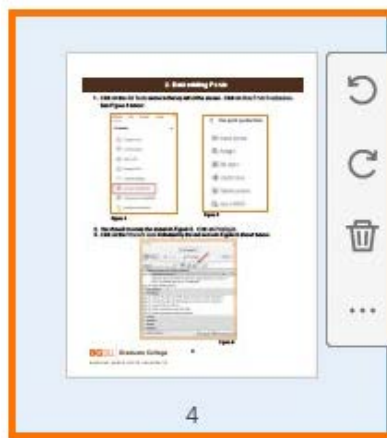


Figure 17



Figure 18

1. To add audio or video into your PDF, you will use the Rich Media tool. Choose **All tools >
   More Options** > **All rich media** (Figure 19). Then select the **Video** or **Sound**
   (Figure 20). Drag or double-click to select the area on the page where you want the
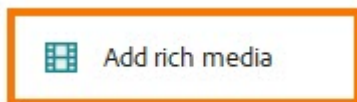   video or sound to appear. Select the file on your computer that you want to add. Click **OK**.
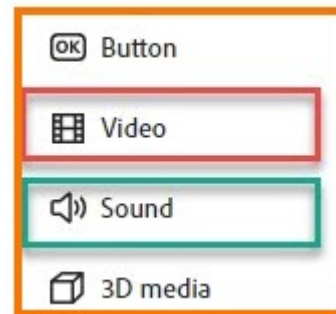


Figure 19



Figure 20

Adobe Acrobat supports MP3, MOV, MP4, and other H.264 encoded files.

# 8. Making Your Document Accessibile

Because your document will be online, you will need to make your document accessible.

1. Go to **All tools** > **Prepare for accessibility** (Figure 21).  Once you click it, you will see Figure 22's menu.
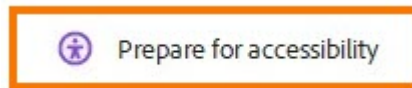


Figure 21

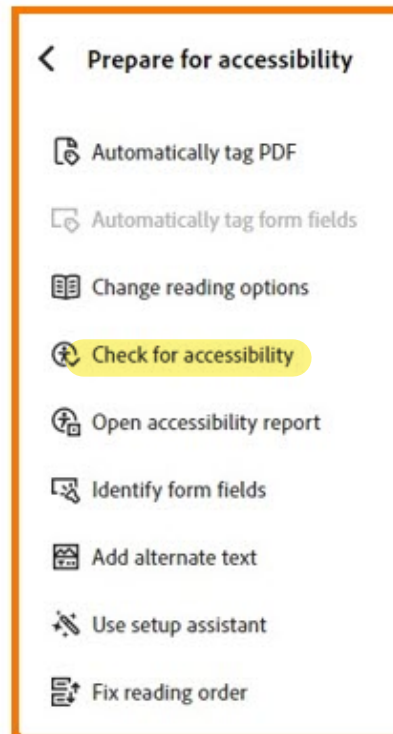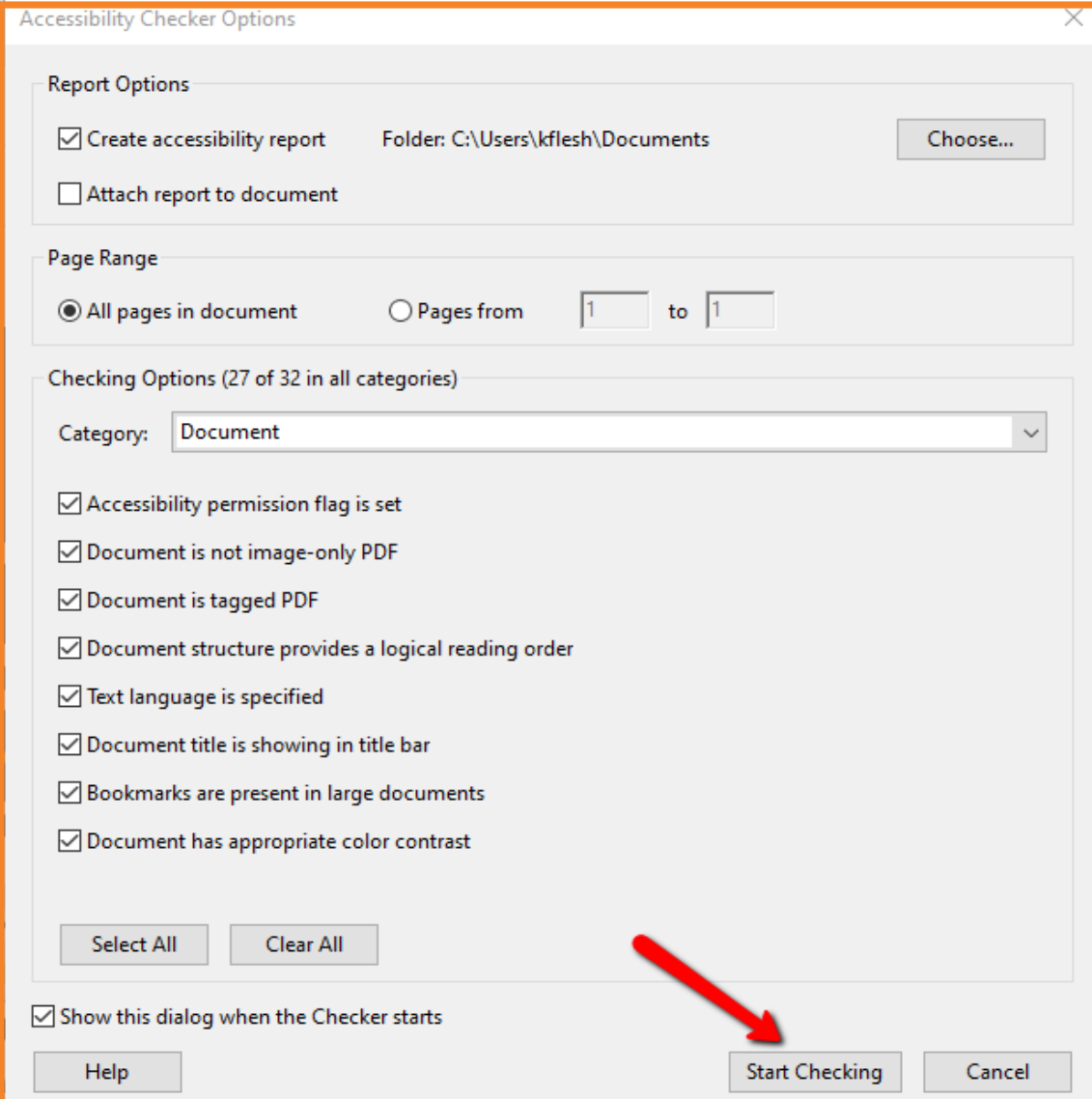2. Click **Check for accessibility** (see highlight).



Figure 22

3. A new menu should now be on screen (Figure 23).  Click **Start Checking** indicated by the red arrow below.



Figure 23

Figure 24

4. Once you Start Checking, you should see a menu on the right side of your screen similar to (Figure 30). Each item that is bold has an issue. Click on each of the arrows to view the list under each bold section. See Figure 25 with an example of the Document section's issues.
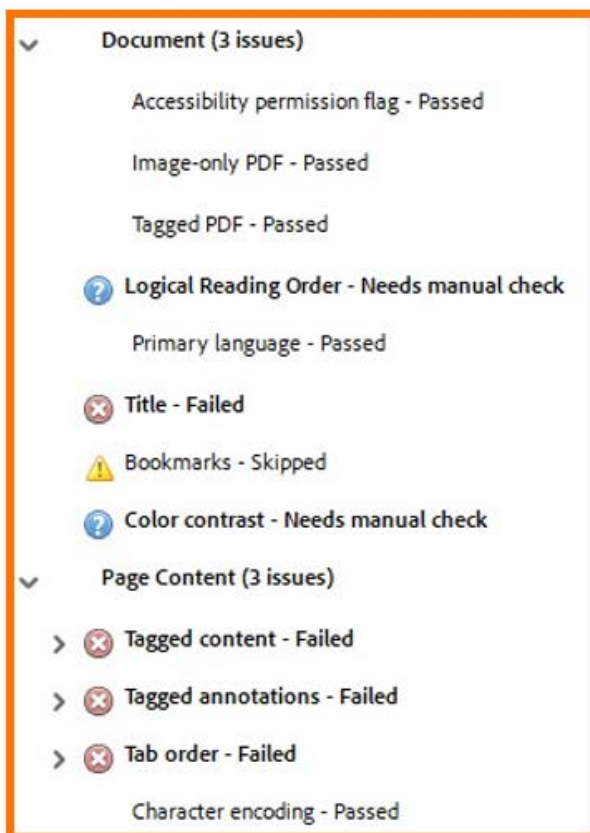


Figure 25

5. Red X's are bad. If you see a Yellow Triangle with an explanation point (!), please right click on the issue and un-check **Skip Rule**. It should now show you the issue that was skipped. Blue question marks (?) need to be checked manually.

6. Right click on a red **X** area and you should see a menu like shown in Figure 26. Click on **Fix**. If it prompts you with another menu, Click **OK**. Continue to do this on each red **X** section.

7. It is required that you add **Alternate Text** for each picture, figure, table, or other object that is not text in your document. Click the drop down next to **Alternate Text.** Right click on the red **X** that shows **Figures Alternate Text Failed**. You should see a Pop Up screen like Figure 27. It will go to the first object in your document. Where you see the yellow highlight, is where you will enter a brief description of the object. Do not use "image of", "table of", "graphic of" or the like when describing your object. You do not repeat information that you have typed in your paragraphs. Instead, explain the action in the picture or purpose of the figure. Type that information up to 255 characters. This text is something a screen reader would read to a person who uses a screen reader or other assistive program. Please keep your alternate text accurate, succinct, and avoid redundancy. With charts/figures, make sure to include the type of chart (e.g., bar chart, scatter plot, pie chart, etc.). With pictures, make sure to include the action or the purpose of what is happening in the picture. See our video about alt text.

8. The right arrow indicated by the red circle in Figure 27 is how you get to the next object. You can go back using the left arrow. Make sure to **Save & Close** once you have completed this section. Do not select **Decorative Figure** for any of the objects you add to your document. A screen reader will ignore the items marked Decorative Figure. You included the item in your document for a reason so please give it alt text.
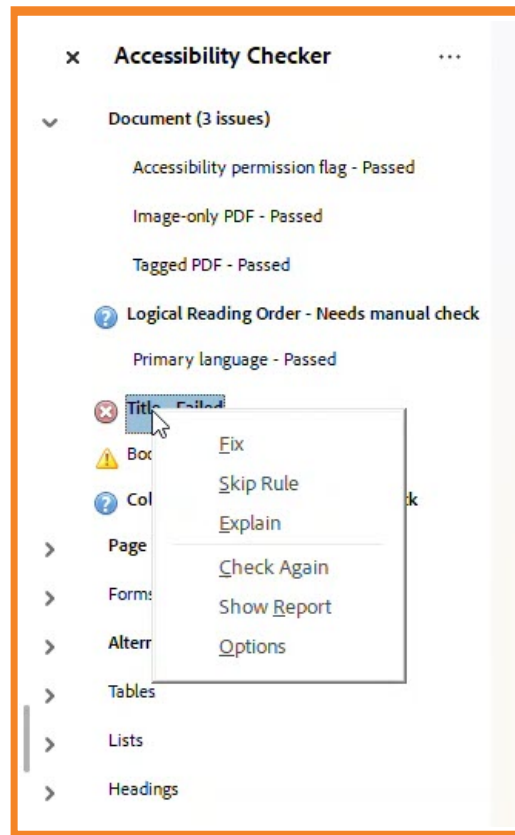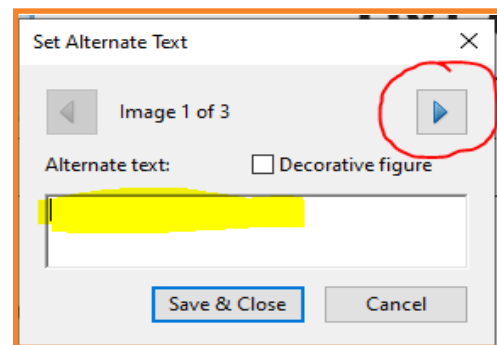


Figure 26



Figure 27

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8. When you see **Tables** in bold and click the triangle next to it, Red **X**'s will be next to each table issue. Next to the **Summary-Failed** listing as shown in Figure 28, you will not be able to fix this issue within this menu. Clicking on each **Element** will take you to each item that failed within your document. Click on the first **Element** in the list. It will take you to the first table that needs a summary.
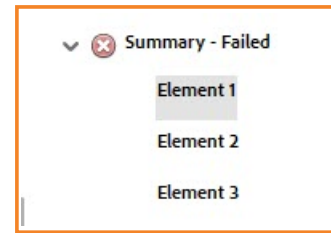


Figure 28

9. Once you are on a page that contains a table that needs a summary, click on **Fix Reading Order** from the Accessibility menu displayed on the left side of the document as shown in Figure 29. This will create a pop-up window (Figure 30) that you can click and drag to the side of the screen for the moment.
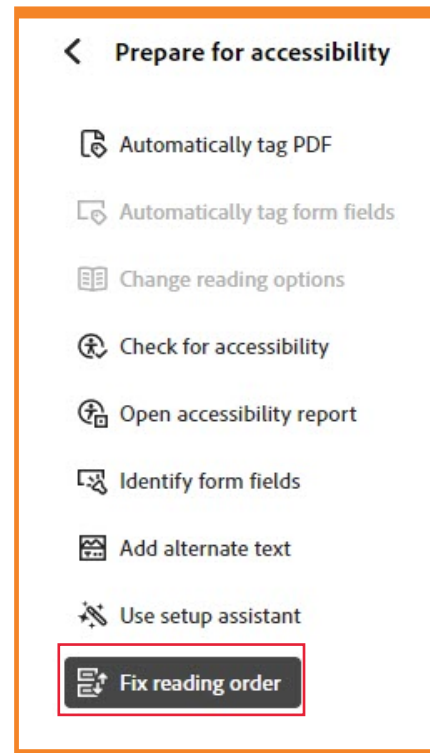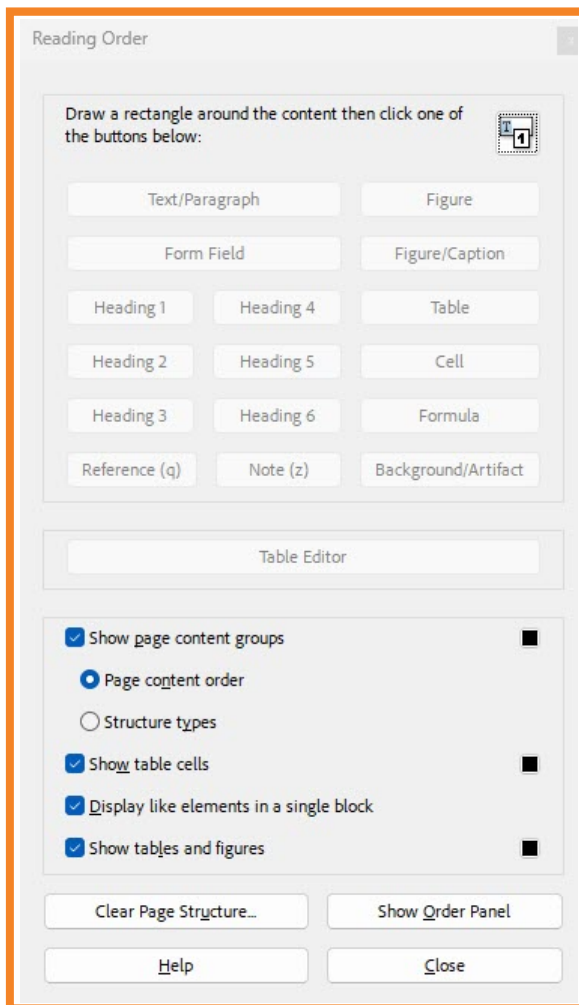


Figure 29



Figure 30

10. Note the table displayed in the document that is grayed out with a large x across it like the table shown in Figure 31. Right click on the black rectangle that says **Table** in the upper left corner of the table. From the menu that appears, select **Edit Table Summary**.



Figure 31

11. This brings up a box like the one seen in Figure 32 for you to summarize the table in. Type in your description of the table then click **OK**. Make sure to include how many rows and how many columns are in the table. If you are counting the header row then say "including header row" when stating how many rows and columns. Click **OK**. You will need to repeat these steps for each table flagged by the Accessibility Checker.



Figure 32

**Creating Accessible Tables**

- Include a title
- Include a header row
- Do not split or merge any cells
- Do not leave a row or column blank
    - o Blank cells is not recommended because the screen reader may skip over the blank cell or misinterpret them
    - o We recommend to fill the cell with relevant data, "N/A", or "0"
- Do not create nested cells/tables

Once the Table Summary is complete, right click again on the black rectangle that says **Table** in the upper left corner of the table (Figure 31). From the menu that appears, select **Table Editor**. Each cell is either Table Data (TD) or Table Header (TH). All tables are required to have the Table Header row identified. See Figure 33.



Figure 33

Click on a cell and you will see that the TH cells are now pink, and the TD cells are gray. Right click on a cell and you will see this menu in Figure 34. Click on **Table Cell Properties**. If the table headers cell says TD, change it to TH. Creating the TH cells is how you identify the Table Header row.



Figure 34

We recommend this **YouTube video** to show you what we describe in this document.

PDFs created from LaTeX are not automatically read by Adobe Acrobat Pro in a way that is accessible.  You will need to take additional steps to make your document accessible.

1. First, while LaTeX PDFs fill in the Document properties for you, you will still need to manually remove the quotation marks around the keywords.
2. Next, remember to <u>never</u> Autotag (Automatically tag PDF) your document.  It will cause odd characters in your equations.
3. If your equations are not coming up as accessible, please try this **Compatible with Math ML and LaTeX** web page.  You put in the equation and it gives you the accessible code.

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Screen readers need to be told how to read documents. BGSU requires that your figures, tables, and 1$^{st}$ level headings in your PDF are identified as such. While Acrobat may translate these details without error, it may make errors that you need to correct. If you receive a Tagged content error on your Accessibility Check (Figure 35), Acrobat recognizes that there are unlabeled elements on a page. You will need to label them manually.
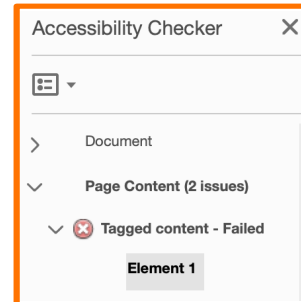

Figure 35

1. First click on the **Element** that is an issue (Figure 35). This will take you to the problem in the document.
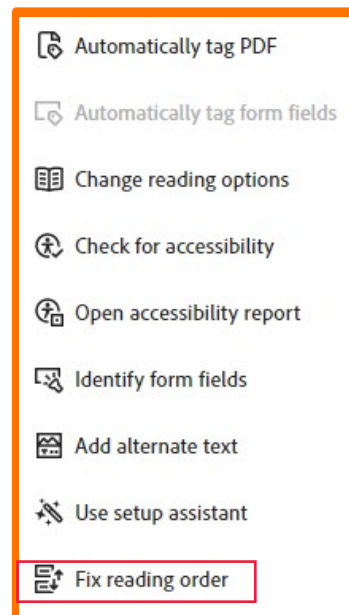2. Now on the left of the screen select **Fix reading order**.(Figure 36).


Figure 36

3. The pop-up menu is movable by dragging it around on the screen. You will need to be able to see the page of your document and the pop-up. It may be beneficial for you to move it to the side, as seen in the example below in Figure 37.

20

Figure 37

4. Next to the pop-up menu, you can see how Acrobat is currently reading that page of the document. All text should be contained within a black box with a number above. Figures and tables should be in a similar black box with an **X** going across them. If the figure has had alternate text assigned to it, you can see the beginning of the alternate text, as well.

5. If you need to assign/reassign a portion of the page, click and hold at the corner of the area you wish to highlight. While holding the left mouse button, pull the mouse to draw a box around that section of the page. Once you release the mouse, this will put purple/magenta boxes around everything that has been selected (Figure 38).
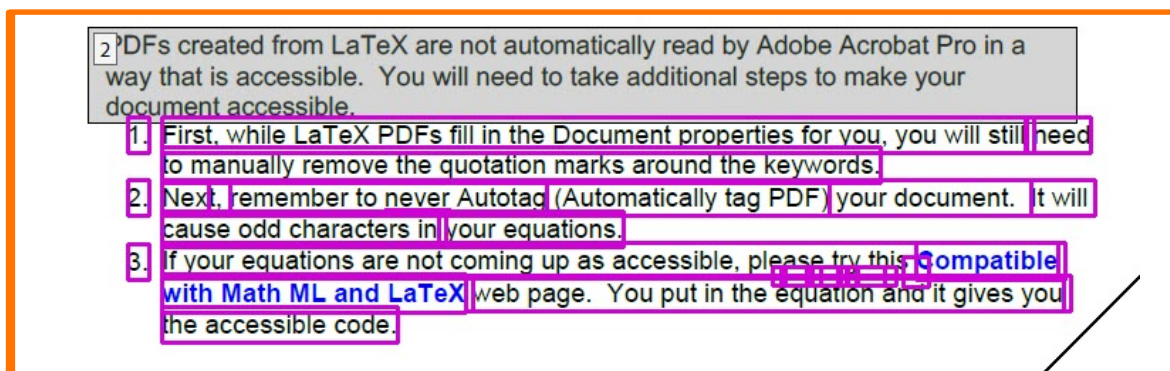

Figure 38

This selection feature can choose anything visible on the page, even if it is already labeled something else. You will then need to select what you want to identify this as from the **Reading Order** menu, seen in Figure 39.

- **Text/Paragraph** is for regular text in a document.
- **Figure** is for images.
- **Figure/Caption** is for images with their captions (in a single block).
- The different **Heading** choices are for each level of headings.
- **Table** is for tables (be sure to include the table's title in this).
- **Formula** is for math equations.
- **Reference** is for citations in footnotes only (the ones at the end of your paper are **Text/Paragraph**).
- **Note** is for footnotes/endnotes that are not citations.
- **Background/Artifact** is for items you want the screen reader to ignore completely. <u>DO NOT USE THIS OPTION!</u>
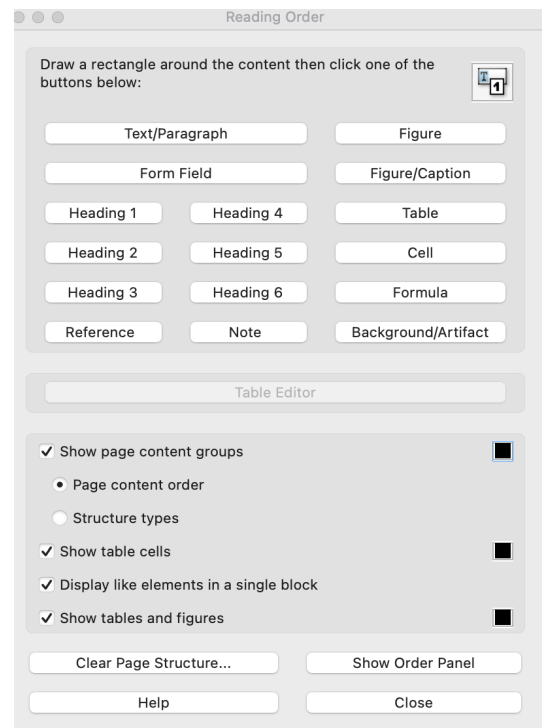- You should not use the **Cell** option.

Figure 39

Everything on the page should be identified as one of these items.  The required tags are Table, Figure, Text/Paragraph, and Heading 1 (H1).

If you would like to remove all tags from a page and to label all of the elements manually, you can also choose **Clear Page Structure**.

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## Setting 1st level headings

If your headings were identified in Microsoft Word, it is likely they will carry over to your PDF. If you use LaTeX or did not properly identify them in Word, you may need to set them manually.
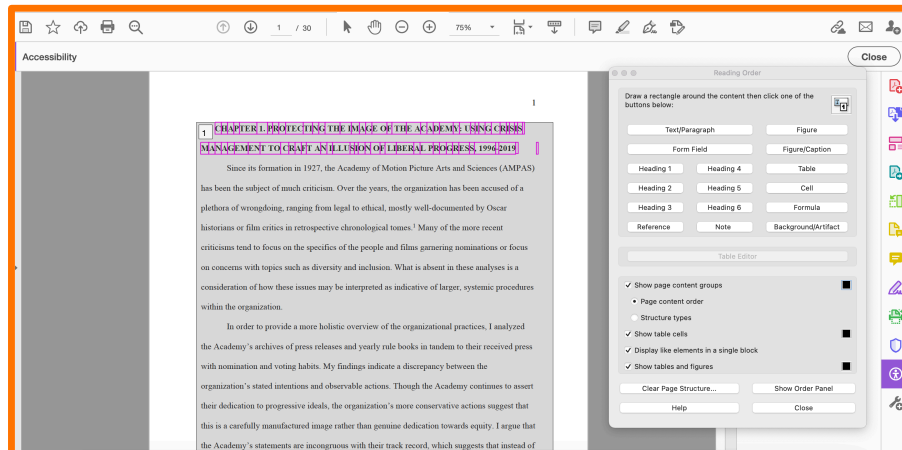


Figure 40

1. As described above, find a page that needs to be adjusted. Draw a box around the text by hold-clicking and pulling the box around the text you want to identify. After letting go, verify that the text you wish to label is surrounded by purple/magenta boxes (Figure 40).

2. Click **Heading 1** in the **Reading Order** as seen in Figure 41. Once you click Heading 1, it will put a new grey box around the text with a number. You can keep this pop-up menu open and scroll to the next page you need to fix. Then repeat steps 1 and 2.
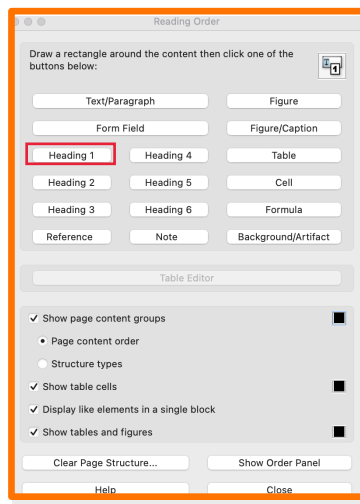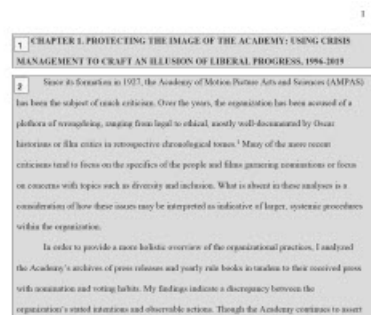


Figure 41



Figure 42

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3. Once you have made sure all 1st level headings are labeled properly, select **Close** (Figure 43).
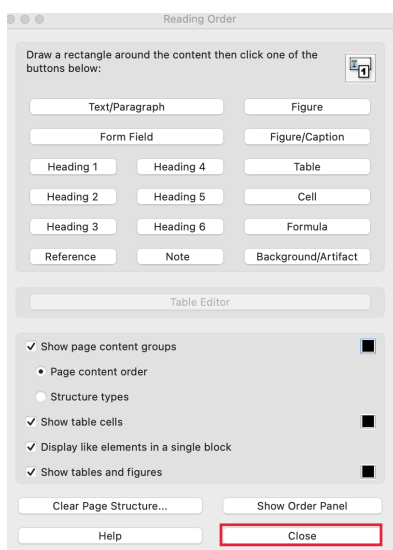


Figure 43

BGSU and OhioLINK only requires that you label your first level headings (ABSTRACT, ACKNOWLEDGMENTS, TABLE OF CONTENTS, each LIST, each CHAPTER or their equivalents (e.g., INTRODUCTION, METHODS RESULTS, DISCUSSION, CONCLUSION), REFERENCES/WORKS CITED/BIBLIOGRAPHY, and each APPENDIX).  If you do choose to label other headings, 2nd level headings should be labeled Heading 2, 3rd level headings should be labeled Heading 3, etc.

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