



## **Adobe Acrobat Professional Document Cloud (DC)**

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# 1. Combining PDFs in Acrobat Pro DC

1. Open Acrobat Professional DC. Make sure you are on the **Tools** menu indicated by the red arrow in Figure 1 below. Click on the **Combine Files** as shown in the red rectangle of the same figure.

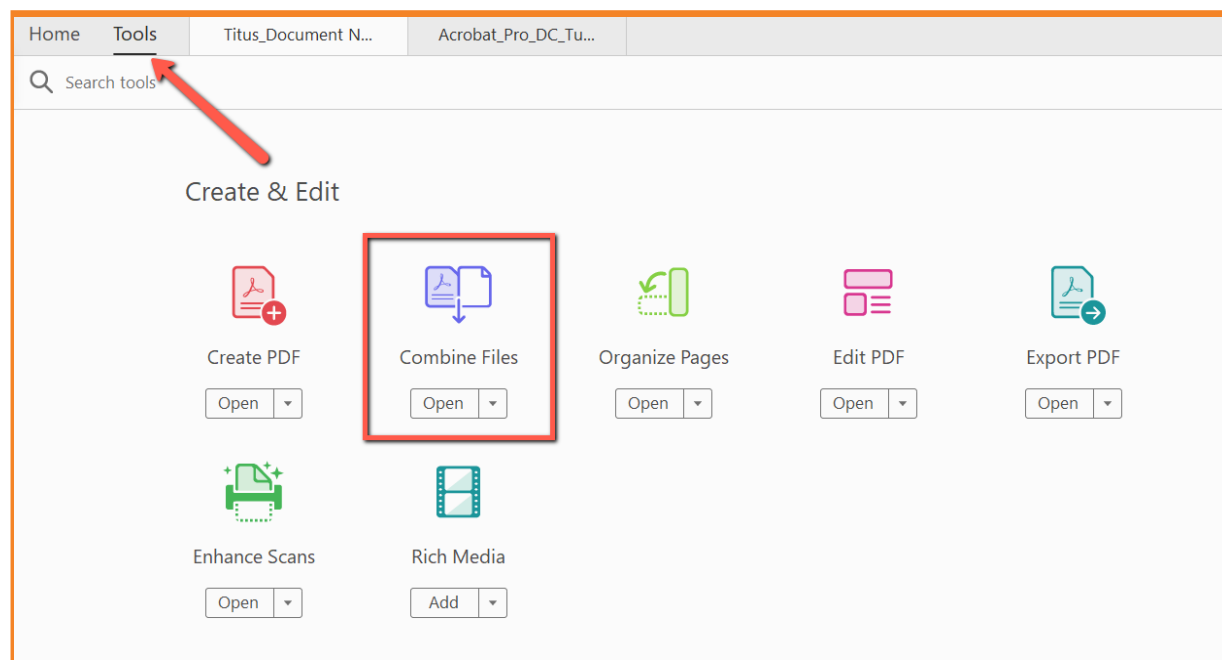


Figure 1

2. Next click on **Add Files** in the upper left hand corner (Figure 2). Add the files in the order you want them to appear in your final document (i.e. title page, template, appendices).

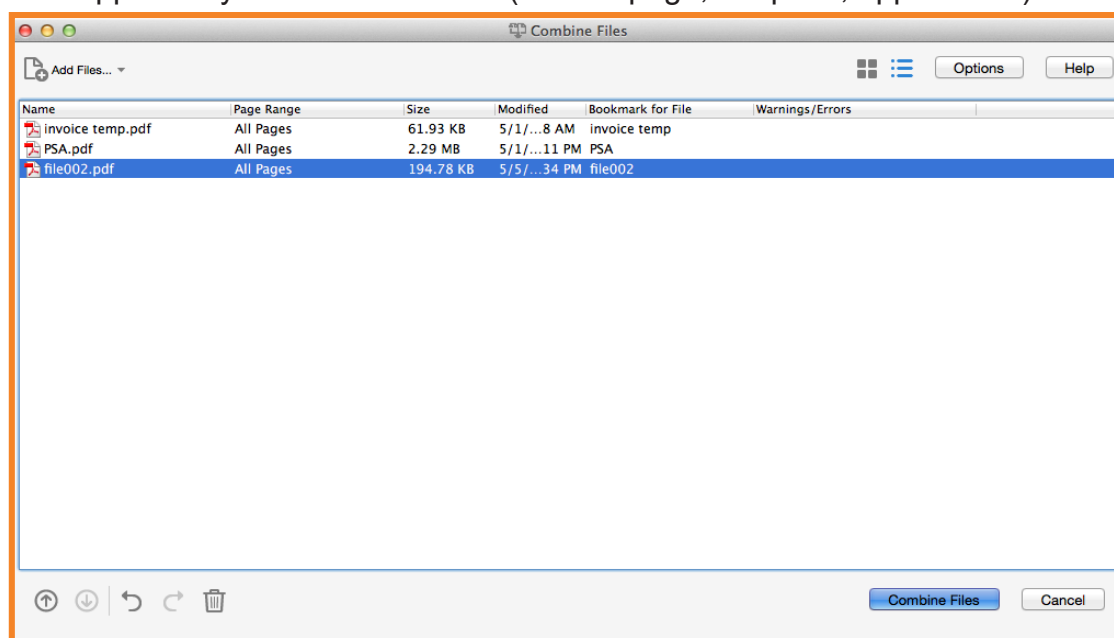


Figure 2

3. After selecting each document, click **Combine Files**. (Figure 2) Next, click **File > Save As** option, and title it appropriately.

## 2. Embedding Fonts

1. Click on the **Tools** menu in the top left of the screen indicated by the blue rectangle in Figure 3.

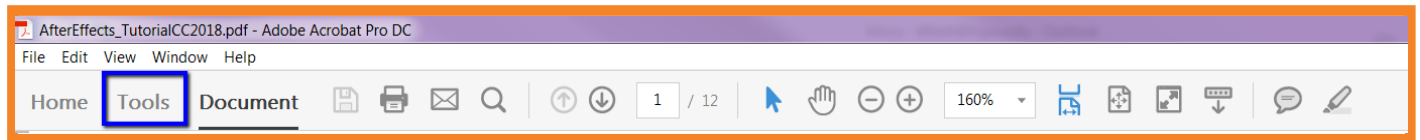


Figure 3

2. You should now see the screen in Figure 4 below. Click on **Search** as indicated by the red rectangle. Type in **Preflight**. The Print Production tool will appear. This tool includes the Preflight process.

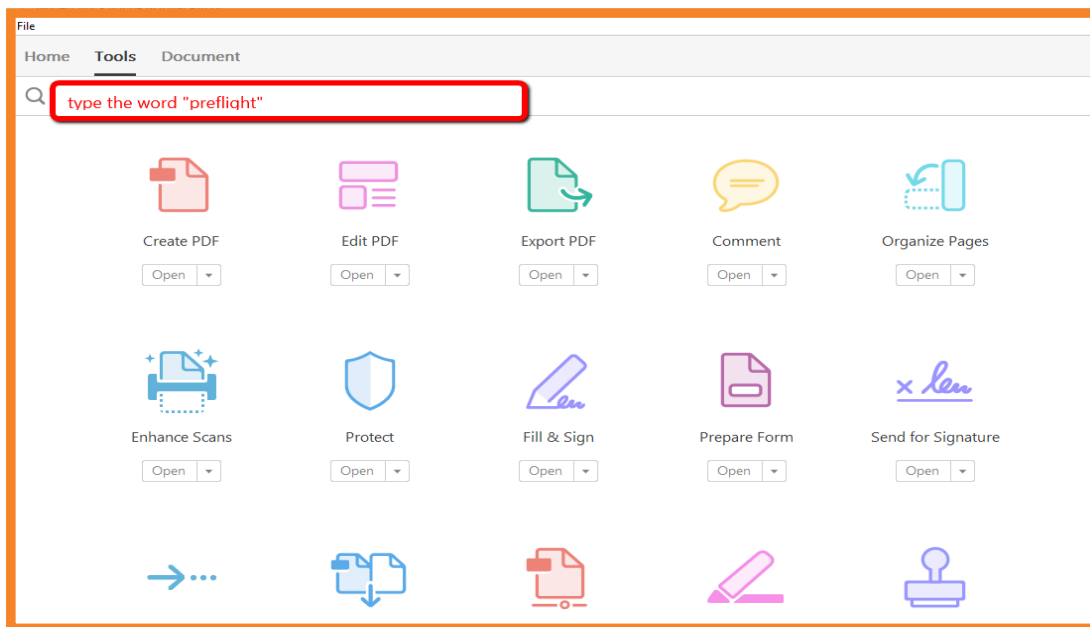


Figure 4

3. Select the **Print Production** icon indicated by the blue rectangle in Figure 5.

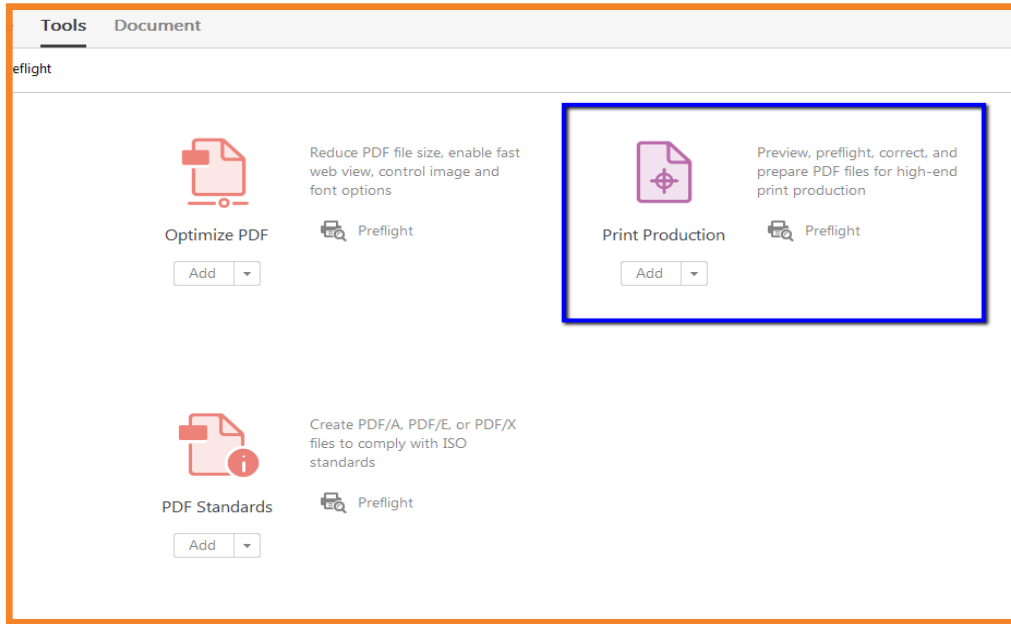


Figure 5

4. The **Preflight** tool has now been added to the right side of your screen (Figure 6). Click on it and you should see a screen like Figure 7 below. Click on the **Wrench icon** indicated by the red arrow shown below.

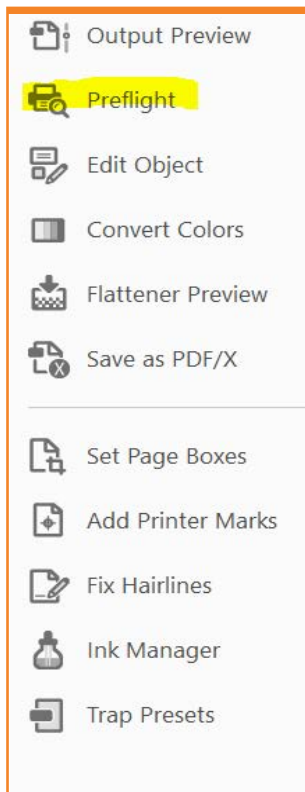


Figure 6

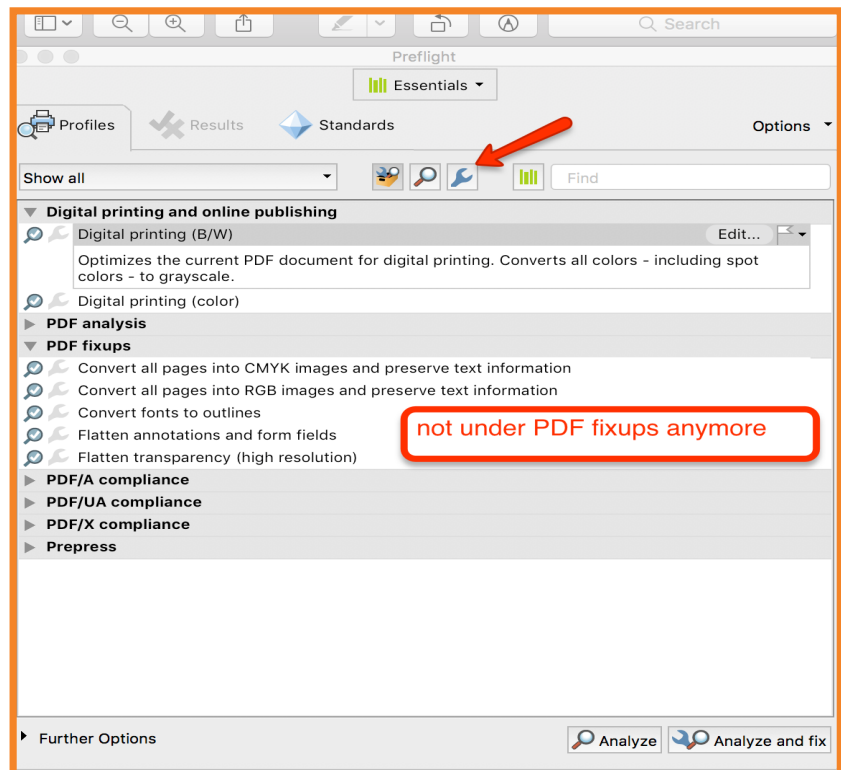


Figure 7

5. After clicking the **Wrench icon**, you will need to click the triange next to **Document**. A drop down menu will appear. Select **Embed fonts (even if text is invisible)**; see Figure 8 below.

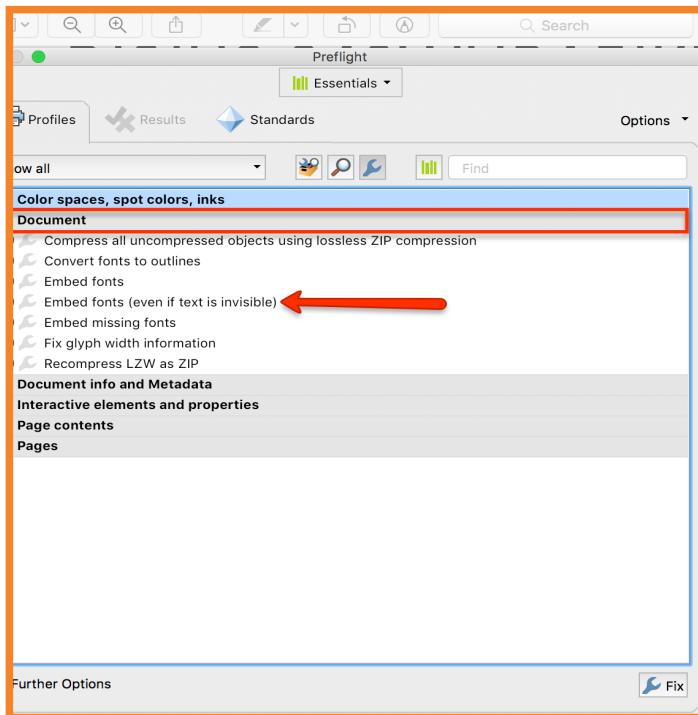


Figure 8

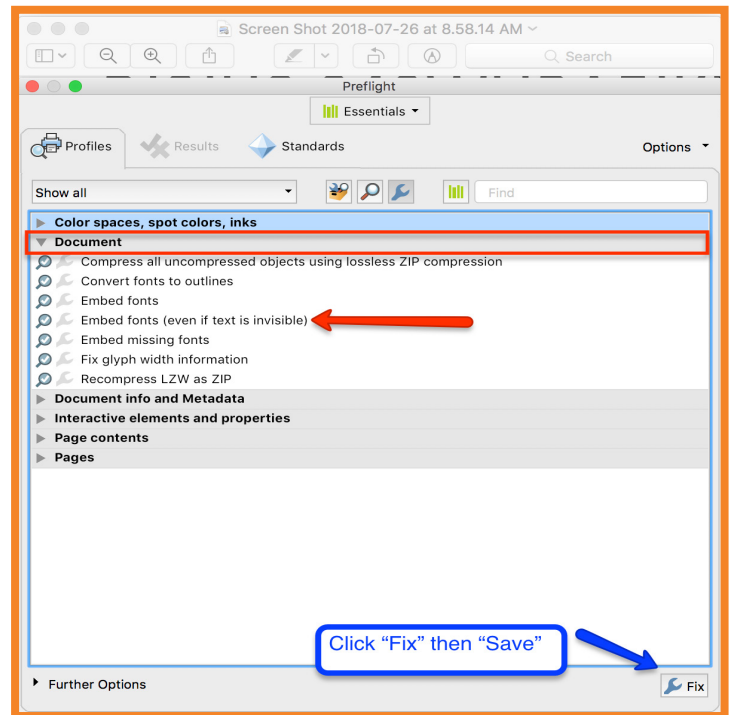


Figure 9

6. Click **Fix** in the bottom right corner shown in Figure 9. You will then be asked to save the PDF as a specific file name. Name your document and click **Save**.

### 3. Creating Bookmarks

1. Click on the side bar on the left hand side of the document (Figure 10).



Figure 10

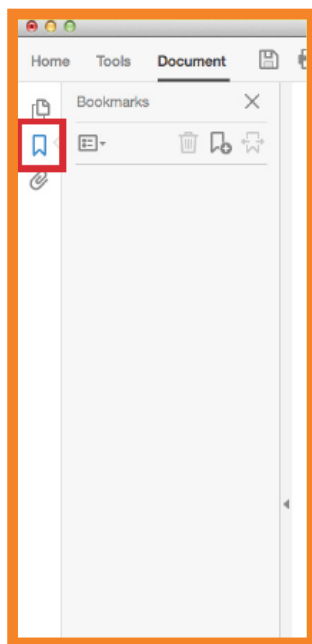


Figure 11

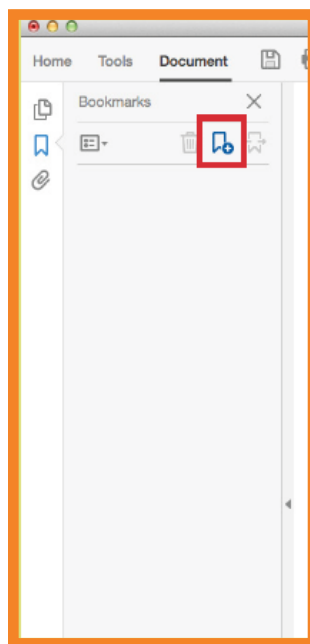


Figure 12

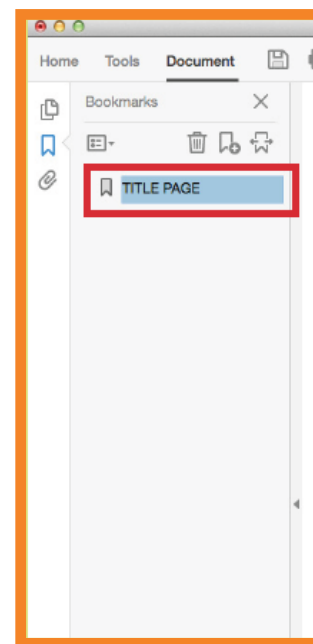


Figure 13

2. Next, click on the **Bookmark** icon indicated by the red square in Figure 11.
3. Then click on the **Add Bookmark** icon indicated by the red square in Figure 12.
4. Only first level headings are required to be bookmarked. Make sure you are at the top of the page that the heading is located on. Type the name of that bookmark and hit enter. See Figure 13.
5. Repeat steps 3 and 4 for all other bookmarks.

## 4. Setting the Document Properties

1. In the upper left menu in Acrobat Professional DC, click on **File > Properties**. Click the **Description** tab indicated by the red arrow. You should now see a screen like Figure 14, shown below.

The screenshot shows the 'Description' tab of the Adobe Acrobat Properties dialog box. The 'File' field is 'copyright and fair use.pdf'. The 'Title' field is empty. The 'Author' field is 'Administrator'. The 'Subject' field is empty. The 'Keywords' field is empty, with a blue box containing the text 'Use semi colons ;'. The 'Created' and 'Modified' dates are '5/8/2013 4:59:48 PM'. The 'Application' is 'Microsoft® Word 2010'. The 'Advanced' tab is also visible, showing 'PDF Producer: Microsoft® Word 2010', 'PDF Version: 1.5 (Acrobat 6.x)', 'Location: C:\Users\lits\Desktop\', 'File Size: 404.24 KB (413,942 Bytes)', 'Page Size: 8.50 x 11.00 in', 'Number of Pages: 5', 'Tagged PDF: Yes', and 'Fast Web View: No'. A red arrow points to the 'Description' tab, and a red square highlights the 'Advanced' tab.

Figure 14

The screenshot shows the 'Reading Options' tab of the Adobe Acrobat Properties dialog box. The 'Binding' dropdown is set to 'Left Edge'. The 'Language' dropdown is set to 'English'.

Figure 15

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 square. Here you will set the language of your document. See Figure 15.
4. Re-save this document to make sure all of the changes are incorporated into your final PDF.



## 5. Edit PDF

1. In order to get into the Edit tool, click on the **Tools** menu in the top left of the screen indicated by the red arrow then click on the Edit PDF icon indicated by the red square in Figure 16 below.

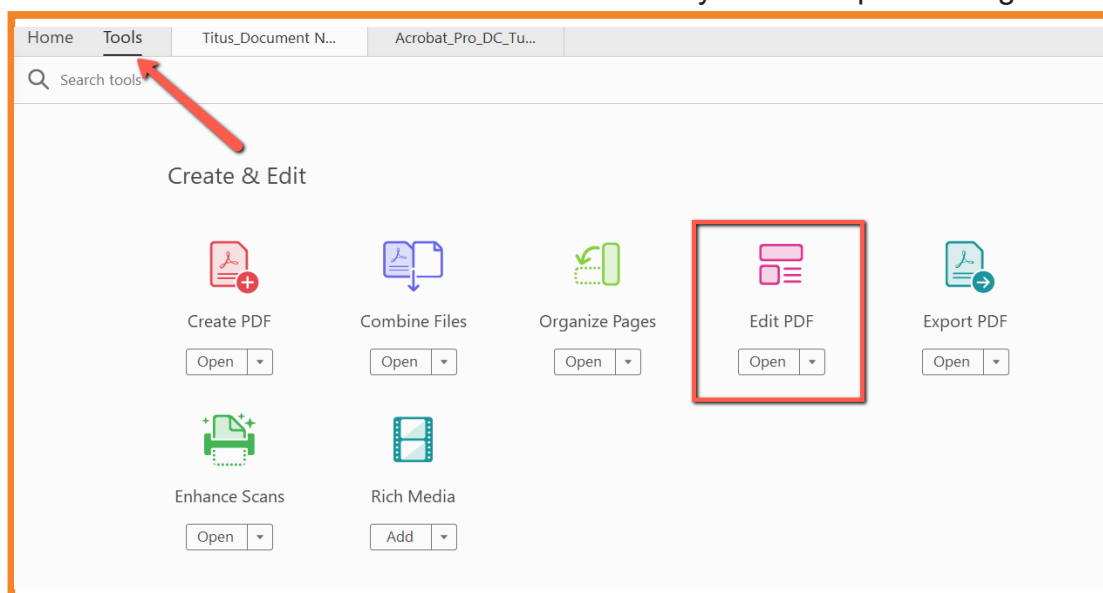


Figure 16

2. You should now see new menus, one on the top of the screen (Figure 17) and one on the right hand side of the screen (Figure 18).

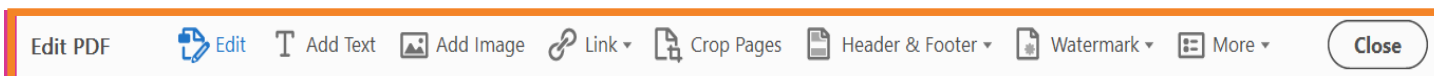


Figure 17

3. In the top menu, the **Add Text** icon allows you to insert a textbox. The **Link** icon allows you to add an invisible box over a word or phrase and insert hyperlink.
4. In the side menu, you have a WYSIWYG editor. You can bold, italicize, underline, center, left justify, and change the size to your text. You can change it from single to double space but we do not recommend doing this in an ETD. Acrobat treats text like an object. when you change the spacing, the words will be on top of other lines of text like a picture on a picture. If you see a misspelled word, you can click on the word in the text and move the cursor to where you need to correct the spelling of that word. Small changes do not normally cause an issue.

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



Figure 18

5. To display the rulers, go to the upper left menu and click **View > Show/Hide > Rulers & Grids > Rulers** (Figure 19).

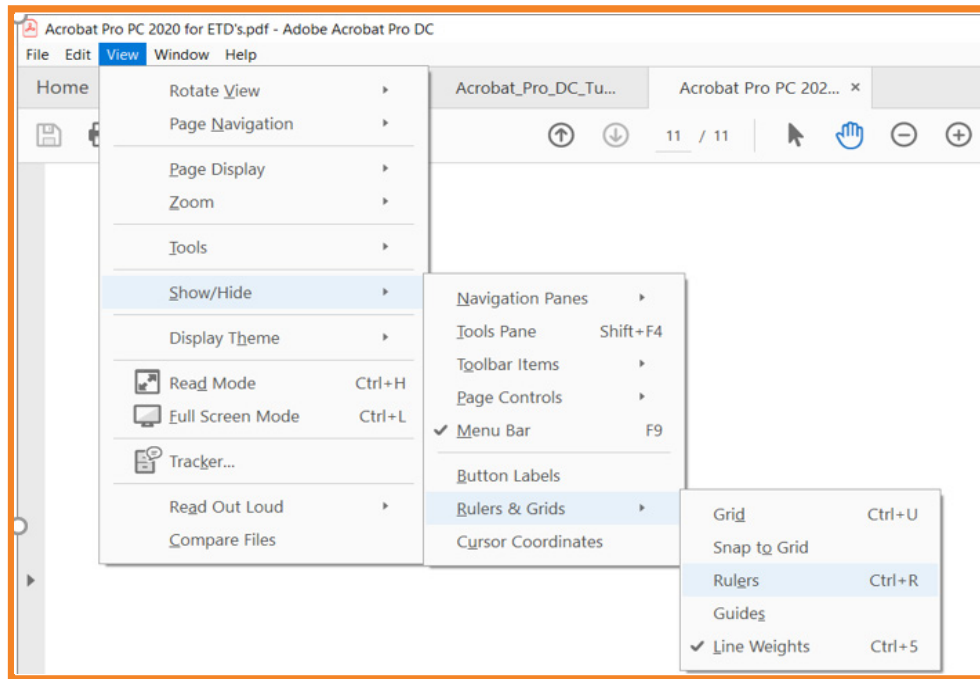


Figure 19

6. There are two ways to zoom in or out on a page. The center of the page above the Edit PDF menu has a triangle that you may click for a drop down menu with percentages. You can select a percentage to increase the font or go back to Actual Size.

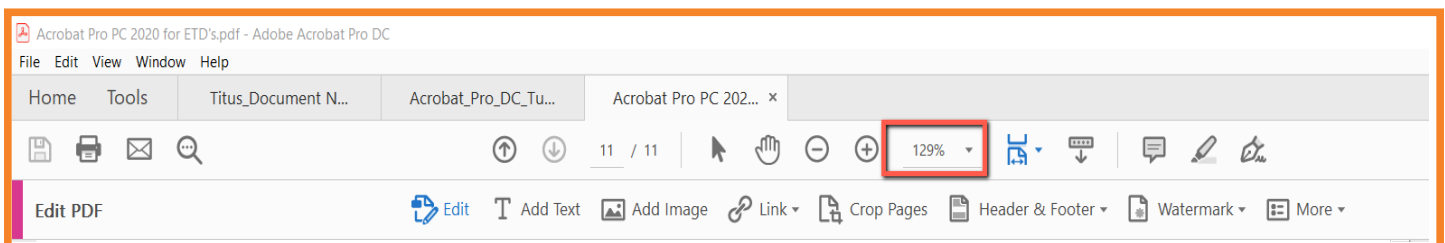


Figure 20

7. Another way to zoom in or out is shown in Figure 21. Click on **View > Zoom > Zoom To** and then select the amount of magnification as shown in Figure 22.

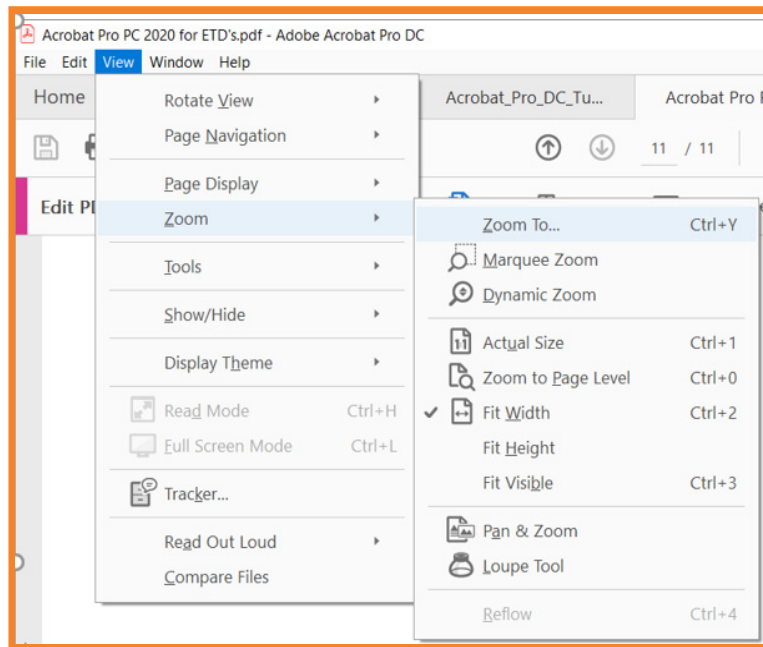


Figure 21

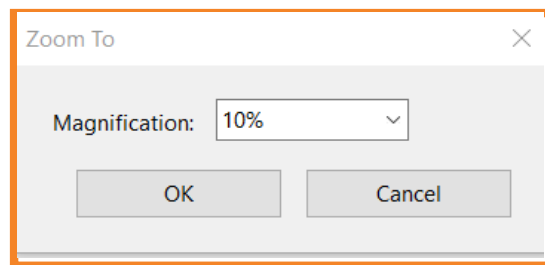


Figure 22

## 6. Organize Pages

1. If you find that you have pages that are out of order, go to **Tools > Organize Pages** (Figure 16). Now you can click on the page that you need to manipulate. That 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 23). You can also delete blank pages. Remember to check your page numbering when moving or removing a page.

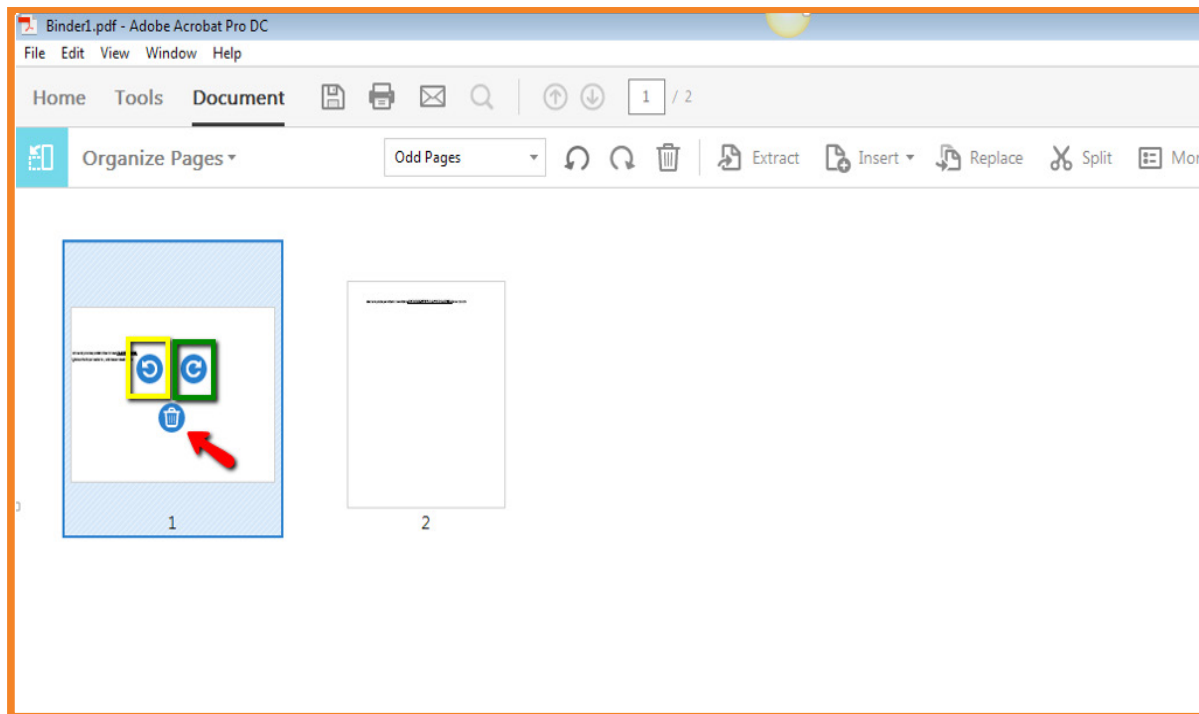


Figure 23

## 7. Inserting Rich Media

1. To add audio or video into your PDF, you will use the Rich Media tool. Choose **Tools > Rich Media** (Figure 24), and then select the **Add Video** (Figure 25) or **Add Sound** (Figure 26). 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**.

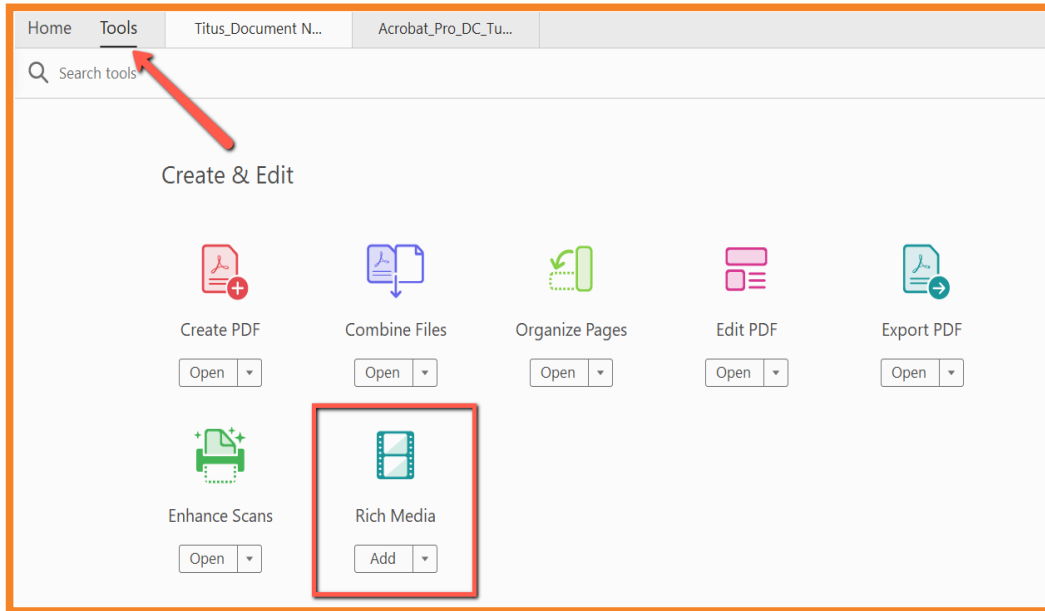


Figure 24

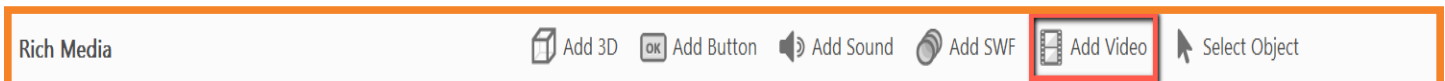


Figure 25



Figure 26

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

## 8. Making Your Document Accessible

Because your document will be online, you will need to make your document accessible. To do this, go to **Tools > Accessibility** (Figure 27).

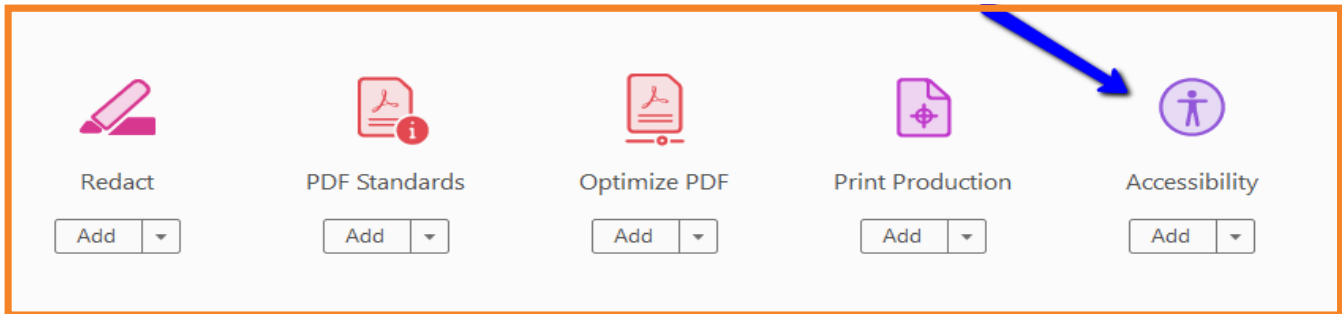


Figure 27

You should now see this menu on the right hand side of your screen (Figure 28). Click **Full Check** as indicated by the blue arrow.

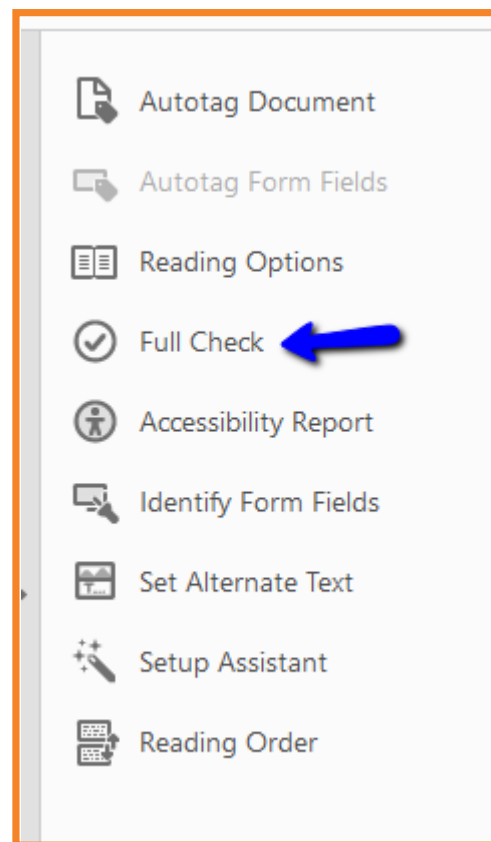
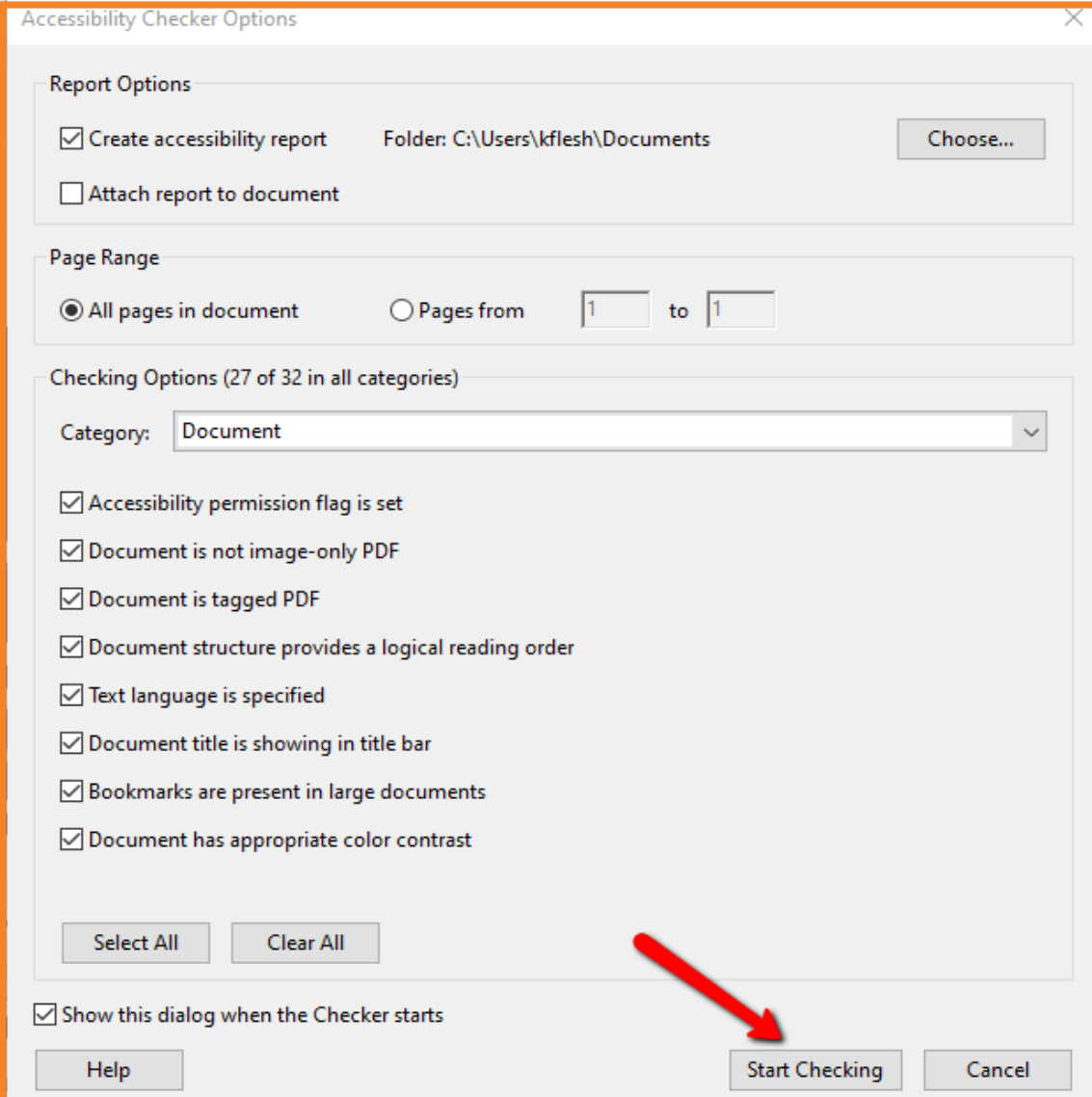


Figure 28

A new menu should now be on screen (Figure 29). Click **Start Checking** indicated by the red arrow.



The image shows a dialog box titled "Accessibility Checker Options". It contains several sections: "Report Options" with checkboxes for "Create accessibility report" (checked) and "Attach report to document" (unchecked), and a "Folder" field set to "C:\Users\kflesh\Documents" with a "Choose..." button. The "Page Range" section has radio buttons for "All pages in document" (selected) and "Pages from" (with input fields for "1" to "1"). The "Checking Options (27 of 32 in all categories)" section has a "Category" dropdown set to "Document" and a list of eight checked options: "Accessibility permission flag is set", "Document is not image-only PDF", "Document is tagged PDF", "Document structure provides a logical reading order", "Text language is specified", "Document title is showing in title bar", "Bookmarks are present in large documents", and "Document has appropriate color contrast". Below this list are "Select All" and "Clear All" buttons. At the bottom, there is a checkbox for "Show this dialog when the Checker starts" (checked), a "Help" button, a "Start Checking" button (indicated by a red arrow), and a "Cancel" button.

Figure 29

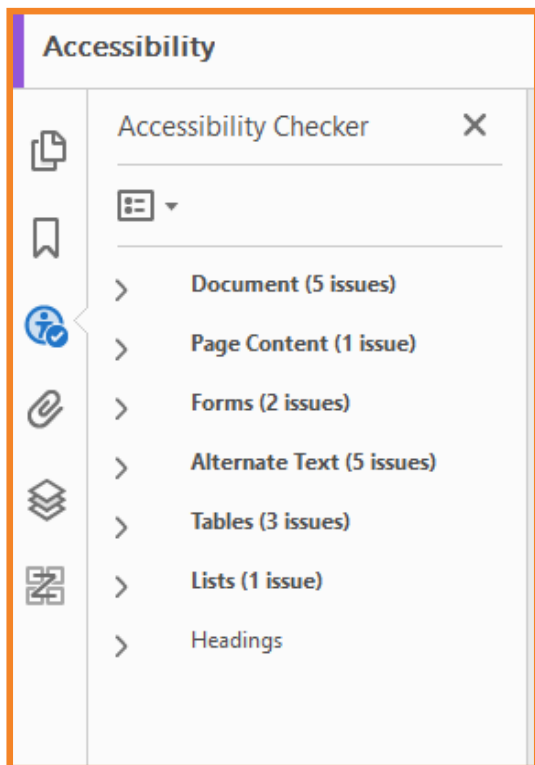


Figure 30

Once you Start Checking, you should see a menu on the left 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 31 with an example of the Document section's issues.

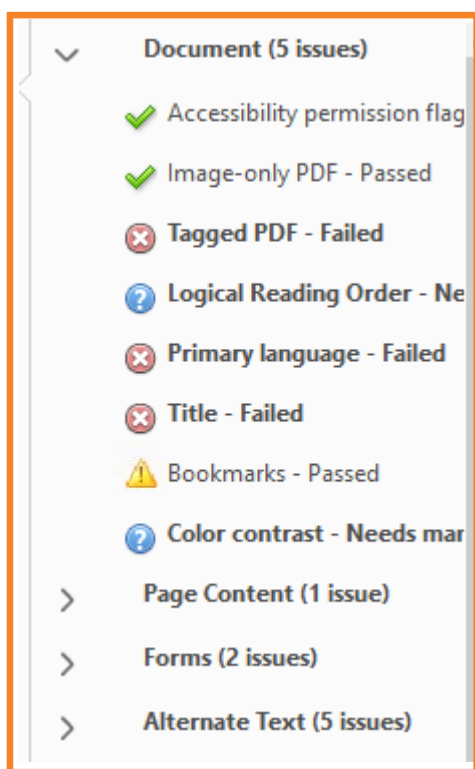


Figure 31

Green check marks are good. Red X's are bad. If you see a Yellow Triangle with an !, please right click on the issue and uncheck Skip Rule. It should now show you the issue that was skipped.



Right click on a red **X** area and you should see a menu like shown in Figure 32. Click on **Fix**. If it does prompt you with another menu, Click **OK**. Continue to do this on each red **X** section. The blue **?** will ask you to Pass/Fail that section. It is better to fix it, rather than just pass a section.

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 33. 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, imagine you are on the phone with someone explaining the picture. 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.

The right arrow indicated by the red circle in Figure 33 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 give it alt text.

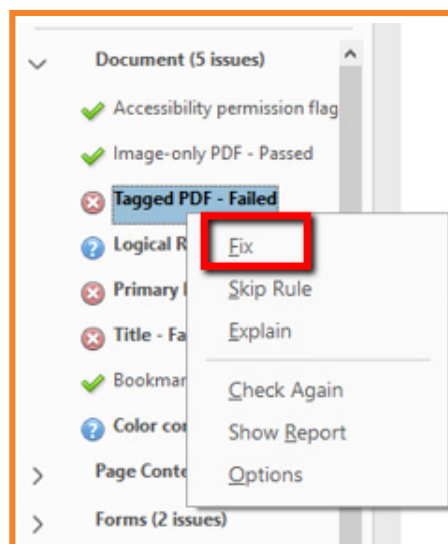


Figure 32

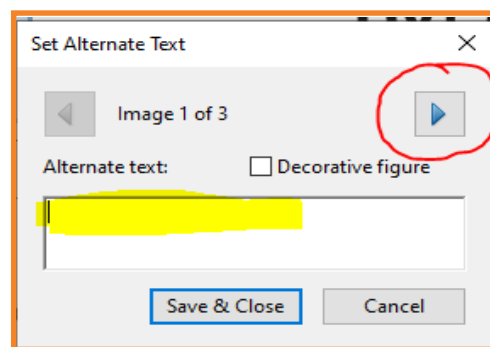


Figure 33

Table summaries are like alternate text for a figure but it is used for a table. When you see a Red X next to the **Table Summary** listing on the Accessibility Checker as shown in Figure 34, you will not be able to fix this issue within this menu. Clicking on the arrow next to **Table Summary** 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. Once you are on a page that contains a table that needs a summary, click on **Reading Order** from the Accessibility menu displayed on the right side of the document as shown in Figure 35. This will create a pop-up window (Figure 36) that you can click and drag to the side of the screen for the moment.

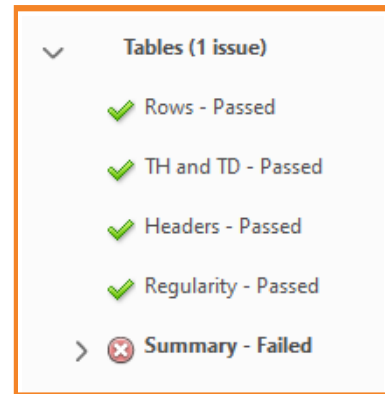


Figure 34

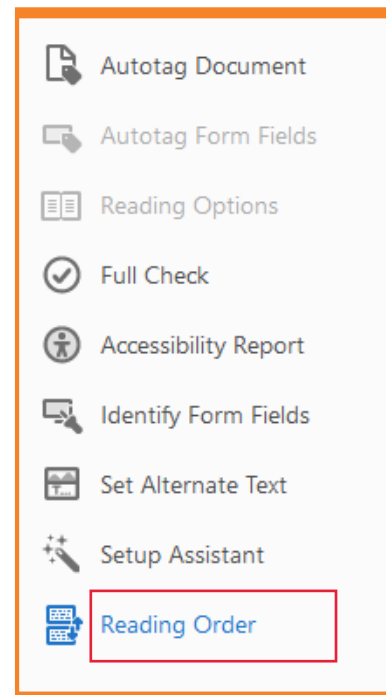


Figure 35

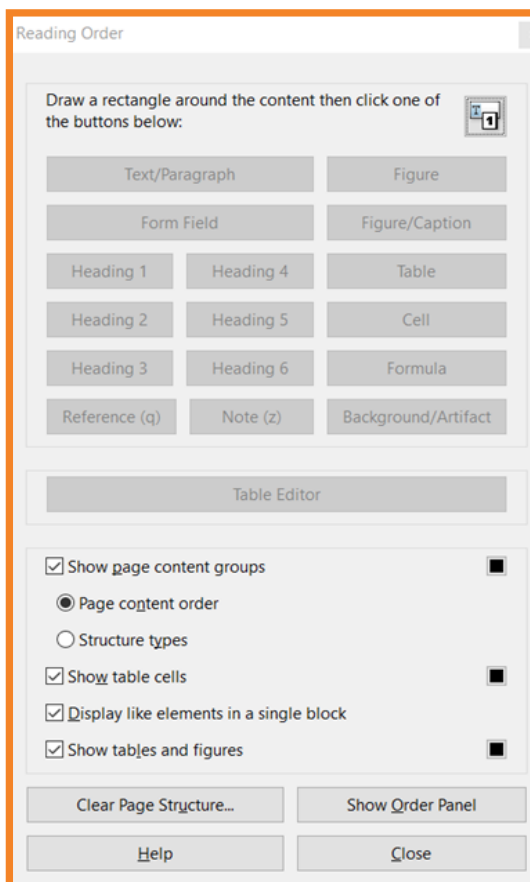


Figure 36

Note the table displayed in the document that is grayed out with a large x across it like the table shown in Figure 37. 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**.

Estimator	Bias	RMSE	Bias	RMSE	Bias	RMSE
y	0.00273	0.01868	0.00170	0.02828	0.00653	0.89146
$\beta_{H-T}$	0.00373	0.02278	0.00504	0.04444	0.01415	1.64901
$\beta_{RRZ1}$	0.00382	0.02267	0.00513	0.04563	0.01424	1.6572
$\beta_{RRZ2}$	0.00394	0.02263	0.00526	0.04722	0.01437	1.6704
$\beta_{RRZ3}$	0.00303	0.02474	0.00434	0.07799	0.01345	1.5981
$\beta_{RRZ4}$	0.00159	0.03621	0.00291	0.03207	0.01202	1.50048
$\beta_{RRZ5}$	0.00161	0.10871	0.00291	0.06935	0.01203	1.23814
$\beta_{RRZ6}$	-0.00267	0.76238	-0.00266	0.60043	0.00774	0.89486
$\beta_{TEL1}$	0.00392	0.02263	0.00157	0.03303	-0.01717	1.22545
$\beta_{TEL2}$	0.00417	0.02264	0.00288	0.03208	-0.02690	1.03877
$\beta_{TEL3}$	0.00518	0.02270	0.01106	0.03479	0.00771	0.89476
$\beta_{TEL1}$	0.00392	0.02263	0.00157	0.03303	-0.01717	1.22545
$\beta_{TEL2}$	0.00417	0.02264	0.00288	0.03208	-0.02690	1.03877
$\beta_{TEL3}$	0.00518	0.02270	0.01106	0.03479	0.00771	0.89476
$\beta_{AEL1}$	0.00290	0.02255	-0.00625	0.03295	-0.03621	1.21907
$\beta_{AEL2}$	0.00316	0.02256	-0.00490	0.03199	-0.04520	1.03576
$\beta_{AEL3}$	0.00415	0.02262	0.00310	0.03454	-0.01079	0.89132
$\beta_{AEL1}$	0.00586	0.02264	0.00113	0.03301	-0.01998	1.22785
$\beta_{AEL2}$	0.00612	0.02265	0.00249	0.03207	-0.02898	1.03777
$\beta_{AEL3n}$	0.00712	0.02271	0.01051	0.03476	0.00548	0.89397

Figure 37

This brings up a box like the one seen in Figure 38 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 38

### 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
- 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 37). 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 39.

Twitter Categories	Key Terms	Frequency
League Hypocrisy	Provocative, Nazis, politics, Streisand effect, backfired	12
Protesting the Protests	Political symbols, Bella Ciao, ejection, walkouts, #AUnitedFront	245

Figure 39

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 40. Click on **Table Cell Properties**. If the table header cell says TD, change it to TH. Creating the TH cells is how you identify the Table Header row.

Twitter Categories	Key Terms
League Hypocrisy	Provocative, Nazis, politics, Streisand effect, backfired
Protesting the Protests	Political symbols, Bella Ciao, ejection, walkouts, #AUnitedFront

Figure 40

There are several videos on YouTube to show you what we describe in this document.

<https://www.youtube.com/watch?v=oLY9kX4qpWM> Purdue University

<https://www.youtube.com/watch?v=rnIX8HrYemE> Adding structure to a table

## 9. LaTeX and Accessibility

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.

Using the Action Wizard is the first step to creating an accessible document.

From the **Tools** menu, select **Action Wizard**. Refer to Figure 41.

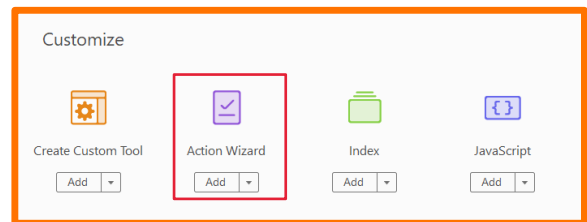


Figure 41

The Actions List menu (Figure 42) will appear on the right-hand side. Select **Make Accessible**.

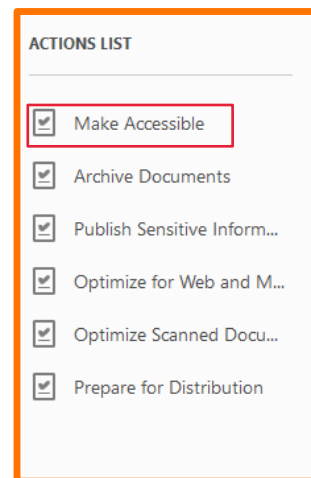


Figure 42

A new menu will appear on the right-hand side  
Click on the **Start** button shown in Figure 43.

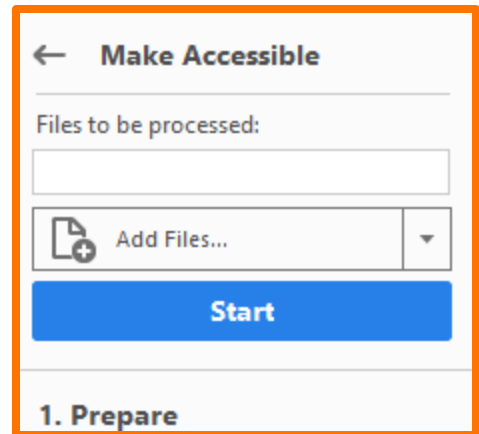


Figure 43

The Description box (Figure 44) will pop up.  
It contains the metadata for the Document  
Properties. If all of the information is filled  
out correctly, select **OK**. If you need to make  
changes to a section, uncheck the box below  
the field, make the changes, then select **OK**.

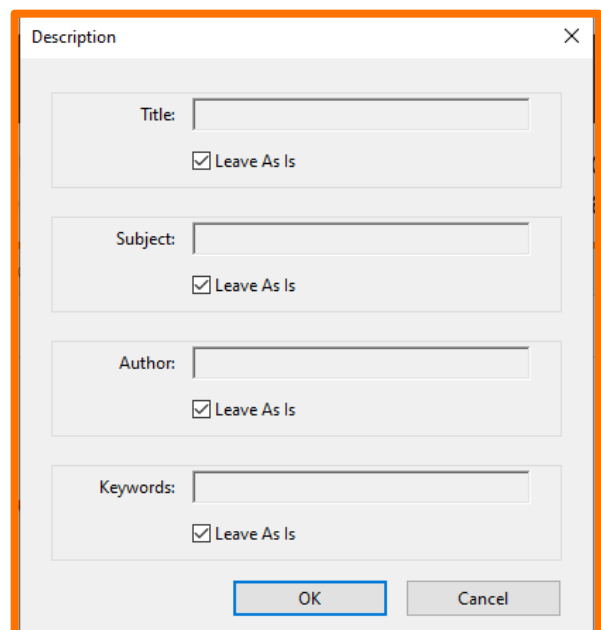


Figure 44

The Recognize Text box (Figure 45) will pop up. If your document is in English, select **OK**. If your manuscript is in another language for fulfillment of a foreign language degree, select that language from the Document Language drop-down menu then click **OK**.

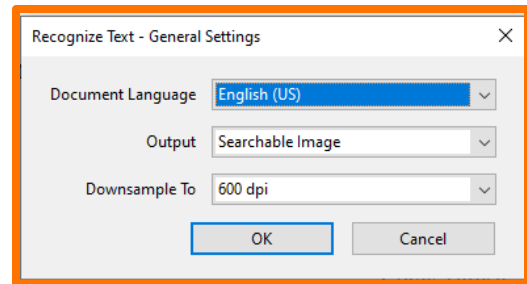


Figure 45

At this point, the program will scan each page to convert it into a searchable document. This step may take some time.

When this is finished, a new box (Figure 46) will pop up asking if your document is a form. Since it is not, select **No, Skip this Step**.

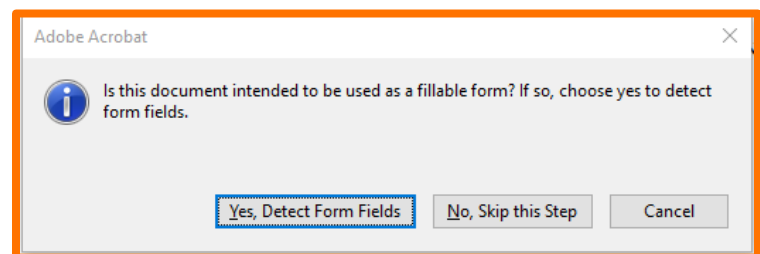


Figure 46

The next box will ask you to Set the Reading Language as seen in Figure 47.

If your document is in English, select **OK**. If your manuscript is in another language for fulfillment of a foreign language degree, select that language from the Document Language drop-down menu then click **OK**.

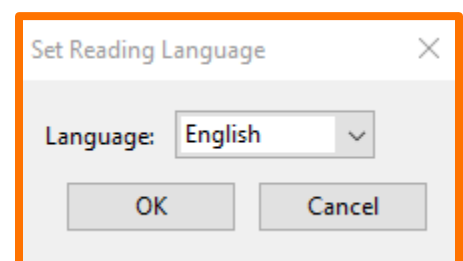


Figure 47

The next box that appears (Figure 48) informs you that it is going to go through and identify figures that do not have alternate text already set.

Click **OK**.

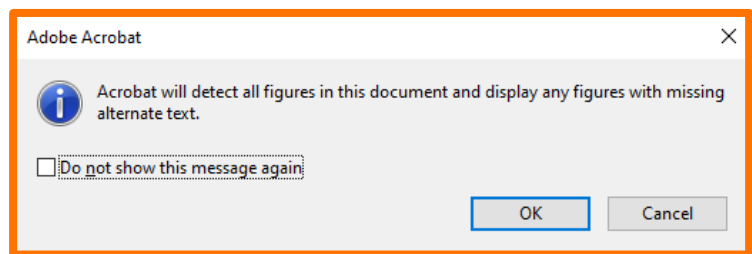


Figure 48

Refer to page 17 of this document for instructions regarding how to add appropriate alternate text to your figures.

After adding all of your alternate text to your figures, Acrobat will then prompt you to perform an Accessibility Check. Refer to page 12 onward of this document for a walk through of the Accessibility Check and how to work through any errors.

You will also need to identify each of your 1st level headings. Refer to the next section on how to assign components of a page.

To fix your equations, please try this link  
<https://demo.wiris.com/mathtype/en/developers.php#mathml-latex>



## 10. Assigning the Reading Order

Screen readers need to be told how to read documents. BGSU requires that your figures, tables, and 1<sup>st</sup> level headings in your PDF are identified as such. While Acrobat may read 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 49), Acrobat recognizes that there are unlabeled elements on a page. You will need to label them manually.

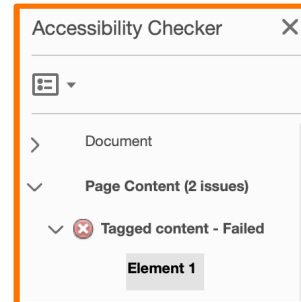


Figure 49

First open the PDF to a page in the document you would like to look at the settings on.

After selecting **Tools > Accessibility**, choose **Reading Order** from the menu that appears on the right-hand side of your document (Figure 50).

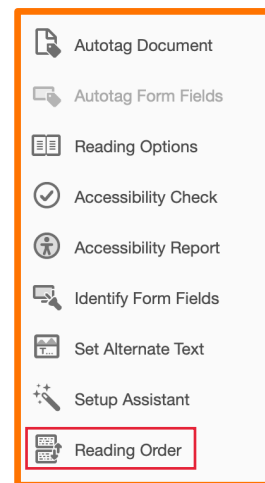


Figure 50

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 51.

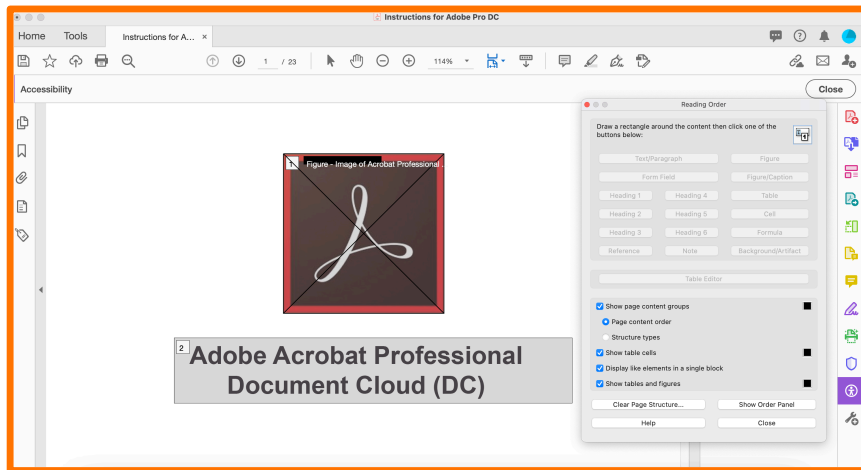


Figure 51

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

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 click, pull the mouse to draw a box around that section of the page.

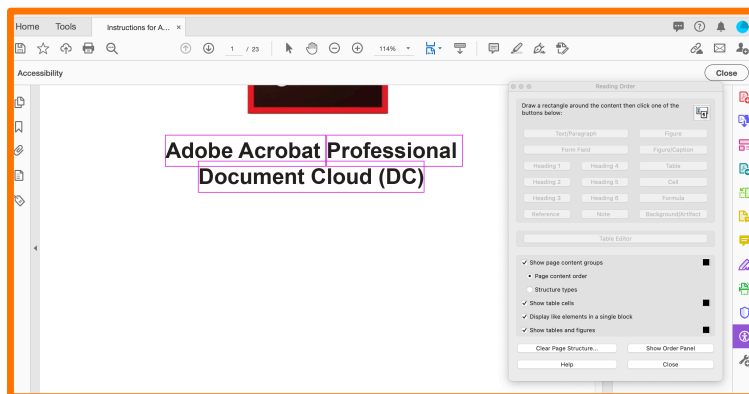


Figure 52

Once you release the mouse, this will put purple boxes around everything that has been selected (Figure 52).

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 pop-up menu, seen in Figure 53.

- **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.
- You should not use the **Cell** option.

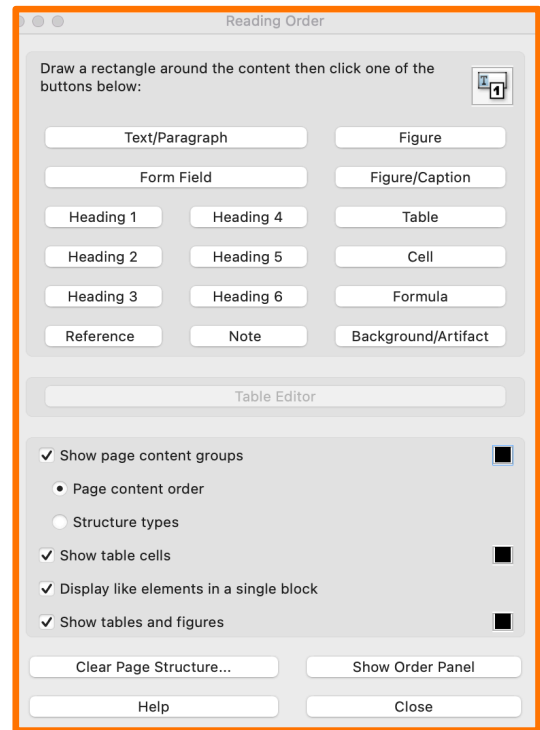


Figure 53

Everything on the page should be identified as one of these items, with the exception of page numbers. They may be left blank or identified as **Background/Artifact**. This is the only time you should select this option.

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**.

## Setting 1<sup>st</sup> 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.

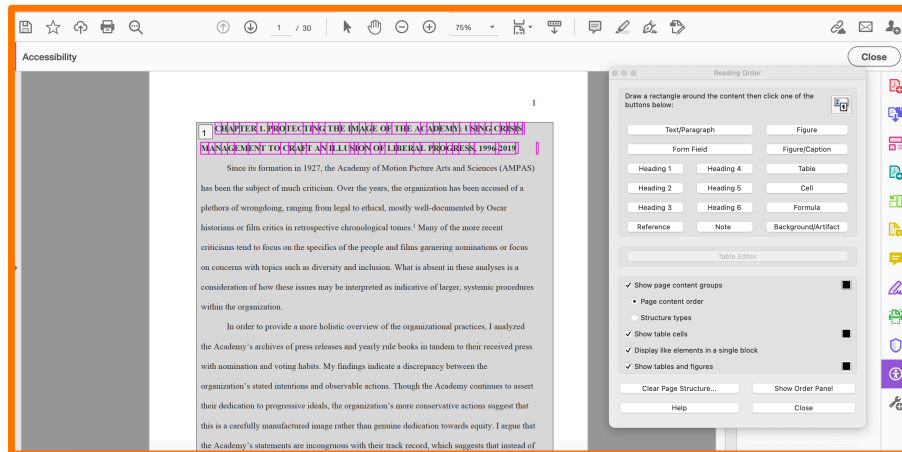


Figure 54

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 boxes (Figure 54).

Click **Heading 1** in the pop-up menu as seen in Figure 55. You can keep the pop-up menu open and scroll to the next page you need to fix.

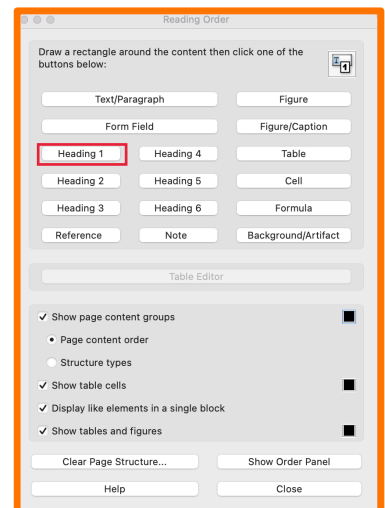


Figure 55

This will put a new box around the text you just identified as a heading, seen in Figure 56.

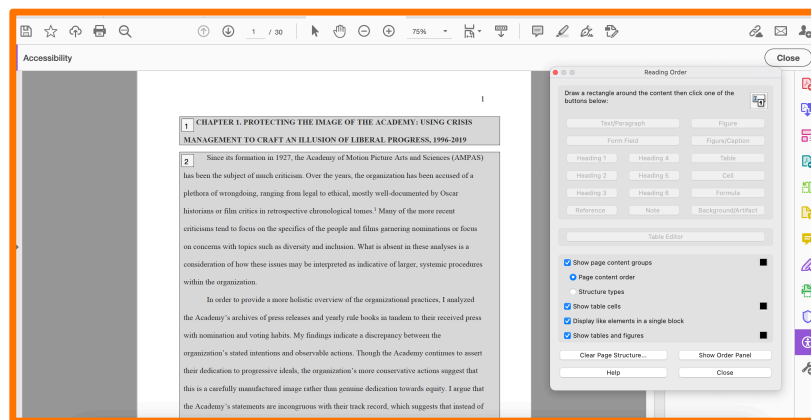


Figure 56

Once you have made sure all 1<sup>st</sup> level headings are labeled properly, select **Close** (Figure 57).

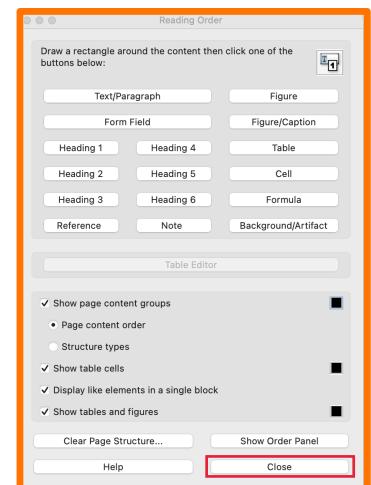


Figure 57

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