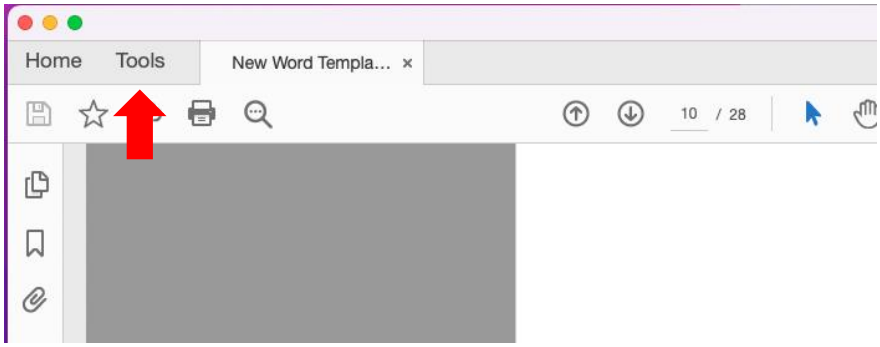
ACROBAT PROFESSIONAL ACCESSIBILITY GUIDE

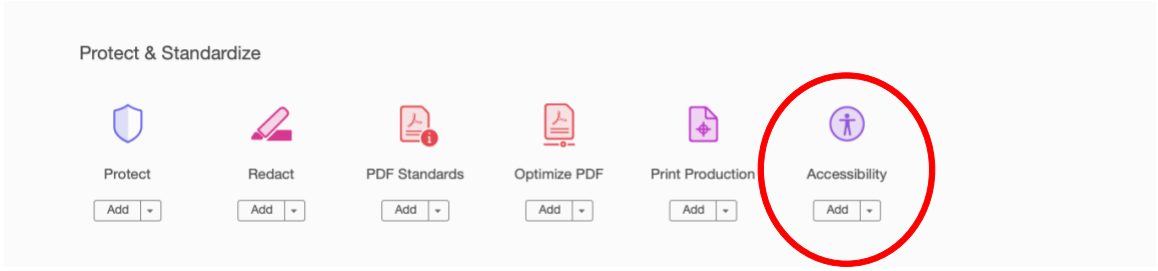
LABELING MAIN HEADINGS AND SUBHEADINGS IN THE READING ORDER

By using the Reading Order options in Acrobat, you identify the parts of your manuscript. This helps in assuring proper formatting for all scenarios. Importantly, it also is key to providing labels that can be used by screenreaders to properly interpret the parts of your document. You should identify the main headings and each subheading as distinct from the rest of your text. This guide will help you through this process. Know that if you are working from Microsoft Word, our template already has the styles set up for you, eliminating some of the excess work. We strongly suggest using it to format your manuscript properly. Please see the Microsoft Word Accessibility Guide for instructions for labeling main headings and subheadings in Word. If you follow those steps, you do not need to repeat the process in Acrobat. This step is only necessary for documents that were not labeled in Word.

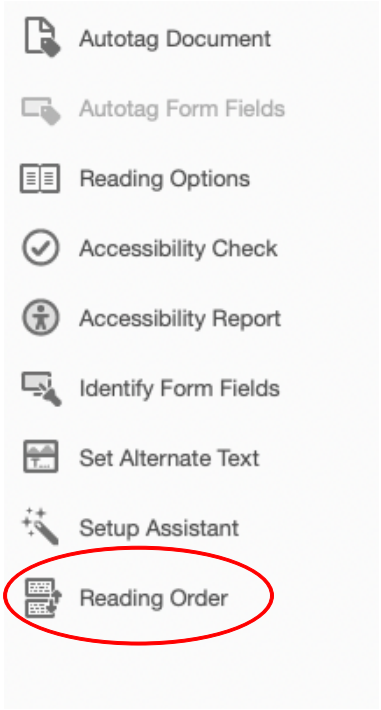
Begin by clicking the Tools tab at the top of the page. You can see its location marked with a red arrow below.



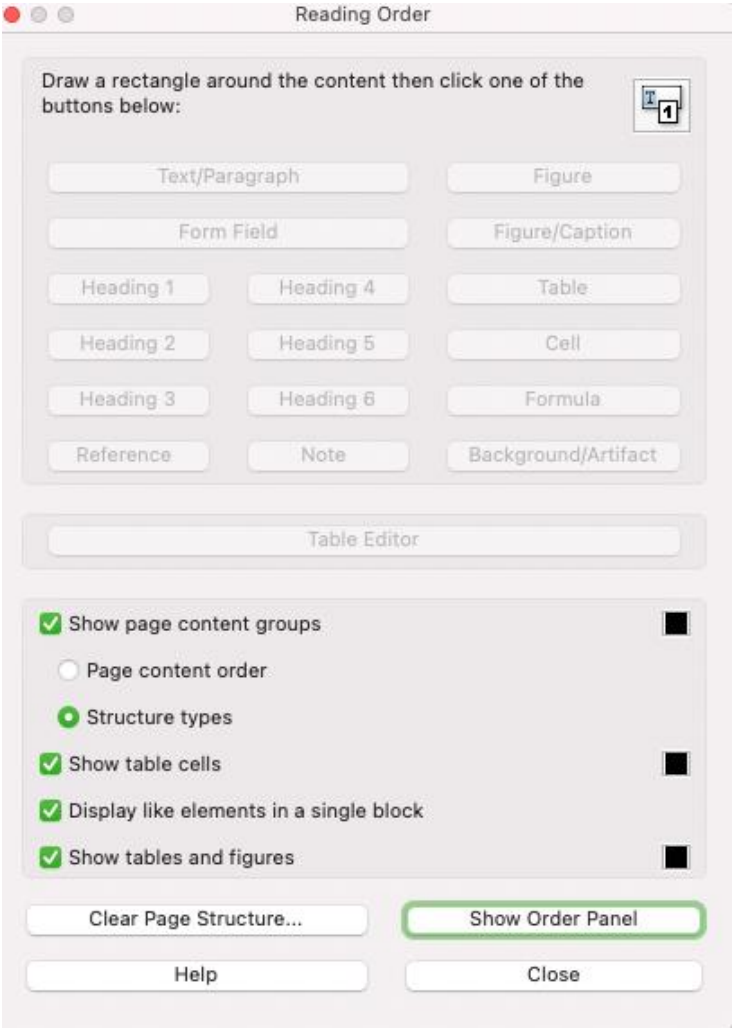
From there, scroll down until you see the Accessibility option. Click this icon (circled below).



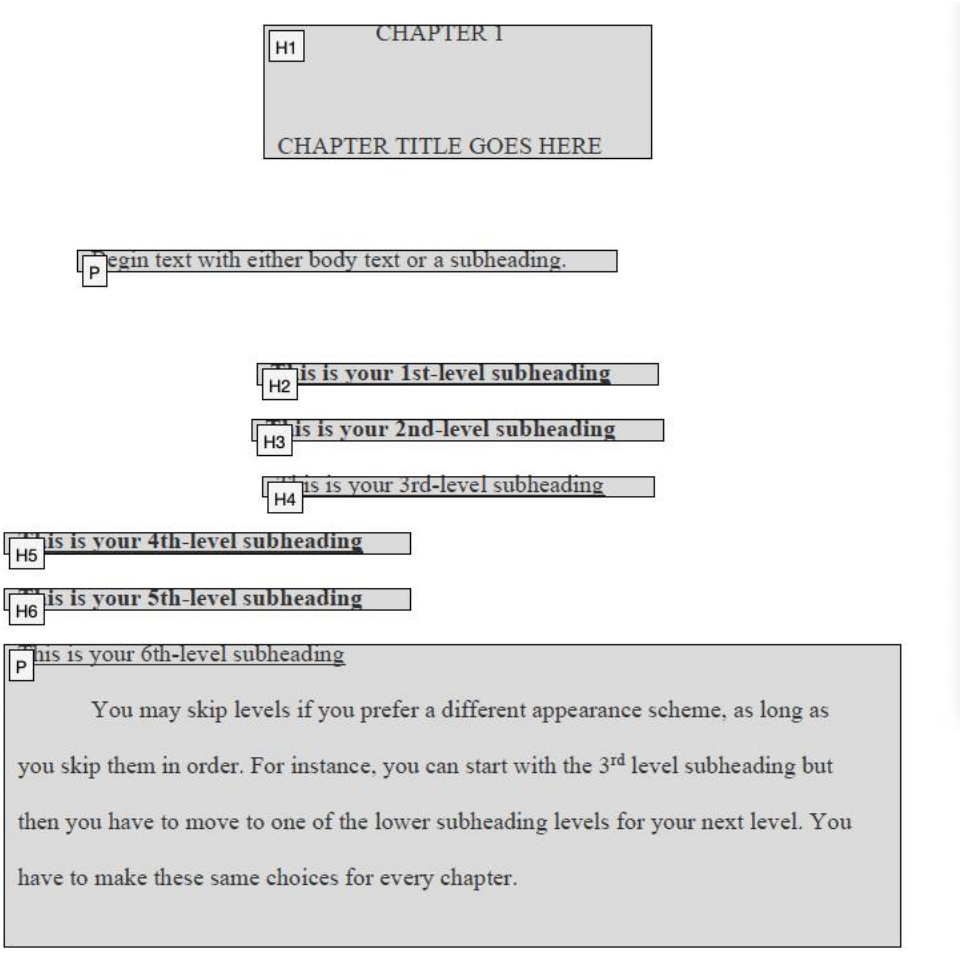
This brings up the accessibility options of the left side of your screen. Click on Reading Order (circled below).



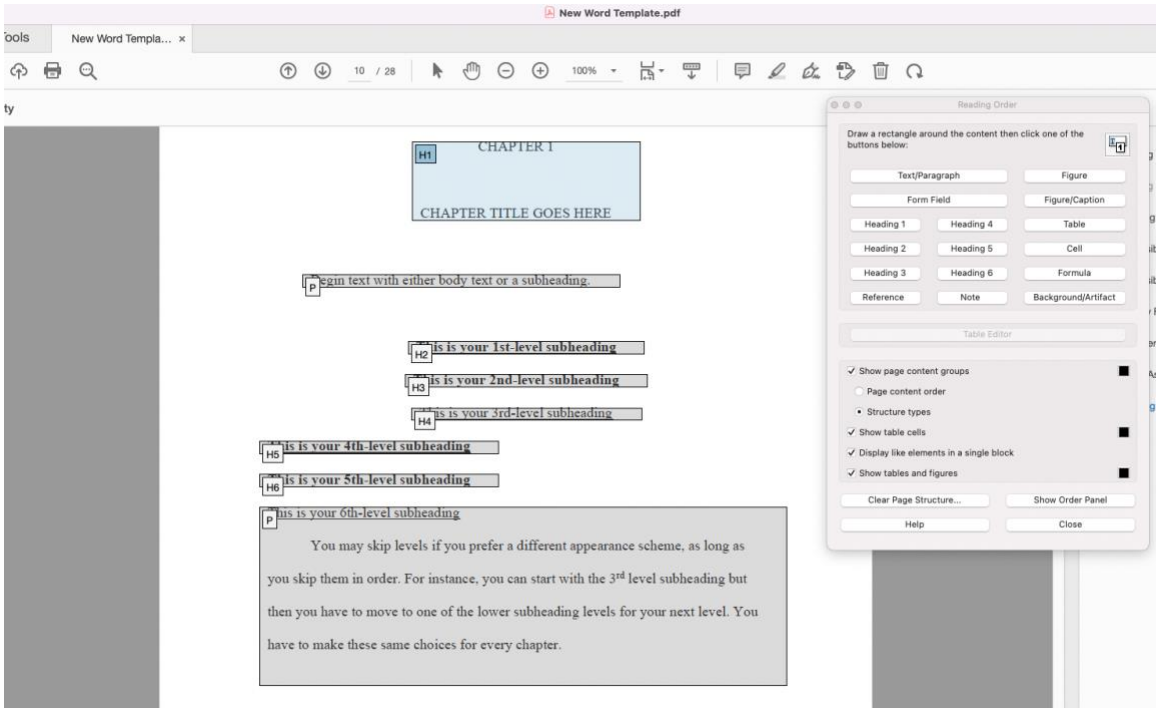
This brings up the pop-up box seen below. You can drag and move this box around your screen as necessary. Even though the text is grayed out, you can see the options you have for labeling text. We are concerned with main headings (labeled as Heading 1), and subheadings (labeled as Headings 2-6). If you have more than five levels of subheadings, the rest will be labeled as text. Figures and tables should also be labeled; those will be discussed in more depth in a subsequent section. Everything that is not one of these options should be labeled as Text/Paragraph for our purposes.



Here is an example of what a page that is appropriately labeled will look like. H1 for the main heading, P for paragraph text, H2 for a 1st level subheading, H3 for a 2nd level subheading, H4 for a 3rd level subheading, H5 for a 4th level subheading, H6 for a 5th level subheading, and P for 6th level subheadings and beyond.



If you need to label something in your document, first move the pop up box out of the way. Then, click and drag forming a box of the text you wish to label. You can see that the main heading on this page is being selected.



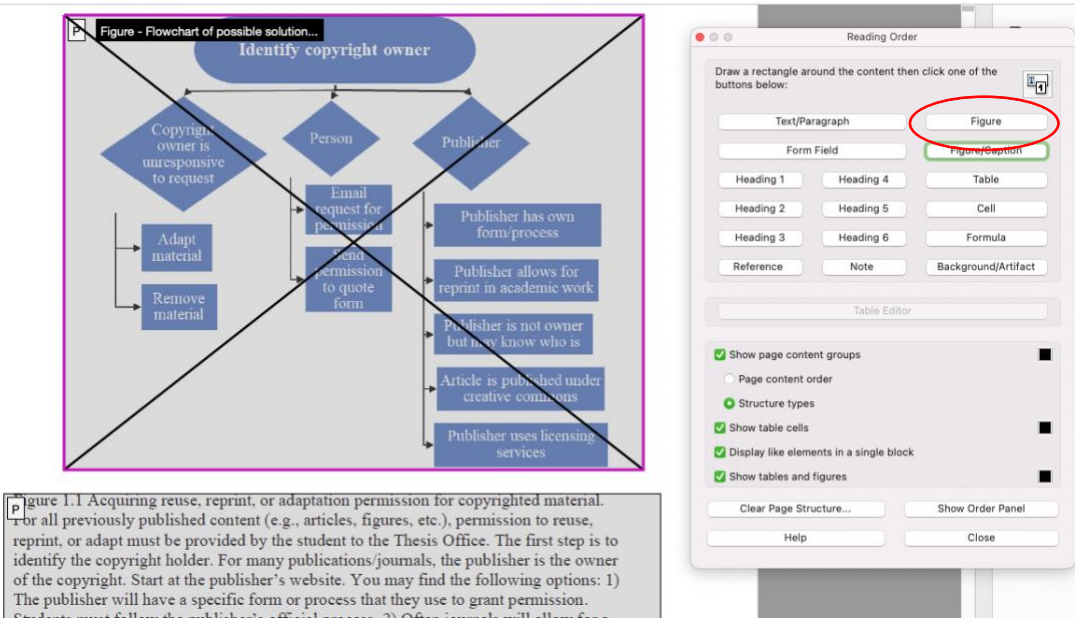
The formerly grayed out text now becomes selectable options. Choose the appropriate label and click it. In this example, H1 was chosen. The highlighted text may look like this with pink boxes around each letter or it may surround each line. Either way is acceptable.

Continue labeling the parts of your document until you are satisfied that you have properly identified all main headings and subheadings.

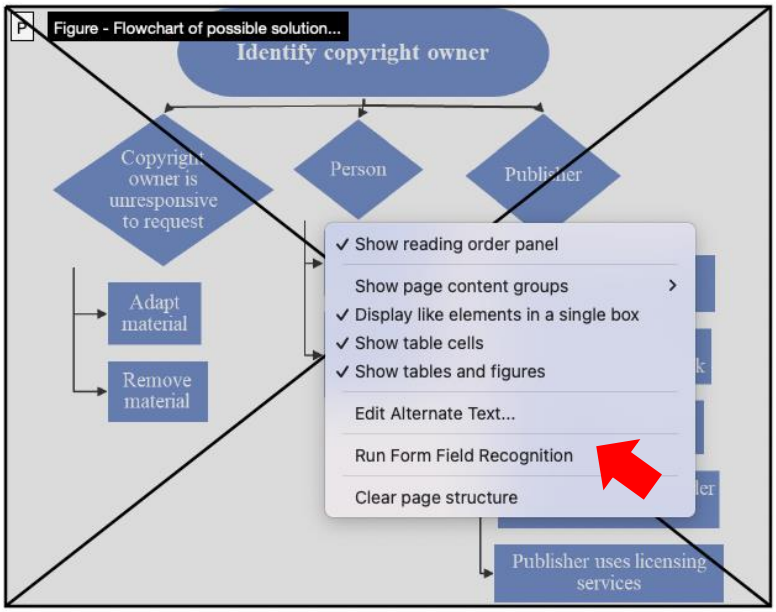
LABELING FIGURES AND TABLES AND PROVIDING ALTERNATE TEXT

You will also need to identify your figures and tables using the Reading Order options if you did not label them in Microsoft Word. Follow the steps in the previous section to pull up the Reading Order pop up box. You also need to add alternate text to your figures and tables if you did not do so in Microsoft Word.

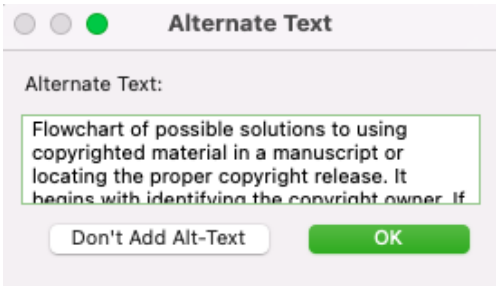
If you have a figure that is not labeled as a figure, click and draw a box around the figure. Select Figure from the Reading Order menu (circled below). This will place a large X across the figure. The caption should be labeled Text/Paragraph, not Figure Caption. The Figure Caption option is more advanced than our current needs and requires additional steps in Acrobat. You can also see that this figure already has alternate text added. It is the words you see displayed in the black text box over the figure.



If you need to add alternate text, right click on the figure. From the menu that is now displayed, select Edit Alternate Text. The red arrow is pointing at the Edit Alternate Text option



This will bring up a pop up box for you to enter your alternate text. Type your description in the box and click OK when you are finished.



If you need to label a table, click and drag to draw a box around the table. Label the table itself as Table. This places an X over the table. The table title and any notes at the bottom should be labeled Text/Paragraph. The Cell option is more advanced than our current needs; do not label individual cells. Note that you can also tell that this table has already had alternate text added. It is the words you see displayed in the black text box over the table.

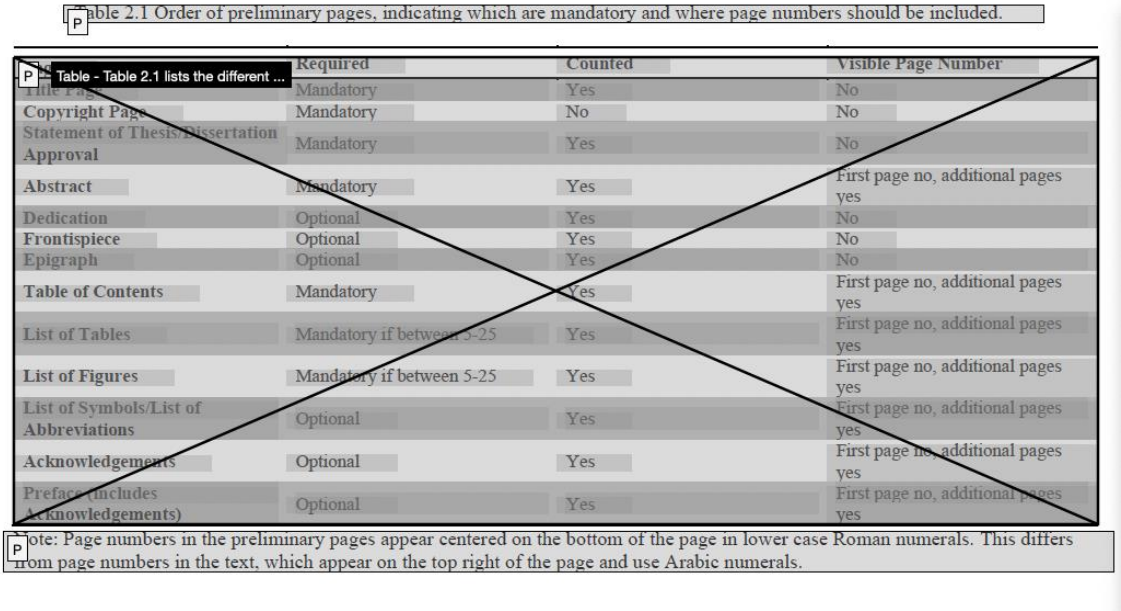
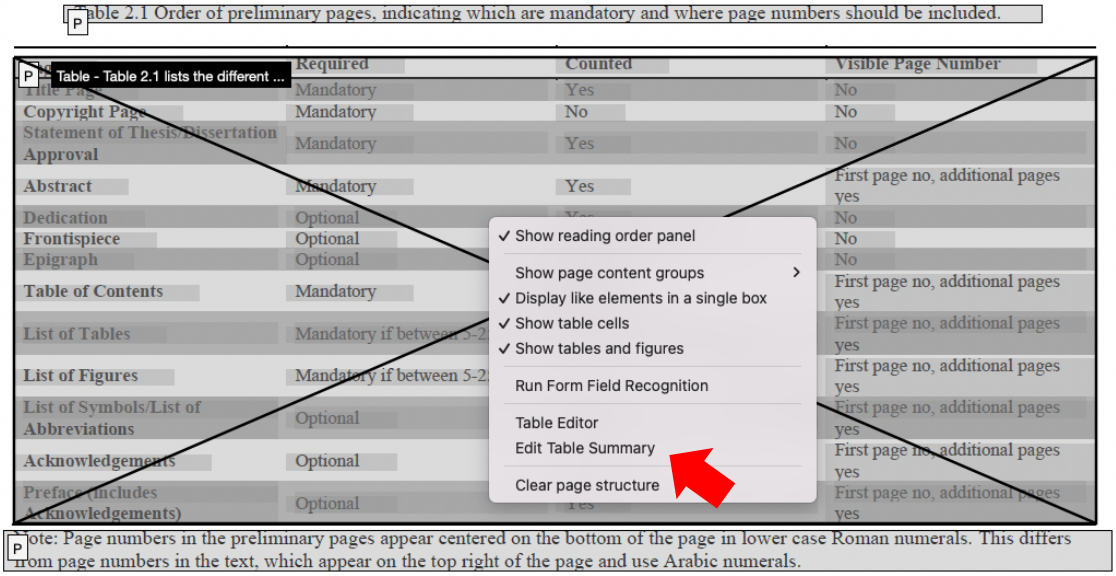


Table 2.1 Order of preliminary pages, indicating which are mandatory and where page numbers should be included.

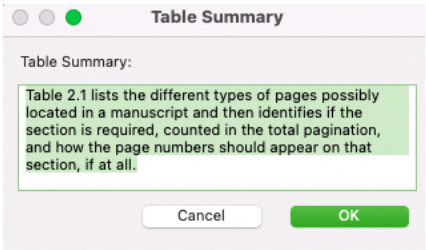
	Required	Counted	Visible Page Number
Copyright Page	Mandatory	No	No
Statement of Thesis/Dissertation Approval	Mandatory	Yes	No
Abstract	Mandatory	Yes	First page no, additional pages yes
Dedication	Optional	Yes	No
Frontispiece	Optional	Yes	No
Epigraph	Optional	Yes	No
Table of Contents	Mandatory	Yes	First page no, additional pages yes
List of Tables	Mandatory if between 5-25	Yes	First page no, additional pages yes
List of Figures	Mandatory if between 5-25	Yes	First page no, additional pages yes
List of Symbols/List of Abbreviations	Optional	Yes	First page no, additional pages yes
Acknowledgements	Optional	Yes	First page no, additional pages yes
Preface (includes Acknowledgements)	Optional	Yes	First page no, additional pages yes

Note: Page numbers in the preliminary pages appear centered on the bottom of the page in lower case Roman numerals. This differs from page numbers in the text, which appear on the top right of the page and use Arabic numerals.

If you need to add alternate text, right click on the table. From the menu that is now displayed, select Edit Table Summary (shown by the red arrow).



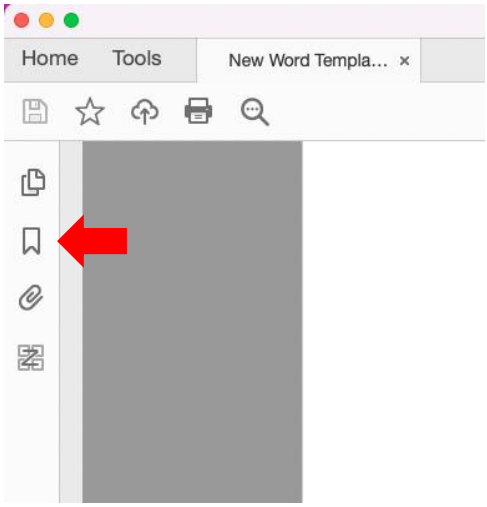
This will bring up a pop up box for you to enter your alternate text. Type your description in the box and click OK when you are finished.



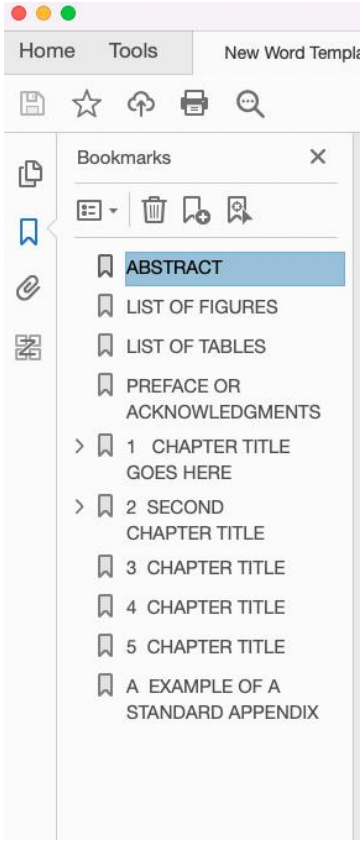
ADDING BOOKMARKS

Main headings and subheadings should be made into clickable links. If you used the Styles pane to label your main headings and subheadings in Microsoft Word, the bookmarks should be automatically created. If you used our template, you may opt to add in a bookmark for the Table of Contents; the rest of the bookmarks should have been automatically created. If you do not have bookmarks or you are missing some, follow these steps to add them to the PDF.

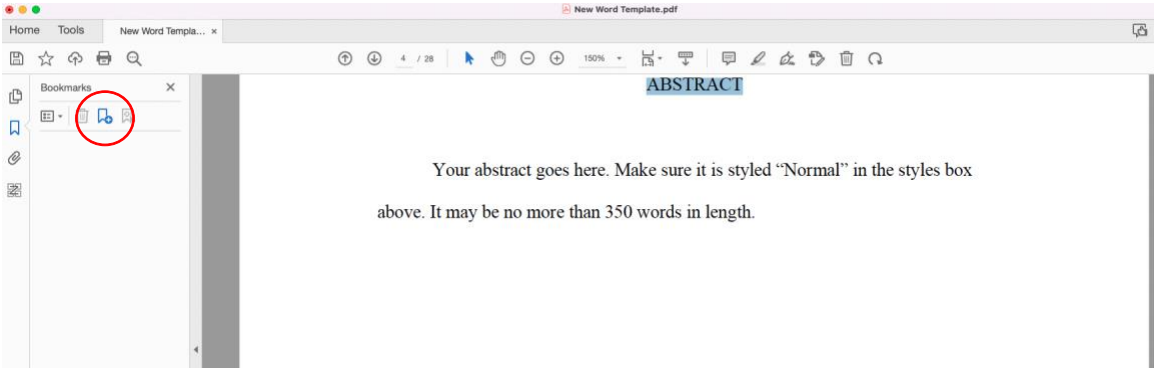
Access the bookmarks option by clicking the ribbon icon on the left side of your PDF. The red arrow below is pointing at the ribbon icon.



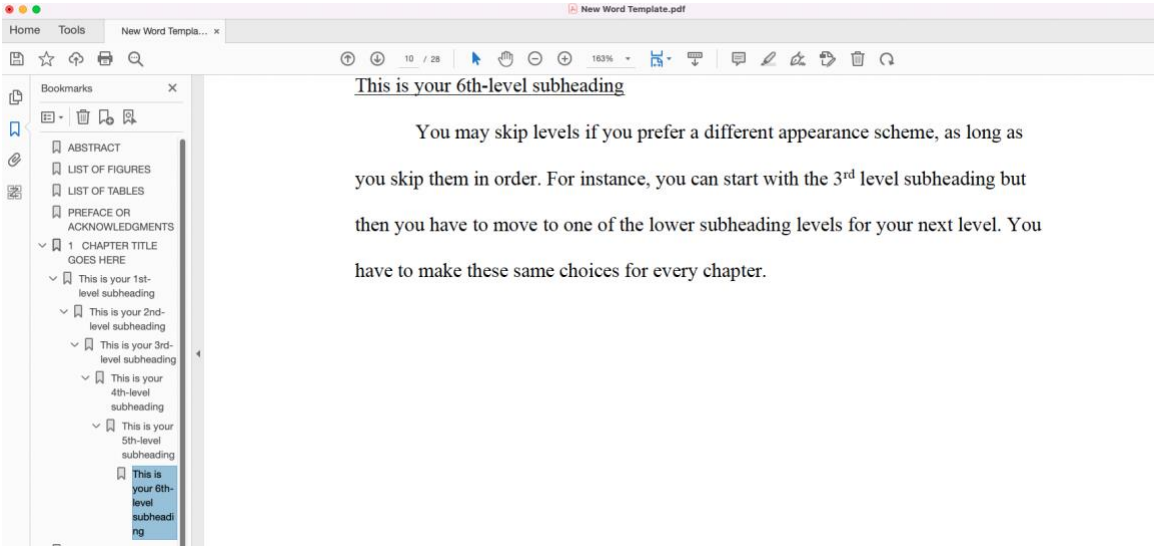
If you have no bookmarks, the space that shows up will be blank. If you have existing bookmarks, you will see them here. Notice that bookmarks are nested. The main headings display in the outermost layer. Any subheadings go beneath the main heading. This repeats for each level of subheading. You can see here that Chapters 1 and 2 have nested subheadings by the > image next to the bookmark. Clicking on > will bring up the bookmarks beneath the main heading.



If you need to add a bookmark, position your page to the spot you'd like to add the link to. In this example, the main heading ABSTRACT needs to be added. The heading is positioned at the top of the screen. This is the exact spot readers will be taken to when they click the bookmark ABSTRACT. When you have moved the page to the desired spot, click on the icon of the ribbon with a plus symbol (circled below). This adds the bookmark. You can type the title into the text box that appears. Another method is to highlight the text (as seen in the example) before clicking the icon to add a bookmark. This will copy the text automatically. **Important:** Make sure you hit return and are no longer in the bookmark text box before you begin scrolling through the text again. This may result in the bookmark being added to the incorrect spot.



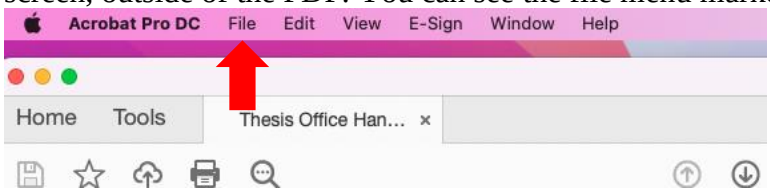
You can see in this example the nesting of several layers of subheadings. If you need to nest a subheading, click and hold onto the bookmark. Drag it to show it positioned beneath the desired main heading/subheading.



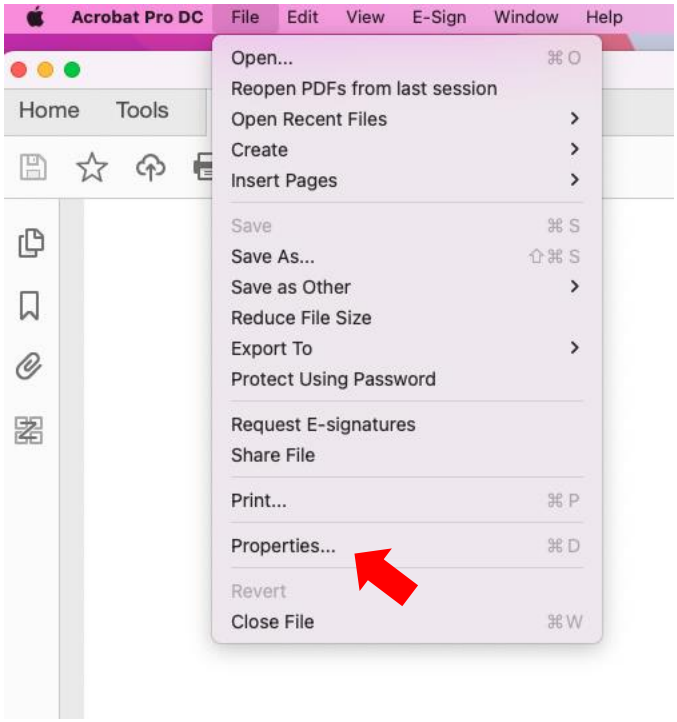
FILLING OUT THE DOCUMENT PROPERTIES

The document properties are metadata that helps to properly classify your manuscript. Follow these steps to add this information to your PDF.

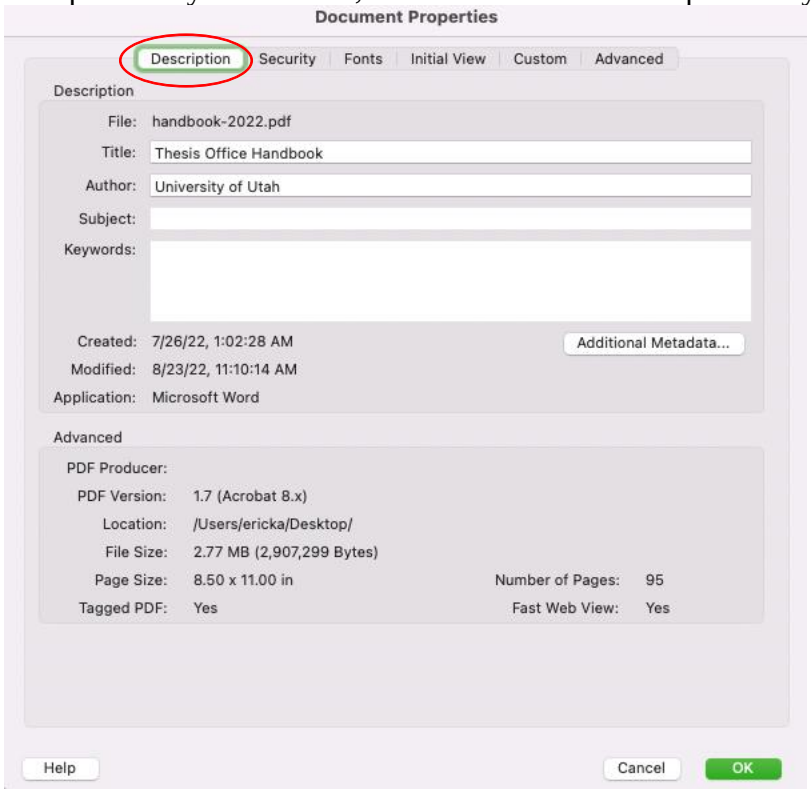
Begin by choosing the File menu. This is located in the menu bar at the top of your screen, outside of the PDF. You can see the file menu marked by the red arrow below.



Choose Properties from the File menu options. This option is marked by the red arrow below.



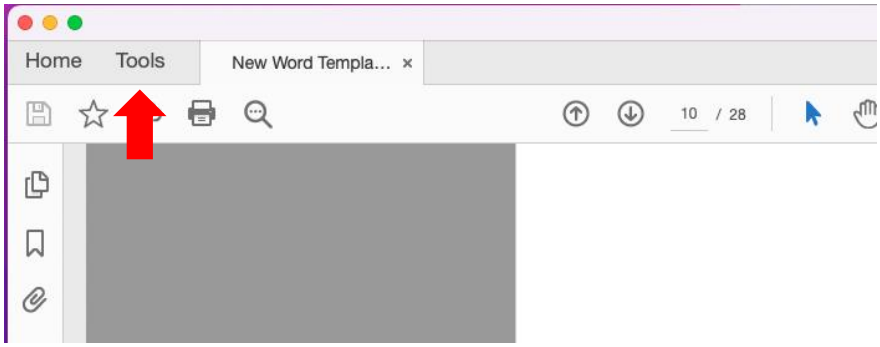
Make sure you are on the Description tab at the top of the screen. If you are on another tab, click Description to get to the form fields you need to fill out. The Description tab is circled below. Here, fill out the Title, Author, and Subject fields. In the title field, type the exact name of your manuscript. In the Author field, type your full name as it appears on your title page. In the subject field, type in the degree you are receiving. For most students, this will be the name of your department. If you degree is different from your department, type the degree name as it appears on your title page after the word "in." The Keywords field is optional. If you would like to fill out the Keywords, type in searchable words and terms you would like to be associated with your manuscript. Keywords should be separated by semicolons; *do not* use commas to separate keywords.



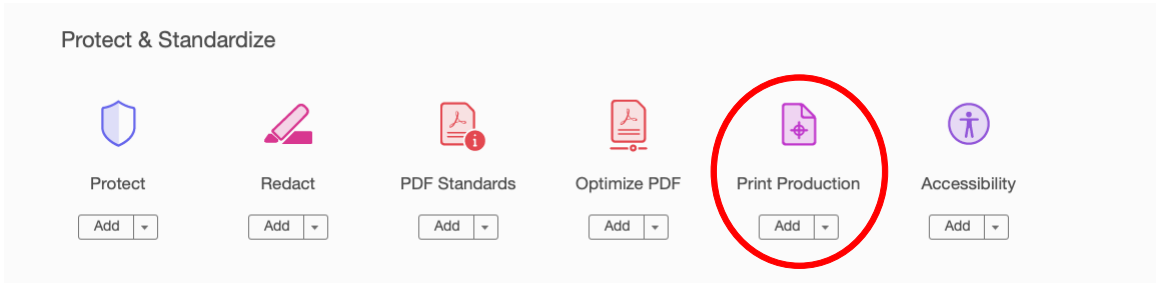
EMBEDDING THE FONTS

Embedding the fonts is essential for preserving the formatting of your manuscript. This makes it so that readers with different programs on different devices will see your manuscript exactly as you intended. All manuscripts should have the fonts embedded prior to uploading to ProQuest.

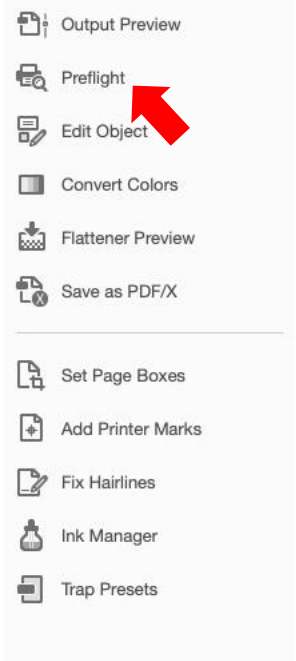
Begin by clicking the Tools tab at the top of the page. You can see its location marked with a red arrow below.



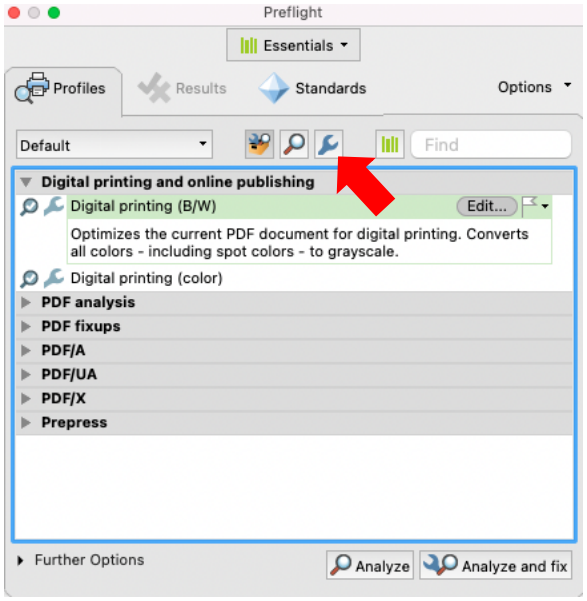
From there, scroll down until you see the Print Production option. Click this icon (circled below).



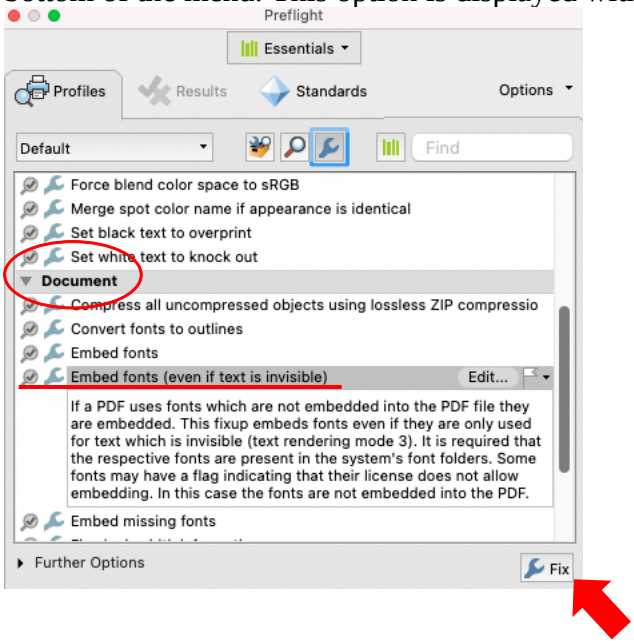
A menu will now be displayed on the right side of the PDF. From this menu, click on the Preflight option, as shown by the red arrow.



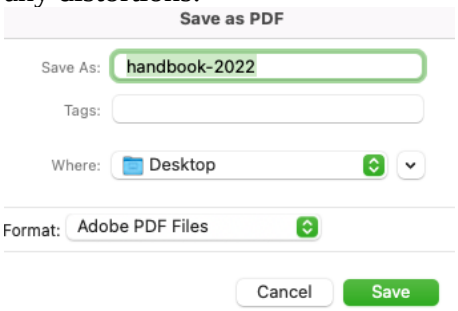
A new menu will pop up on the screen. Click on the small wrench icon indicated by the red arrow below.



The options in this menu are separated by categories. In the Document category (circled below), select the option to Embed fonts (even if text is invisible). To do so, simply click on the line with this text (underlined below). It will bring up a larger description of what this accomplishes. When you have selected this option, click the wrench/Fix button at the bottom of the menu. This option is displayed with a red arrow below.



This prompts you to save a new version of your PDF. Saving the file as a different name allows you to make additional edits if the embedding process alters some of the fonts. Type the name you would like for the file and then click Save. In most ordinary circumstances, this will not be the case. If your manuscript contains a lot of symbols, it is wise for you to review the PDF after you have finished embedding the fonts to check for any distortions.



After saving the file, the embedding process will begin. You will see a pop up box that tracks the embedding. You will see the program working its way through all of the pages. When it is finished, the pop up box will convert to a summary of the embedding. At this point, you can close out of the box. The embedding is complete. If you make any changes directly to the PDF afterward, you will need to repeat this process. Embedding the fonts should be the last step you take to prepare your manuscript.