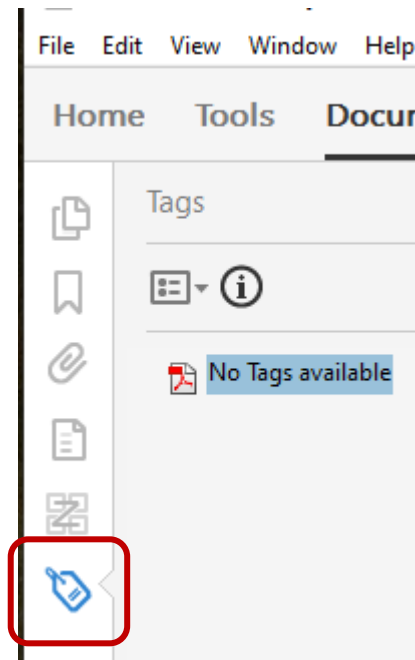
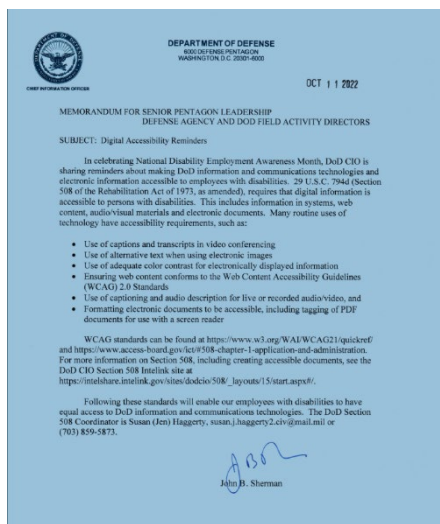


# Creating Accessible PDFs from Scanned Documents

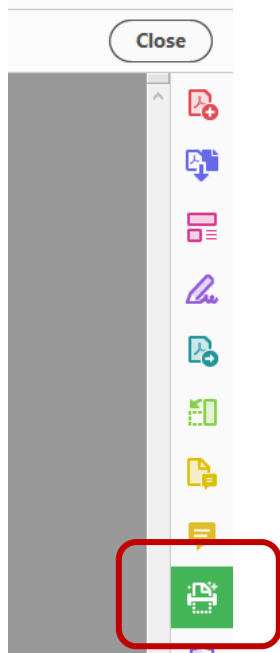
## 1. Determine if the document is scanned



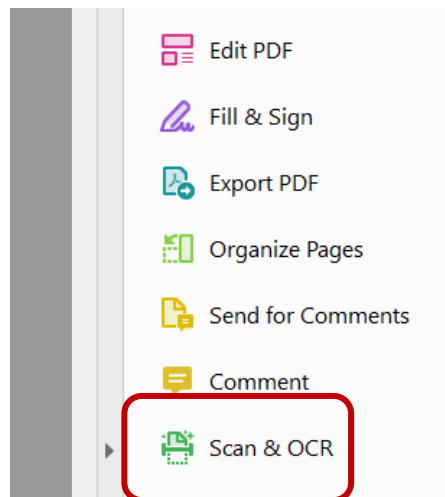
Click anywhere in the document and try dragging your cursor over some text to select it. If the whole document highlights blue and you can't select text, the document is a scanned image.

You can also select the Tags icon from the tools on the left to see if the document is tagged. If "No Tags available" is displayed, the document will be seen as blank by screen reader software and need to have OCR performed.

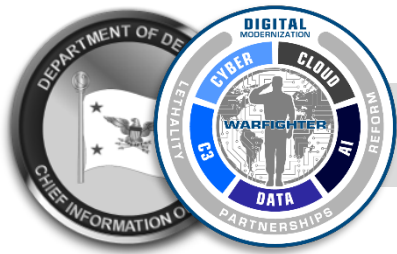
## 2. Open Scan & OCR tools by selecting the Scan & OCR icon from the tools on the right



Acrobat Pro



Acrobat Pro DC



# Running Text Recognition

## 3. Select In This File from the Recognize Text Dropdown

1 / 1 | [Navigation icons] | 72.1% | [Zoom icons] | [Tools icons]

Insert ▾ Enhance ▾ **AA Recognize Text ▾** 012 Bates Numbering ▾ | [Tools icons]

- In This File**
- In Multiple Files...
- Correct Recognized Text

DEPARTMENT OF DEFENSE  
CHIEF INFORMATION OFFICER

OCT 11 2022

MEMORANDUM FOR SENIOR PENTAGON LEADERSHIP  
DEFENSE AGENCY AND DOD FIELD ACTIVITY DIRECTORS

## 4. Click the Recognize Text button

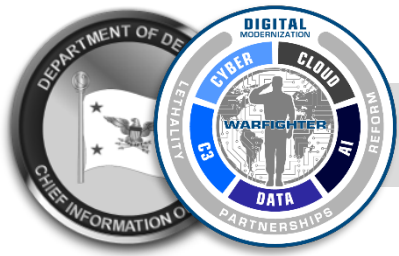
/ 1 | [Navigation icons] | 68.2% | [Zoom icons] | [Tools icons]

rt ▾ Enhance ▾ **AA Recognize Text ▾** 012 Bates Numbering ▾ | [Tools icons]

t Page ▾ Language English (US) ▾ Settings | **Recognize Text**

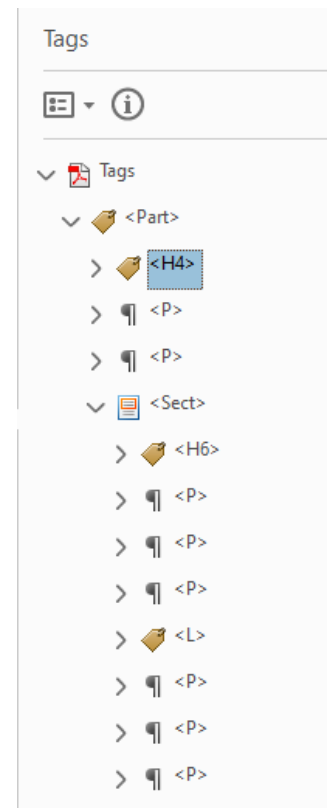
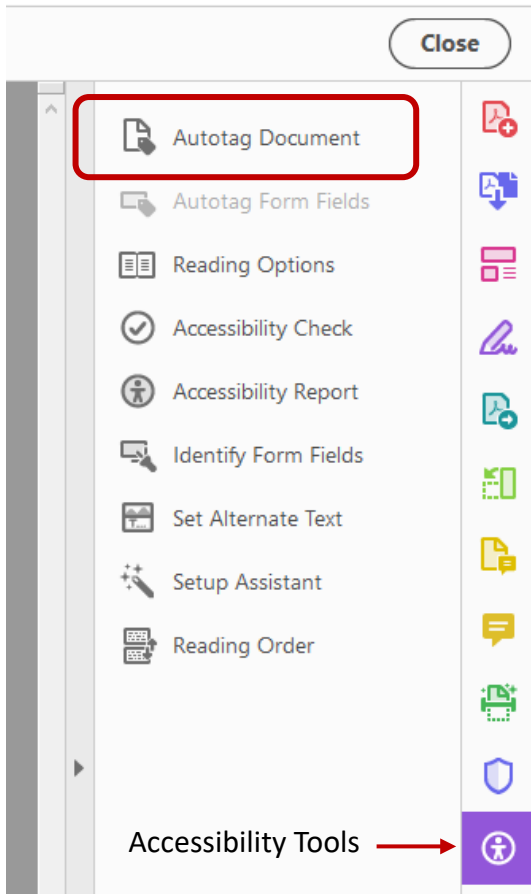
DEPARTMENT OF DEFENSE  
6000 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-6000

OCT 11 2022

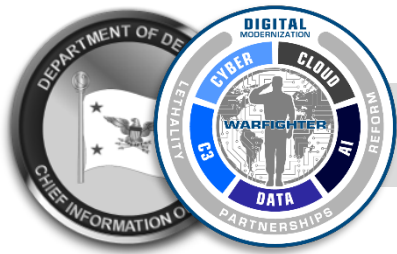


## Autotag the Document

5. Open the Accessibility Tools on the right and select Autotag Document



6. Check the Tags pane again to make sure tags have been added to the Tags tree



## Correcting Tags

### 7. Correct any tags that are not representative of their content

When you click a tag, the content contained in that tag will be highlighted on the page. Clicking the tag again will make it editable. Edit the tag by using the Backspace key to delete the content between the brackets and type in the correct tag. A list of common tags are below. Note: Tags are case sensitive.

Tags

- <Part>
- <H4>
- <P>
- <P>
- <Sect>
- <H6>
- <P>
- <P>
- <P>
- <L>
- <P>
- <P>
- <P>

Tags

- <Part>
- <P>
- <P>
- <P>
- <Sect>
- <P>
- <H1>
- <P>
- <P>
- <L>
- <P>
- <P>
- <P>

Incorrect

Correct

**Artifact**> Hides the element from AT

**<Part>** Defines a large division of a document

**<Sect>** A section of the document

**<P>** Paragraph

**<H1>** Heading 1 – The title of the document

**<H2>** Heading 2 – Section header

**<H3>** Heading 3

**<H4>** Heading 4

**<H5>** Heading 5

**<H6>** Heading 6

**<Figure>** Image/graphic

**<Link>** Hyperlink

**<L>** List

**<LI>** List item

**<Lbl>** List Label – bullet or number

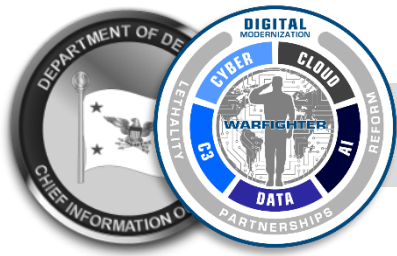
**<LBody>** List body

**<Table>** Table

**<TR>** Table Row

**<TH>** Table Header Cell

**<TD>** Table Data Cell



# Correcting the Document Properties

## 8. Correct the Document Properties

On the Description tab, fill in the title of the document (not the file name) and author (typically the agency)

Document Properties

Description Security Fonts Initial View Custom Advanced

Description

File: C:\signed\_National Disability Employment Awareness Month\_0050\_20.pdf

Title: National Disability Employment Awareness Month

Author: Department of Defense Chief Information Office

Subject: Signed memo for National Disability Employment Awareness Month

Keywords:

Created:

Modified: 10/11/2022 8:33:56 AM

Application:

Advanced

PDF Producer: Adobe Acrobat Pro (32-bit) 22 Paper Capture Plug-in

PDF Version: 1.4 (Acrobat 5.x)

Location: C:\Users\AndersML07\AppData\Local\Microsoft\Windows\INetCache\Cor

File Size: 534.70 KB (547,534 Bytes)

Page Size: 8.42 x 10.92 in Number of Pages: 1

Tagged PDF: Yes Fast Web View: Yes

On the Initial View tab, in the Windows Options change Show: to Document Title

Document Properties

Description Security Fonts Initial View Custom Advanced

Layout and Magnification

Navigation tab: Page Only

Page layout: Default

Magnification: Default

Open to page: 1 of 1

Window Options

Resize window to initial page

Center window on screen

Open in Full Screen mode

Show: File Name

File Name

Document Title

User Interface

Hide menu bar

Hide tool bars

Hide window controls

On the Advanced tab, ensure a Language is selected under Reading Options

Document Properties

Description Security Fonts Initial View Custom Advanced

PDF Settings

Base URL:

Search Index:

Trapped: Unknown

Print Dialog Presets

Page Scaling: Default

DuplexMode: Simplex

Paper Source by Page Size:

Print Page Range:

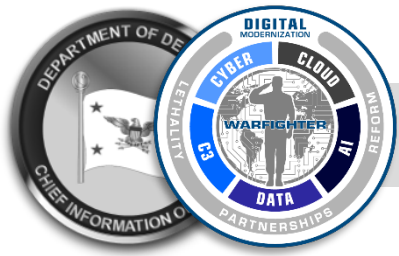
Number of Copies: Default

Reading Options

Binding: Left Edge

Language: English

Protected Mode: On



## Running the Accessibility Checker

9. From the Edit menu choose Preferences... and enter your Name, Title, Organization Name, and Email Address in the Identity section. You only need to complete this step once.

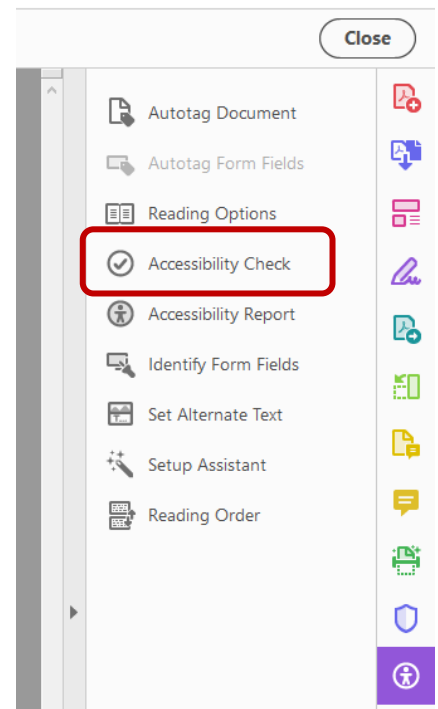
### Preferences

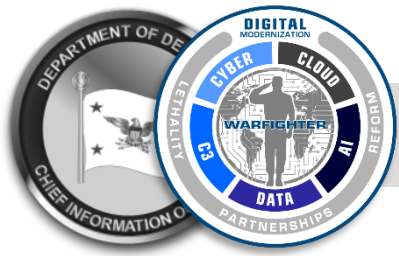
The screenshot shows the 'Preferences' dialog box with the 'Identity' category selected in the left-hand menu. The 'Identity' section contains the following fields:

- Login Name: AndersML07
- Name: Marilyn Anderson
- Title: Section 508 Analyst
- Organization Name: DoD CIO
- Organizational Unit: (empty)
- Email Address: marilyn.l.anderson14.ctr@mail.mil

Below the fields, there is a note: "Your identity information is used with comments, share, and digital signatures." and a link: "To change settings for Adobe online services, go to the Online Services preferences and click Manage Account."

10. From the Accessibility tools on the right select Accessibility Check

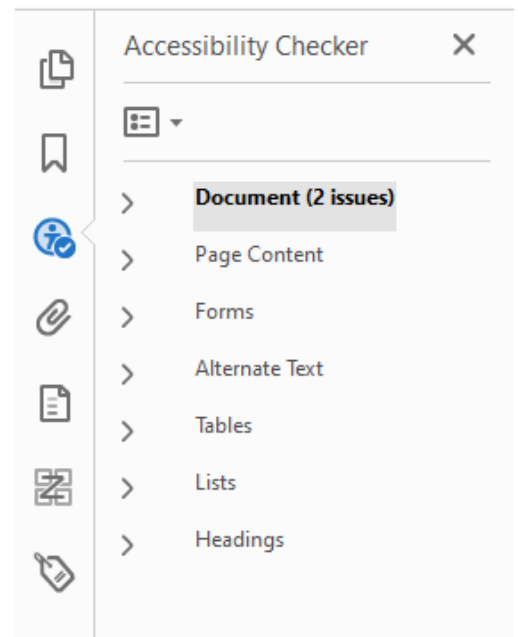




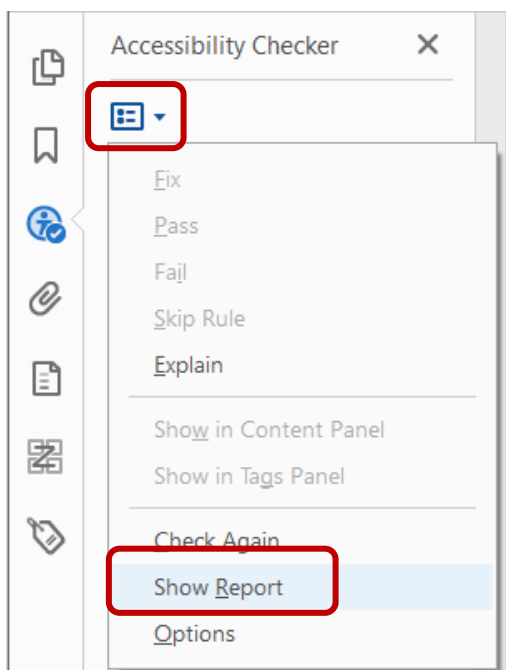
# Attaching the Accessibility Report

11. The Accessibility Report will display on the left.

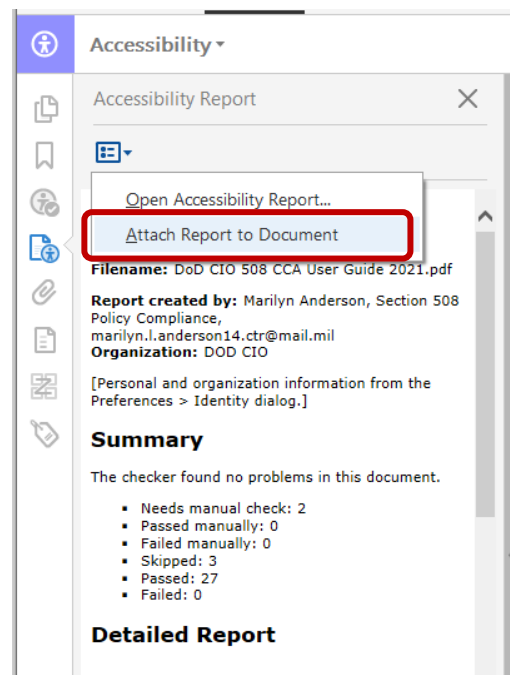
There will always be 2 issues listed next to Document. If these are the only two issues found you can proceed with attaching the report. If there are other errors, they must be fixed before you can attach the report. Please refer to the attached authoring guide for more guidance.



From the dropdown Options button, select Show Report



Open the Options button again, and select Attach Report to Document



12. Save and close your document