
PDF Document Properties

Before you perform the last Accessibility Full Check and send your documents out the door, there are a few things you need to check.

I add these to my check list because they are simple things that are often forgotten and when I perform that last Accessibility Full Check, I don't want them interfering in my ability to see larger errors in the document.

If you are working with a particularly difficult PDF document, you might want to start with these items although if you have to go back to an original version and start from scratch, you'll need to go through these checkpoints again.

Document Title

In the Document Properties dialog (Ctrl + D), General tab, make sure the document has a title. I also fill in other information especially keywords to make the PDF documents more searchable.

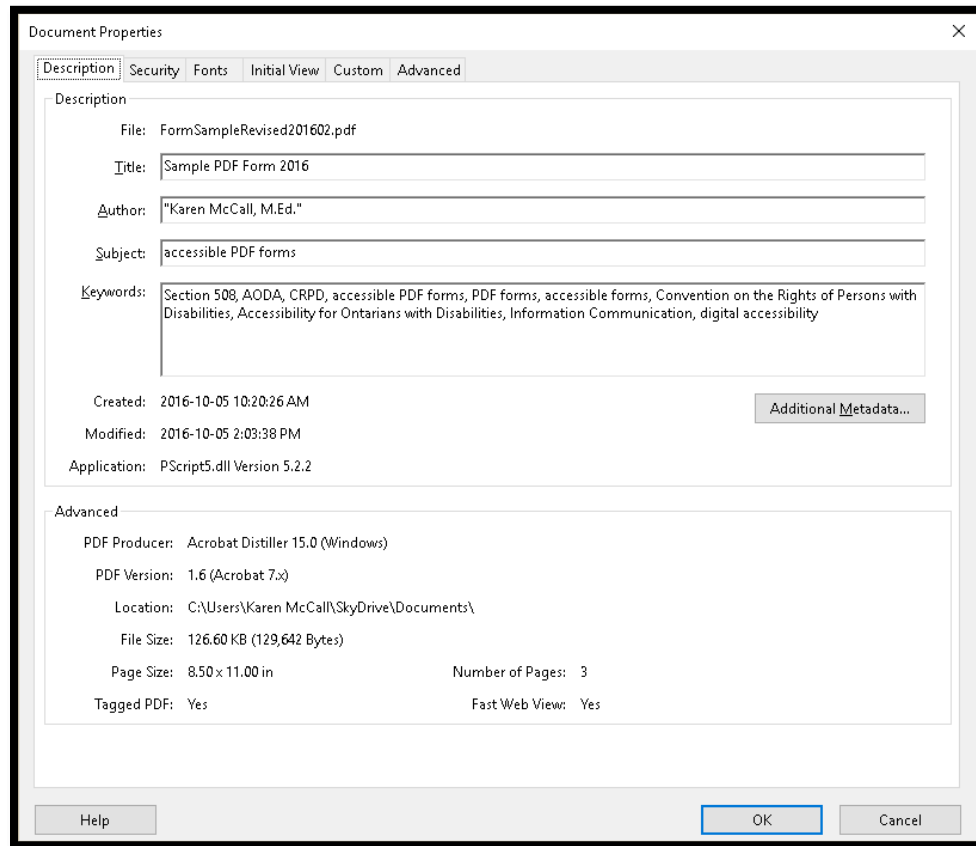


Figure 1 Document Properties dialog in the Description tab in a PDF document.

By adding a document title, you can then choose to show the document title in the Title Bar instead of a filename which is often meaningless.

Document Language

In the Document Properties dialog (Ctrl + D), Advanced tab, make sure that the document has a core language. As previously stressed in this book, the language should be a “plain vanilla” language such as French, Spanish or English rather than localized languages such as English-Canada, English-United States or English-Australia.

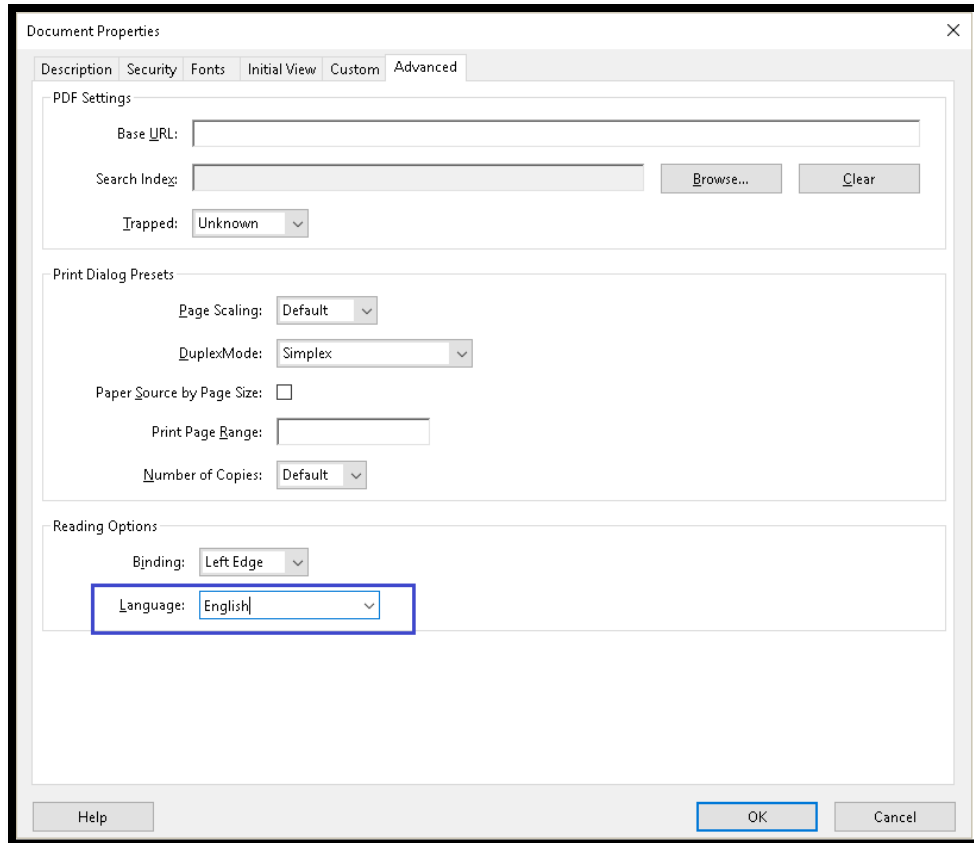


Figure 2 Document Properties dialog in the Advanced tab showing Language.

Make sure that any language changes in the document are changed for the Tags corresponding to the content. Always use the plain vanilla language to prevent accessibility barriers.

Initial View

In the Document Properties dialog (Ctrl + D), on the Initial View tab, make sure that it is the Document Title that is displayed in the Title bar and not the filename.

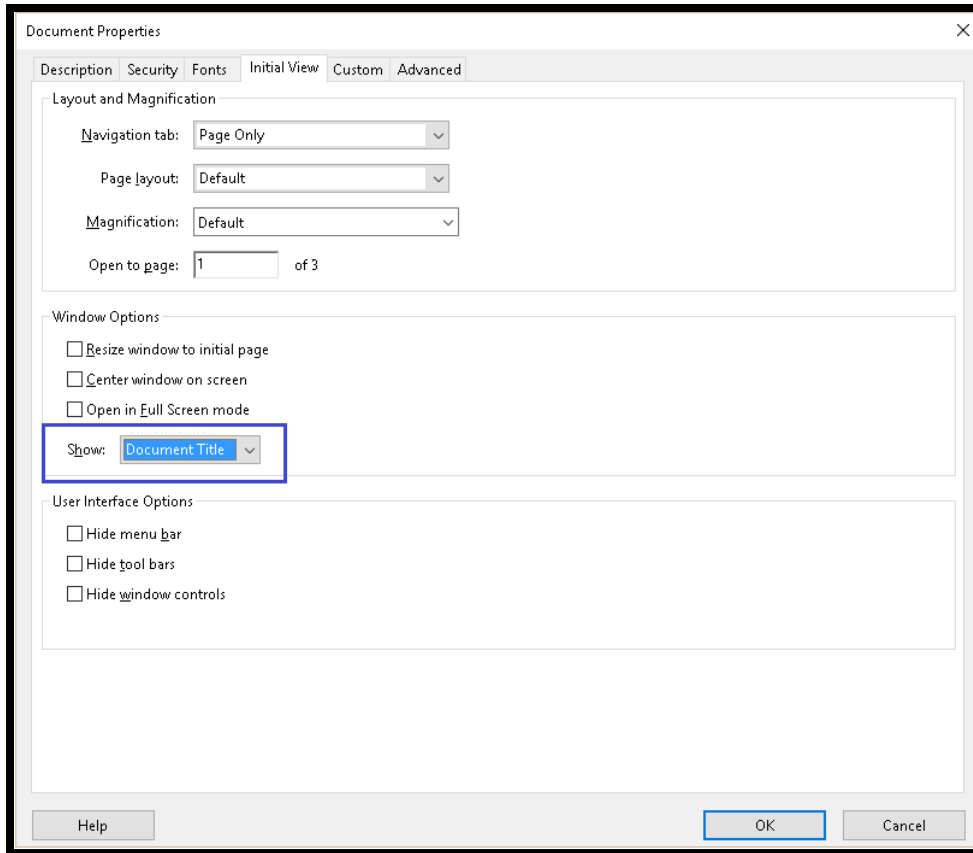


Figure 3 Document Properties dialog in the Initial View tab under Show “Document Title”.

You can test this by looking at the Title Bar for the document you are working with. The document title should be in the Title Bar, not the filename.

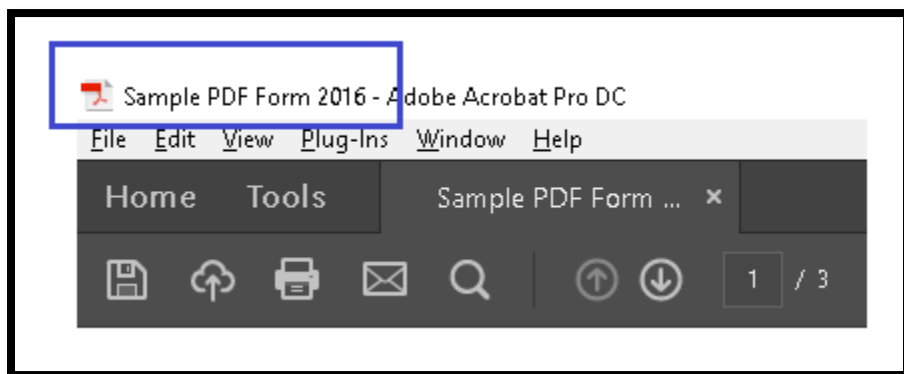


Figure 4 Document Title in Title Bar.

Tab Order for Links and Form Controls

I always check the Tab Order for links and form controls in a PDF document before I perform the last Accessibility Full Check. As of one of the updates to Adobe Acrobat XI, the

default is to get the Tab Order from the document structure, but I always like to double check that the setting is still the default.

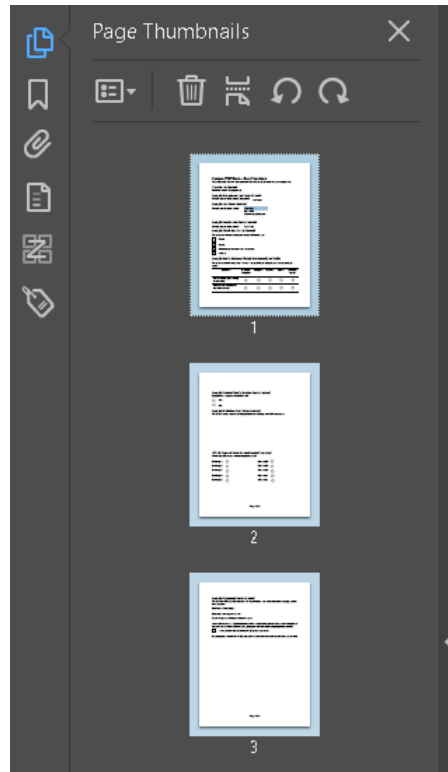


Figure 5 All pages in a PDF document selected in Navigation Pane, Pages Panel.

In the Pages Panel of the Navigation Pane, click on the first page of the document. Press Ctrl + A to select all pages in the document. This is a quick way to check all pages at the same time. If one page is not set correctly, you don't have to spend time going through every page to find it, you can simply select all pages then check the setting at once.

If any page is not set to the default, it will be after we do this.

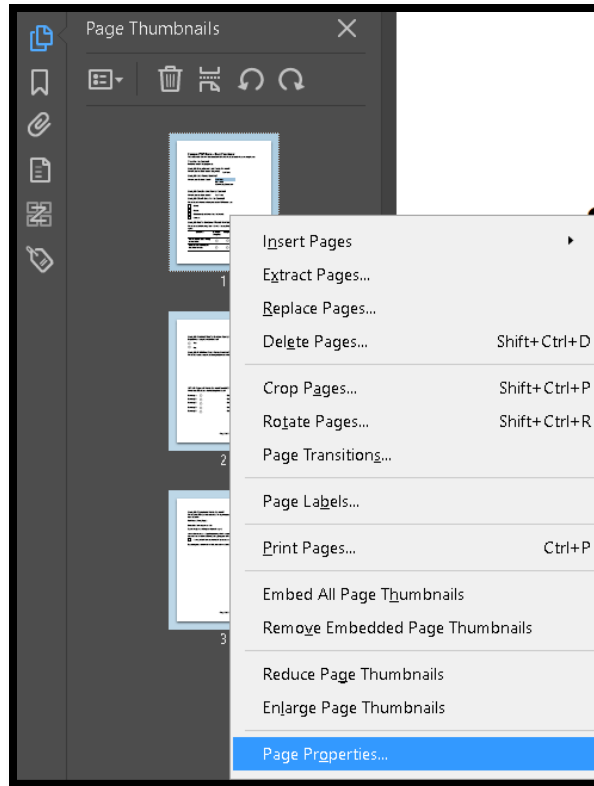


Figure 6 Page Properties in Page Thumbnails context menu.

With all of the pages in the document selected, press the AppKey or use the right mouse button to open the context menu.

Choose Page Properties from the context menu. It is the last item in the context menu.

In the Page Properties dialog, make sure that “Use document structure” is selected. It is a Radio Button. With this selected and with all pages in the document selected, any pages where the document structure is not used for the Tab Order will be “brought in line” and now use the document structure for the Tab Order.

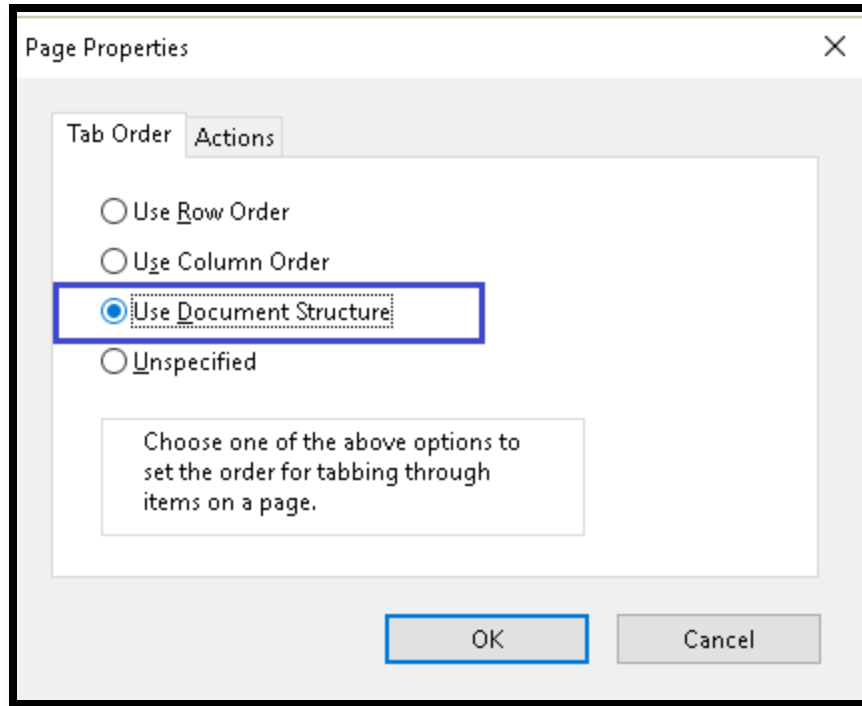


Figure 7 Use Document Structure for Tab Order option in Page Properties dialog.

PDF/UA Identifier

The PDF/UA Identifier is an important part of accessible PDF going forward. At this point in time, it is the remediation professional who adds the PDF/UA Identifier.

By adding the PDF/UA identifier, you are claiming that the PDF document conforms to the structure elements as stated in ISO 14289.

Since adding this identifier is purposely done by remediation professionals (or document authors), it is critical that this validation is true.

Someone who opens the PDF will hear that the document is PDF/UA conforming which means they will have expectations about the accessibility of the document.

Adding a PDF/UA Identifier to an inaccessible non-conforming document opens up your organization to potential litigation and adverse publicity.

In Adobe Acrobat XI you have to add a TXT document with the PDF/UA identifier code in it and it is a longer process.

As of Adobe Acrobat Pro DC, you can add the PDF/UA identifier without having to download and save a TXT code file.

The tool that adds the PDF/UA identifier is found in the Preflight tools. They can be found under PDF Standards, Print Production or Optimize PDF tools. Open the settings for Document Info and Metadata.

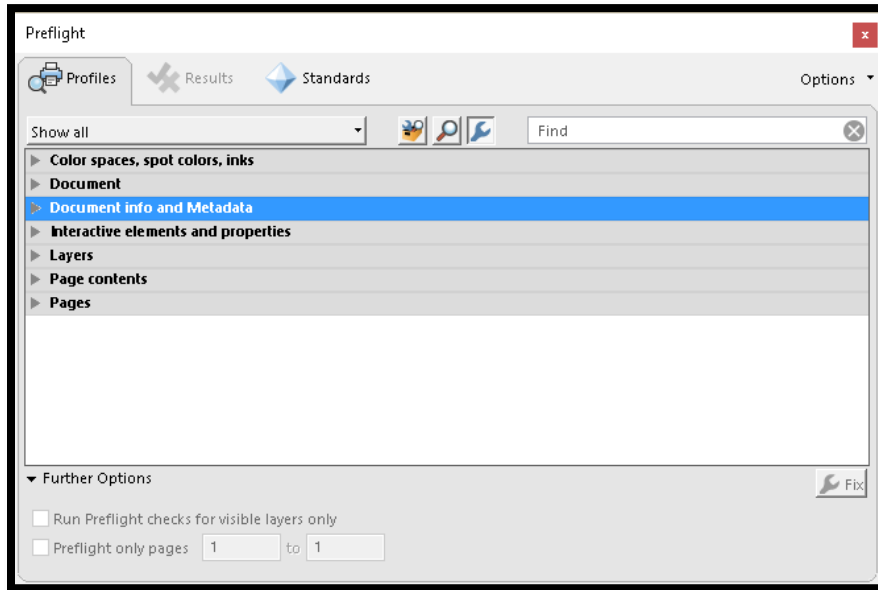


Figure 8 Preflight dialog showing the Preflight check options.

Once the Preflight dialog opens, activate the wrench icon above the list of Preflight checks. This gives you the list of Quick Fix items.

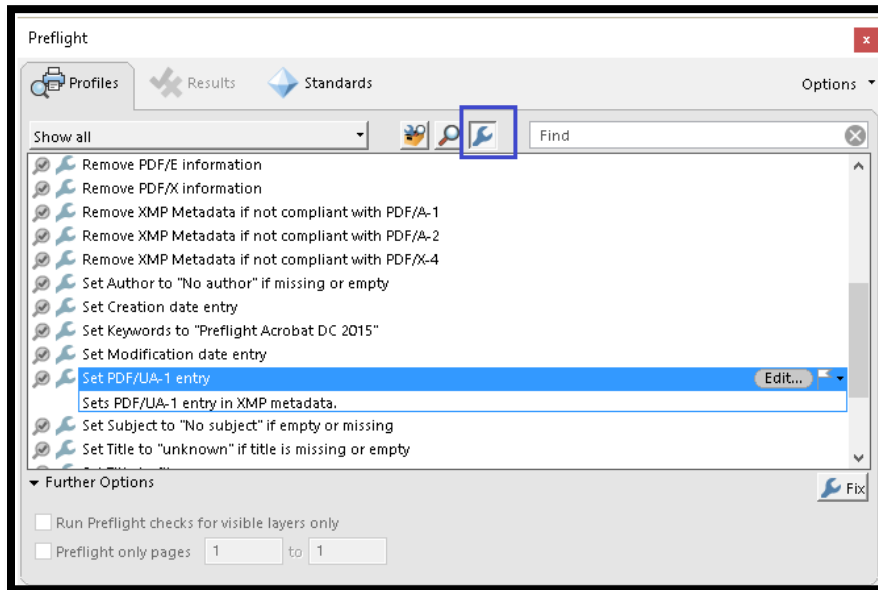


Figure 9 Set PDF/UA- 1 entry Identifier in list of Preflight Quick Fix items.

You will need to rename your document in order to add the PDF/UA identifier. This gives you a copy of the document without the identifier should you need it.

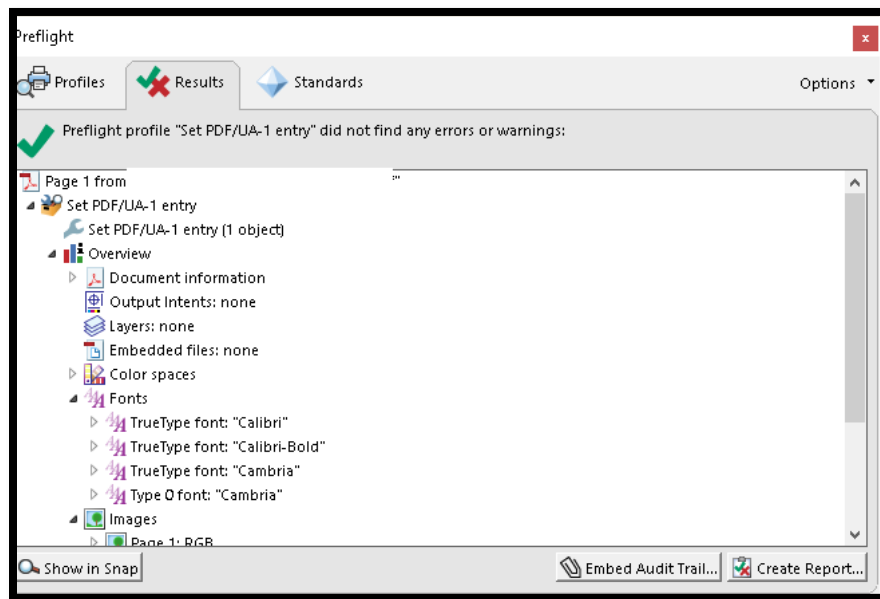


Figure 10 Preflight results showing PDF/UA identifier added.

You can choose to create a report or an audit trail. For this example, I'm going to create a report. A new file is created with the name of the existing file and the word "report" added to the filename. The report might be located in a different folder than the document, so check this before confirming the save. Ideally you want to keep all documentation for a file in one place so it is easy to find.

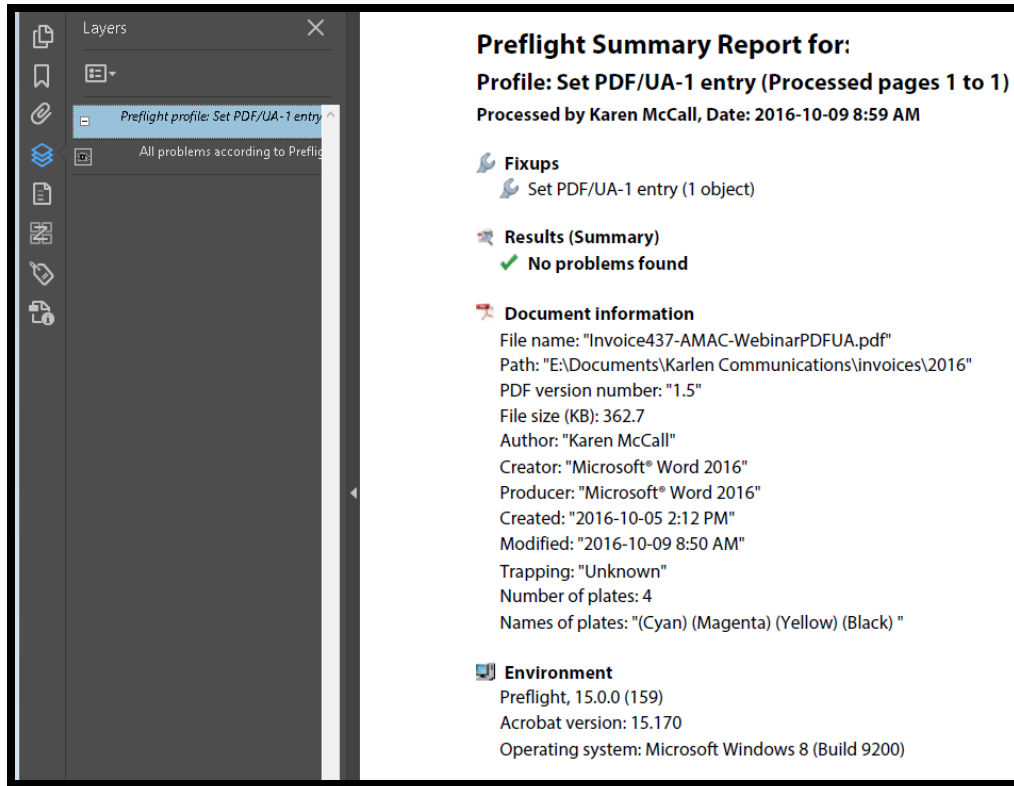


Figure 11 Preflight report showing PDF/UA identifier has been added to the document.

Close the report with Ctrl + W and you are returned to the PDF document in Acrobat. The Preflight dialog is still open. Activate the X to close it, then save the document.

Once the PDF/UA identifier is added to the document, the Standards tab will appear in the Navigation Pane to the left of the document. You will see that the PDF/UA identifier has been applied.

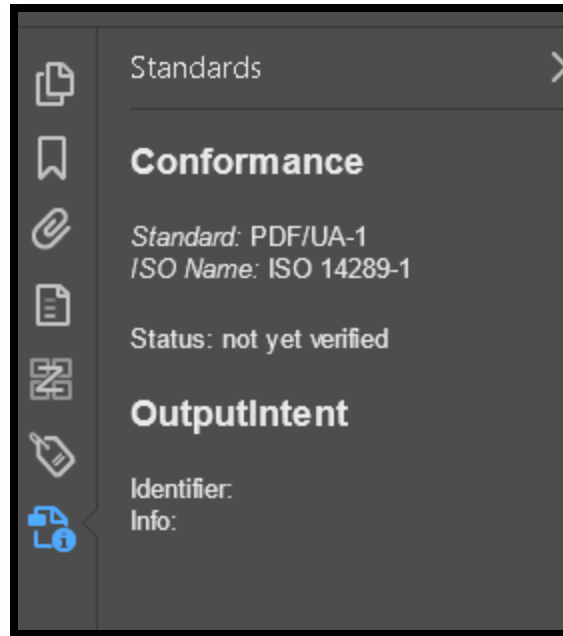


Figure 12 Standards Panel in Navigation Pane once PDF/UA identifier has been added to the document.

Remember that by applying the PDF/UA identifier, you are telling people that the document **DOES** conform to the PDF/UA international standard.