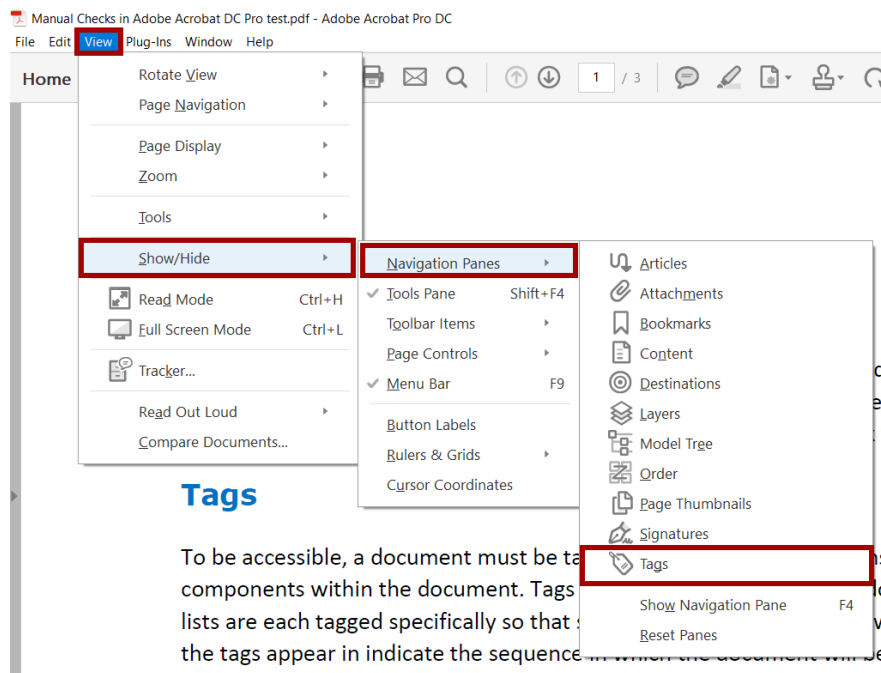# Manual Checks in Acrobat DC Pro

Once you have created an accessible document in Word and converted it into a PDF document, there are still further steps to complete to make sure your document is as accessible as possible. Automated features and checks can only do so much, it is still important to manually check the following:

Tags

To be accessible, a document must be tagged to give other applications information about the different components within the document. Tags indicate the structure of the document; items such as tables and lists are each tagged specifically so that screen readers understand how they should be read. The order the tags appear in indicate the sequence in which the document will be read by various screen readers. The Acrobat Pro DC Tags panel allows you to view and edit tags within a PDF. To make sure your document was correctly tagged during the conversion process, follow the steps below.
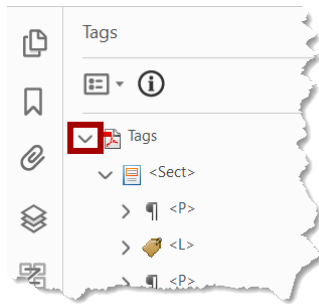
View Tags in the Tags Panel

1. Open the Navigation Pane by clicking the **View** menu option.

2. Select **Show/hide** from the list provided.
3. Select **Navigation Pane** and click the **Tags** option. *The navigation pane displays, and the document tags are shown.*

4. Click the arrow beside the parent tag to expand and view the document tag tree.

Tag Options Menu

In the **Tags** panel, use the options menu [icon] to choose any of the following options:

- **New Tag:** Creates a tag in the logical structure tree after the currently selected item. Specify type and title of the new tag.
- **Cut:** Removes the selected tag from its current location and puts it on the clipboard.
- **Paste:** Places the tag that's on the clipboard into the location specified, replacing the selected tag.
- **Paste Child:** Places the tag that's on the clipboard into the location specified, as a child of the selected tag.
- **Delete Tag:** Removes the selected tag.
- **Delete Empty Tag:** Removes empty tags.
- **Find Tag from Selection:** Searches for the tag in the Tags panel that contains the text or object selected in the document pane.
- **Create Tag from Selection:** Creates a tag in the logical structure tree after the item selected in the document pane. Specify type and title of the new tag.
- **Find:** Searches for artifacts, OCR suspects, and unmarked (untagged) content, comments, links, and annotations. Options allow you to search the page or document and add tags to found items.
- **Change Tag to Artifact:** Changes selected tags to artifacts and removes the tagged content from the structure tree.
- **Copy Contents to Clipboard:** Copies all content contained within the selected tags.
- **Edit Class Map:** Allows you to add, change, and delete the class map, or style dictionary, for the document. Class maps store attributes that are associated with each element.
- **Edit Role Map:** Allows you to add, change, and delete role maps for the document. Role maps allow each document to contain a uniquely defined tag set. By mapping these custom tags to predefined tags in Acrobat, custom tags are easier to identify and edit.
- **Tag Annotations:** Automatically assigns tags to annotations as they are created.
- **Document Is Tagged PDF:** Flags the PDF as a tagged document. Deselect to remove the flag.
- **Apply Role Mapping to tags:** Role mapping is used when a non-standardized tag from an external application is mapped to a standardized tag.
- **Highlight Content:** Highlights appear around content in the document pane when you select the corresponding tag in the Tags panel making it easier to see whether your tags are correct.

- **Show Metadata:** Opens a read-only dialog box that contains reference information about the selected tag.
- **Properties:** Opens the Touch Up Properties dialog box.

Review Tags in the Tag Panel

1. Click the tags **Options** icon to make sure the **Highlight Content** menu item is selected.

2. Click the first tag you wish to check; the corresponding area of the document is highlighted.
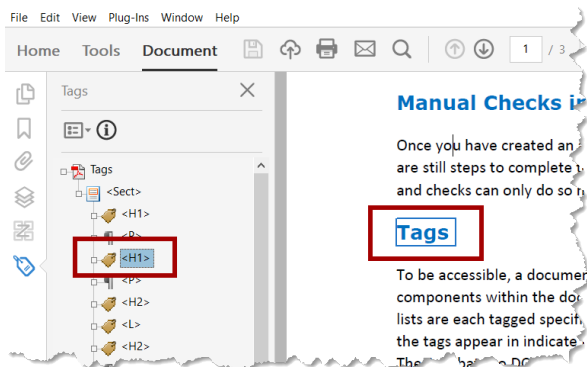

3. Determine if the highlighted area contains all the text that should be tagged. If the highlighted area is not complete, edit the tags appropriately.

Edit Tags in the Tags Panel

You can edit a tag title, change a tag location, or change the tag type for an element. It is important that all page content is tagged, marked as an artifact, or removed from the logical structure tree.
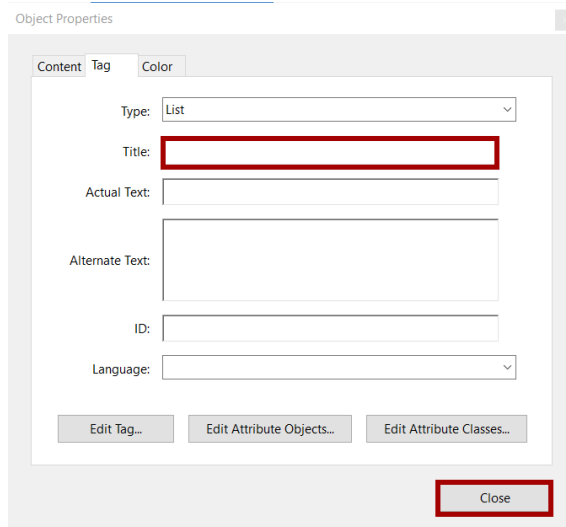
Edit a tag title

1. In the **Tags** panel, expand the section that you want to edit.

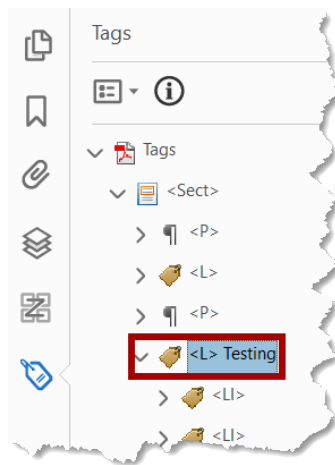2. Right-click the tag. *The option menu appears.*
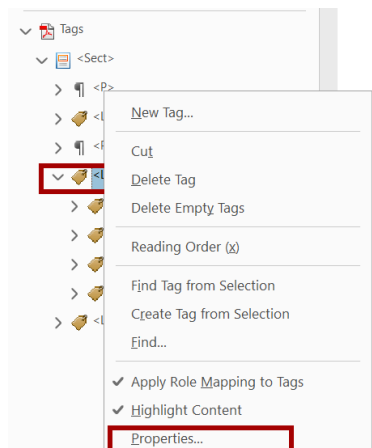
3. Select **Properties** from the list provided. *The Object Properties window appears.*

4. Enter text into the **Title** field.

5. Click the **Close** button.

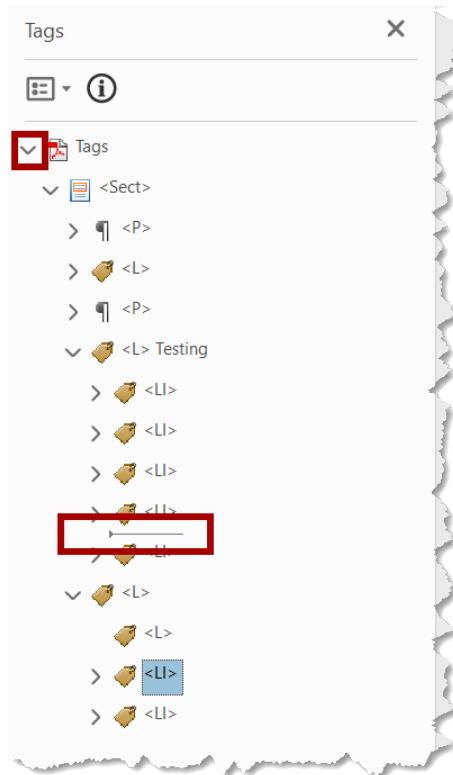6. The tag is renamed in the Tag panel.

Move a tag

1. In the **Tags** panel, expand the **Tags root** to view all tags.

2. Select the Tag folder of the element that you want to move.

3. Click and drag the tag to the location you want. As you drag, a line appears to indicate where the tag will be placed.

*Note: You can also choose to use the **Cut/Paste** tools in the **Options** menu, to move a tag.*

Title

Screen readers look to document title metadata to read the title information aloud. It is important to check that this information has been converted properly.
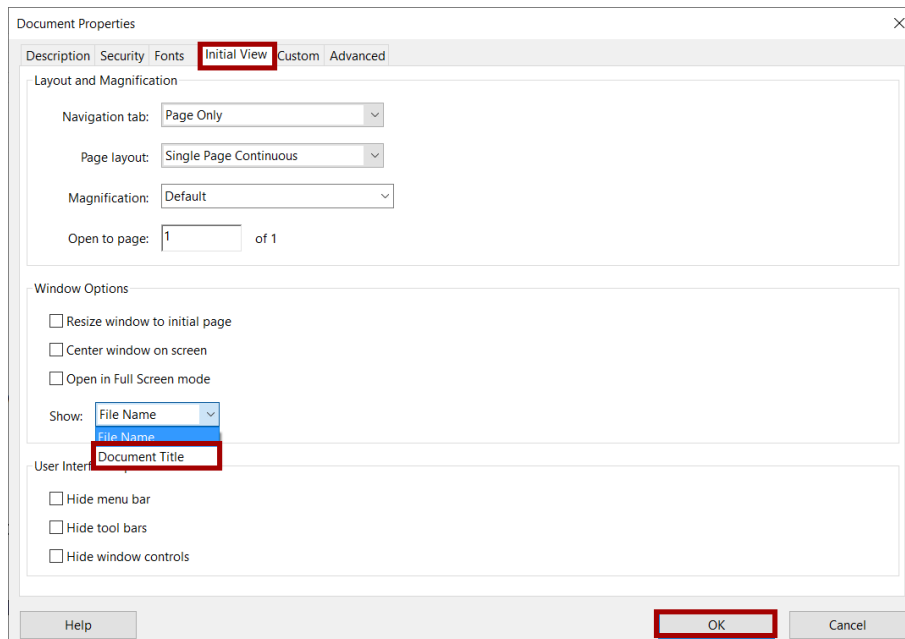
Review Title and Initial View Fields

1. Click the **File** menu item and select **Properties** from the options provided. *The Document Properties window appears.*
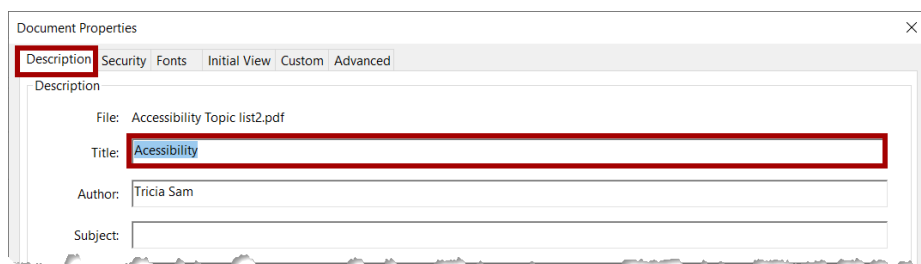
2. Select the **Description** tab.

3. Make sure the appropriate information has been entered in the **Title** field.

4. Select the **Initial View** tab.

5. Click the **Show** dropdown list in the **Window Options** section.

6. Select **Document Title** from the dropdown list provided.

7. Click the **Ok** button. *The document properties window closes.*

8. Save your document to save the accessibility changes.