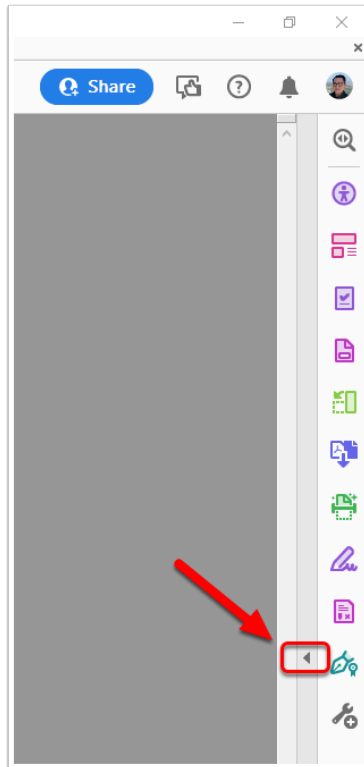
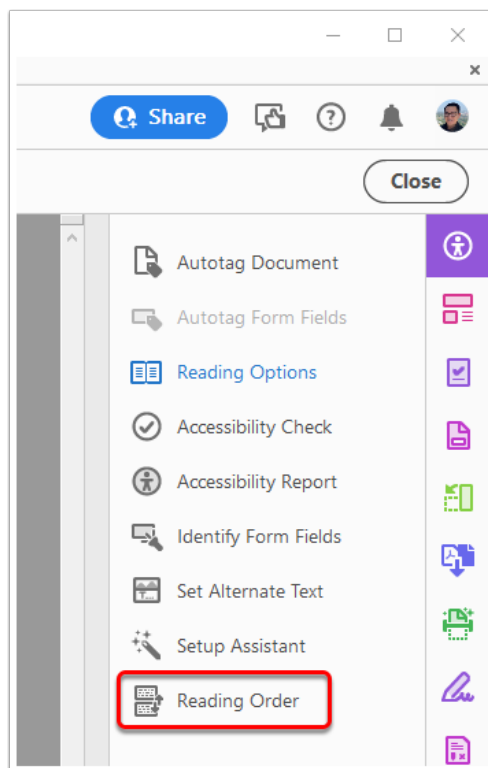


Manually Tag a PDF

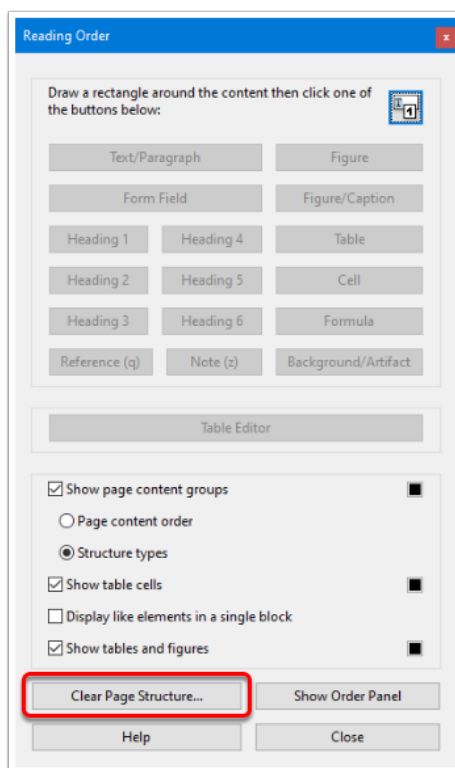
1. Open a PDF document and expand the Tools pane on the right-hand side.



2. Select the "Reading Order" tool.



3. To delete all the tags on a page, scroll to that page and select "Clear Page Structure..." in the Reading Order window.



4. To manually tag the document, draw a box around a structure and select the structure type in the Reading Order window. In the example below, the document title is highlighted (step a) and Heading 1 is selected in the Reading Order window (step b).

ACCESSIBLE TECHNOLOGY INITIATIVE
DOCUMENT ACCESSIBILITY TRAINING

INTRODUCTION
Welcome to the Accessible Technology Initiative (ATI) training on document accessibility. The following topics will be covered today:

- What is accessibility?
- What documents need to be accessible?
- Why accessibility?
- Document remediation for accessibility

INDIVIDUALS WITH DISABILITIES
Percentage of adults with functional disability types
(Source: Centers for Disease Control and Prevention)

Disability Type	Percentage
MOBILITY	13.7%
COGNITION	10.8%
INDEPENDENT LIVING	6.8%
HEARING	5.9%
VISION	4.6%
SELF-CARE	3.7%

Adults living with disabilities are more likely to

Condition	With disabilities	Without disabilities
Have obesity	38.2%	26.2%
Smoke	28.2%	13.4%
Have heart disease	11.5%	3.8%
Have diabetes	16.3%	7.2%

MAKING A DIFFERENCE
Public health is for all of us. Join CDC to improve the health of people living with disabilities. CDC and its partners work together to improve the lives of people with disabilities by:

- Promoting healthy living
- Monitoring public health data
- Researching and reducing health disparities
- Building inclusive health program
- Improving access to health care.

Reading Order

Draw a rectangle around the content then click one of the buttons below:

Text/Paragraph	Figure
Form Field	Figure/Caption
Heading 1	Table
Heading 2	Cell
Heading 3	Formula
Reference (q)	Note (z)
Background/Artifact	

Table Editor

☒ Show page content groups

☐ Page content order

☒ Structure types

☒ Show table cells

☐ Display like elements in a single block

☒ Show tables and figures

Clear Page Structure... Show Order Panel

Help Close

5. In the Reading Order window, select the "Structure types" radio button to show them in the document (step a). As the structures are tagged, they are shown in the Tags pane (step b).

