Manually Tag a PDF

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

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Page 1
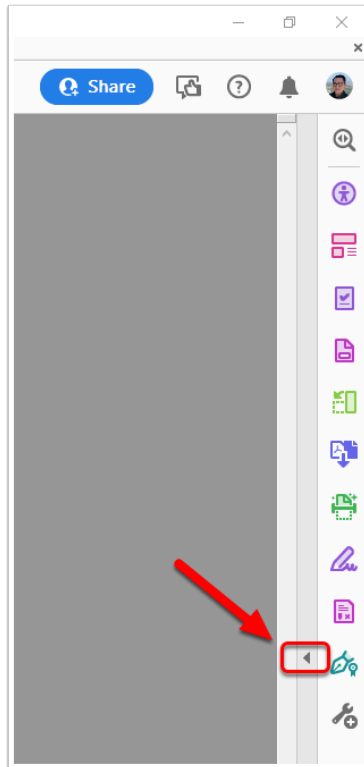
2. Select the "Reading Order" tool.

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time when it is downloaded. Please view the original web document for the current version.

Page 2
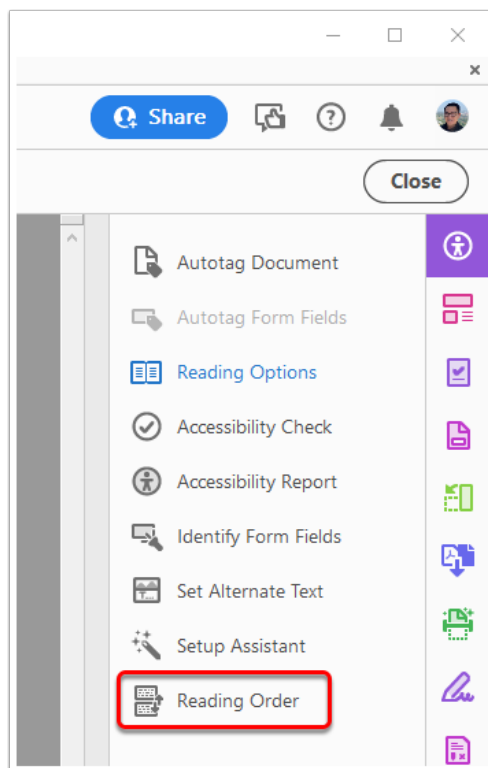
3. To delete all the tags on a page, scroll to that page and select "Clear Page Structure..." in the Reading Order window.

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Page 3
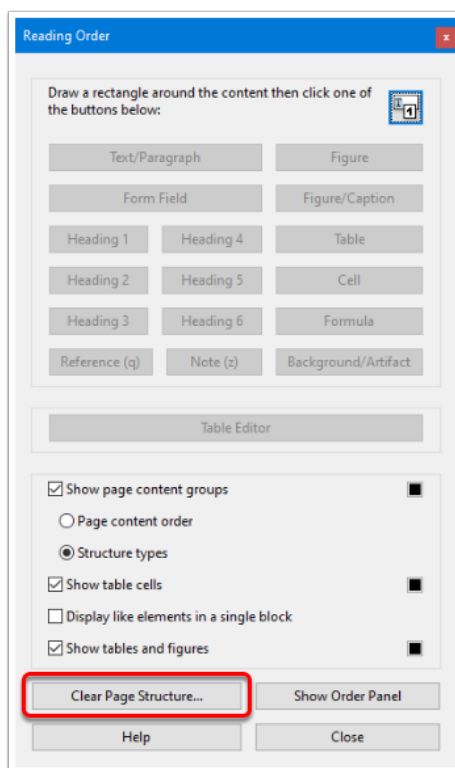
4. To manually tag the document, draw a box around a structure and select the structure type in the Reading Order window. In the example below, the document title is highlighted (step a) and Heading 1 is selected in the Reading Order window (step b) .

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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).

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6. Many structure types are not available in the Reading Order window but can be manually changed in the Tags pane. The recommended method is to draw a box around a structure, select Text/Paragraph in the Reading Order window (step a); go to the Tags pane, right-click on the tag, select "Properties..." (step b); in the Tag tab, select the correct tag in the "Type" combo box (step c).

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