

## Adobe Acrobat 9 Pro



### Introduction

The Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973 state that the government's electronic information must be accessible to people with disabilities. In this context, "accessible" means that the document does not rely on a single sense or ability of the user, such as vision or hearing.

This document explains:

- Filling in document properties
- Adding Alternate (Alt) text
- Making web and e-mail address hyperlinks

### Filling in Document Properties

Populating certain document properties (Title, Author\*, Subject, and Keywords) and setting the language are required to make an electronic file 508 compliant.

**Step 1.** Choose FILE > PROPERTIES > Click on the DESCRIPTION tab and fill in the required fields

**Step 2.** To select a language, choose FILE > PROPERTIES > Click on the ADVANCED tab

**Step 3.** Under the Reading Options section, select a language (English) from the Language drop-down menu > Select OK

\* Author should always be "NCI," but you may add more information, such as program name and/or laboratory.

### Writing Alt Text

Alt text is a text equivalent of a non-text element. It should convey the meaning of an image or element to the visually impaired. See the SPGM handout "Writing Alternate (Alt) Text" for help with writing Alt text.

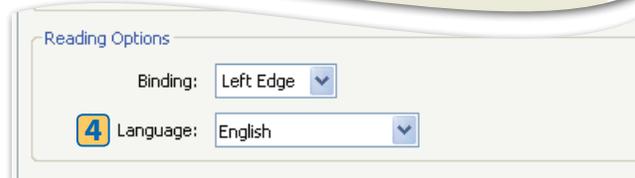
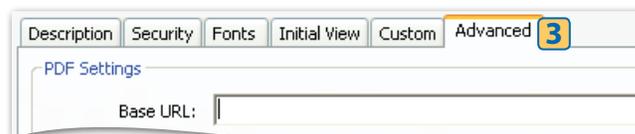
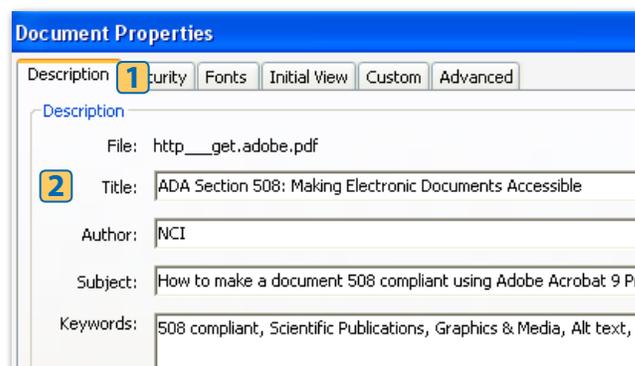
### Adding Alt Text

Tags are essential for PDF accessibility. Tags contain Alt text for non-text elements in the PDF document and establish the order in which text is read aloud by a screen reader.

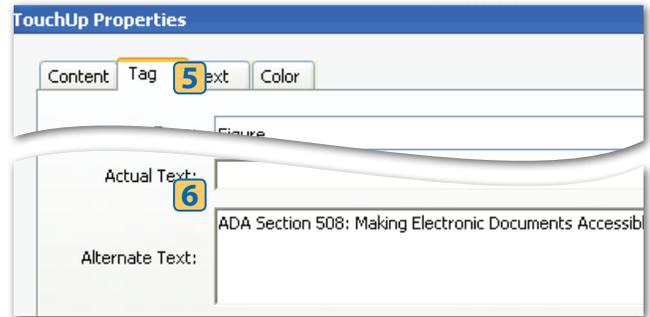
Find non-text elements and add Alt text to them.

**Step 1.** Choose VIEW > NAVIGATION PANELS > TAGS

**Step 2.** Activate HIGHLIGHT CONTENT from the OPTIONS menu (down arrow next to the gear symbol) in the TAGS tab to highlight the area in the document that corresponds to the tag



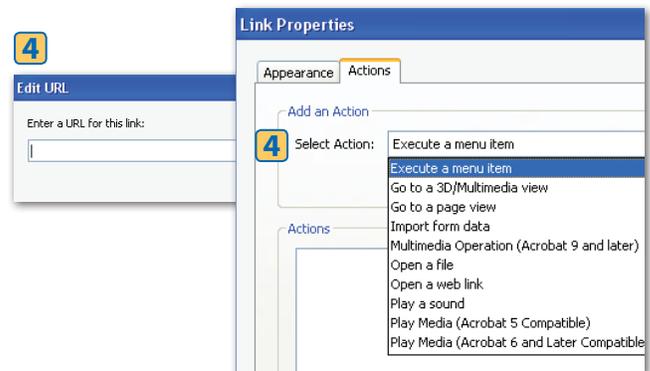
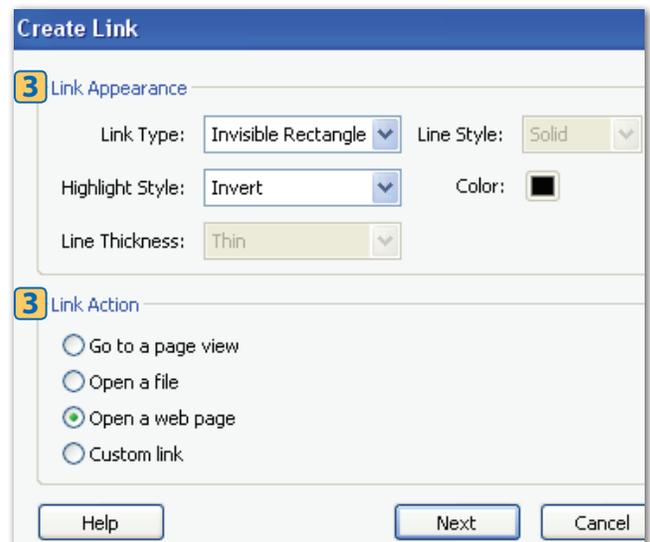
- Step 3.** Expand the logical structure tree by clicking the plus (+) sign next to Tags to find and select the <Figure> tag for the image
- Step 4.** Choose PROPERTIES from the OPTIONS menu in the TAGS tab
- Step 5.** In the TOUCHUP PROPERTIES dialog box, click the TAG tab
- Step 6.** Type the text in the Alternate Text box > Select CLOSE



## Creating Hyperlinks for URLs and E-mail Addresses

A hyperlink connects users to web pages, documents, or specific parts of a document. The most frequently used hyperlinks are Uniform Resource Locators (URLs). URLs are e-mail addresses and addresses of resources on the web (for example, <http://www.google.com> or <mailto:so-and-so@mail.nih.gov>). Other types of hyperlinks in electronic documents allow you to move to different parts of the text (text anchor), from page to page (document page), and from one document to another.

- Step 1.** Choose TOOLS > ADVANCED EDITING > LINK TOOL
- Step 2.** Drag a rectangle where you want to create a link
- Step 3.** The CREATE LINK dialog box appears; choose the options you want in the Link Appearance section and choose one of the options in the Link Action section > Select NEXT
- Step 4.** Follow further instructions (such as entering a URL or adding an action) to finish creating a link



## Need help?

For additional ADA Section 508 handouts or further assistance with making your electronic documents accessible, please contact Scientific Publications, Graphics & Media (SPGM) at 301-846-1055 or [ncispgm@mail.nih.gov](mailto:ncispgm@mail.nih.gov).

Data Management Services (DMS) provides a service to check electronic documents to make sure they meet the requirements of 508 accessibility. The DMS 508 team can be contacted at [css508@mail.nih.gov](mailto:css508@mail.nih.gov).