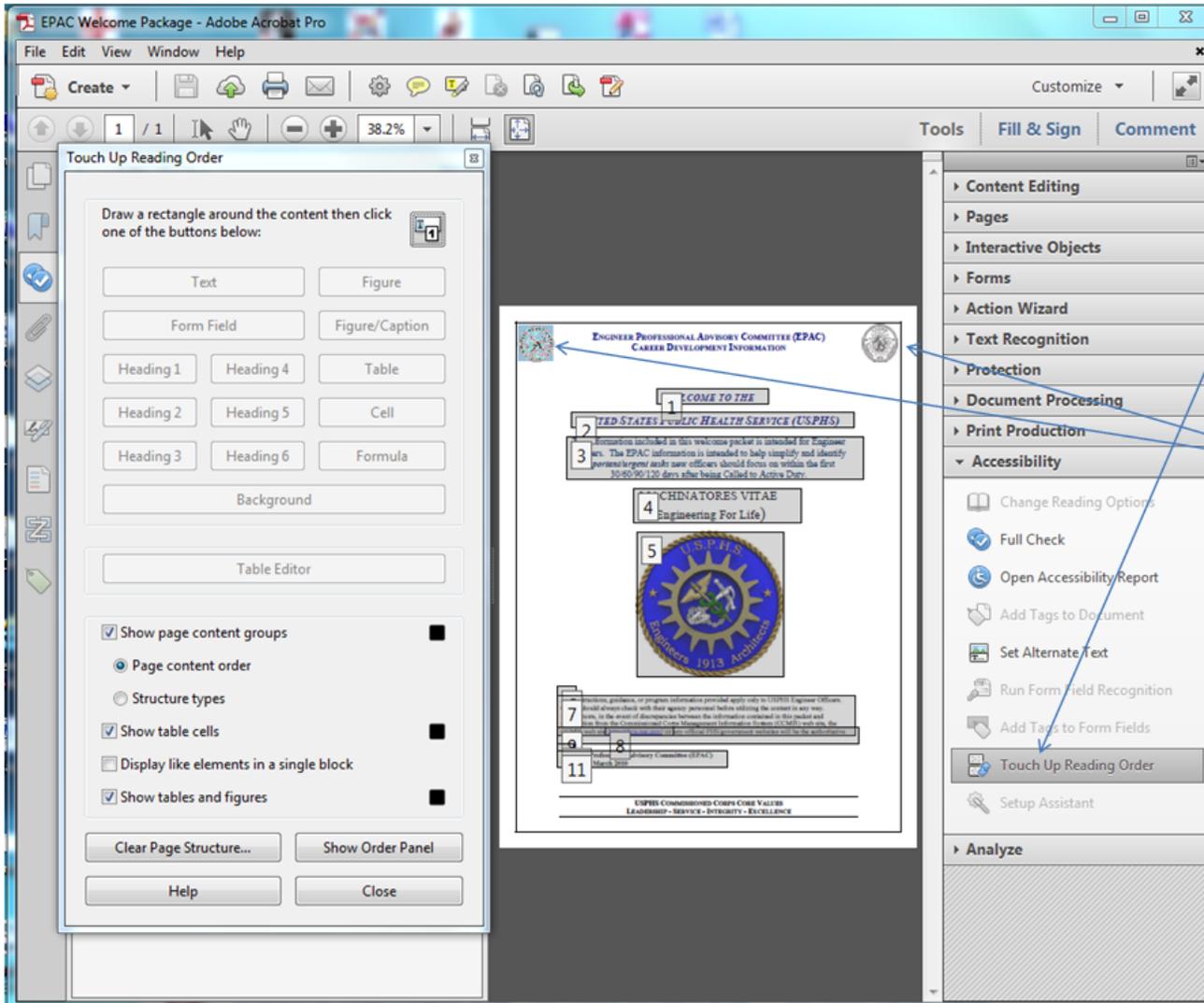


11-HOWTO-Tag images

This document file provides step-by-step instructions on how to tag images in a PDF file using Adobe Acrobat Pro XI. Please see the attached file for an exercise if needed.

Note: the information in these files has been altered and/or deleted from the original file to illustrate key learning concepts. Please let me know if anything is not working.

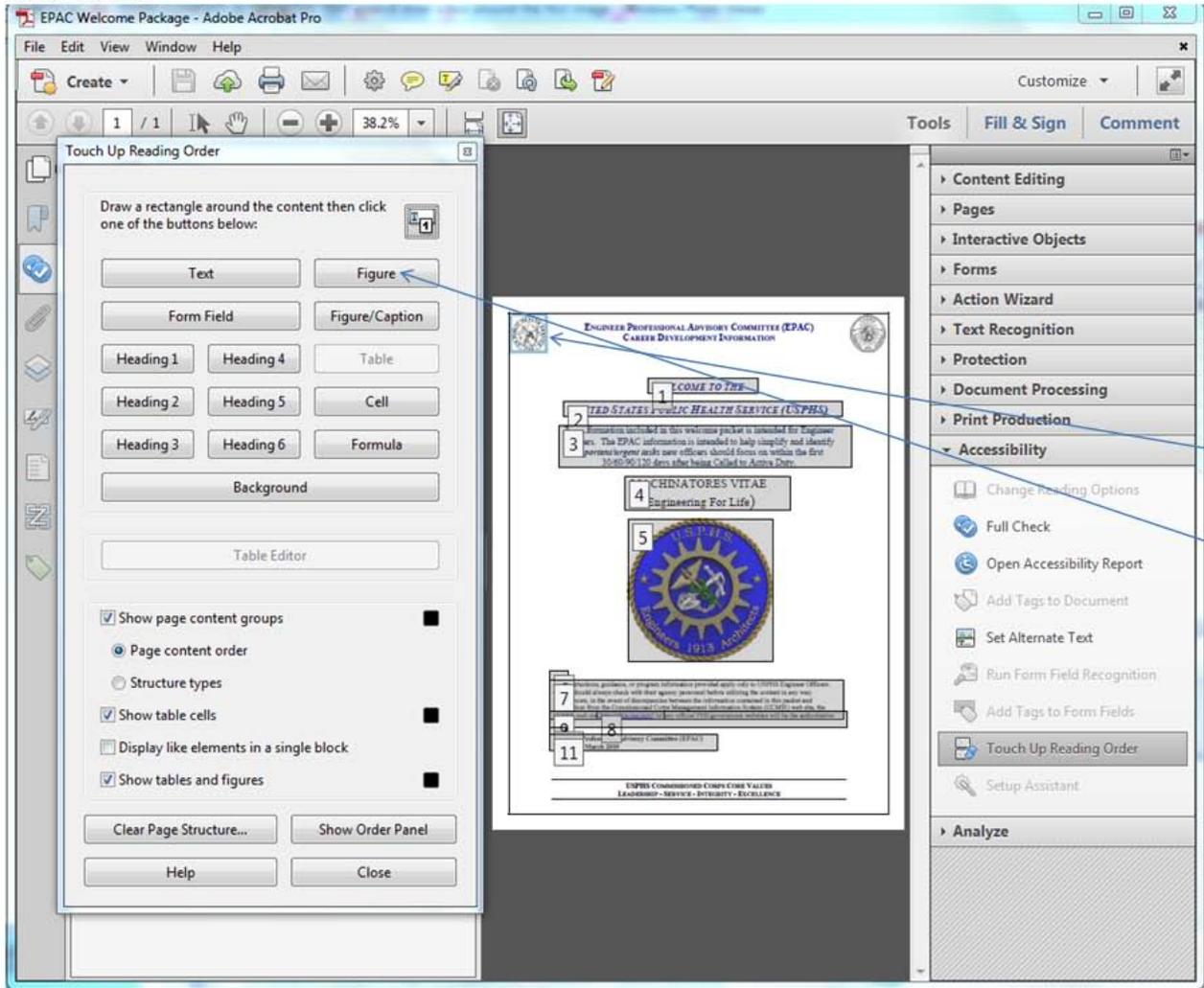
Screen shot 1



Open the Touch Up Reading Order by clicking here.

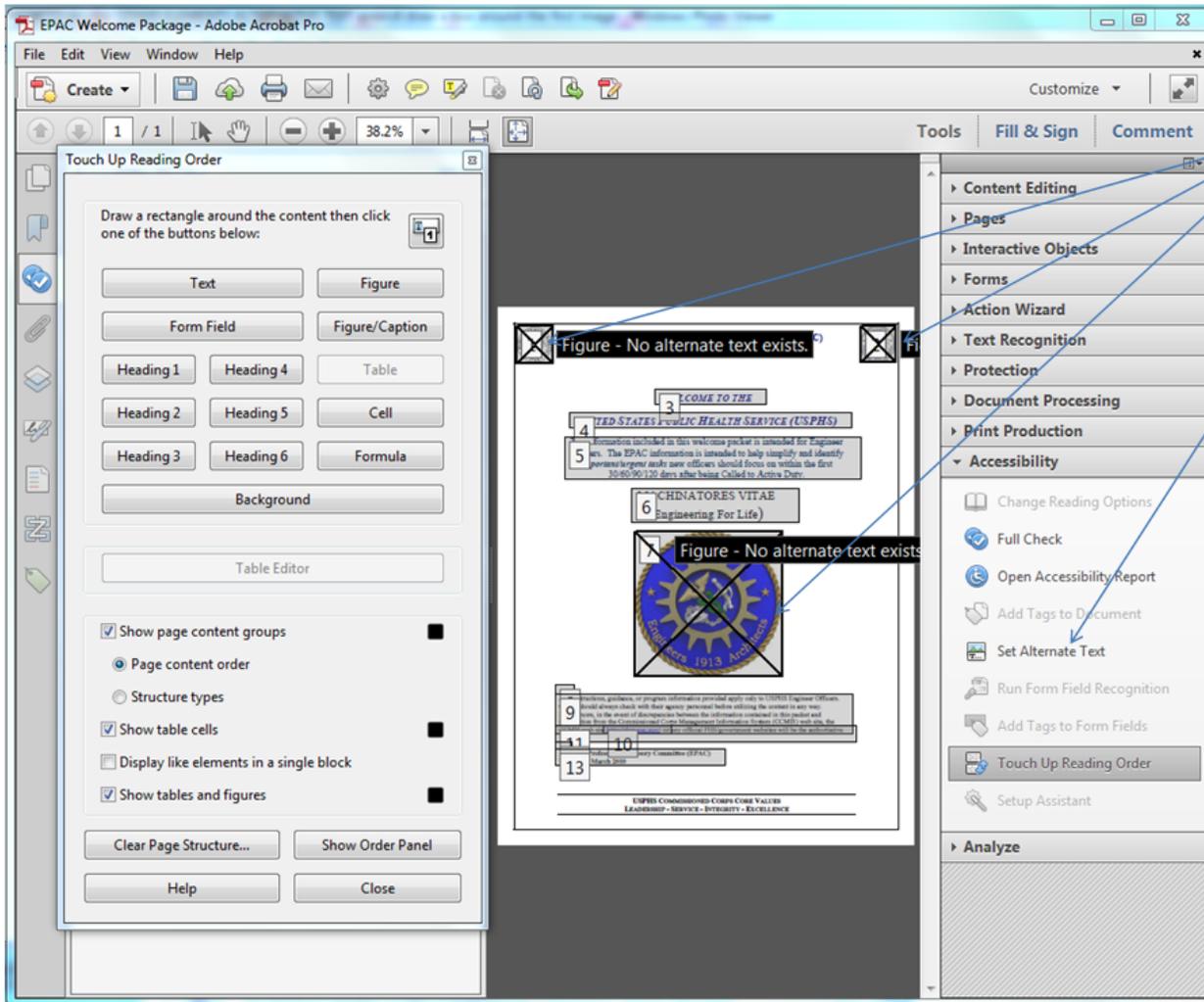
Note these images are not tagged with a box.

Screen shot 2



- 1. Draw a box around the image to highlight it.
- 2. Tag the boxed content by clicking *Figure*.

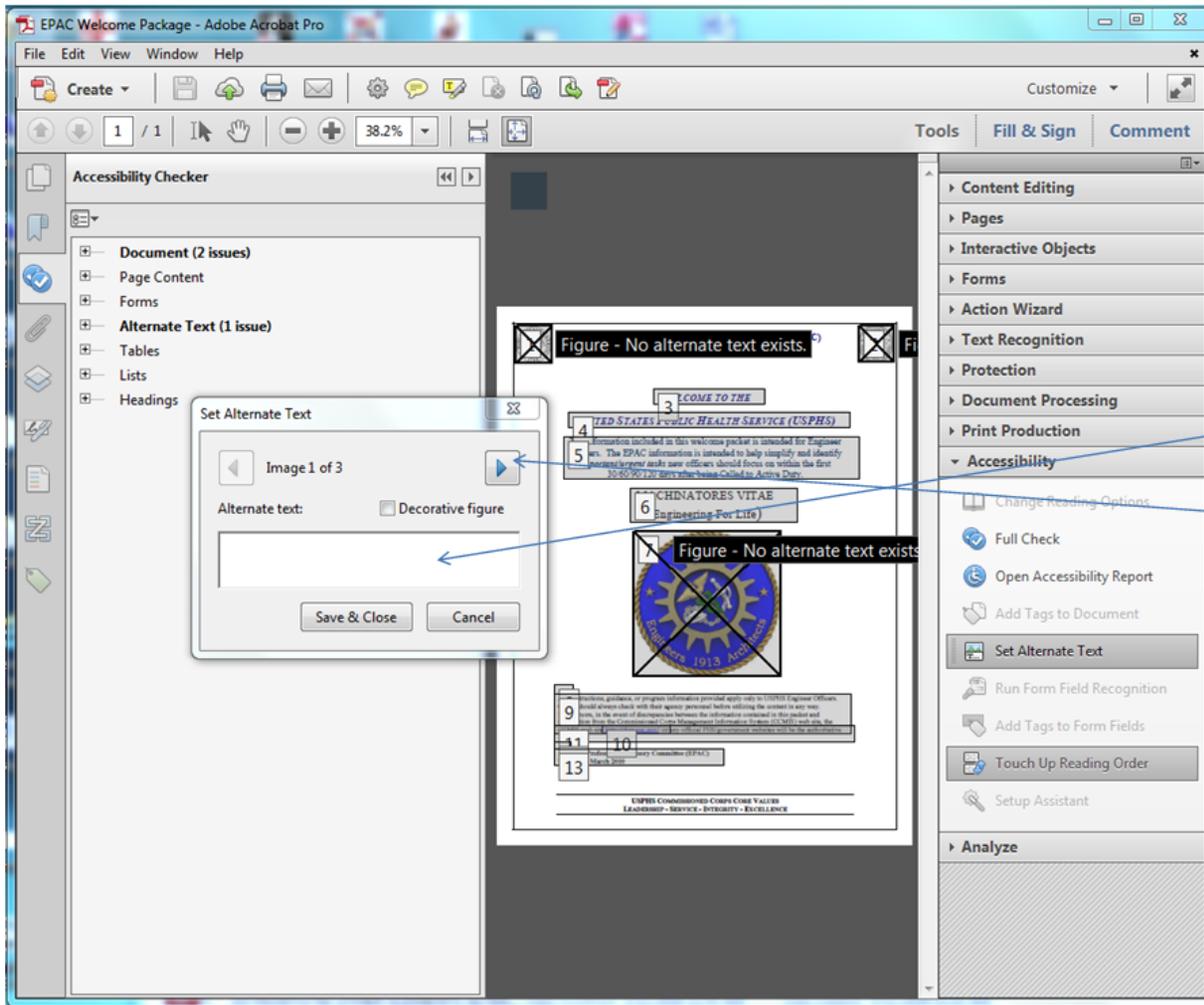
Screen shot 3



Note the three figures are now boxed because they have been tagged.

The next step is to add alternate text to the figures by clicking on *Set Alternate Text*.

Screen shot 4

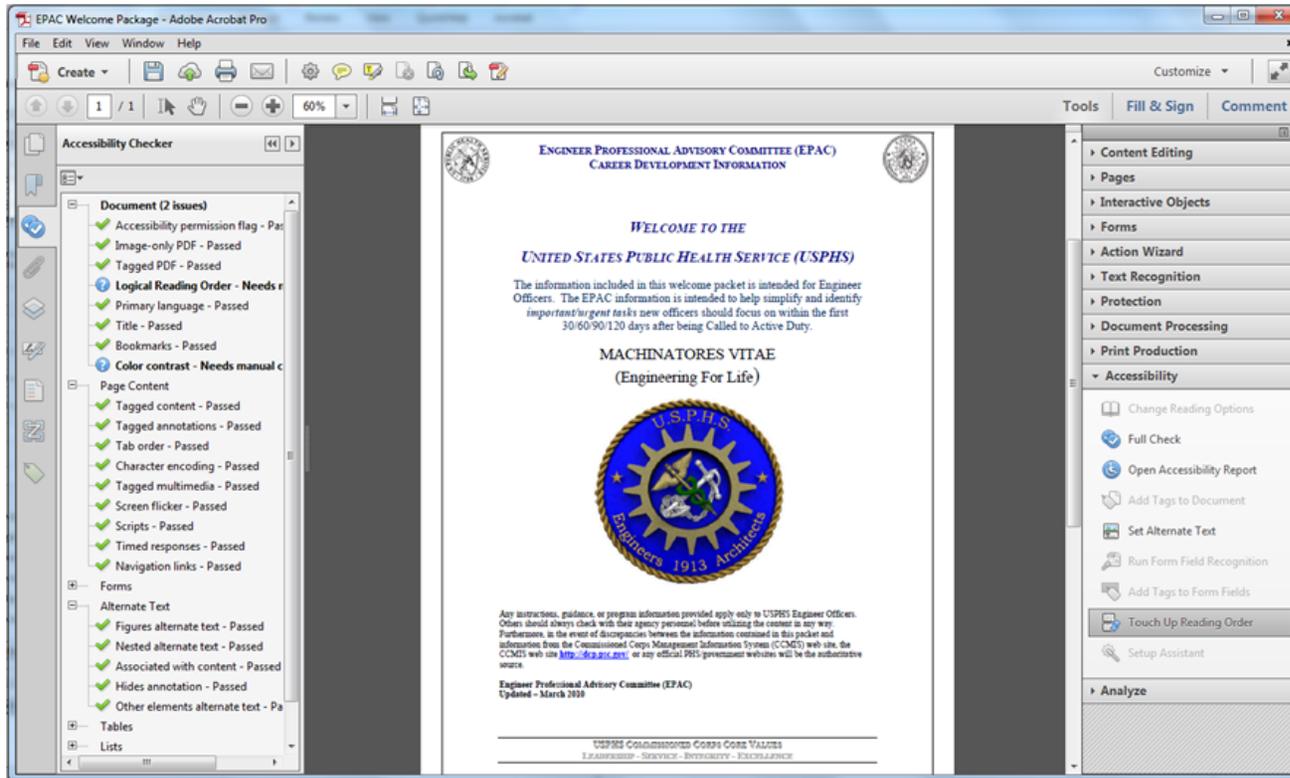


The Set Alternate Text box will appear. Type in the alternate text.

Note the software has a bug and incorrect figure is highlighted on top.

Click on the blue arrow to go to the next figure. Continue this until all the alternate texts are entered for all the figures.

Screen shot 6



Re-run the Accessibility Checker. All items passed.