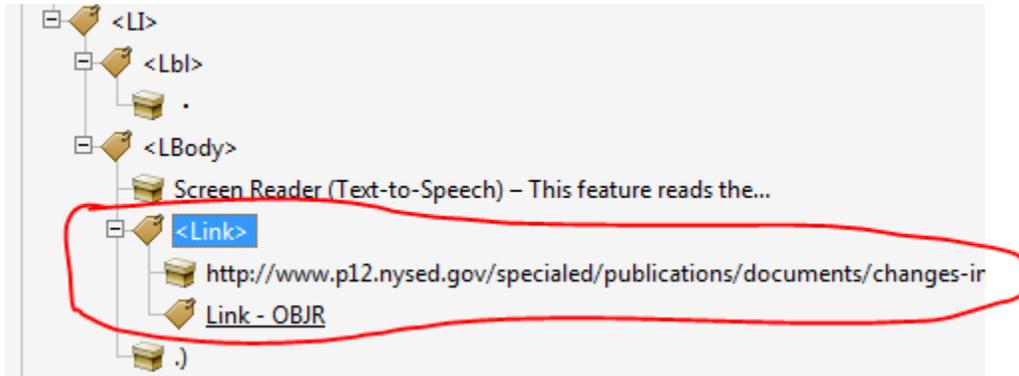


How to Create or Fix Adobe PDF Link Tags

For links to function properly for Assistive Technology (AT) users it must be tagged as follows:

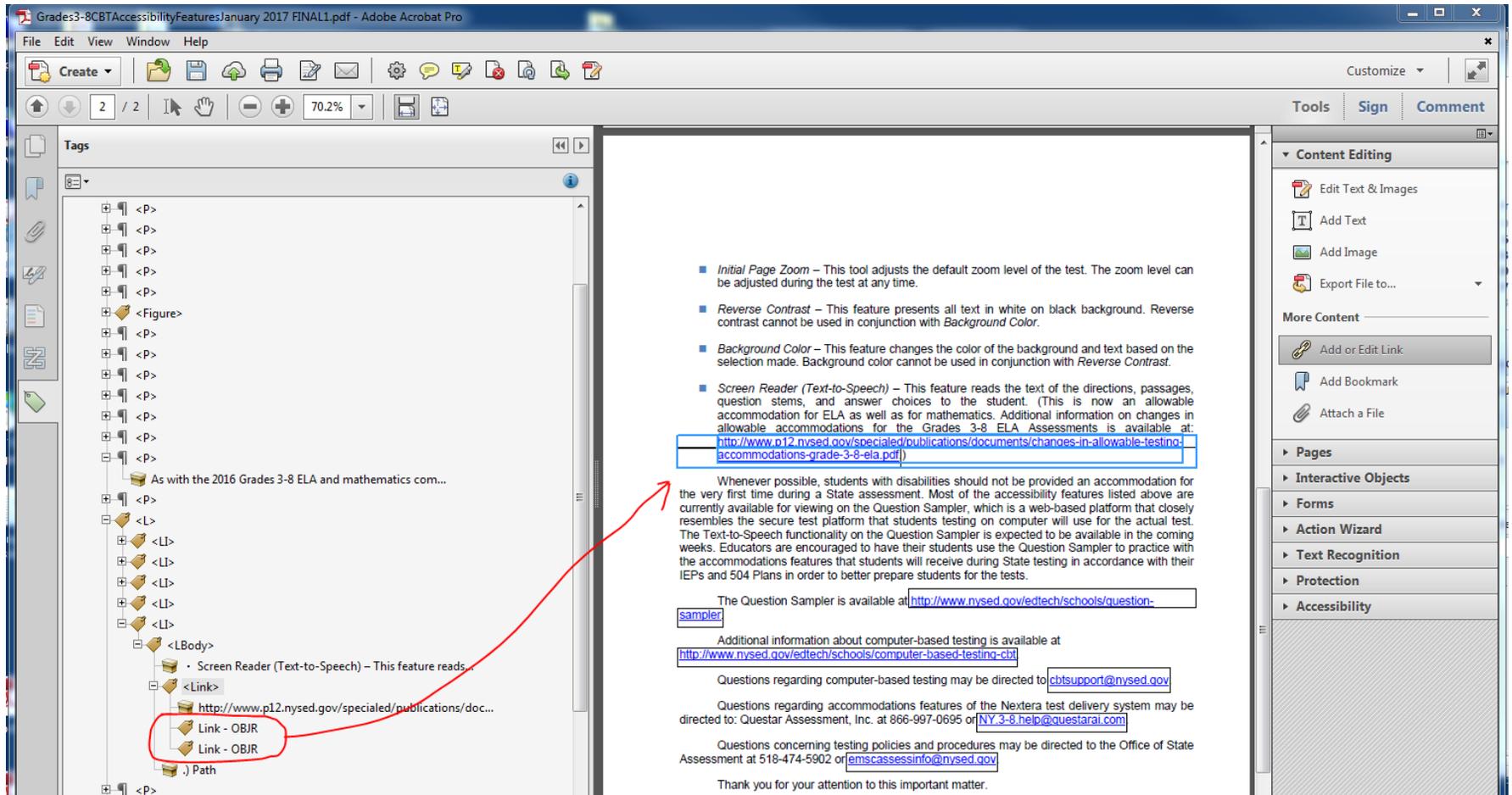


- There must be a link tag <Link> to identify the link to AT users.
- The <link> tag must be then structured with the following children tags:
 - The link text and the link (in the above example the tag that has the text beginning with [http://www.p12.nysed.gov...](http://www.p12.nysed.gov/specialed/publications/documents/changes-ir))
 - Link – OBJR tag

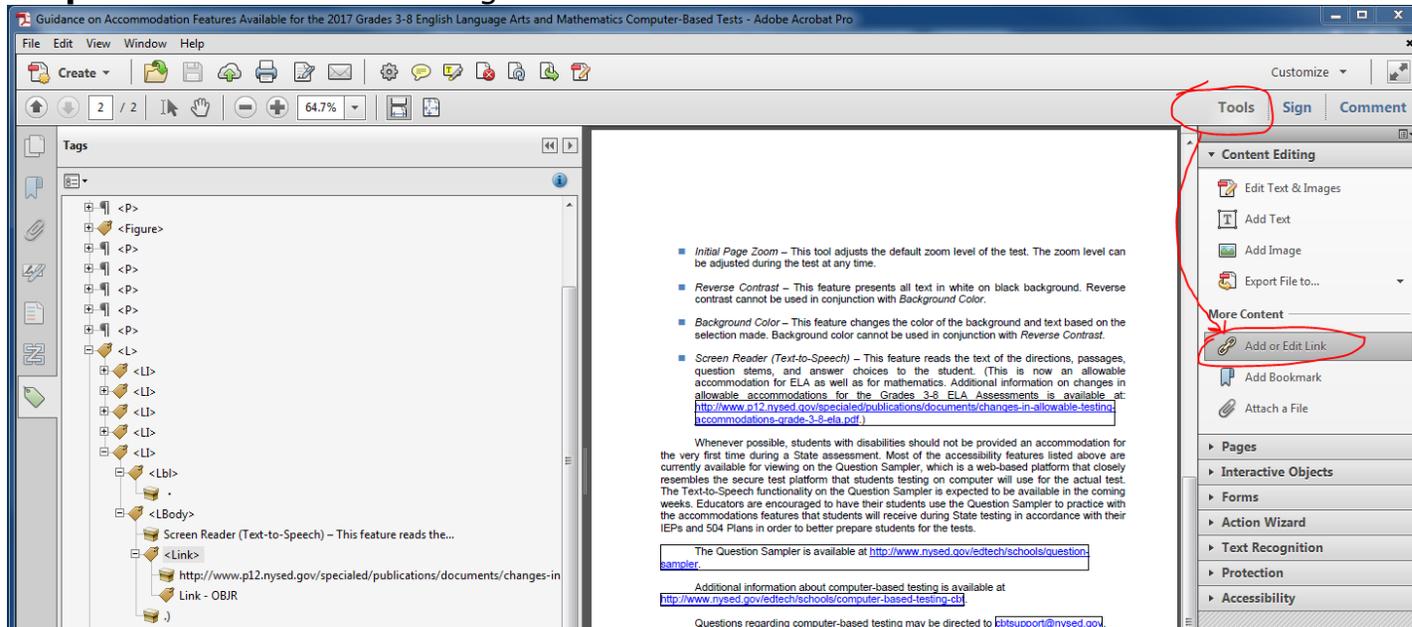
Directions on how to create properly tagged links is available from the US Department of Veterans Affairs website at: [Creating Accessible Links](#).

How to Fix Link Tags

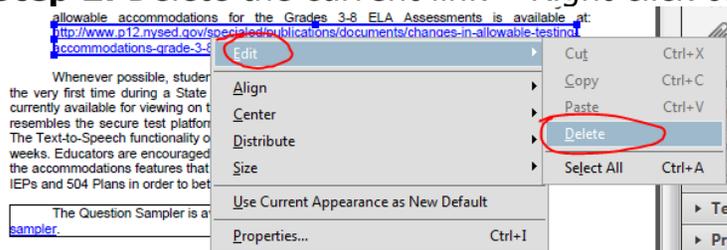
Depending on how the PDF or link was created, it may not be tagged properly. A common issue is that some URLs will span more than one line which will create two Link – OBJR action tags. There should only be one Link – OBJR tag per link:



Step 1: Under Content Editing Tools select **Add or Edit Link**:



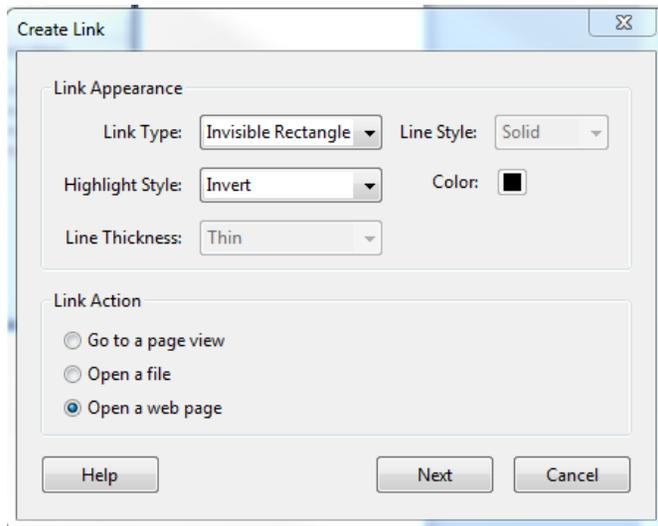
Step 2: Delete the current link – Right click on the link and select **Edit and Delete**:



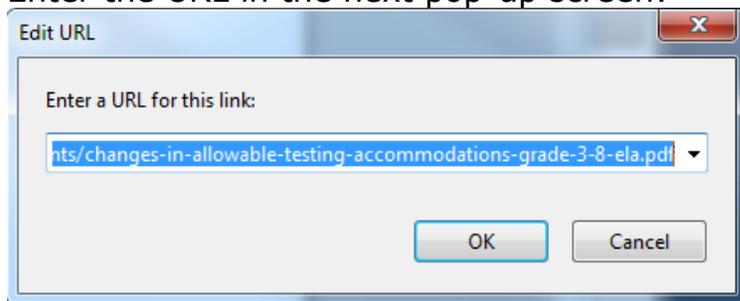
For some links there may be two link containers – click on them one at a time and delete both of them. Note the two boxes around this link:

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located online at <https://www.engageny.org>, in the quantit
these publications.

Use default link option with "Opens a web page" as the link action:

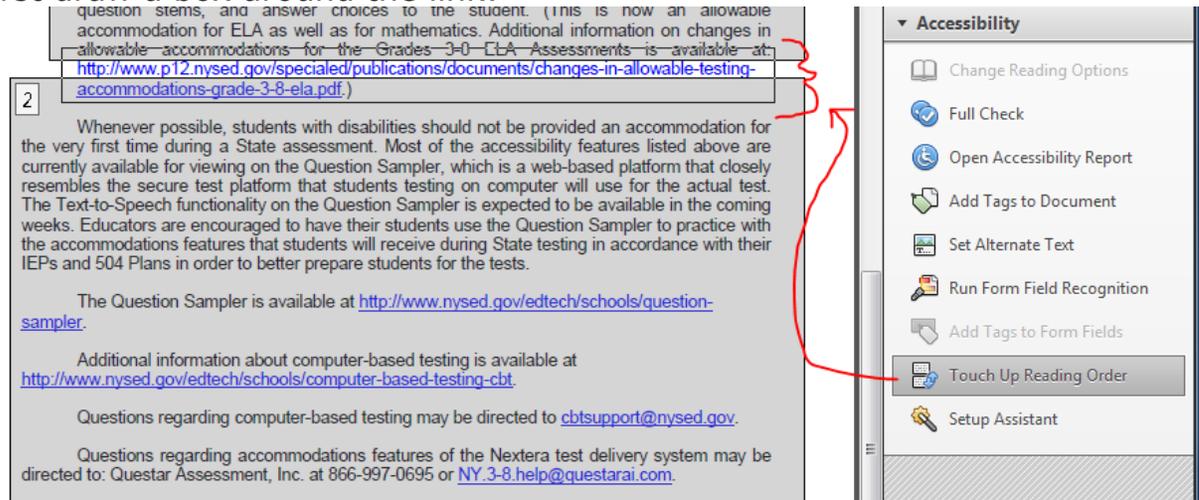


Enter the URL in the next pop-up screen:



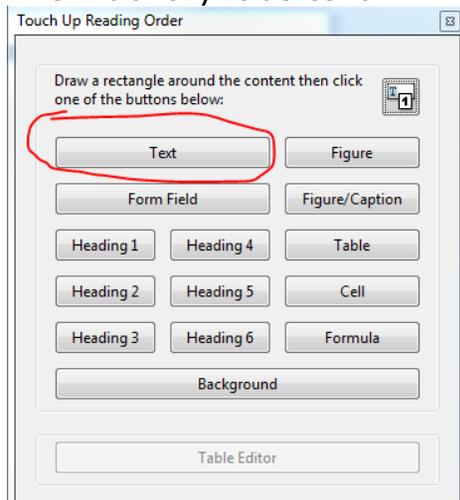
Step 4: Create the link tags using the Touch Up Reading Order tool:

First draw a box around the link:



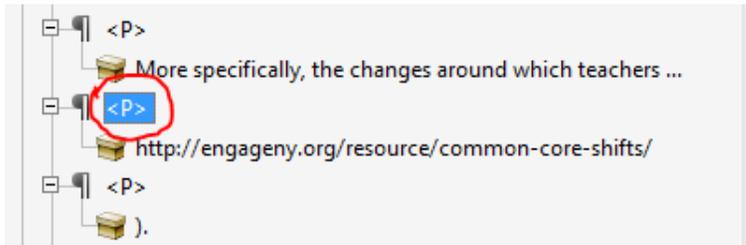
The screenshot shows a document with a link highlighted in a box. The link text is: <http://www.p12.nysed.gov/specialed/publications/documents/changes-in-allowable-testing-accommodations-grade-3-8-ela.pdf>. A red box is drawn around this link. To the right, an 'Accessibility' sidebar is visible, with the 'Touch Up Reading Order' option highlighted in a grey box. A red arrow points from the 'Touch Up Reading Order' option in the sidebar to the red box around the link in the document.

Then identify it as text:

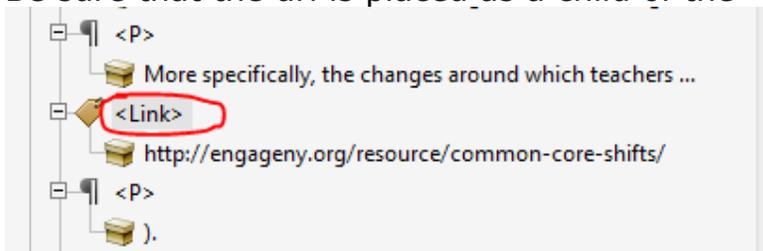


The screenshot shows the 'Touch Up Reading Order' tool interface. It has a title bar that says 'Touch Up Reading Order'. Below the title bar, there is a text box that says 'Draw a rectangle around the content then click one of the buttons below:'. Below this text box, there are several buttons arranged in a grid. The 'Text' button is circled in red. Other buttons include 'Figure', 'Form Field', 'Figure/Caption', 'Heading 1', 'Heading 2', 'Heading 3', 'Heading 4', 'Heading 5', 'Heading 6', 'Table', 'Cell', 'Formula', 'Background', and 'Table Editor'.

Find the link tag in the tagging tree which will be identified as a <p> tag. This will need to be changed to a link tag. Simply click on the <p> tag and type "link" in place of "p." If necessary, move the <link> tag to the correct location so that the reading order is correct.

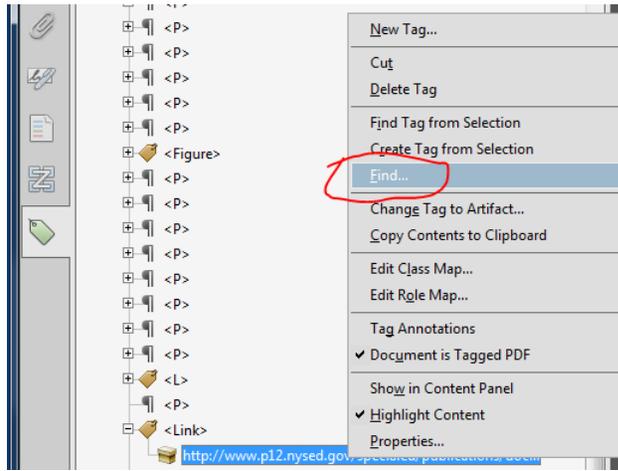


Be sure that the url is placed as a child of the <Link> (with the correct level of indentation) as follows:

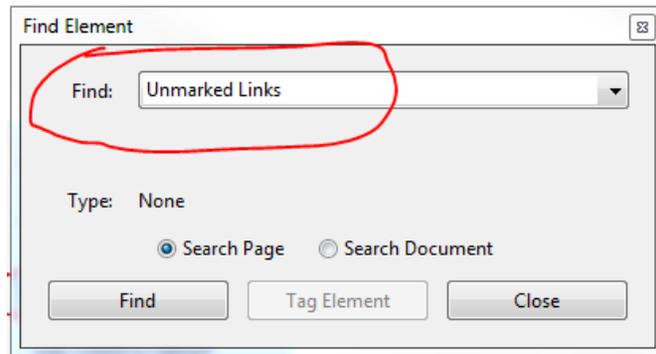


Step 5: Create the Link – OBJR tag:

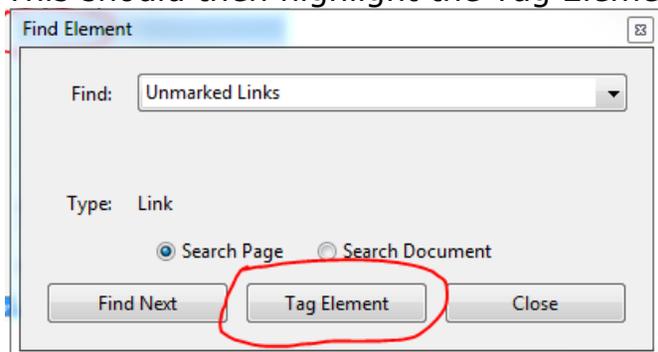
Right click on the url and select **Find:**



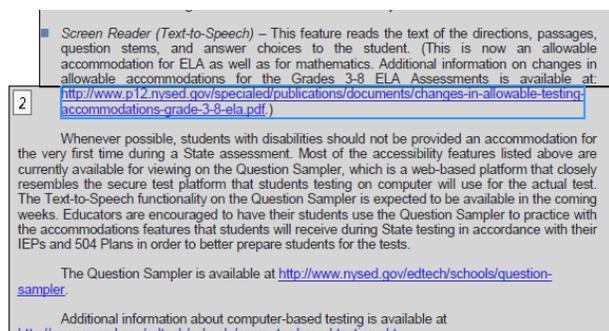
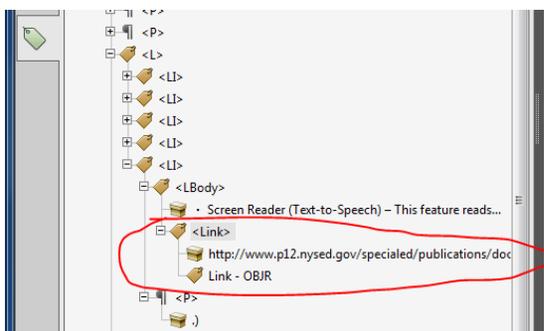
Select Unmarked Links:



This should then highlight the Tag Element button which you can then click to create the Link – OBJR tag:



At this point you may need to drag and drop the elements into the correct place in the tagging tree. In this example, the <link> tag was dragged under the bullet <lbody> tag so that it was in the correct order. In addition, in this example, the Touch Up Reading Order Tool was used to select and tag the “.)” at the end of the URL so that it could be tagged as text:



This process will create a correctly tagged link with a link/URL and a single Link – OBJR tag as children of the <link> tag.