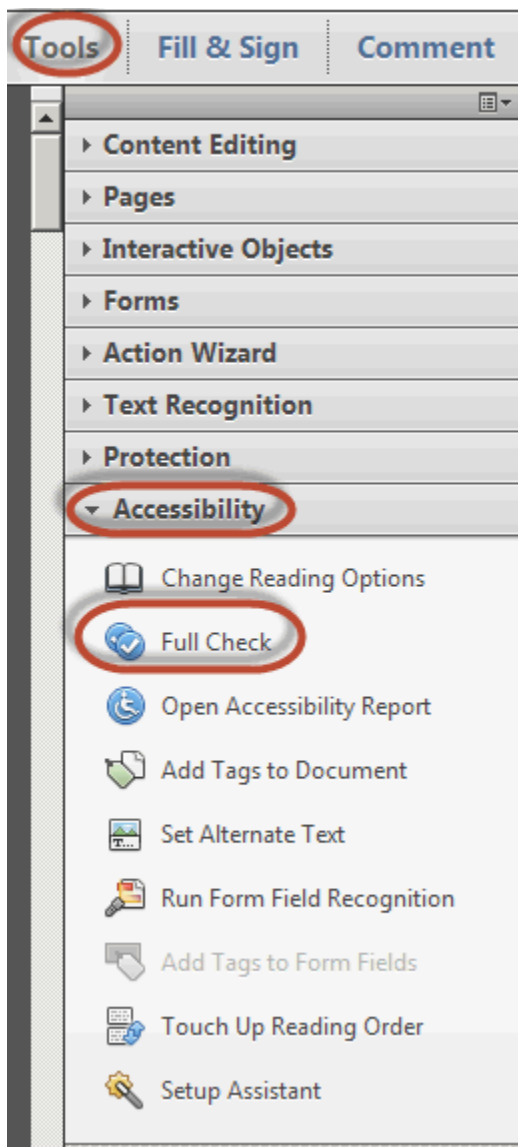


## Verifying the Corrected PDF Files

Once the PDF files have been converted, we need to verify that the bronze level items have been addressed.

1. Open your PDF folder, on your PC or network drive
2. Click to open one of the PDF files
3. Click Tools > Accessibility > Full Check



#### 4. Click Start Checking

The screenshot shows the 'Accessibility Checker Options' dialog box. It is divided into three main sections: 'Report Options', 'Page Range', and 'Checking Options (32 of 32 in all categories)'. The 'Report Options' section has two checked checkboxes: 'Create accessibility report' (with a folder path 'C:\Users\ecataldo\Desktop' and a 'Choose...' button) and 'Attach report to document'. The 'Page Range' section has a radio button selected for 'All pages in document' and another for 'Pages from' with input boxes containing '1' and '1'. The 'Checking Options' section has a dropdown menu set to 'Document' and a list of eight checked checkboxes: 'Accessibility permission flag is set', 'Document is not image-only PDF', 'Document is tagged PDF', 'Document structure provides a logical reading order', 'Text language is specified', 'Document title is showing in title bar', 'Bookmarks are present in large documents', and 'Document has appropriate color contrast'. Below this list are 'Select All' and 'Clear All' buttons. At the bottom of the dialog, there is a checked checkbox for 'Show this dialog when the Checker starts' and three buttons: 'Help', 'Start Checking', and 'Cancel'.

**Accessibility Checker Options**

**Report Options**

- Create accessibility report Folder: C:\Users\ecataldo\Desktop Choose...
- Attach report to document

**Page Range**

All pages in document  Pages from  to

**Checking Options (32 of 32 in all categories)**

Category:

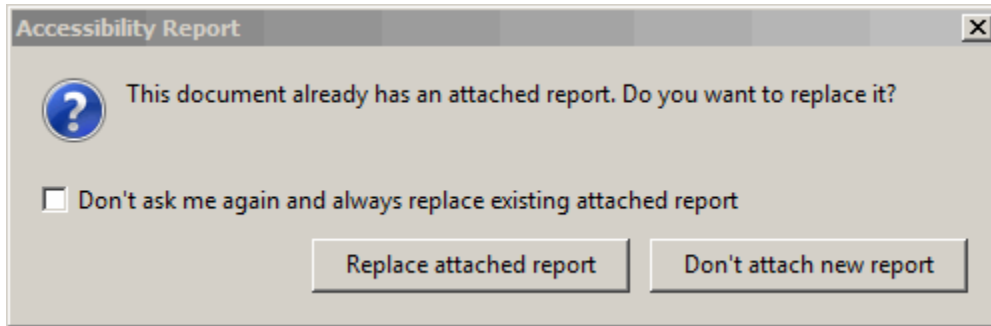
- Accessibility permission flag is set
- Document is not image-only PDF
- Document is tagged PDF
- Document structure provides a logical reading order
- Text language is specified
- Document title is showing in title bar
- Bookmarks are present in large documents
- Document has appropriate color contrast

Select All Clear All

Show this dialog when the Checker starts

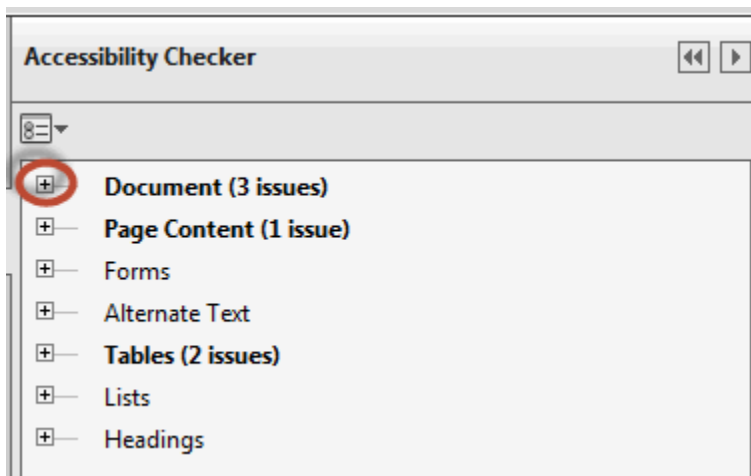
Help Start Checking Cancel

5. In the Accessibility Report window, click Replace attached report.



In the left-hand frame, you will see the Accessibility Checker. This tells you what still needs to be fixed.

6. In the PDF file, click and select the text for the Title of the document. For example, Disappearing Student Report.
7. In the Accessibility Checker section, click the plus sign next to Document (3 issues)



8. Right-click on Title – Failed. Select Fix

9. Under the Title section, paste the Title info in the Title box. Click OK.

The 'Description' dialog box contains the following information:

- Title:** Disappearing Student Report  
 Leave As Is
- Subject:** IRS  
 Leave As Is
- Author:** New York State Education Department  
 Leave As Is
- Keywords:** IRS  
 Leave As Is

Buttons: OK, Cancel

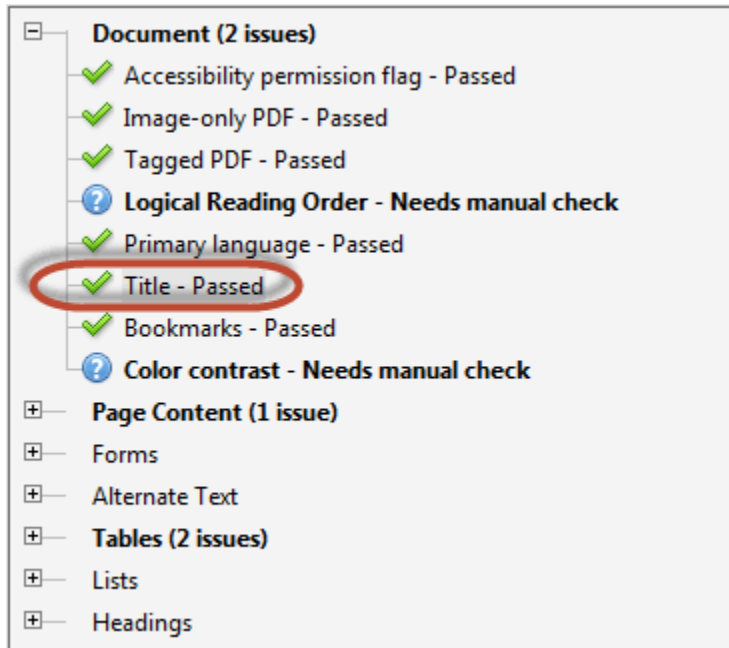
10. In the Accessibility Report window, click Replace attached report.

The 'Accessibility Report' dialog box contains the following information:

- Question mark icon: This document already has an attached report. Do you want to replace it?
- Don't ask me again and always replace existing attached report

Buttons: Replace attached report, Don't attach new report

11. The Title info has now been added.



12. The 3 bronze level items will appear under Document. Once those are clear, then you can save the file.

- Click File > Save