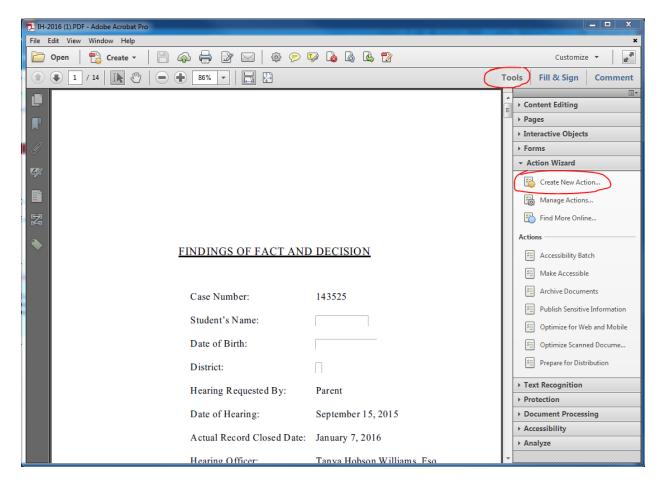
# **Batch Process PDF Files for Accessibility**

## Creating the Batch Action

- Open a PDF file in Adobe Acrobat
- Click Tools > Action Wizard > Create New Action...



### 1. Add Tags to Document

- In the left-hand section, under Choose tools to add: > Accessibility, click to select Add Tags to Document
- Click the move icon which is located between the 2 sections.
- The action will appear in the right-hand section, under Action steps to show: > Untitled.
- Click Save

Choose tools to add:		Action steps to show:	
▶ Content		Files to be Processed	
▶ Pages		🔁 Currently open file as default	
▶ Forms			6
▶ Recognize Text		Default option:	
▶ Protection		Add Files	
Document Processing			
✓ Accessibility		Untitled	
🧒 Run Accessibility Full Check	$\rightarrow$	Add Tags to Document	
Add Tags to Document			
Set Reading Language			
Set Alternate Text			
🖶 Set Tab Order Property			
🗒 Touch Up Reading Order			
► Save & Export			
▶ Go To			
▶ More Tools			

This action should only be used on PDFs that are missing tags. If this action is run on previously tagged PDFs it will replace those tags with a new set of tags which could be an issue if the previous tags were already in an accessible format.

### 2. Setting the Reading Language

- In the left-hand section, under Choose tools to add: > Accessibility, click to select Set Reading Language
- Click the move icon which is located between the 2 sections.
- The action will appear in the right-hand section, under Action steps to show: > Untitled.
- Click Specify Settings
- In the Set Reading Language window, make sure English is selected.
- Click OK
- Be sure to uncheck prompt user so it will go automatically if they are all English documents.

e New Action		
Choose tools to add:	Action steps to show:	
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<ul> <li>Run Accessibility Full Check</li> <li>Add Tags to Document</li> <li>Set Reading Language</li> <li>Set Alternate Text</li> <li>Set Tab Order Property</li> </ul>	Add Tags to Document  Add Tags to Document  Set Reading Language  Prompt User  Set Reading Language  Set Readi	
Touch Up Reading Order  Save & Export	Language: English	
> Go To	OK Cancel	
More Tools		
	Save	Cancel

#### 3. Add Document Properties

- In the Create New Action window, under Choose tools to add: click Content > Add Document Description.
- Click the move icon which is located between the 2 sections.
- Click Specify Settings
- Title and author are required for <u>NYSED's minimum accessibility requirements</u>. Subject and keywords are also recommended. **Important:** after running the batch wizard, the document title and possibly subject and keywords will still need to be manually updated to match what is needed for each individual document.
- Author should always be set to "New York State Education Department," unless the document was authored by an outside individual or organization.
- 🔁 IH-2016 (3)-accessible.pdf Adobe Acrobat Pro X File Edit View Window Help 🔁 Create 🔻 👙 🗩 🐶 💊 🕼 😫 🕏 Open Customize 🔻 X Edit Action - Accessibility Batch ↓ 1 / 26 IN Fill & Sign Comment Ľ Action steps to show: Choose tools to add: tent Editing Files to be Processed - Content Ŀ. Create Comment Summary 🔁 Currently open file as default ractive Objects **B** ns C 🖿 a Delete All Comments ion Wizard Default option: 6 Add Document Description 👌 Add Files... Create New Action... T Add Text Untitled ٠ Manage Actions... Description 23 Add Tags to Document Find More Online... -Set Reading Language € Title: 2016 Impartial Hearing Findings Î Accessibility Batch 🗎 Save 🔲 Leave As Is Make Accessible 된 Add Document Description Archive Documents Subject: Special Education 8= Specify Settings Publish Sensitive Information Leave As Is Prompt User Optimize for Web and Mobile Author: New York State Education Department Optimize Scanned Docume... Leave As Is Prepare for Distribution Recognition Keywords: Special Education, Due Process, Impartial He ection Save Cancel 🔲 Leave As Is ument Processing December 12, 2013 Accessibility ОК Cancel February 7, 2014 Analyze March 17, 2014 March 21 2014
- Be sure to uncheck prompt user

- 4. Set action to Recognize Text Using OCR and use the default settings:
  - Primary OCR Language: English (US) or change as needed
  - PDF Output Style: Searchable Image
  - Downsample to: 600 dpi
  - Be sure to uncheck prompt user so it will go automatically.

**Important:** if a document has even one character of text on a page then the OCR scan will skip the page. Therefore, it is important to manually review documents to ensure that all image based text has an accessible text version.

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Choose tools to add:		Action steps to show:		Tools Fill & Sign C
Choose tools to add:   Choose tools to add:   Content  Pages  Forms   Recognize Text  A_A Recognize Text using OCR   Optimize Scanned PDF  Protection  Document Processing  Accessibility  Save & Export  Go To  More Tools  Contents  Conte		Files to be Processed	R Language	
		Save	Cancel	Text Recognition     Protection

## 5. Set Open Options

- In the left-hand section, under Choose tools to add: > Document Processing, click to select Set Open Options
- Click Specify Settings
- In Set Open Options box, under Window Options select Yes to Display Document Title. Under Open Action select magnification = 100%.
- Be sure to uncheck prompt user so it will go automatically.

Set Open Options	
Initial View	Open Action
<ul> <li>Page Only</li> <li>Bookmarks and Page</li> </ul>	Page Number: 1 of 0
<ul> <li>Thumbnail Images and Page</li> <li>Layers and Page</li> </ul>	Magnification: 100%
Eeave As Is     Page Layout:	

#### 6. Add Save as an Action

Add Save as an action so that each file we automatically save and the process will continue automatically on all files selected. Files can be overwritten with the same name or you can add text such as "-accessible" to the new versions of the files.

- In the Create New Action window, under Choose tools to add:, click Save & Export > Save.
- Click the move icon which is located between the 2 sections.
- Click Specify Settings
- In Output Options box, under File Naming, click to select Add to original file names:
- Under Insert After, type -accessible
- Click OK

ction - Accessibility Batch				Fill & Sign Comment	
Choose tools to add:	7	Action steps to show:		tent Editing	
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▶ Pages		Lurrently open file as default		ractive Objects	
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		ber 12, 2013 ry 7, 2014	_	ОК	Cancel

Add Document Description AA Recognize Text using OCR Set Open Options Save

• The action will now have the added processes listed:

## 7. Save Action Wizard

- Click Save
- In the Save Action window, type in an Action name. It can be "Accessibility Batch" or anything you'd like.

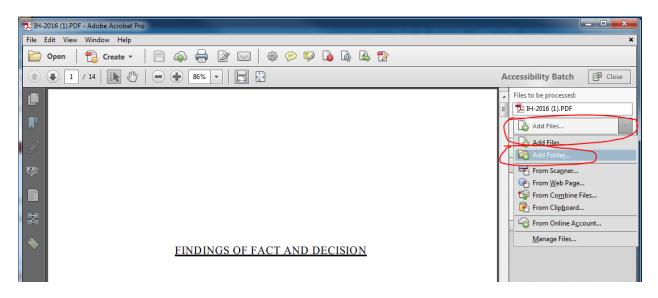
Choose tools to add:	Action steps to show:	
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Add Action Description:	leading Language	6
Set R	pecify Settings	
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► Save & Export		
▶ Go To		
More Tools		

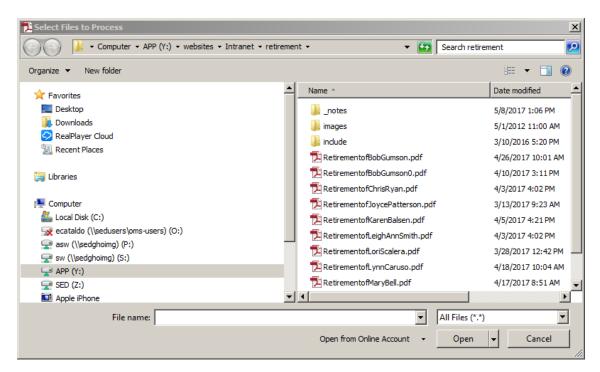
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				Create New Action
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				Publish Sensitive Information
		Student's Name:		Set optimize for Web and Mobile
		Date of Birth:		Coptimize Scanned Docume
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		Hearing Requested By: Parent		Text Recognition
				Protection
		Date of Hearing: September 15, 20		Document Processing
		Actual Record Closed Date: January 7, 2016	•	Accessibility
		Actual Record Closed Date: January /, 2016	•	Analyze
		Hearing Officer Tanya Hobson W	illiams Eso	

### The new action will be listed under Tools > Action Wizard > Actions

## Adding Files and Running the Accessibility Batch Wizard

- Open a PDF file in Adobe Acrobat
- Click Tools > Action Wizard
- Under Actions, click on a new action to run
- Under Files to be processed, click the Add Files icon
- Select files to process. Folders can be selected

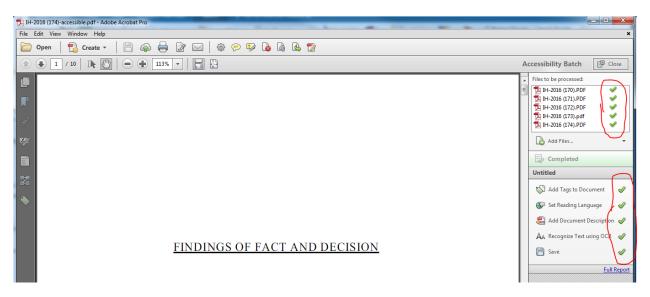




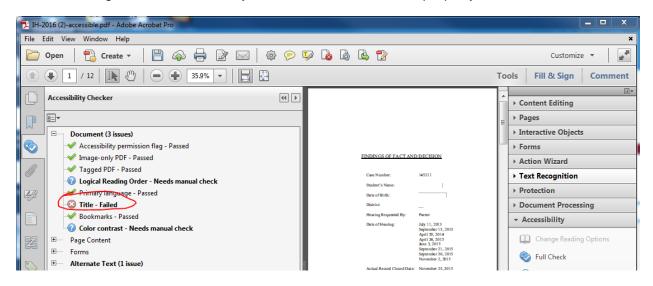
• Once the files are selected click on Start and it will automatically process all of the files:

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1 / 14   ] 3 10 10 10 10 10 10 10 10 10 10 10 10 10	• 🕂 86% 🕶   📑 🔛	Accessibility Batch
		Files to be processed: Files to be processed: H-2016 (1).PDF H-2016 (2).PDF H-2016 (3).PDF Add Folder Start Untitled Mdd Tags to Document Set Reading Language
	FINDINGS OF FACT AND DECISION	Full Report

• Once the action is completed and if it worked correctly each file and action will have a green check mark:



• Although the documents properties are updated by the batch accessibility wizard, when running the Full Accessibility check the Title Document property will still often fail.



• To remove this error, right click on the Document-Title and select "Fix" and then it will recognize the settings (title, subject, keyword and author) that this batch action automatically updated.

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	→ Image-only PDF - Passed	FINDINGS OF FACT AND DECISION	<ul> <li>Action Wizard</li> </ul>					
Ø		Case Number: 145391	▶ Text Recognition					
	Vogical Reading Order - Needs manual check     Veral Annual Check     Veral Annual Check	Student's Name :	Protection					
42	Title - Failed	Date of Bith: Hearing Requested By: Parent	▹ Document Processing					
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	Color cont     Skip Rule	November 26, 2013 December 26, 2013						
Z		February 7, 2014 March 17, 2014 March 17, 2014	Change Reading Options					
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	E── Alternate Te: Show Report	September 17, 2014 Actual Record Closed Date: January 26, 2016	Full Check					
	E── Tables (1 issu Options	Hearing Officer: John Farago, Esq.	Open Accessibility Report					
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			Set Alternate Text					
			🔎 Run Form Field Recognition					

However, keep in mind that the document title and possibly subject and keywords may still need to be manually updated to match what is needed for each individual document. To change these settings, go to File > Properties.

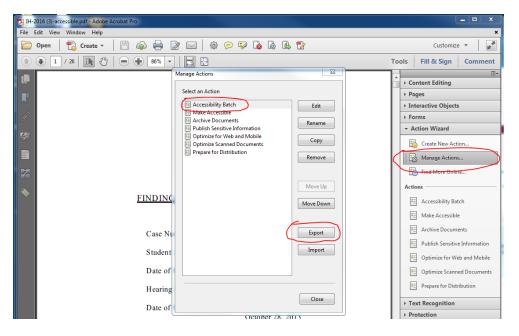
• Finally, to customize the settings for each batch that is run, right-click on the action and select Edit Action:

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## Exporting the Batch Wizard Configuration File (\*.sequ)

Batch actions can then be exported and imported for other users

- Open a PDF file in Adobe Acrobat
- Click Tools > Action Wizard > Manage Actions
- In the Manage Actions window, under Select an Action, click on batch action (Accessibility Batch)
- Click Export



• The file will be saved as \*.sequ that can then be shared. All a user needs to do is double-click the file and it will automatically import into Adobe Acrobat.

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