

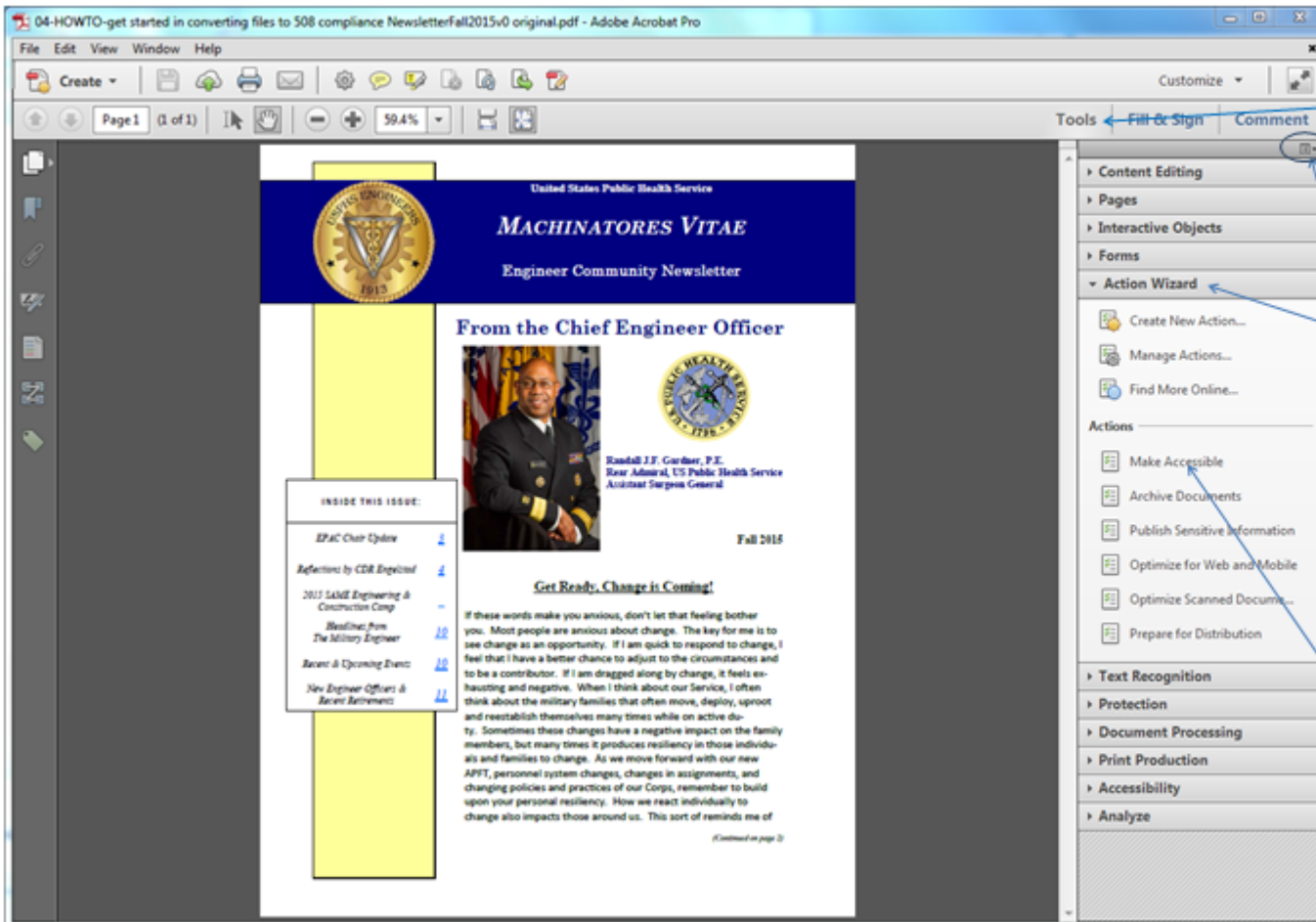
10-HOWTO-Get Started in Converting Files to 508 Compliance

This document provides step-by-step instructions for getting started in Converting Files to 508 Compliance. The first steps include:

- Utilizing the *Action Wizard*
- Adding document properties
- Setting reading language
- Detecting images and adding alternative text

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



1. Click on the *Tools* to see all the available tools.

2. Click here to start the *Action Wizard*.

Note: you may need to click here if *Action Wizard* (or *Accessibility*) is not visible.

3. Click *Make Accessible* to start the process of making this file 508 compliant.

Screen shot 2

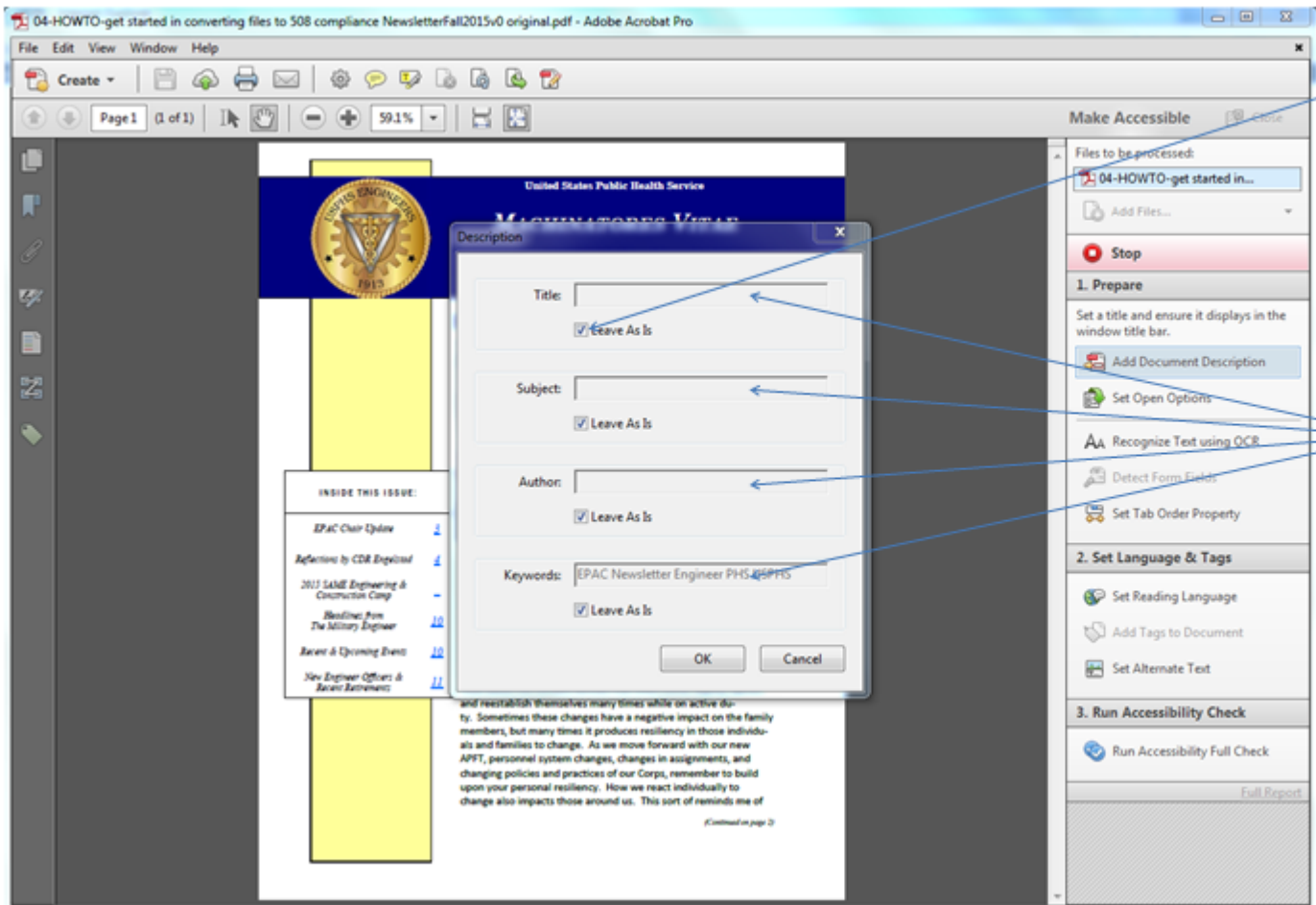
The screenshot displays the Adobe Acrobat Pro interface. The main window shows a PDF document titled "04-HOWTO-get started in converting files to 508 compliance NewsletterFall2015v0 original.pdf". The document content includes the header "United States Public Health Service MACHINATORUM VITAE Engineer Community Newsletter" and a section titled "From the Chief Engineer Officer" featuring a photo of Rear Admiral J.F. Gardner, P.E. and a short article titled "Get Ready, Change is Coming!".

The "Make Accessible" sidebar is open on the right side of the window. It contains the following sections:

- Files to be processed:** 04-HOWTO-get started in...
 - Add Files...
 - Start** (highlighted with a callout box)
- 1. Prepare**
 - Set a title and ensure it displays in the window title bar.
 - Add Document Description
 - Set Open Options
- AA Recognize Text using OCR**
 - Detect Form Fields
 - Set Tab Order Property
- 2. Set Language & Tags**
 - Set Reading Language
 - Add Tags to Document
 - Set Alternate Text
- 3. Run Accessibility Check**
 - Run Accessibility Full Check

A callout box with the text "Click Start." has an arrow pointing to the "Start" button in the "Files to be processed" section.

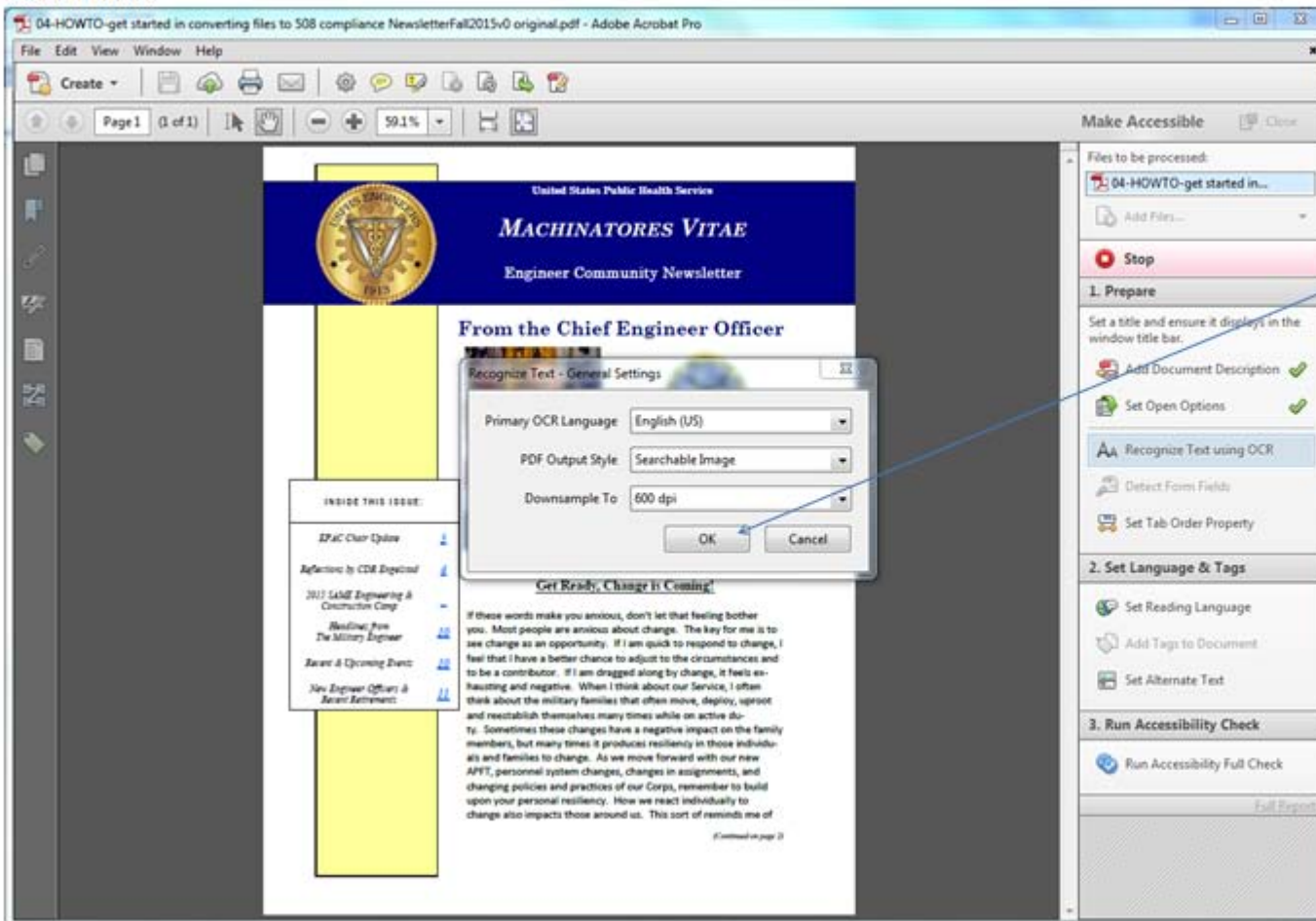
Screen shot 3



Unclick the box to edit the content.

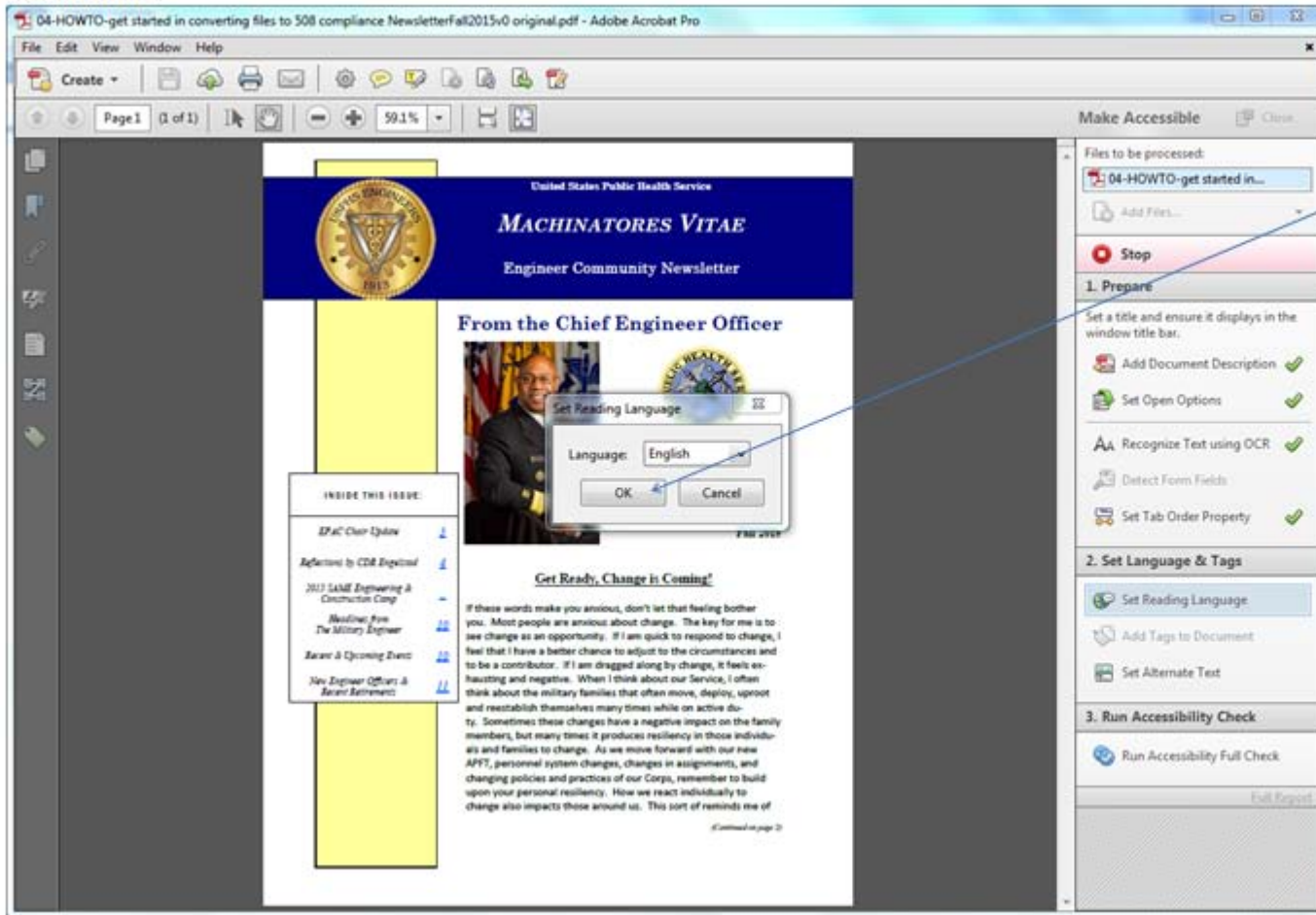
Type in the information for all the boxes.

Screen shot 4



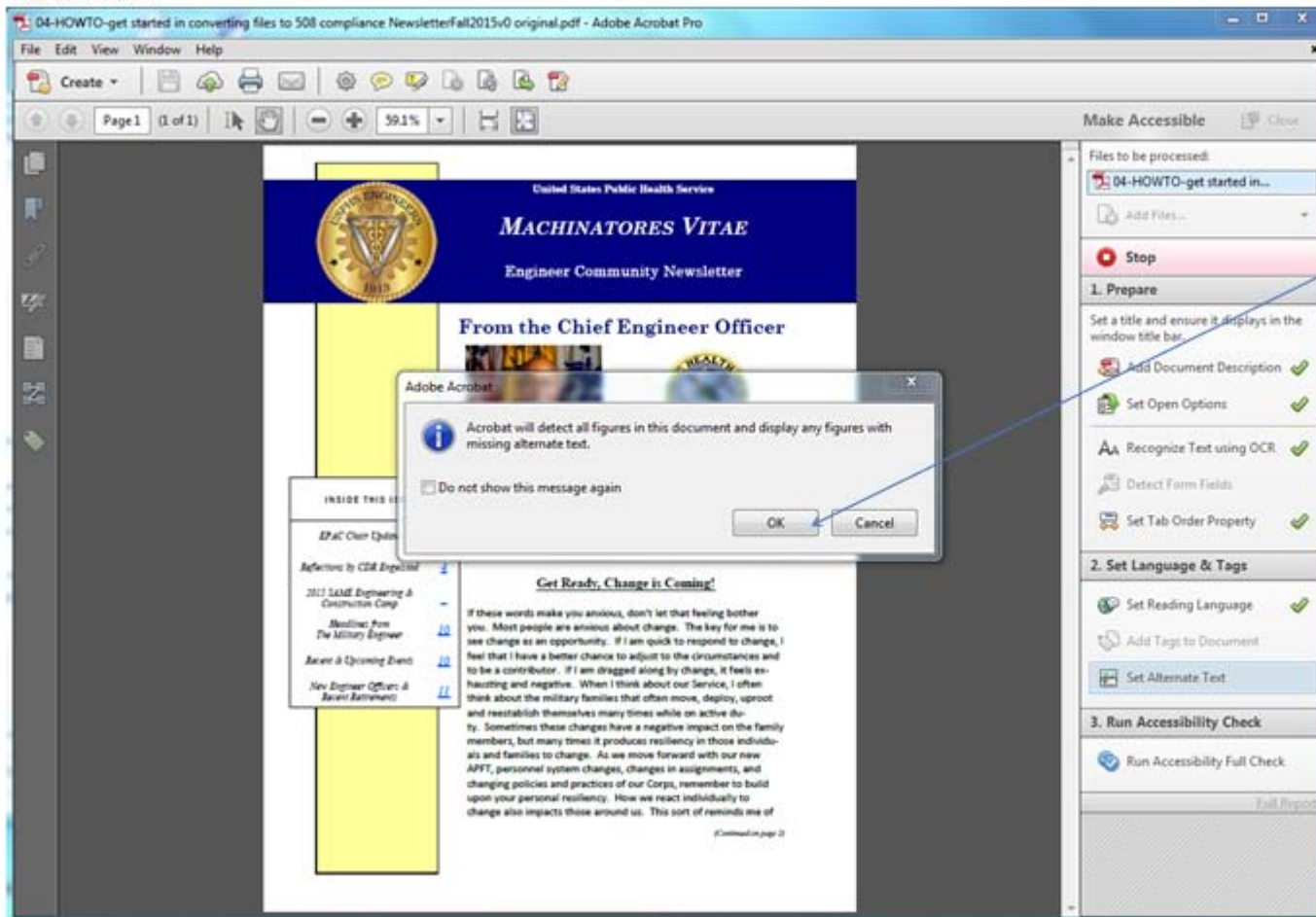
OK to OCR.

Screen shot 5



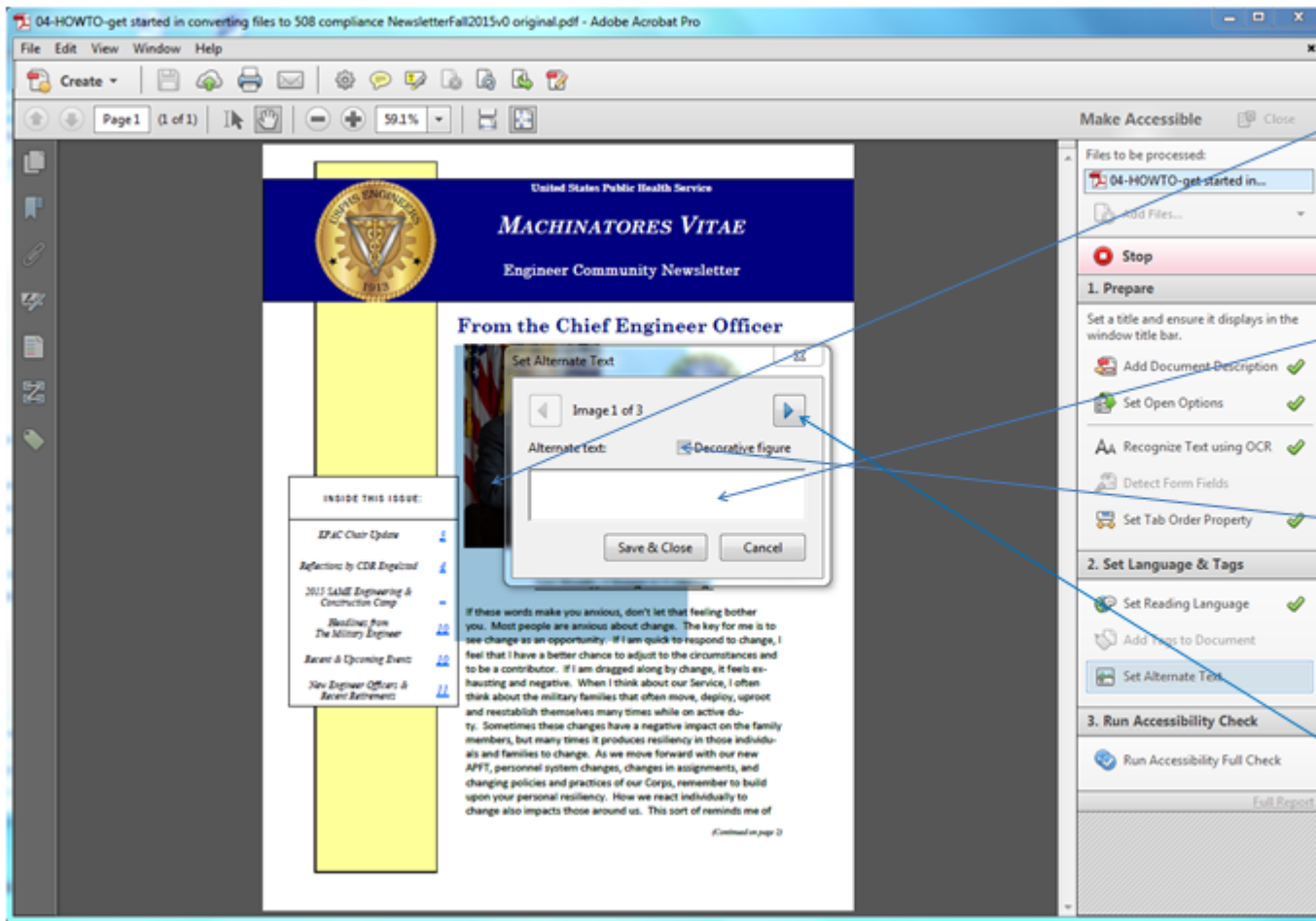
Click OK for English as the reading language.

Screen shot 6



Click OK to detect all figures in this document.

Screen shot 7



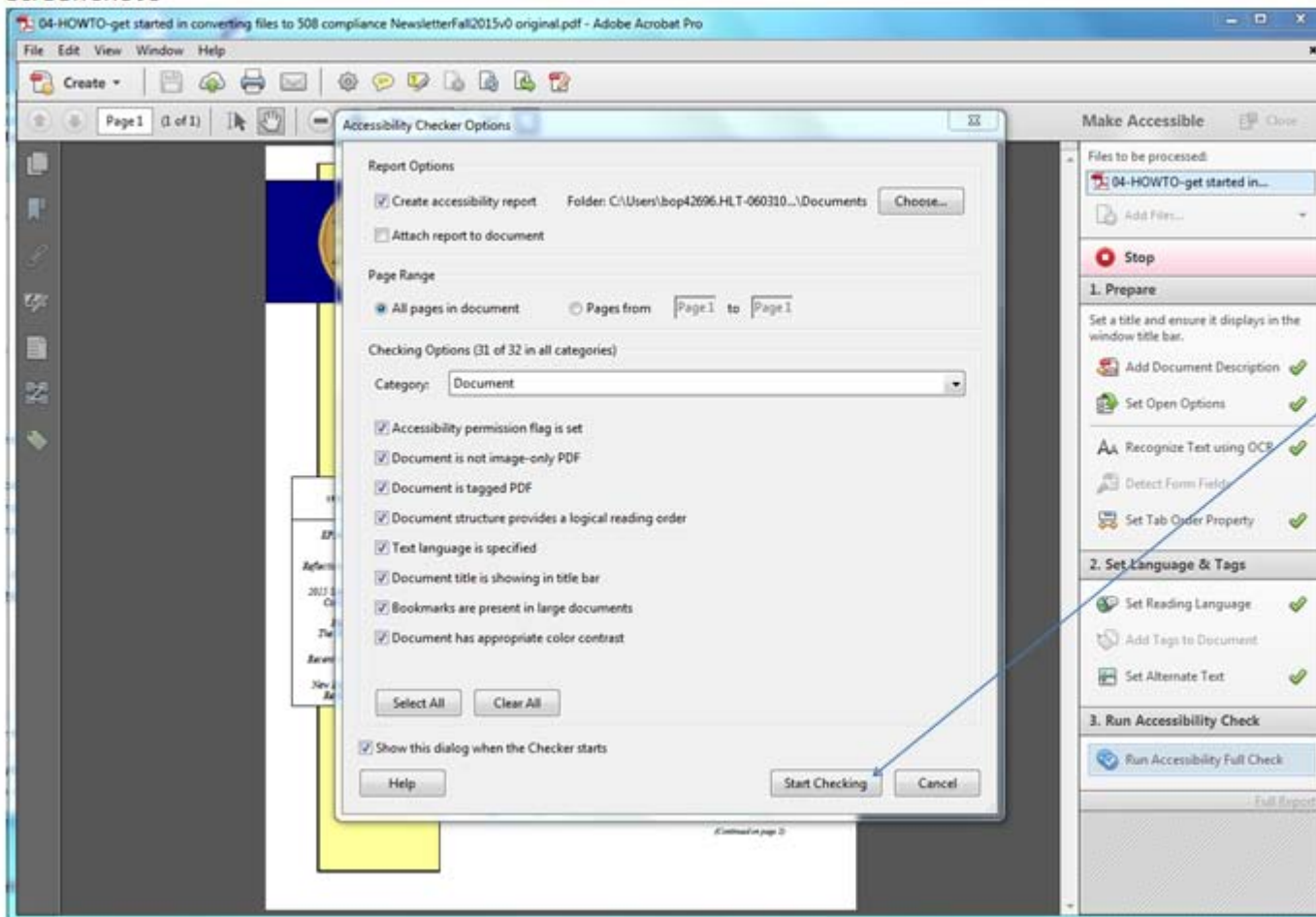
Note the highlighted image in blue.

Enter the alternative text for the image.

Click *Decorative Figure* if the image is decorative in nature and does not convey a message.

Click the arrow to add alternate text for the next image.

Screen shot 8



Click *Start Checking* for a full accessibility check.

Screen shot 9

04-HOWTO-get started in converting files to 508 compliance NewsletterFall2015v0 original.pdf - Adobe Acrobat Pro

File Edit View Window Help

Create [Icons]

Page 1 (1 of 1) [Navigation] 58.2%

Make Accessible [Close]

Accessibility Checker

- Document (2 issues)
 - Accessibility permission flag - Passed
 - Image-only PDF - Passed
 - Tagged PDF - Passed
 - Logical Reading Order - Needs manual check
 - Primary language - Passed
 - Title - Passed
 - Bookmarks - Passed
 - Color contrast - Needs manual check
- Page Content
 - Forms
- Alternate Text (1 issue)
 - Tables
 - Lists
 - Headings

United States Public Health Service
MACHINATORUM VITAE
Engineer Community Newsletter

From the Chief Engineer Officer

Randall J.F. Gardner, P.E.
Rear Admiral, US Public Health Service
Assistant Surgeon General

INSIDE THIS ISSUE:

- EPAC Chair Update 1
- Reflections by CDR Englewood 1
- 2017 S&M Engineering & Construction Camp -
- Headline: From The Military Engineer 10
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- New Engineer Officers & Recent Retirees 11

Get Ready, Change is Coming!

If these words make you anxious, don't let that feeling bother you. Most people are anxious about change. The key for me is to see change as an opportunity. If I am quick to respond to change, I feel that I have a better chance to adjust to the circumstances and to be a contributor. If I am dragged along by change, it feels exhausting and negative. When I think about our Service, I often think about the military families that often move, deploy, uproot and reestablish themselves many times while on active duty. Sometimes these changes have a negative impact on the family members, but many times it produces resiliency in those individuals and families to change. As we move forward with our new APFT, personnel system changes, changes in assignments, and changing policies and practices of our Corps, remember to build upon your personal resiliency. How we react individually to change also impacts those around us. This sort of reminds me of

(Continued on page 2)

Files to be processed:

- 04-HOWTO-get started in... [checkmark]

Add Files...

Completed

1. Prepare

Set a title and ensure it displays in the window title bar.

- Add Document Description [checkmark]
- Set Open Options [checkmark]

2. Set Language & Tags

- Recognize Text using OCR [checkmark]
- Detect Form Fields
- Set Tab Order Property [checkmark]

3. Run Accessibility Check

- Run Accessibility Full Check [checkmark]

[Full Report](#)

Review the accessibility report. Resolve all issues except the manual checks.