

## Ensuring your PDF's hyperlinked images are fully accessible.

To follow is a list of steps you can take to ensure that your PDF's images are properly hyperlinked and that they're fully accessible in accordance with the ADA's recommended guidelines.

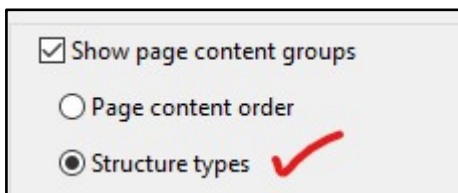
Some steps of the process require you slide and move tags in a tag tree, which may require a bit of practice. As always, if you require immediate assistance with your PDF document, or if you would like to schedule a one-on-one demonstration of this process, please phone Student Disability Services at anytime 806-734-1864 or email: <mailto:mary.mailler@ttu.edu>



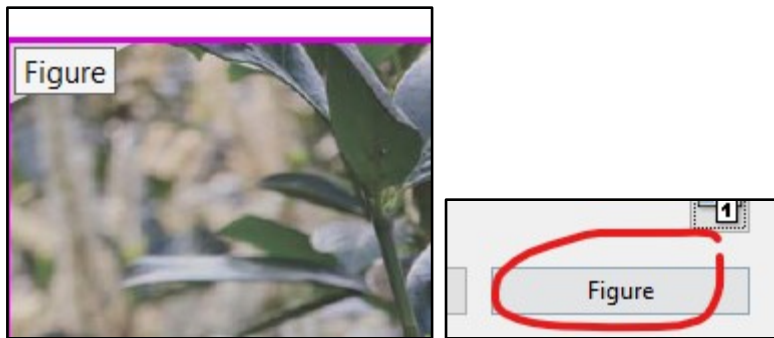
1. Open your PDF and scroll through its pages to locate and open the page of its first image. This is where you will begin the process of checking to see if your PDF's hyperlinked images are accessible.\* To the right of your main document pane, open the tools panel and click on the universal icon for accessibility. This will open a dialogue box.



2. From the dialogue box, select the Reading Order tool, which will open another smaller menu.



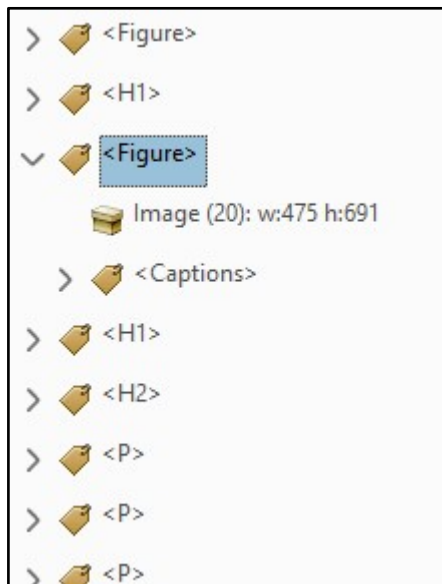
3. Leave all of the defaulted options ticked, but be sure to tick on the Structure Types option.



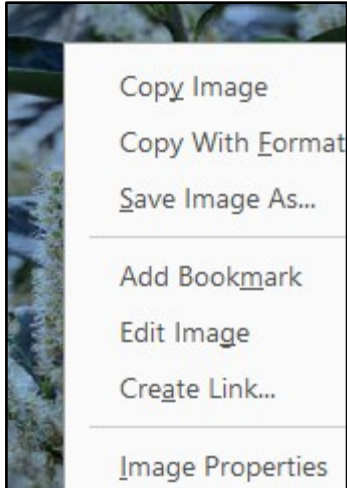
4. Most frequently your image will have this figure tag associated with it. If your image does not have this figure tag associated with it, click and drag around it with your cursor and then from the Reading Order panel, click on Figure. You can close the Reading Order panel for now.



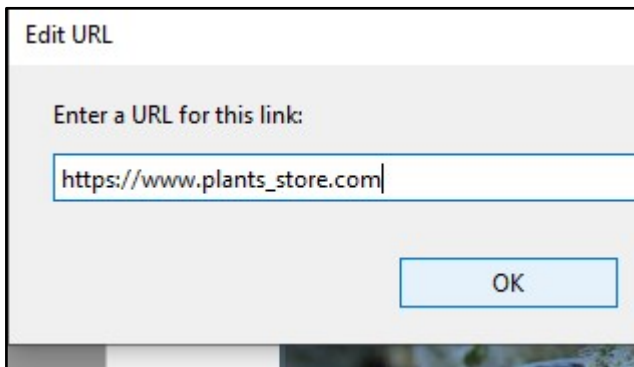
5. Now you need to properly order your tags. On the other side of your main document pane, slide open the navigation pane and select the tags icon.



6. You should see a tag tree that looks like this. Look at the tags to find the ones that say <Figure>, an example of which is shown above. Click on the individual figure tags in the tree until you find one that highlights the image you're interested in with a purple outline.



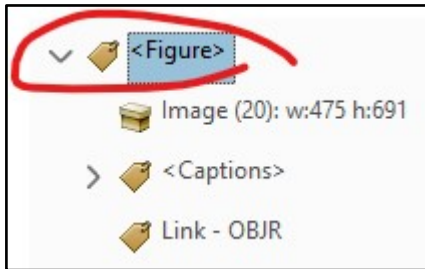
7. Once the correct figure tag is located and your figure in the document pane is highlighted with a purple outline, select it with your cursor, and right click on it and select Create Link.



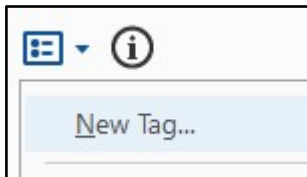
8. A pop-up window will appear. Paste the URL address that you want the image to hyperlink to in the pop-ups URL field. Select OK, when you're done adding the URL.



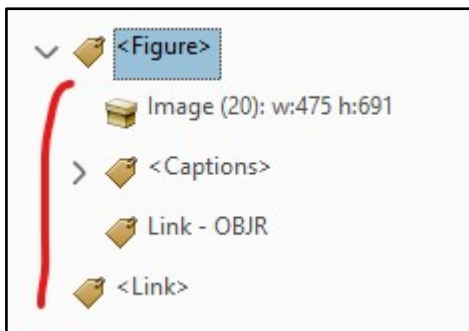
9. Now return to the tag tree and note that Acrobat has added a Link – OBJR item to the tree and has placed it in a child relationship to the parent Figure tag above it. Also note that there is an Image container in a child relationship to the Figure tag as well.



- Both the Link-OBJR Tag and the Image container need to be moved into a single Link Tag as children of that tag, and then that Link Tag will need to be placed in a child relationship to the Figure tag. So now, you need to create the Link Tag to contain the Image container and Link-OBJR tag.



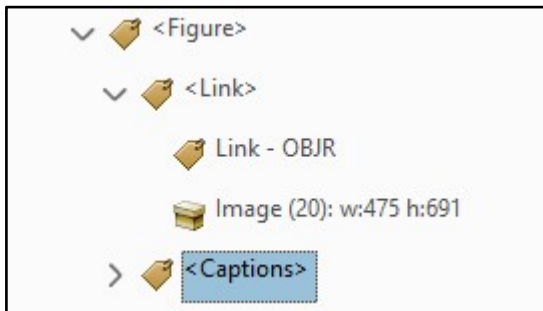
- Click on the Figure Tag to highlight it, and from the row of icons above the tag tree, select the Options drop-down menu button, and select New Tag. A pop-up menu will then appear, select Link from the Type menu.



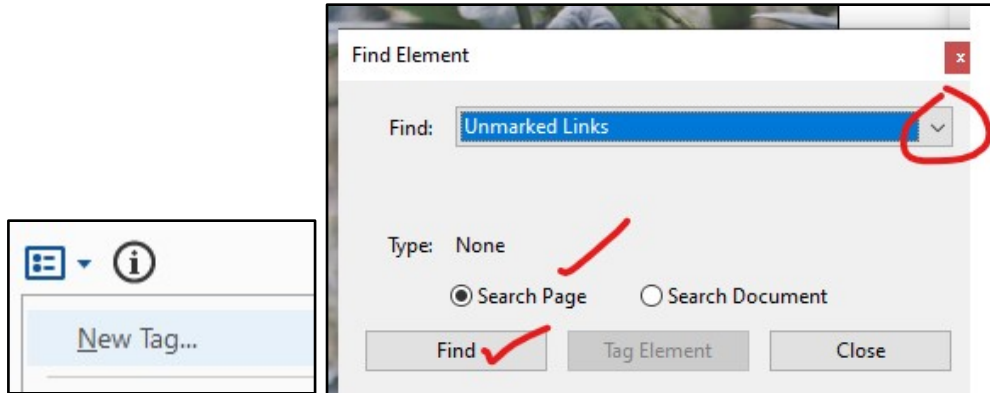
- Returning down the tree to your Figure Tag, note Acrobat has added a Link Tag for you in the tree, but it is not in a child relationship to the Figure Tag. Simply click on the Link Tag and drag it up and under the Figure Tag to place it in the child relationship. It may take a few tries to get the hang of sliding tags around. Use the redo function if you make a mistake, and then try again.



13. Your Figure Tag with its child <Link> tag will now look like this. Both your Link – OBJR and your Image container need to be moved into a child relationship with the <Link> Tag. Slide them both up and in, so that they're under the Link Tag (this establishes the parent / child relationship). Put the Link – OBJR in first, then the Image Tag underneath it. Sometimes tags can hide or disappear from the tree during this process. If this happens, simply use your undo button and try again, paying attention to the sliding arrows that appear as your visual placement cue.



14. Your Figure Tag is properly accessible when it looks like this.
15. \* In general, running an Accessible Checker Report on a PDF to check for accessible hyperlinks is not a fully reliable test of their accessibility. If your PDF doesn't have too many images, a practical approach to take to address any issues with hyperlinked images would be to walk down the Tag Tree yourself, opening <Figure> tags and checking they're in this particular order as we've done here, with this tutorial. Click on the Figure Tags to open them and make sure all of the Link Tag features are present and properly ordered in terms of their parent / child relationships. If your file is too large for this, and it is impractical for you to manually check your hyperlinked images, you may try to run the Accessibility Checker Report in combination with your manual check. An error of this nature relating to links will return in the Report as a Form or Element error. If this occurs, close the checker report and take the actions noted below.



16. Return to your Tag Tree Options Button and drop down the menu bottom and select Find. A Find Element pop-up window will appear and from its drop down menu, select Unmarked Links, tick Search Page or Document and select Find. A search will run, which will send you to any inaccessible hyperlinked images (they'll be highlighted). At this point, a pop-up will offer you an option for tagging those images' links. Select the Tag the Link option and close the pop up. At this point, you can once again, return to the initial first steps of this process by highlighting your image and finding it in your tag tree. Sort Link-OBJs and Image tags into the Link Tag in the proper parent / child orientation. When you've completed this process with all of your images, save and close your file. The process is complete.