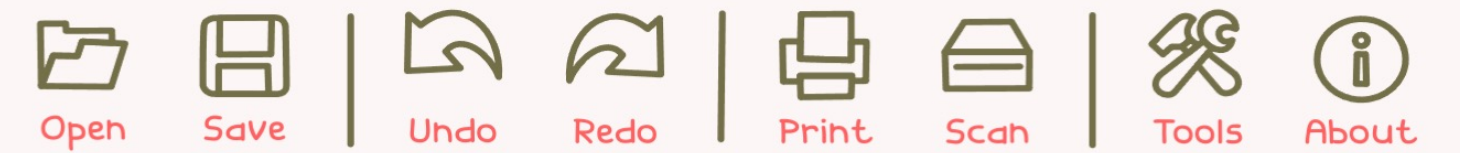


# Journey to conversion from source documents to **tagged** PDF documents



## Consider accessibility of source documents.

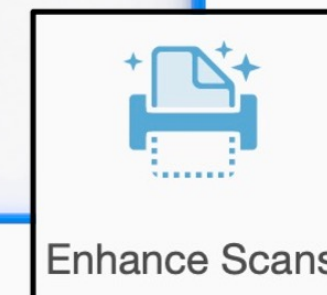
- Format meaningful heading structure of the document.
- Convert to PDF by "Save As" instead of "Print to PDF".
- For scanned materials, create quality scan as far as possible.
- Scanned documents are images and have no real text.

## PDF without real text

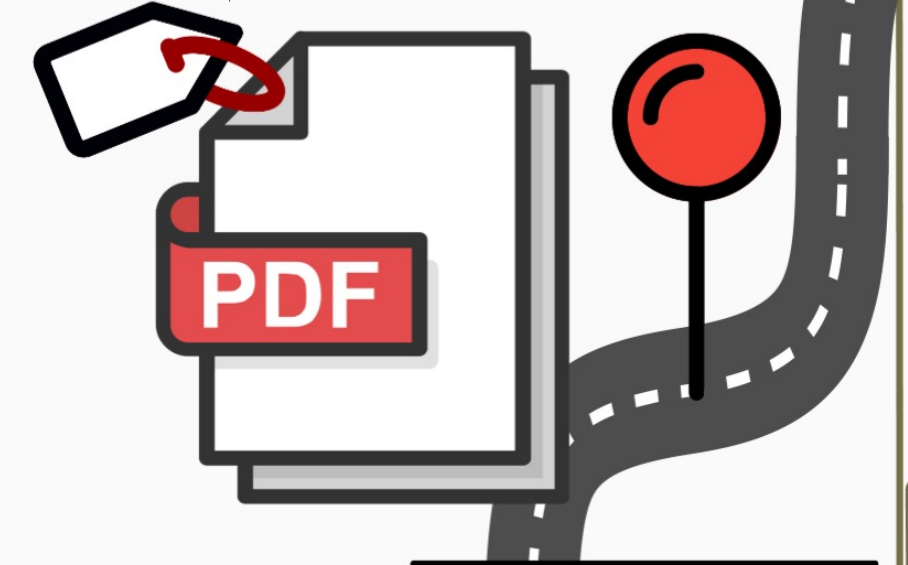
This document is intended to be made up for illustration purpose only.  
It serves demonstrating how screen reader 讀屏軟件 would read aloud different types of content in a PDF and Word document.  
The content throughout this document may not constitute meaningful and coherent sections.

## Recognize and proofread text in the PDF documents without real text.

- Go to Make Accessible wizard > Optical Character Recognition (OCR).
- Go to Tools > Enhance Scans or Scan > Recognize Text.
- Use other online OCR tools.
- Recreate source documents.



## Tagged PDF document



## PDF with real text

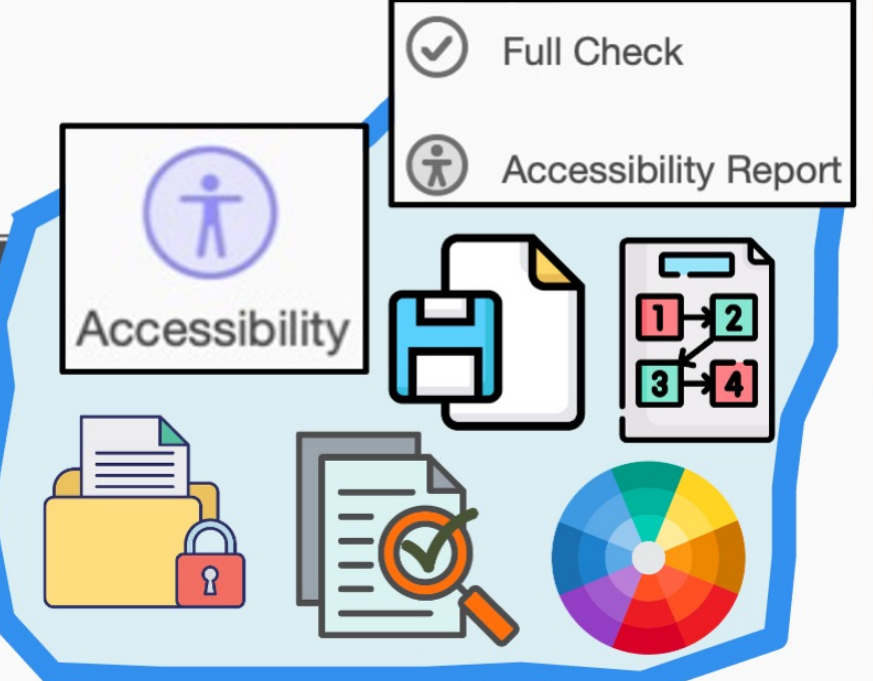
## Check for "Real" text in the PDF document.

- Searchable by shortcut keys such as "Control F".
- Editable or selectable
- Can be selected and/or highlighted by cursor; copied and pasted.

Set sufficient line

## Mark up content elements and structure in PDF document.

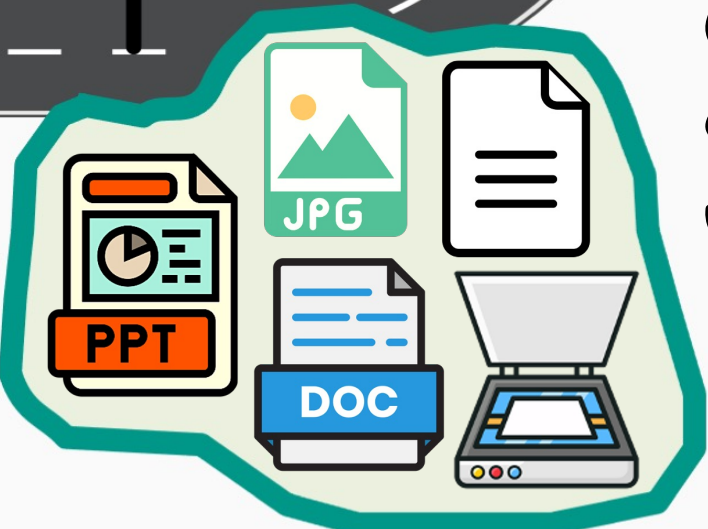
- Tags document content in logical order.
- Repair reading order.
- Set Alternate Text of graphics.
- Create bookmarks.
- Add Document Title.



## Conduct accessibility check

- Ensure document security is compatible with accessibility.
- Manually check colour contrast and reading order.
- Perform follow-up accessibility check.

## Convert source documents to untagged PDF



## Source documents of different formats