



# HOW TO ADD ALTERNATIVE TEXT TO PDF DOCUMENTS\*

This tutorial outlines the steps in adding tags and alternative text to PDF documents. Successfully completing the steps below will solve most, if not all, of your section 508 issues. Since PDF documents can be created from a number of native programs, results will vary from document to document. The LPA webteam can identify any other potential 508 issues when you send it for review. If you run into problems, you may need to add the alternative text in your native document. See *How to make your Word Documents Section 508 compliant before Converting to PDF*.

*Important Note: If an outside contractor typically prepares reports for you, make sure to include a provision for 508 compliance in the statement of work.*

## OPEN ADOBE XI STANDARD

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Open your PDF in Adobe XI Standard. Check to make sure you have version 11.0.21 or later. Earlier versions may not include the necessary accessibility features.

## IS THE PDF TAGGED?

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In order to add alternative text descriptions, the document will need to be tagged first. Tags help to establish a logical reading order for people using assistive technologies. To check if a document has been tagged:

Open the document and hit **Ctrl-D** on your keyboard. The Document Properties box will appear. The last row, under the Description tab, will identify whether the document has been tagged.

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\*This document was created for USAID staff and may include some internal USAID references.



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Document Properties X

Description Security Fonts Initial View Custom Advanced

Description

File: USAID-Nigeria-Peace-and-Democratic-Governance-Fact-Sheet

Title:

Author: USAID

Subject:

Keywords:

Created: 12/22/2017 11:20:58 AM Additional Metadata...

Modified: 1/23/2018 10:13:00 AM

Application: Acrobat PDFMaker 11 for Word

Advanced

PDF Producer: Adobe PDF Library 11.0

PDF Version: 1.6 (Acrobat 7.x)

Location: C:\Users\cbell\Downloads\  
File Size: 371.91 KB (380,838 Bytes)

Page Size: 8.50 x 11.00 in Number of Pages: 2

Tagged PDF: Yes Fast Web View: No

Help OK Cancel

If tags have been added, then go to the next step **Set Alternative Text**.



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If tags, have not been added: Select **View > Tools > Accessibility** from the menu bar. The Accessibility tab will appear on the right hand side.

USAID-Nigeria-Health-Fact-Sheet.pdf - Adobe Acrobat

File Edit View Window Help

Create [Icons] Customize

1 / 2 74.2% [Icons] Tools Fill & Sign Comment

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## HEALTH

*Since 2014, the U.S. government has invested \$1.5 billion in health programs to save lives in Nigeria.*

### OVERVIEW

Health indicators in Nigeria are among the poorest in Africa. The country has one of the fastest growing populations globally. With 5.5 live births per woman and a growth rate of 3.2 percent annually, its population is estimated to reach approximately 410 million by 2050. Based on this rate, Nigeria is projected to be the world's third most populous country by mid-century, with enormous health and security implications beyond its borders.

To help Nigeria address its high mortality rates, USAID partners with the Nigerian Government to increase access to quality health services. Interventions focus on family planning and reproductive health, immunizations, polio eradication, malaria prevention and treatment, maternal and child health, and HIV and AIDS and tuberculosis (TB) control. USAID works with the government to encourage greater budget expenditures for primary health. In partnership with the U.S. Centers for Disease Control and Department of Defense Walter Reed Program, USAID is helping Nigeria build its capacity to manage HIV/AIDS cases by strengthening the health care system and focusing efforts on prevention, detection, and treatment.

### ACTIVITIES

#### HIV/AIDS RELIEF

Nigeria has the second largest number of people living with HIV globally and accounts for nine percent of the global HIV burden. Through the President's Emergency Plan for AIDS Relief (PEPFAR), as of the end of September 2017, USAID is supporting approximately 260,000 HIV-positive Nigerians on life-saving therapy, and provide more than 10 million HIV test kits. Activities focus on controlling the HIV epidemic in priority areas with the highest number of cases. More than one million children orphaned and made vulnerable by HIV receive care and support through USAID's programs. Through USAID, 55,000 HIV-positive women received medication to prevent transmitting the disease to their babies.

#### TUBERCULOSIS (TB)

USAID supports TB control efforts by linking adults and children to health services for proper diagnosis and treatment. In 2017, USAID supported the diagnosis and notification of over 28,000 people infected

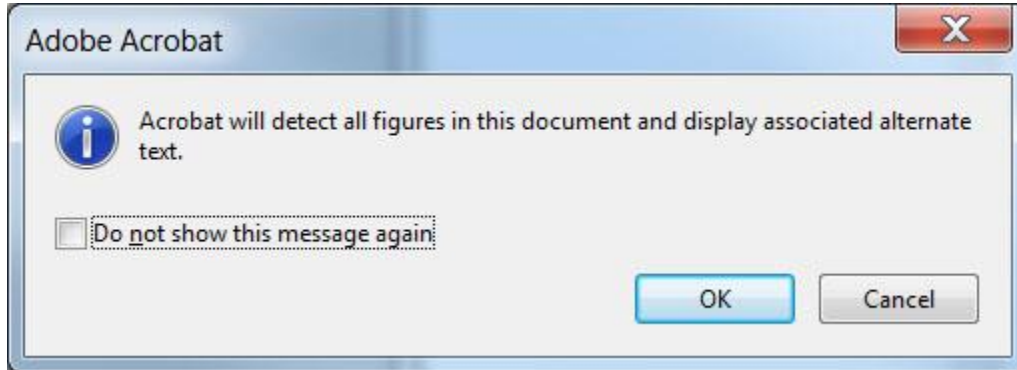
NOVEMBER 2017 HEALTH FACT SHEET I

Content Editing  
Pages  
Interactive Objects  
Forms  
Text Recognition  
Protection  
Accessibility  
Analyze

- Change Reading Options
- Add Tags to Document
- Set Alternate Text
- Run Form Field Recognition
- Setup Assistant



Select **Add Tags to Document**. When prompted select Yes.



Once tags have been added, the next step is to associate alternative text for each image or graphic.

## SET ALTERNATIVE TEXT

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If the Accessibility tab is not visible on the right hand side, Select **View > Tools > Accessibility** from the menu bar.




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USAID-Nigeria-Health-Fact-Sheet.pdf - Adobe Acrobat

File Edit View Window Help

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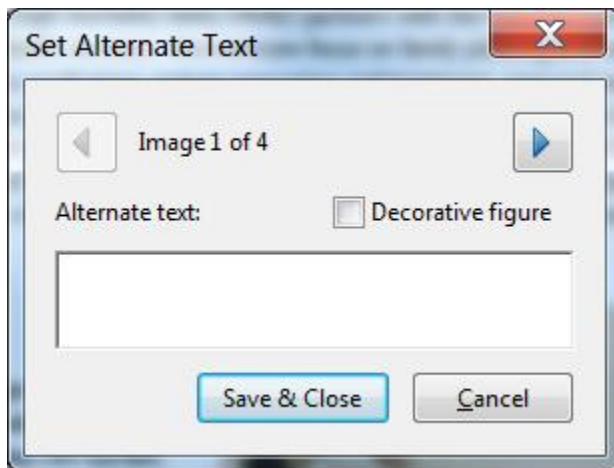
- Change Reading Options
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Under the Accessibility tab on the right hand side:

Select **Set Alternate Text**, then select **OK**



You should see the Set Alternate Text box for the first image. In the box, add in the descriptive text and select the arrow button to go to the next image. Continue through until complete and save. As you move through the document, a blue box should appear over the images you are adding alternative text.



Next, **Save and close** your document.

## SPOT CHECK

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After you have saved and closed the document, re-open it and move your cursor over a graphic or photo that you added alternative text on. The text should appear as you rollover the item.

You can also use the Read out loud feature to see how assistive technology will interpret the document. Select **View > Read Out Loud > Activate Read Out Loud**

## ADOBE ACROBAT PRO

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The Adobe Acrobat Pro version allows you more control over the editing and structuring of tags and includes an accessibility checker. If you create a large number of complex PDF documents that ultimately need to be added to usaid.gov, then you may consider purchasing this version. Acrobat Pro is not part of the USAID desktop but is approved for use.