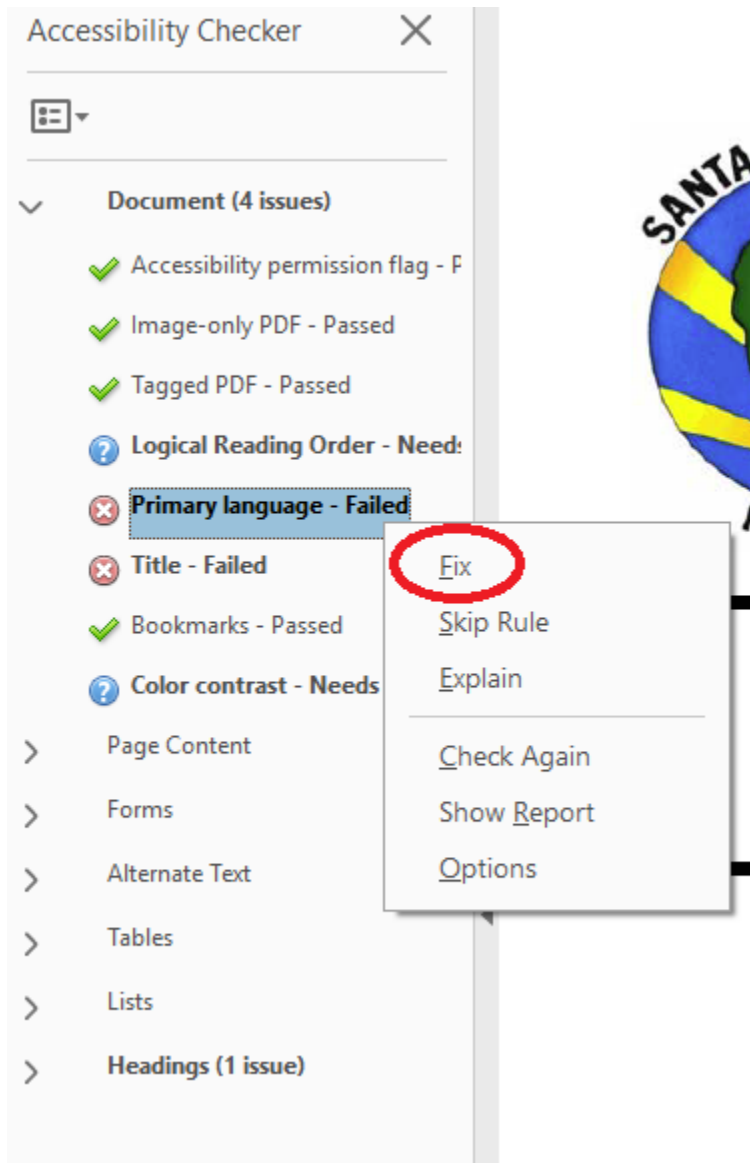
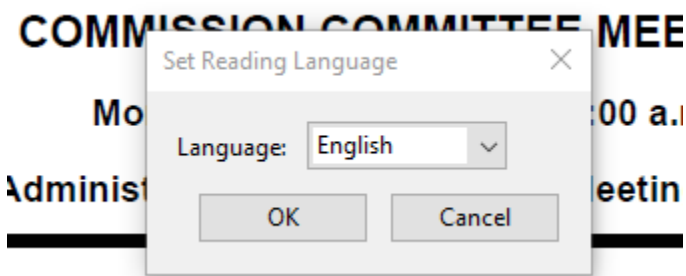


Okaloosa County PDF Accessibility

Most fixes can be done by a simple right click of the mouse over the failed area, then left click 'Fix'. A common area of failure is the Primary Language and Title areas. Right click the Primary language (if failed) and click Fix.

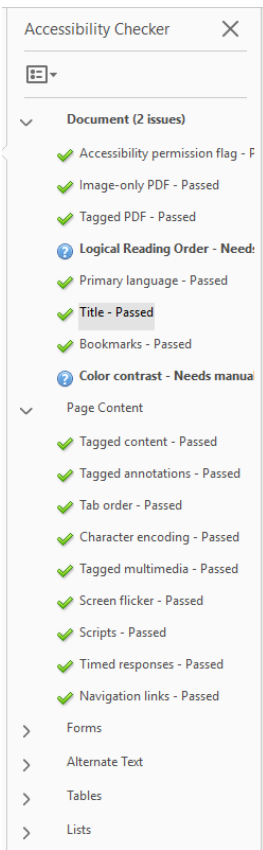


Select English then click the OK button

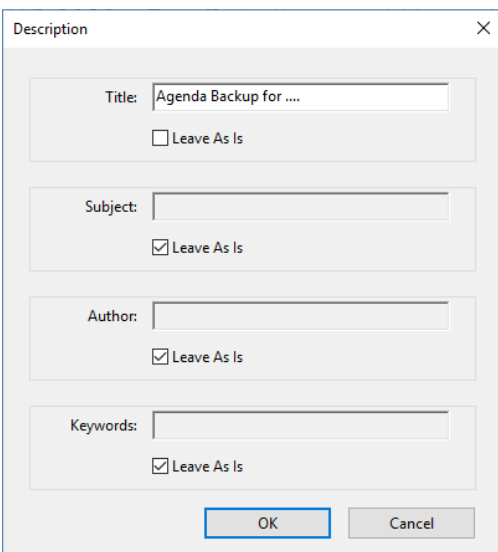


Okaloosa County PDF Accessibility

Another Common area of failure is the Title. Right click the Title area (if failed) and click Fix. Adobe might just fix the title automatically. If so, you might be done if all green checkboxes appear on the left such as this. Save the file!

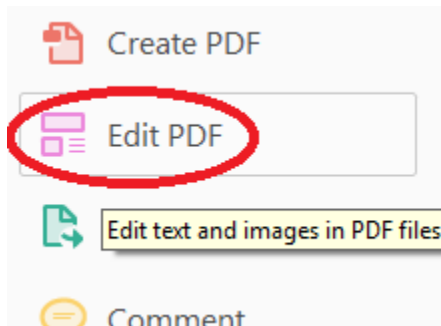


If the title does not fix automatically, a dialog box will prompt you to fix. Uncheck the 'Leave As Is' box and enter the title:

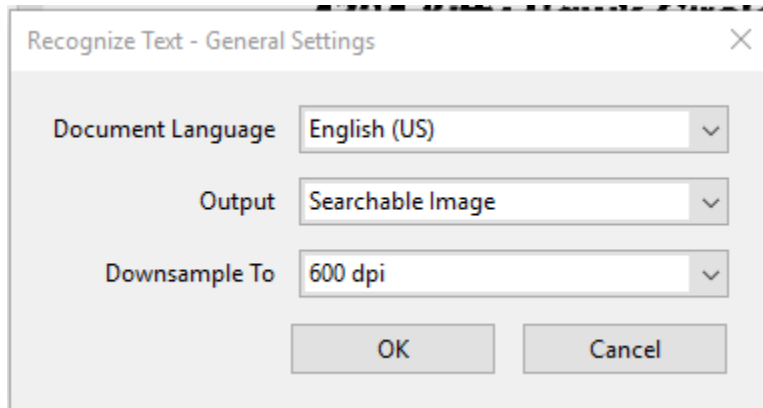


Okaloosa County PDF Accessibility

If Image-only PDF displays, that's a bad thing. It usually means that the document will have no content because it is just images of text. Its much better to print a MS Word document as a PDF rather than printing it out and scanning it in because it just creates an image that is unreadable by a screen reader. If, for some unforeseeable reason, you receive a document this way from the public, Adobe has a few tools that attempt to convert this data into screen readable text - although most of the time, it doesn't do much. Method one is to click Edit PDF tool in the right pane. Acrobat automatically applies optical character recognition (OCR) to your document.



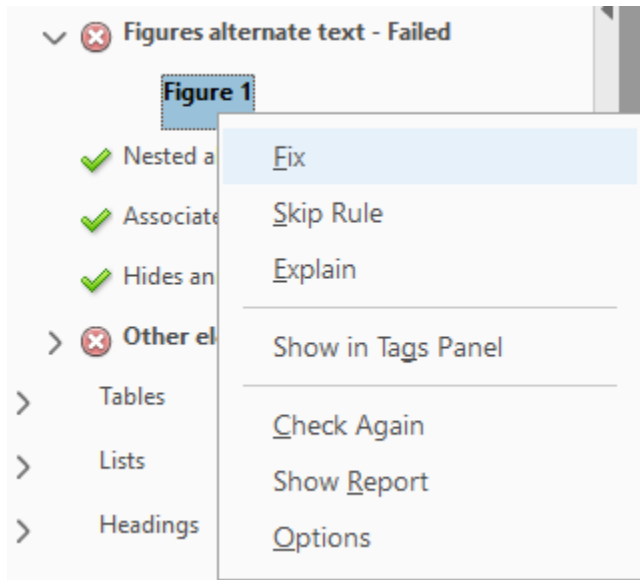
Then save the file. Another method is when the document is opened, and the Accessibility Checker has been run, right Click Image-only and click Fix. Click OK at the dialog box.



Okaloosa County PDF Accessibility

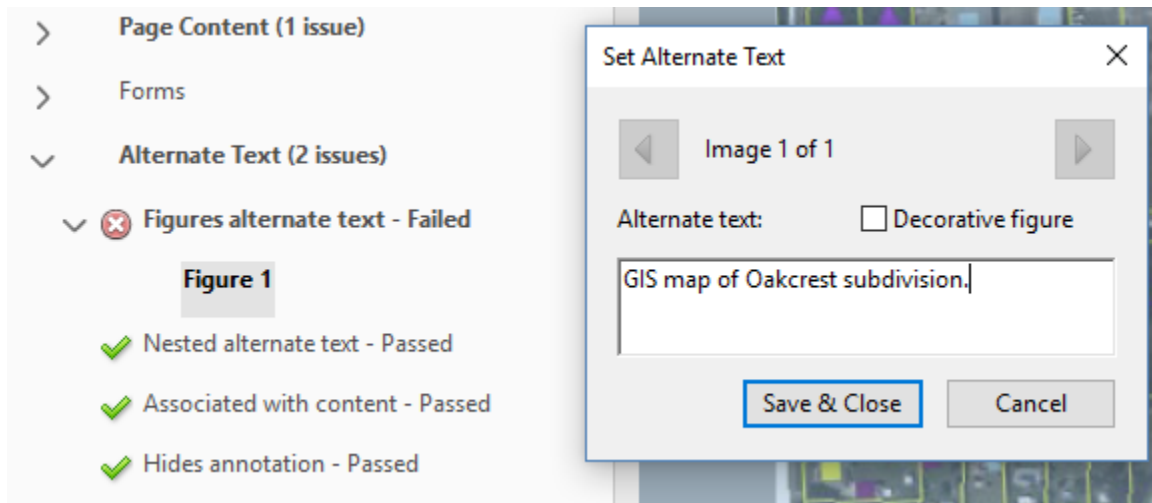
THE ALTERNATE TEXT AREA

Like most failed areas in the **Document** area, Alternate text can be fixed with simple right click, then left click to Fix. For example, to fix 'Figures alternate text – Failed, left click **Figure 1** and note the image that is failing. *Ask yourself if it's just cosmetic or 'fluff' or an image to display information such as a map or picture of a road showing county workers.* Right click, then left click **Fix**:



A dialog box will display asking you to clarify what it is and to describe what the image is. If its merely decorative, just click the Decorative figure checkbox; no further information will be needed. If it displays an image meant to convey information, type a brief description of what the image is conveying.

Okaloosa County PDF Accessibility



Then just click the Save and Close button.

All failures are beyond the scope of this document. Just work through it the best you can. A copy of this document will be on the county intranet site.

If you are having trouble getting your document to be ADA compliant, please contact Jesse or Adrian in the IT/GIS Department for assistance.