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How to change reading order in

Setting the correct reading order in a PDF can be complex due to various factors such as content panel, z-order panel, and tags panel. It is recommended to start with adjusting the content panel first, followed by the read order panel, and then the tags panel, which most assistive technologies follow. When opening the content view, it's essential not to remove any items from the content panel, as this can affect the document structure and cause issues. Using the down arrow, review the content structure to ensure everything is in the correct reading order. If necessary, move elements to their correct position in the content panel. After completing the content panel adjustments, check the read order panel for updates. Then, verify that the tags panel has been updated as well. Next, adjust the z-order panel (reading order panel) by utilizing the accessibility button and selecting the reading order button. The "Show page content groups" option can be useful in displaying display boxes of content with numbers for easy viewing of the reading order. Reviewing the tags panel is also crucial to ensure everything is in the correct order. If a document lacks tags, refer to other posts on this page for assistance. Digital document accessibility is vital, especially for ensuring PDFs meet standards like WCAG and Section 508. Understanding how screen readers read PDFs is essential, as they help people with visual disabilities by reading text out loud. Scanned PDF documents are not inherently accessible due to the lack of embedded text and structure. Google Docs has improved its accessibility features, but users still face challenges when creating accessible documents. Our College PDF Accessibility series welcomes you to Episode 19. Today, we focus on Pasadena College's Student Equity Executive Summary PDF, where properly structured content helps assistive technologies like screen readers. The Accessibility Smackdown Series explores practical techniques for making digital documents accessible to all users, especially those relying on assistive technologies. A key component of PDF accessibility is tagging. This guide explains how to check whether a PDF is tagged and why it's important. We'll also show you how to add tags to ensure your documents meet the necessary standards. To change the reading order of a PDF document using Adobe Acrobat Pro, follow these steps: Open the Touch Up Reading Order window by choosing Show Order Panel. In the Order Panel, drag and drop the desired page to adjust the reading order. Before proceeding, ensure that your PDF document has been tagged and save it or a copy before using the Reading Order tool, as undo-redo may not work for all operations. The tool allows you to tag various elements such as text, figures, forms, headings, tables, cells, formulas, notes, references, and backgrounds. These tags help screen readers navigate the document correctly. Some useful options include: - Tagging text as text/paragraph - Tagging figures and captions as a single tag - Converting heading tags to bookmarks for user navigation - Merging table cells that are incorrectly split - Adding alternate text to formula tags, if necessary