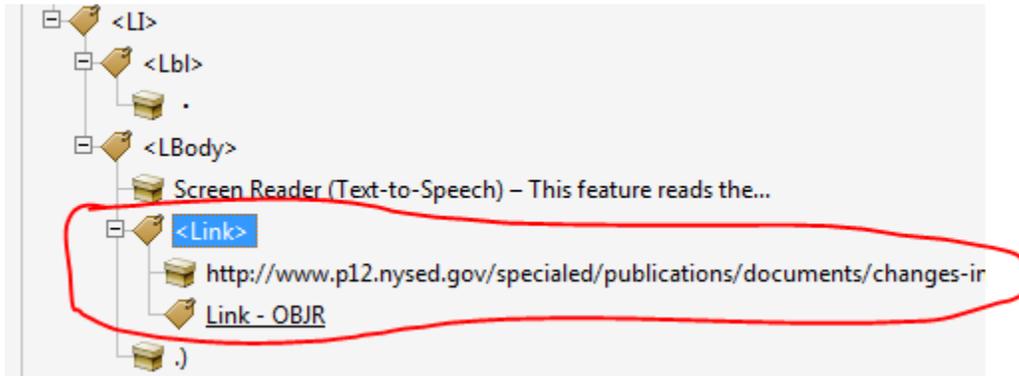


How to Create or Fix Adobe PDF Link Tags

For links to function properly for Assistive Technology (AT) users it must be tagged as follows:

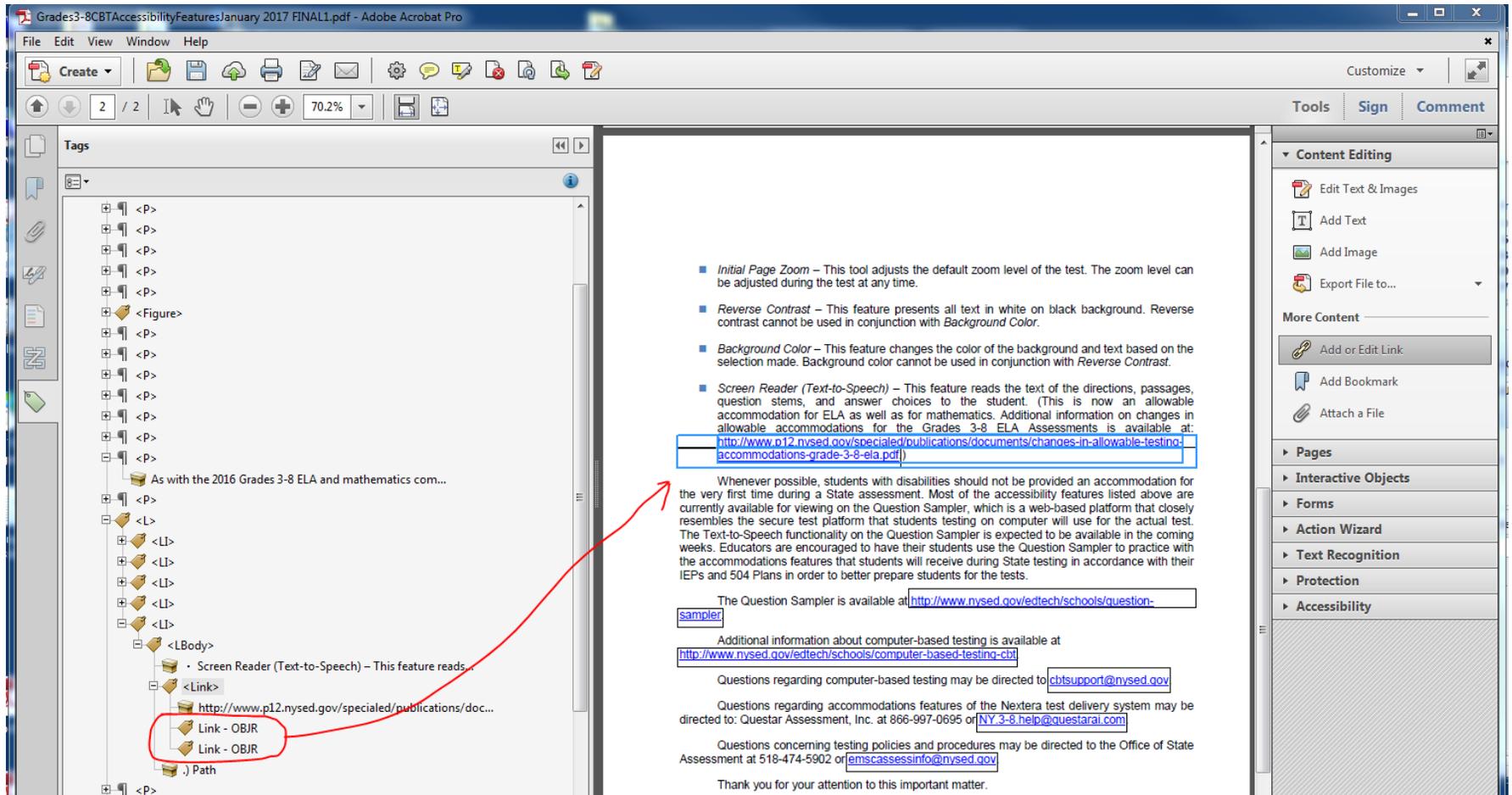


- There must be a link tag <Link> to identify the link to AT users.
- The <link> tag must be then structured with the following children tags:
 - The link text and the link (in the above example the tag that has the text beginning with [http://www.p12.nysed.gov...](http://www.p12.nysed.gov/specialed/publications/documents/changes-ir))
 - Link – OBJR tag

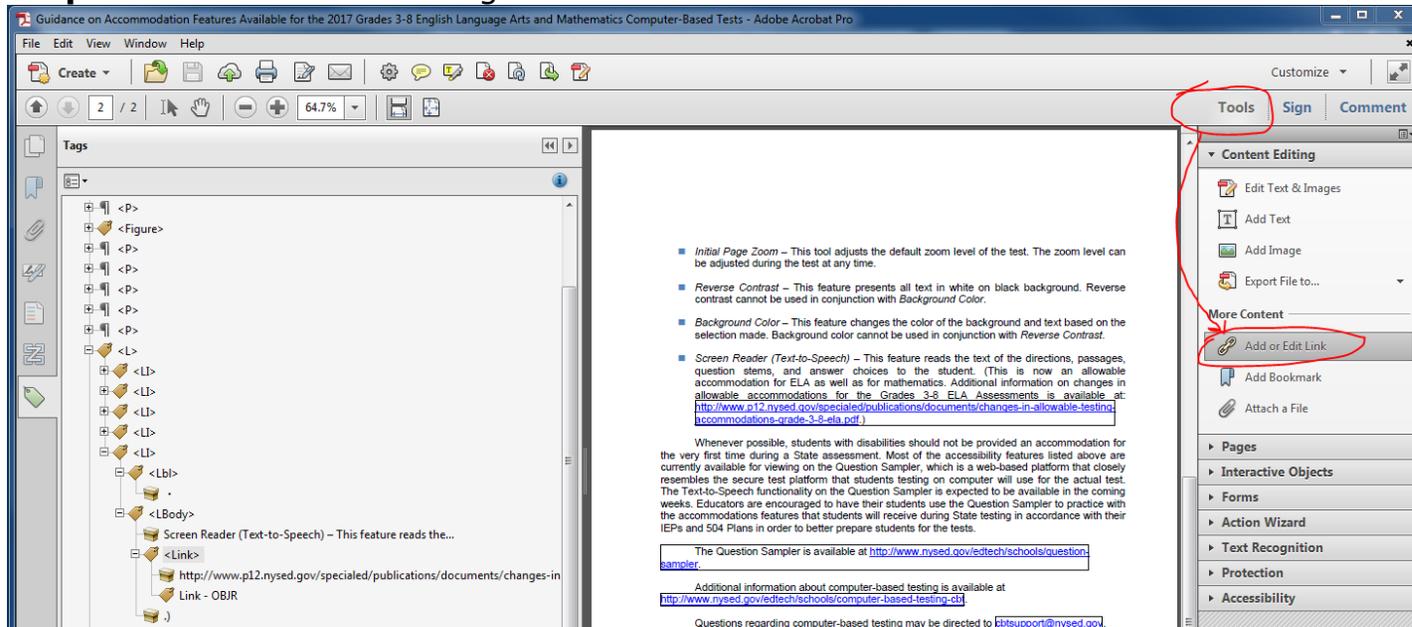
Directions on how to create properly tagged links is available from the US Department of Veterans Affairs website at: [Creating Accessible Links](#).

How to Fix Link Tags

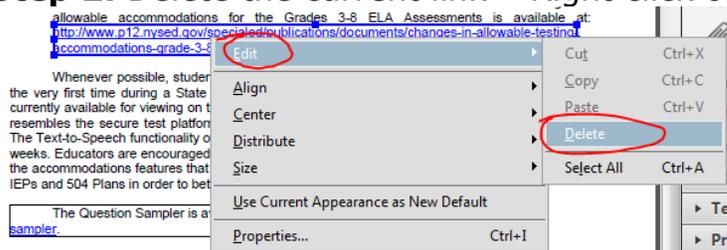
Depending on how the PDF or link was created, it may not be tagged properly. A common issue is that some URLs will span more than one line which will create two Link – OBJR action tags. There should only be one Link – OBJR tag per link:



Step 1: Under Content Editing Tools select **Add or Edit Link**:



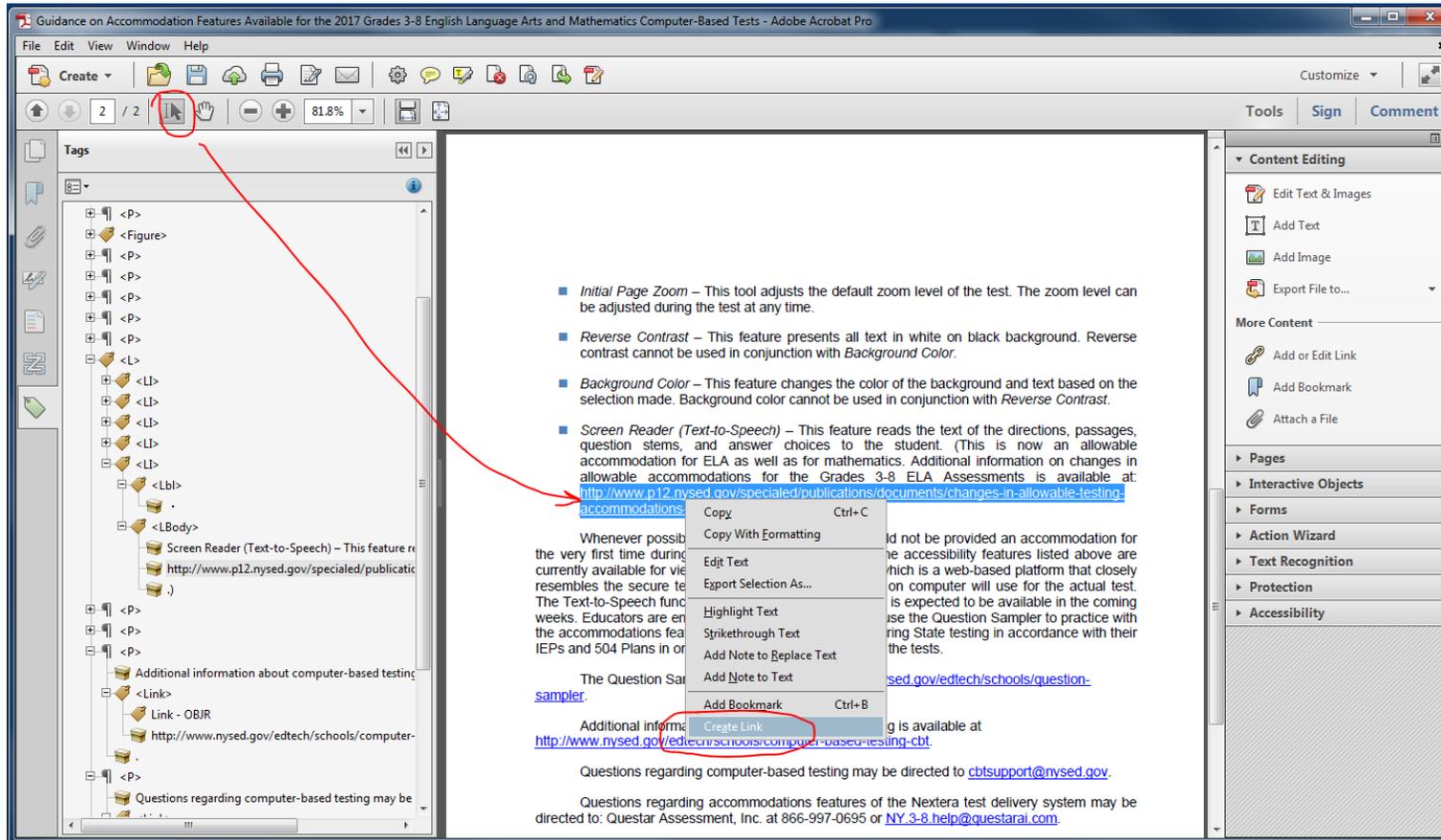
Step 2: Delete the current link – Right click on the link and select **Edit and Delete**:



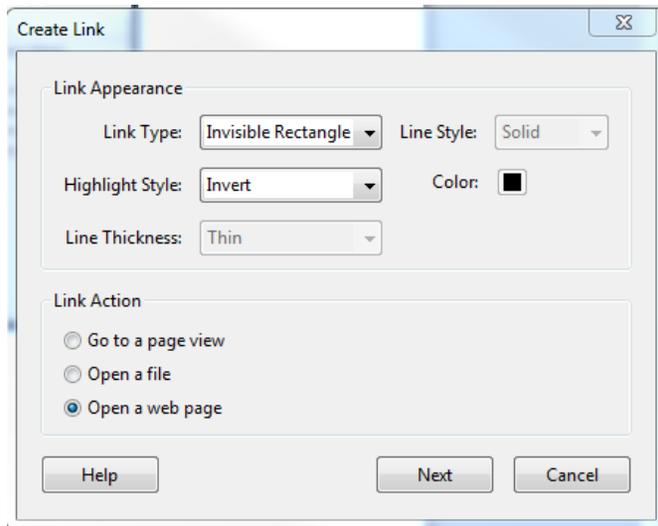
For some links there may be two link containers – click on them one at a time and delete both of them. Note the two boxes around this link:

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located online at <https://www.engageny.org>, in the quantit
these publications.

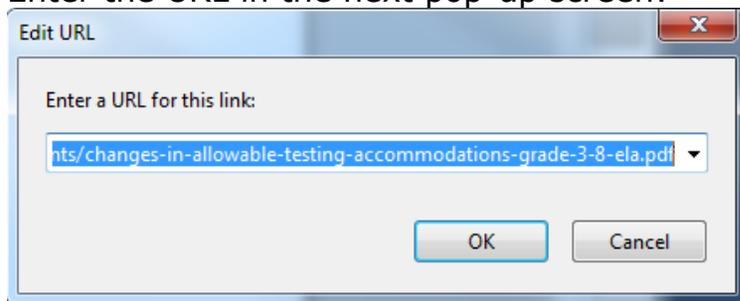
Step 3: Create a new link. Select text (you may need to select part of it on one line and then add to the selection for line two using the shift key) and right-click on the text using the "Text Selection Tool" and select Create Link:



Use default link option with "Opens a web page" as the link action:



Enter the URL in the next pop-up screen:



Step 4: Create the link tags using the Touch Up Reading Order tool:

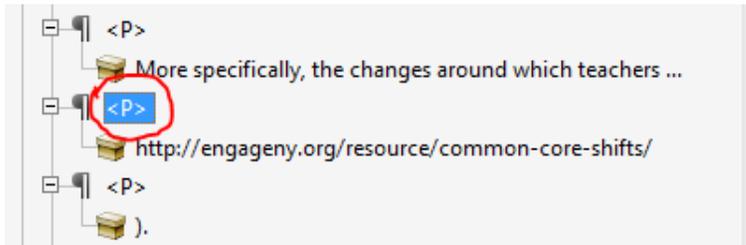
First draw a box around the link:

The screenshot shows a document editor interface. On the left, a text box contains several paragraphs of text. A red box highlights a link: <http://www.p12.nysed.gov/specialed/publications/documents/changes-in-allowable-testing-accommodations-grade-3-8-ela.pdf>. A red arrow points from this link to the 'Touch Up Reading Order' option in the 'Accessibility' menu on the right. The 'Accessibility' menu is open and shows several options: Change Reading Options, Full Check, Open Accessibility Report, Add Tags to Document, Set Alternate Text, Run Form Field Recognition, Add Tags to Form Fields, Touch Up Reading Order (highlighted), and Setup Assistant.

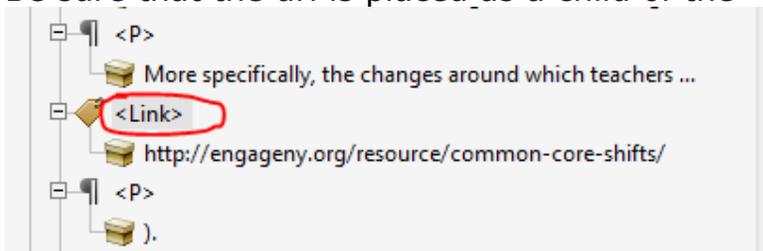
Then identify it as text:

The screenshot shows the 'Touch Up Reading Order' tool interface. It has a title bar that says 'Touch Up Reading Order'. Below the title bar, there is a text box that says 'Draw a rectangle around the content then click one of the buttons below:'. Below this text box, there are several buttons arranged in a grid. The 'Text' button is circled in red. The other buttons are: Figure, Form Field, Figure/Caption, Heading 1, Heading 4, Table, Heading 2, Heading 5, Cell, Heading 3, Heading 6, Formula, Background, and Table Editor.

Find the link tag in the tagging tree which will be identified as a <p> tag. This will need to be changed to a link tag. Simply click on the <p> tag and type "link" in place of "p." If necessary, move the <link> tag to the correct location so that the reading order is correct.

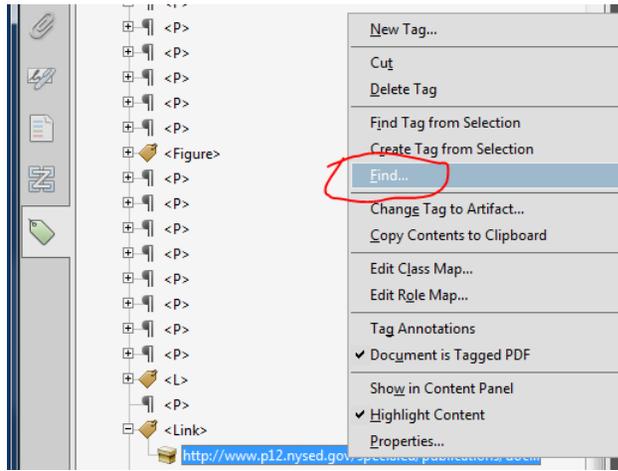


Be sure that the url is placed as a child of the <Link> (with the correct level of indentation) as follows:

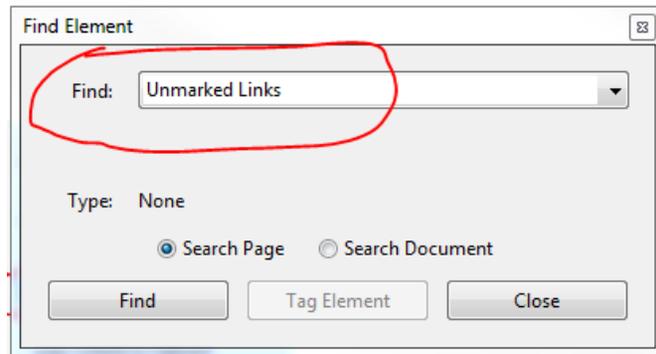


Step 5: Create the Link – OBJR tag:

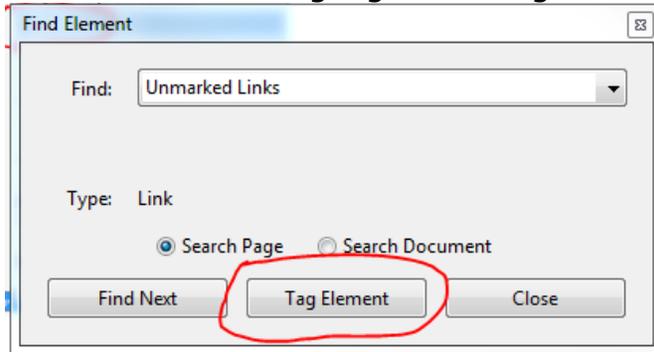
Right click on the url and select **Find:**



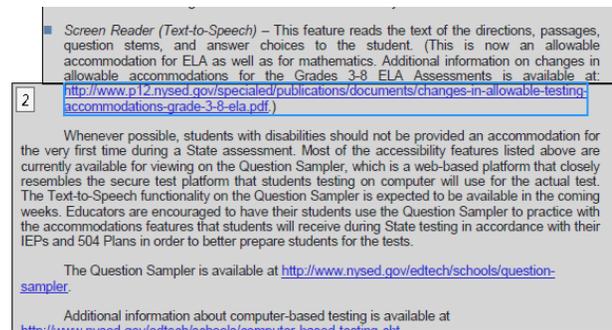
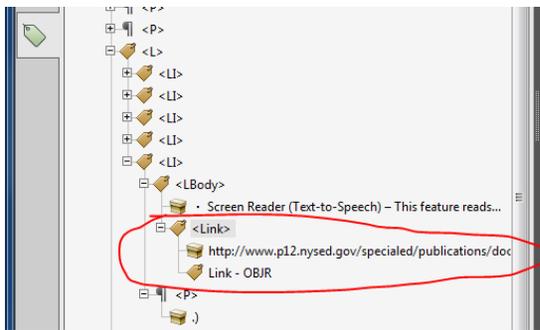
Select Unmarked Links:



This should then highlight the Tag Element button which you can then click to create the Link – OBJR tag:



At this point you may need to drag and drop the elements into the correct place in the tagging tree. In this example, the <link> tag was dragged under the bullet <lbody> tag so that it was in the correct order. In addition, in this example, the Touch Up Reading Order Tool was used to select and tag the “.)” at the end of the URL so that it could be tagged as text:



This process will create a correctly tagged link with a link/URL and a single Link – OBJR tag as children of the <link> tag.