



## Adobe Acrobat Pro Fixing the reading order in fillable forms

**The fillable form in this example was created using Adobe Acrobat Pro DC.**

The flow of all content must be in logical order for all users to easily make sense of the content. Editors must ensure content is set up in a logical reading order otherwise screen readers will read the content out loud out of order and it will not make sense to a non-sighted user. In addition, the logical reading order is also important to keyboard only users (typically low vision) because they use the tab key to tab through the content and if the reading order is not logical the content will not make sense to them either.



Any further questions please refer to this QR code reader or this URL.  
[http://ada.nv.gov/Training/document\\_remediation/](http://ada.nv.gov/Training/document_remediation/)

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Any further questions please refer to this QR code reader or this URL.

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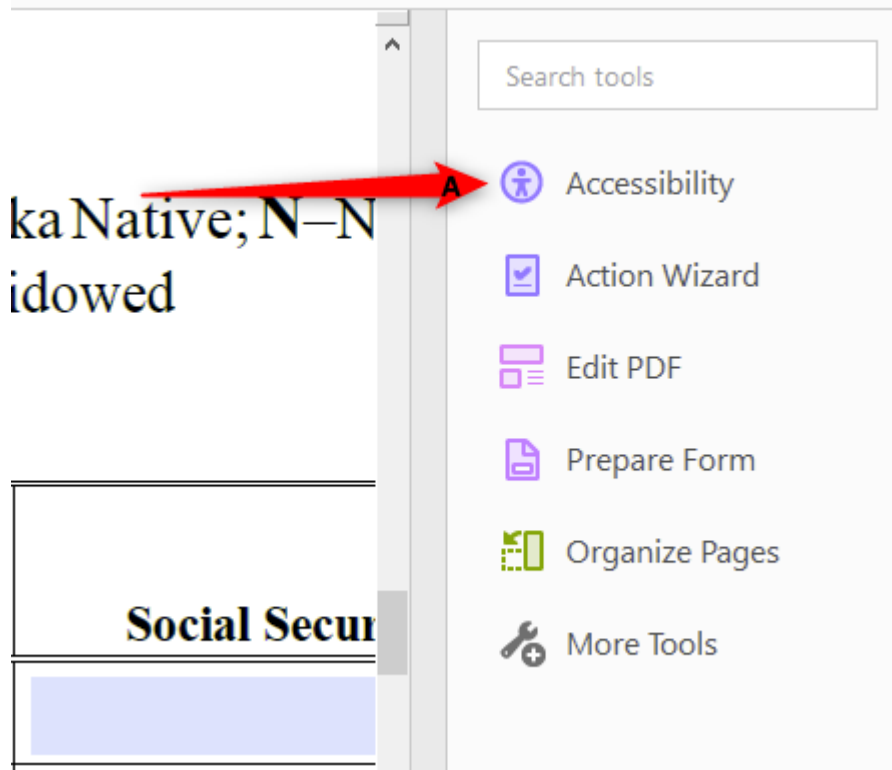


# How to fix the Reading order in a fillable form

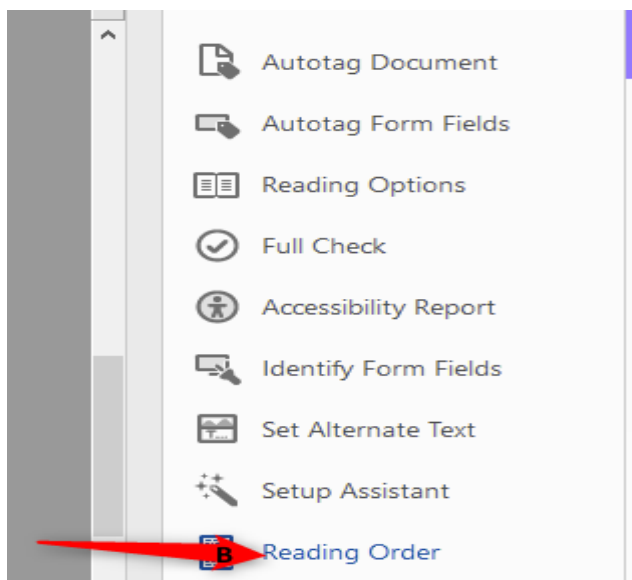
## Setting the reading order for PDF fillable

There are many steps involved in the remediation process of a fillable form. The first step is to open the accessibility tool and select the reading order.

### A. Select the "Accessibility Tool"



### B. Select "Reading Order".

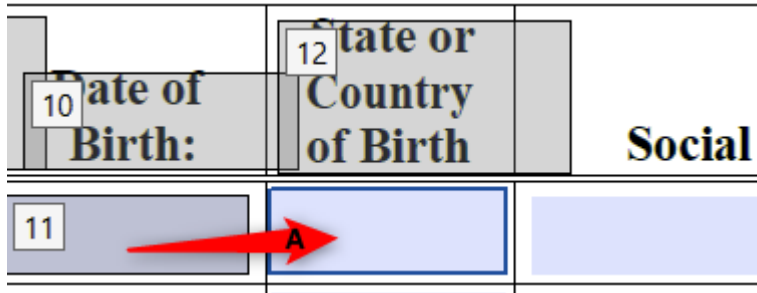


# Encapsulating Fields

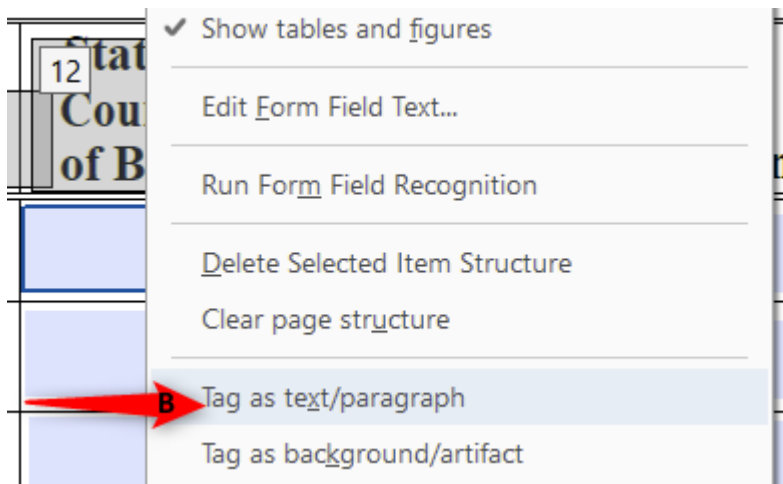
Each field needs to be encapsulated

In the example below, the blank field is encapsulated and tagged as text. This process will give that field a number and that number correlates to the tab order in the document.

A. Encapsulate the entire “blank field” using the mouse.



B. Once the field is highlighted, “Right Click” on the field and select “Tag as text/paragraph”.



C. When you have tagged the field, the blank field will now be numbered.

10 Date of Birth:	12 State or Country of Birth	Social S
11	13 C	

## Changing the Reading Order

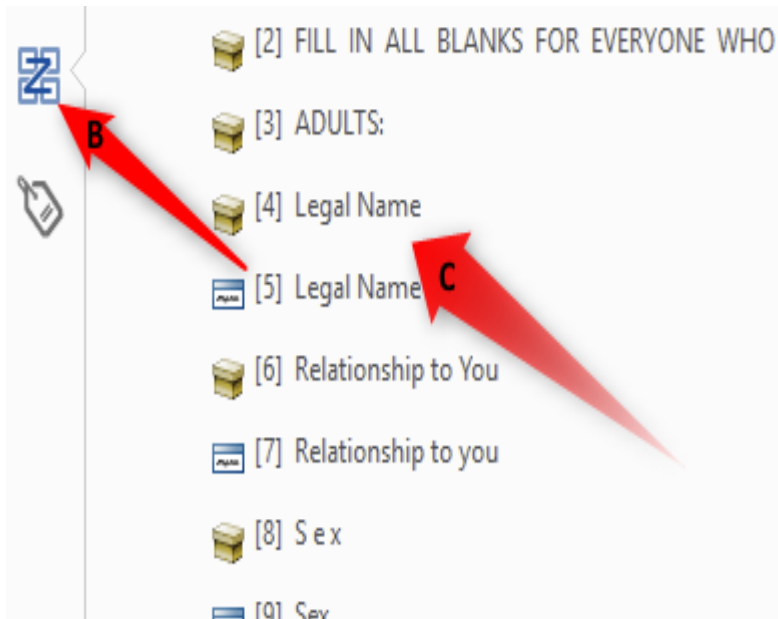
Keeping the proper reading order

There are times when you tag a field and the number displayed is not in sequential order and must be manually corrected.

A. Example of improper reading order.

13 State or Country of Birth	10 Social Security Number
14	A

- B. Select the “Order Tool” in the left panel tool pane to open the reading structure.
- C. This is all fields and their corresponding number. These fields can be rearranged Manually.



## Changing the Reading Order

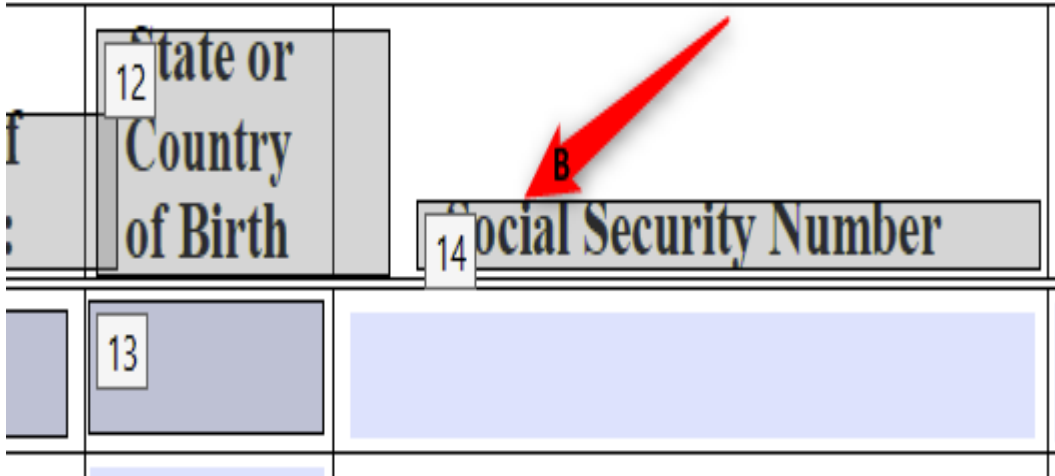
### Keeping the proper reading order

To set the reading order in the correct order the text field must be moved to the bottom of the reading order list. The number will change when this step is done.

- A. Order list that can be manually changed.

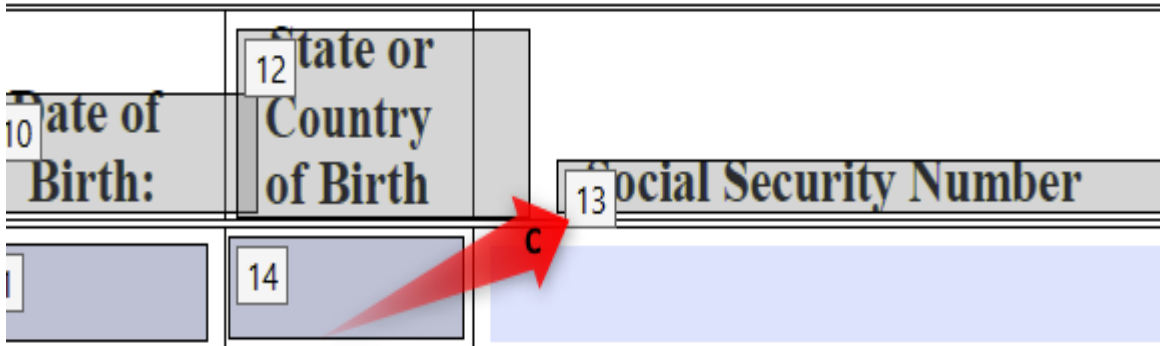


B. Example of the correct Reading order.



### Changing the Reading Order Cont.

C. If the reading order is not correct:



D. Move the text field up one field level to correct the reading order. In the example below move number [14] above [13].



E. The correct reading order:

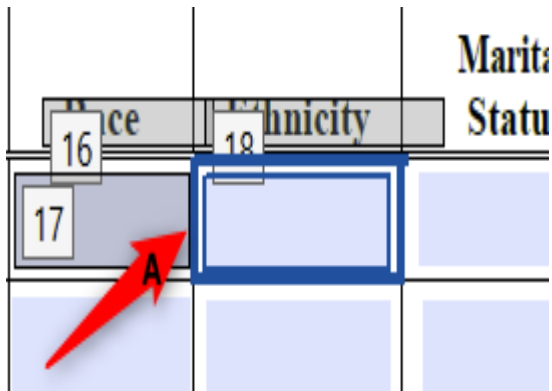


## Encapsulating Extra Text Field

When selecting too much text field.

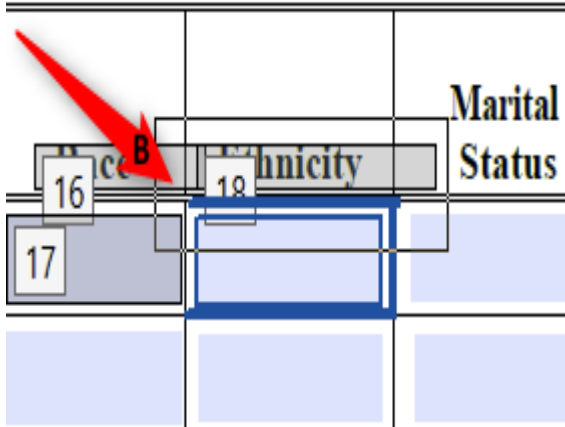
There is a simple fix if you encapsulate too much text field and need to trim it down to the original size.

A. Example of too much text field.

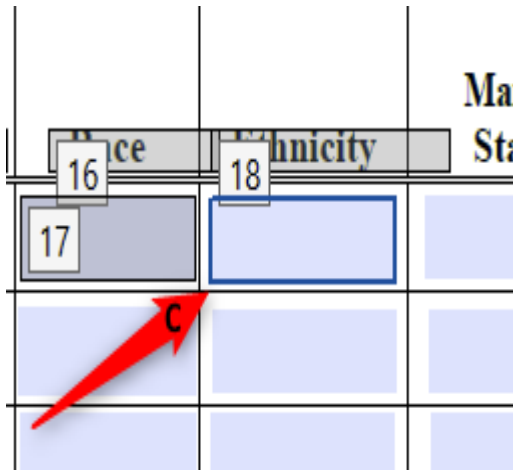




B. Hold down the shift key and encapsulate the extra with the mouse to remove it.



C. Example of a text field without the extra.

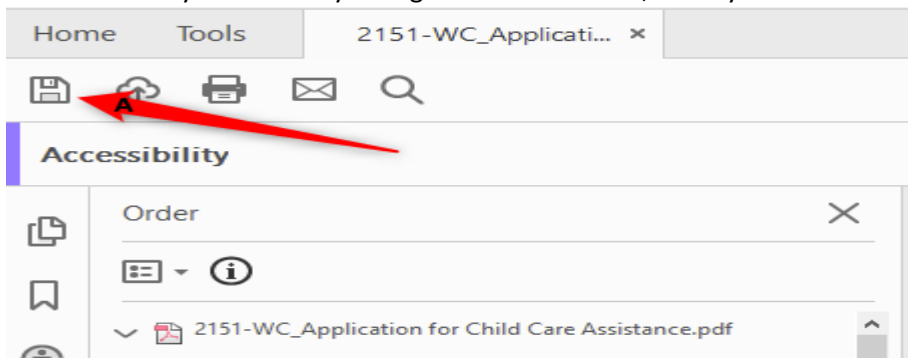


## Save the document often

Saving the document after each change.

In the process of rearranging the reader order, adobe acrobat will stop working and the software will close without saving any of the changes in the document.

A. When you make any change in the document, **SAVE** your work.



# Example of Proper Reading Order

The document should have logical reading order to be ADA Compliant

The process of creating a proper reading order can be time consuming and the next step is to remediate the document. I have document remediation instruction for PDF, word, excel, and power point that can be found at [http://ada.nv.gov/Resources/Remediation\\_Guides/](http://ada.nv.gov/Resources/Remediation_Guides/) .

## A. Example of Proper Reading Order.

1 DIVISION OF WELFARE AND SUPPORTIVE SERVICES  
Child Care and Development Program

2 **FILL IN ALL BLANKS FOR EVERYONE WHO CURRENTLY LIVES IN THE HOME WITH YOU, WHETHER YOU CONSIDER THEM HOUSEHOLD MEMBERS OR NOT.** *If you need additional space, please use a second application or separate piece of paper.*

**PLEASE ENTER RACE/ETHNICITY/MARITAL STATUS CODES FOR EACH HOUSEHOLD MEMBER IN THE BOXES BELOW:**

**Ethnicity:** H = Hispanic/Latino N = Non-Hispanic/Latino  
**Race:** A–Asian; B–Black or African American; I–American Indian or Alaska Native; N–Native Hawaiian or Pacific Islander; W–White  
**Marital Status:** S–Single; M–Married; N–Separated; D–Divorced; W–Widowed

3 **ADULTS:**

4 Legal Name	6 Relationship to You	8 Sex	10 Date of Birth	12 Date or Entry of Birth	14 Social Security Number	16 Race	18 Ethnicity	20 Marital Status
5	7	9	11	13	15	17	19	21
22	23	24	25	26	27	28	29	30
31	32	33	34	35	36	37	38	39
40	41	42	43	44	45	46	47	48

49 **CHILDREN (Under the age of 18):**