

Steps to make Kern NWRC hunt results Excel sheets into 508-compliant PDF:

1. Open the new spreadsheet
2. Enable editing
3. Select data by highlighting the range of fields in which there is data
4. Go to "Insert" and then "Table." Ensure "my table has headers" is checked
5. Select a simple, high contrast table style.
6. Go to Page Layout --> Size --> More Paper sizes
7. Select "Landscape" and "Fit to 1 page by 1 page. Select A2 (Scaled) paper size. Click Okay.
8. Save as... select PDF and "More Options."
9. Select "minimum size," under options select "publish what = table" and "Document structure tags for accessibility." Save as PDF.
10. Open the new PDF in Adobe Acrobat.
11. Go to File --> Properties and give the doc a title, for example, "Kern NWR Hunt Results for November 23 ,2022." Click Okay.
12. Go to Tags pane and find "PathPathPathPath" under Span tag. Right click on it and "Create Artifact."
13. Delete empty Span tag.
14. Go to Tags pane and right-click to open Reading Order touch-up tool. Select table and open Table Editor.
15. Select each Table Header cell (TH) and adjust properties to set "Scope" to "Column." Use shift-click to select multiple cells at once. Click "okay" in Table Editor and close Reading Order tool by clicking outside the table and then click "close."
16. Open Preflight tool.
17. With wrench selected, under "Document," select "embed fonts." Save.
18. With toolbox selected, under PDF/UA, select "Fix problems in PDF tagging structure." Save.
19. Close Preflight tool.
20. Close Acrobat.

This document should now pass third-party checkers for compliance with WCAG 2.0, PDF/UA, and Section 508.