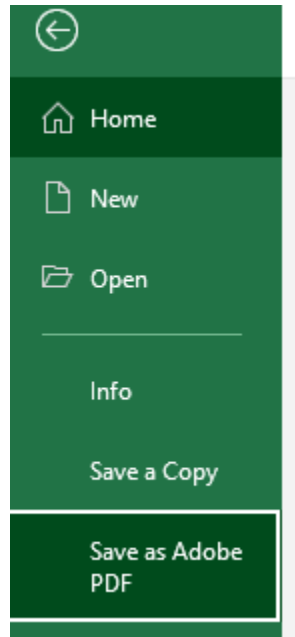


Adobe PDF Hunting Datasheet Instructions

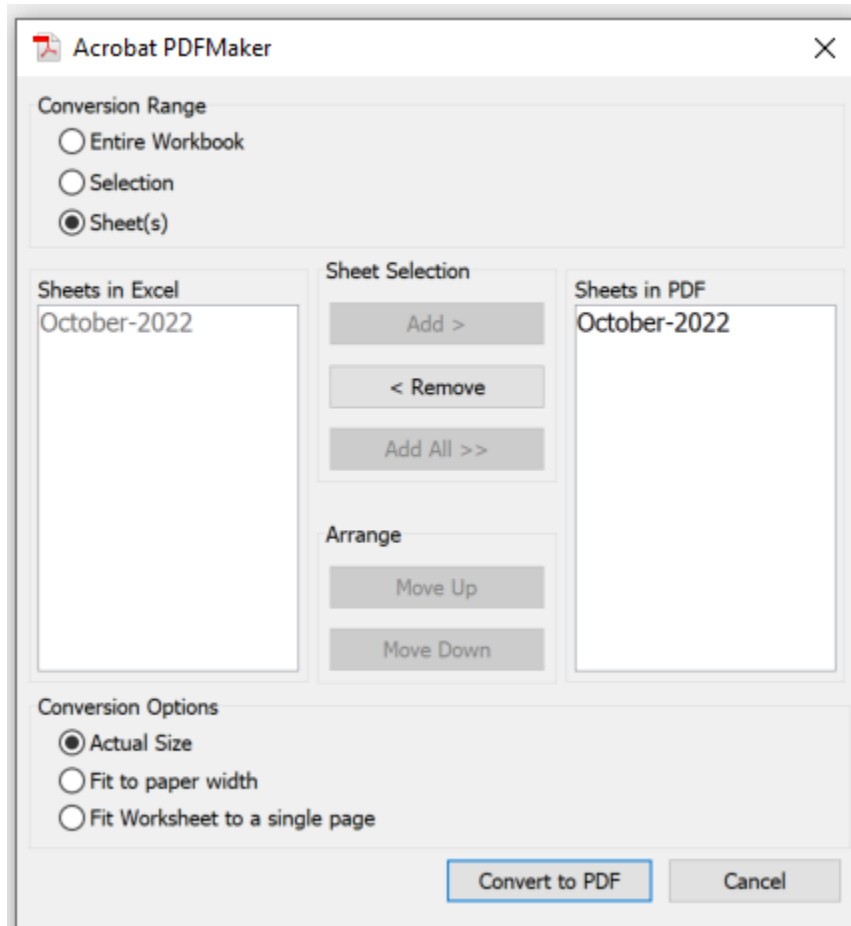
Converting Excel Datasheet to Adobe PDF:

1. In Excel:

- a. File→Save as Adobe PDF



- i.
- b. Convert to PDF

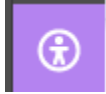


i.

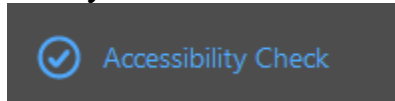
PDF Document to be Accessible

2. In Adobe Acrobat DC:

- a. Click the accessibility icon



- i.
- b. Accessibility Check



- i.
- c. Select All in the Accessibility Checker Options→ Start Checking

Accessibility Checker Options

Report Options

☒ Create accessibility report

Folder: C:\Users\tfung\AppData\Roaming\Adobe\Acrobat\DC\AccReports [Choose...](#)

☐ Attach report to document

Page Range

☒ All pages in document ☐ Pages from to

Checking Options (32 of 32 in all categories)

Category: ▼

☒ Accessibility permission flag is set

☒ Document is not image-only PDF

☒ Document is tagged PDF

☒ Document structure provides a logical reading order

☒ Text language is specified

☒ Document title is showing in title bar

☒ Bookmarks are present in large documents

☒ Document has appropriate color contrast

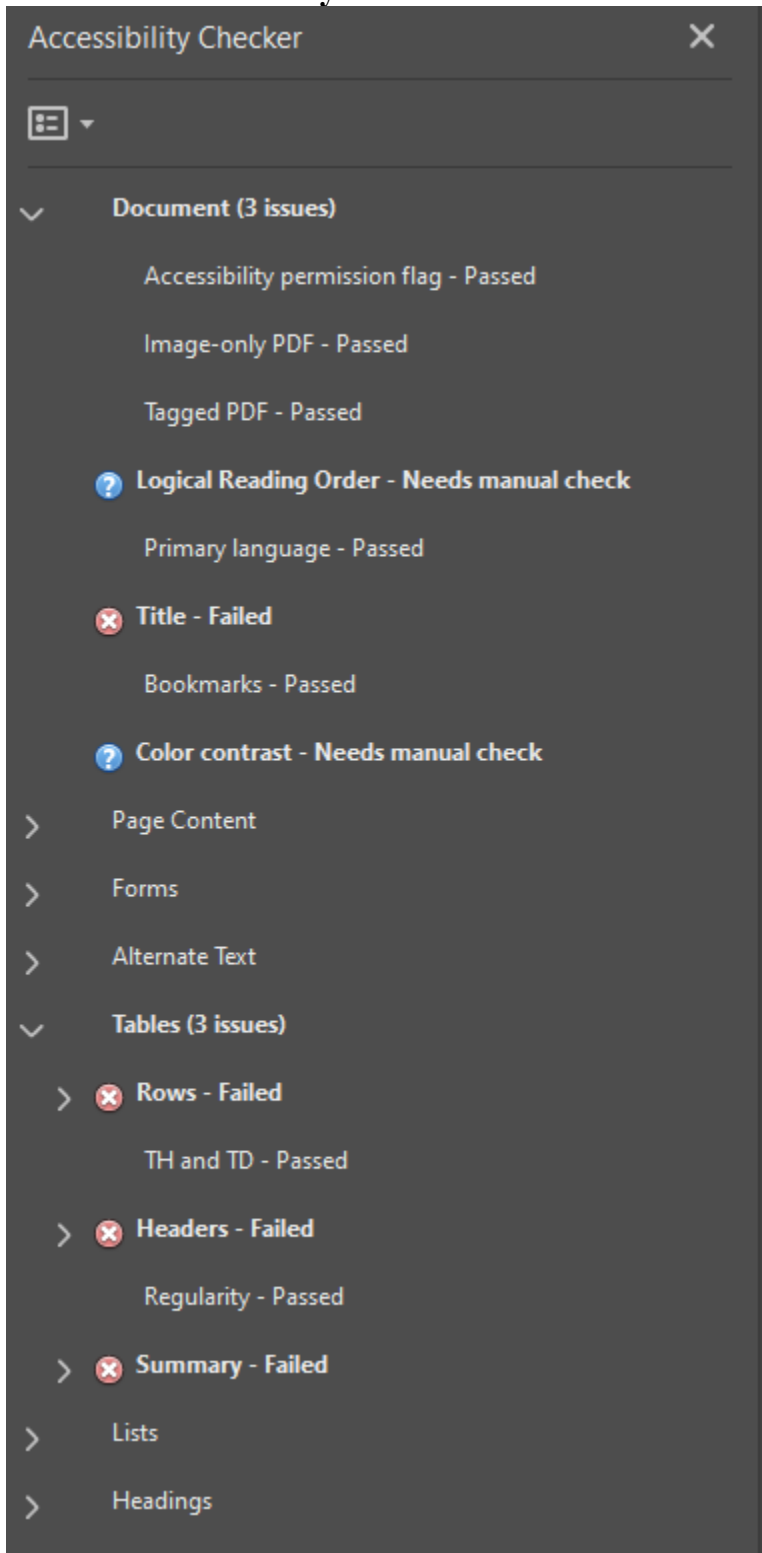
[Select All](#) [Clear All](#)

☒ Show this dialog when the Checker starts

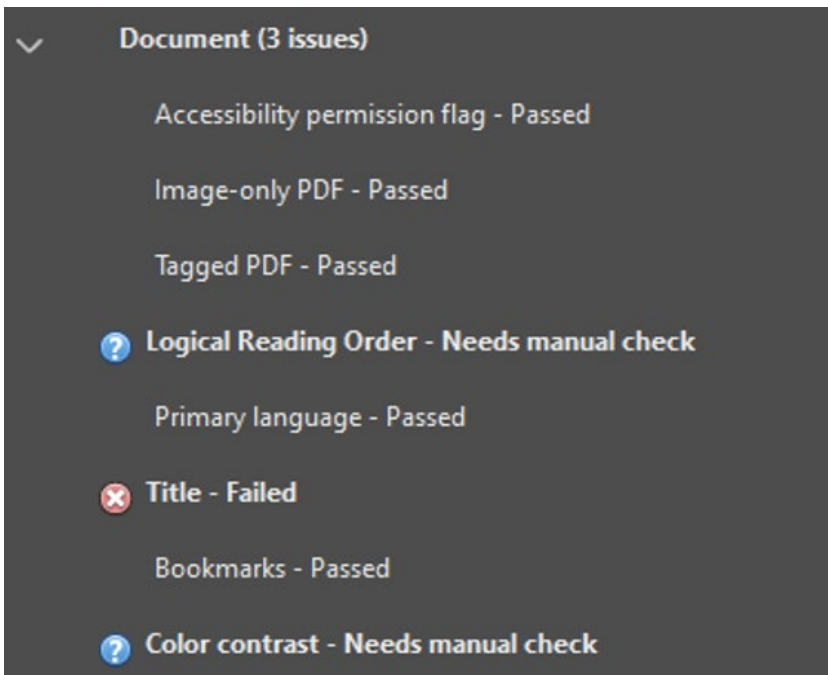
[Help](#) [Start Checking](#) [Cancel](#)

i.

Correct Accessibility Checker Issues:



Document Errors:



1. Logical Reading Order – Needs Manual Check

LOGICAL READING ORDER

Verify this rule check manually. Make sure that the reading order displayed in the **Tags** panel coincides with the logical reading order of the document.

a.

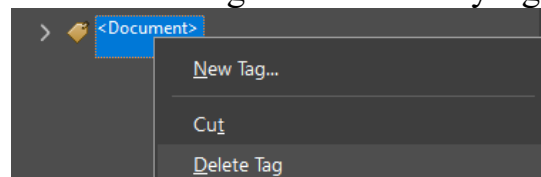
b. To check tags panel:



i. Click the

ii. Make sure tags are displayed correctly after correcting table errors.

1. Remove the tag “Document” by right clicking delete tag




2.

2. Title

TITLE

Reports whether there is a title in the Acrobat application title bar.

To fix the title automatically, select **Title** in the **Accessibility Checker** tab, and choose **Fix** from the **Options**  menu. Enter the document title in the **Description** dialog box (deselect **Leave As Is**, if necessary).

Or, fix the title manually:

- 1 Choose **File > Properties > Description**.
- 2 Enter a title in the **Title** text box.
- 3 Click **Initial View**, and then choose **Document Title** from the **Show** drop-down list.
- 4 Click **OK** to close the **Description** dialog box.

a. 3. Color Contrast – Needs Manual Check

COLOR CONTRAST

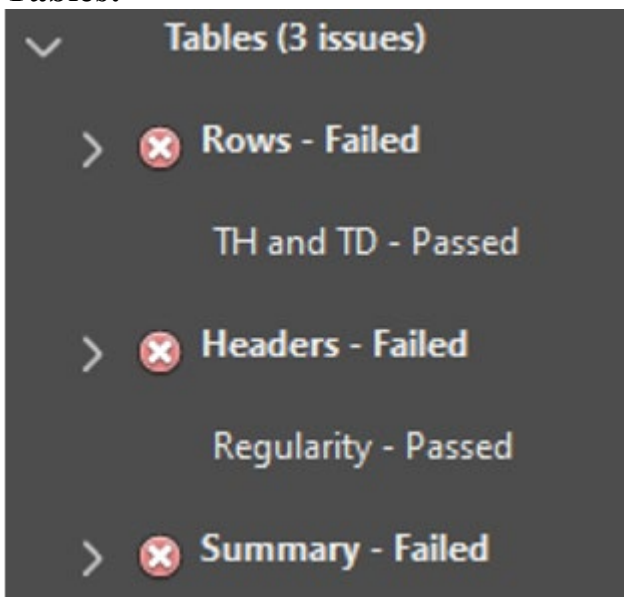
When this check fails, it's possible that the document contains content that isn't accessible to people who are color-blind.

To fix this issue, make sure that the document's content adheres to the guidelines outlined in [WCAG](#) section 1.4.3. Or, include a recommendation that the PDF viewer use high-contrast colors:

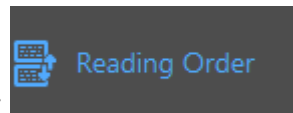
- 1 Choose **Edit > Preferences** (Windows) or **Acrobat > Preferences** (Mac OS).
- 2 Click **Accessibility**.
- 3 Select **Replace Document Colors**, and then select **Use High-Contrast Colors**. Choose the color combination that you want from the drop-down list, and then click **OK**.

a.

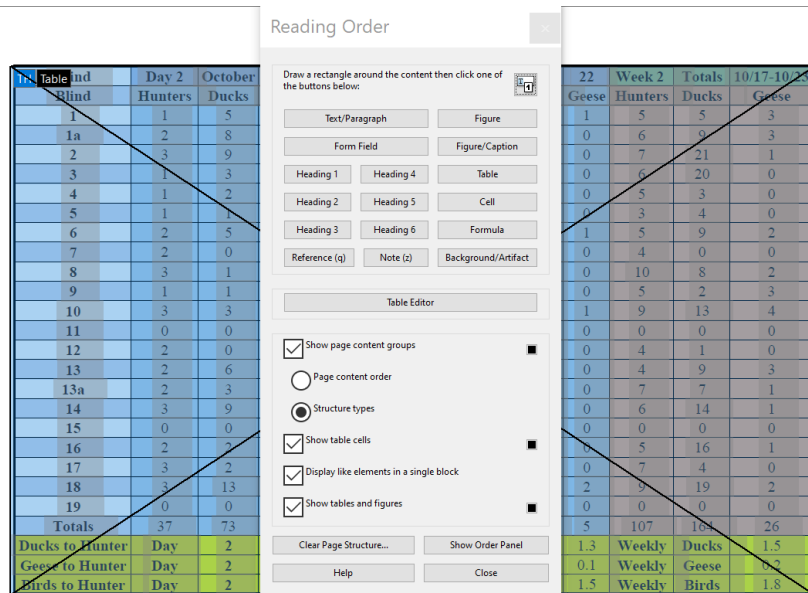
Tables:



1. Rows



- a. Reading Order → Draw a rectangle around the table manually
→ Click the table button



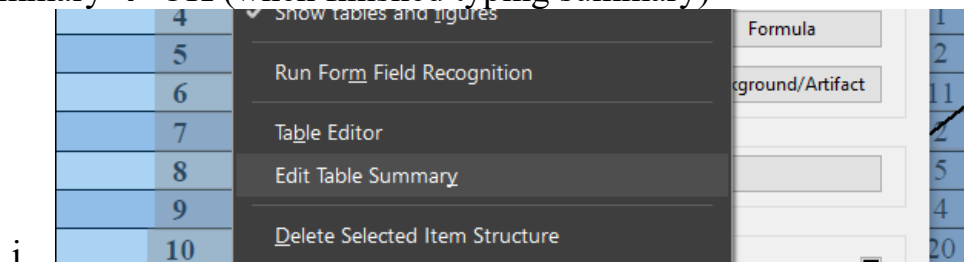
- b. → Click the new table
→ highlight and click Table Editor in the Reading Order Menu
- Should now see TH and TD displayed for each cell in the table.
 - Adjust Table Header (TH) and Table Data (TD) as needed.

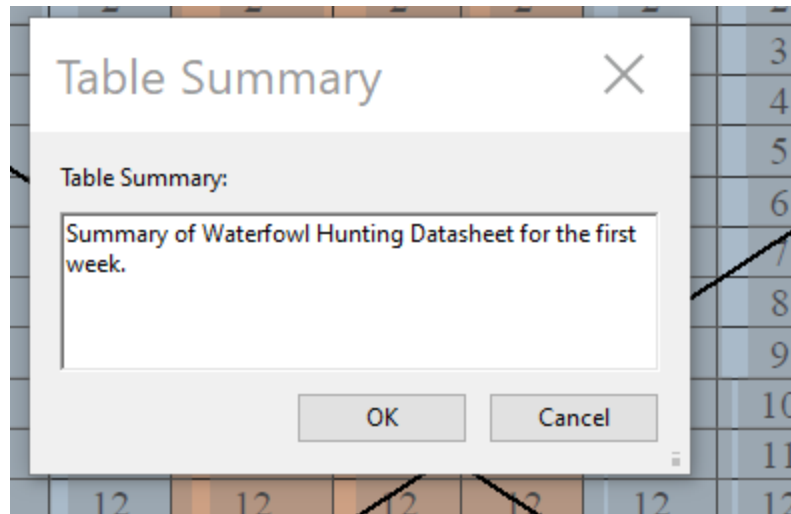
2. Headers

- a. In the Tags Menu remove the “Documents” Tag

3. Summary

- a. Right Click the Table that you highlighted while in Reading Order → Edit Table Summary → OK (when finished typing summary)





- ii.
- iii. Table Summary Template:
 - 1. Week 2 (Change for each week) hunting waterfowl table for 2022-2023. The table includes data for days 2 to 4 (change for each day) from each blind about the number of hunters and how many ducks and geese were captured. At the bottom is the total number of hunters, ducks, and geese at each blind. There is also data related to the average number of ducks per hunter, geese per hunter, and birds per hunter.