# How to Add Headings in Adobe Acrobat

Headings create structure within a document and show the hierarchy of topics, with Heading 1 the most important, then 2, then 3, etc. Your title will almost always be your Heading 1. Main sections or chapters are Heading 2, and Heading 3 are subjections within your main sections.

You cannot skip a "Heading level" by going from Heading 1 to Heading 3, i.e. you cannot go directly from your title to a sub-section 'skipping' the main section.

You can add structure to a PDF document by manually adding Headings, or by editing an existing structure.

## How to manually add new Headings to a PDF file

1. Select the "Prepare for Accessibility" option under "All tools" on the left-hand side of the screen.

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兦	Create a PDF	
ਬੰਹ	Combine files	
₽	Edit a PDF	
ŧ	Prepare for accessibility	

2. The various options and formatting functions will appear on the left-hand side. Select "Fix reading order" at the bottom of the list.



3. The "Reading Order," menu will open. Make sure that the radio button for "Structure Type" is selected so that you can see if a segment is a paragraph or a Heading. A paragraph will have a "P" in the upper left hand corner. A Heading will have a H1, H2, H3 etc. depending on the Heading level.

Reading Order				
Draw a rectangle at the buttons below:	Draw a rectangle around the content then click one of the buttons below:			
Text/Para	agraph	Figure		
Form	Field	Figure/Caption		
Heading 1	Heading 4	Table		
Heading 2	Heading 5	Cell		
Heading 3	Heading 6	Formula		
Reference (q)	Note (z)	Background/Artifact		
Show page cont	Table Editor	-		
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🗹 Display like elen	Display like elements in a single block			
Show tables and	l figures	•		
Clear Page Stru	cture	Show Order Panel		
Help		Close		

4. Select the title by clicking on the square in the upper left hand corner of the text.

# How to Add Alternate Text to Images in Adobe

5. Then choose the appropriate button from the "Reading Order" menu. For the title, select Heading 1. For a main section or chapter, select Heading 2, for a sub-section select Heading 3 etc.

Reading Order			
Draw a rectangle ar the buttons below:	ound the content	then click one of	
Text/Para	Text/Paragraph		
Form F	ield	Figure/Caption	
Heading 1	Heading 4	Table	
Heading 2	Heading 5	Cell	
Heading 3	Heading 6	Formula	
Reference (q)	Note (z)	Background/Artifact	

6. Several paragraphs may belong to the same Adobe "P" paragraph box, which can include the text you want to make into a Heading. Left click and drag the cursor

#### to create a box around just the text you want to make into a heading.

Doggum Ipsum: Woofer wow such tempt heck snoot.

Doge heckin vvv long doggo long bois, adorable doggo heckin angery woofer. Smol borking doggo with a long snoot for pats heckin tungg I am bekom fat big ol ur givin me a spook boofers very taste wow, smol long woofer borkf borking doggo much ruin diet. Shibe wow such tempt mlem long bois doing me a frighten lotsa pats shoob, doing me a frighten puggo h\*ck I am bekom fat shoob I am bekom fat, vvv blop waggy wags clouds wrinkler. much ruin diet doggorino. long doggo floofs h\*ck. Woofer wow such tempt heck snoot, long doggo. Smol smol borking doggo with a long snoot for pats puggorino h\*ck, yapper.

7. Then select the appropriate Heading from the Reading Order menu as shown in step 5. Now the Heading will appear with its own box and the paragraph starts below it.

😰 oggum Ipsum: Woofer wow such tempt heck snoot.

Proge heckin vvv long doggo long bois, adorable doggo heckin angery woofer. Smol borking doggo with a long snoot for pats heckin tungg I am bekom fat big ol ur givin me a spook boofers very taste wow, smol long woofer borkf borking doggo much ruin diet. Shibe wow such tempt mlem long bois doing me a frighten lotsa pats shoob, doing me a frighten puggo h\*ck I am bekom fat shoob I am bekom fat, vvv blop waggy wags clouds wrinkler. much ruin diet doggorino. long doggo floofs h\*ck. Woofer wow such tempt heck snoot, long doggo. Smol smol borking doggo with a long snoot for pats puggorino h\*ck, yapper.

### How to edit the existing structure of a PDF file

1. Select the "Prepare for Accessibility" option under "All tools" on the left-hand side of the screen. The various options and formatting functions will appear on the left-hand side.



2. Select "Check for accessibility," from the middle of the list.

Prepare for accessibility	×
Automatically tag PDF	
Co Automatically tag form fields	
E Change reading options	
Check for accessibility	
🔁 Open accessibility report	
🐼 Identify form fields	

3. The "Accessibility Checker Options" menu will pop up. Do not change any of the settings and click "Start Checking" to run the Accessibility Checker on the file which will identify accessibility errors from within the file.

Report Options   C Create accessibility report   Folder: C:\Users\acarpenter\AppData\Roaming\Adobe\Acrobat\DC\AccReports   Choose   Attach report to document   Page Range  • All pages in document	cessibility Cl	hecker Options	
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Folder: C:\Users\acarpenter\AppData\Roaming\Adobe\Acrobat\DC\AccReports Choose   Attach report to document   Page Range  • All pages in document	🔽 Create a	accessibility report	
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Page Range <ul> <li>All pages in document</li> <li>Pages from</li> <li>to</li> </ul> Checking Options (32 of 32 in all categories)   Category:   Document <ul> <li>Accessibility permission flag is set</li> </ul> <ul> <li>Document is not image-only PDF</li> <li>Document structure provides a logical reading order</li> <li>Document structure provides a logical reading order</li> <li>Text language is specified</li> <li>Document title is showing in title bar</li> <li>Bookmarks are present in large documents</li> <li>Document has appropriate color contrast</li> </ul> Select All Clear All   Show this dialog when the Checker starts   Help	Attach re	eport to document	
<ul> <li>All pages in document</li> <li>Pages from</li> <li>to</li> <li>to</li> <li>Checking Options (32 of 32 in all categories)</li> <li>Category:</li> <li>Document</li> <li>Accessibility permission flag is set</li> <li>Document is not image-only PDF</li> <li>Document is tagged PDF</li> <li>Document structure provides a logical reading order</li> <li>Text language is specified</li> <li>Document title is showing in title bar</li> <li>Bookmarks are present in large documents</li> <li>Document has appropriate color contrast</li> <li>Select All</li> <li>Clear All</li> <li>Show this dialog when the Checker starts</li> <li>Help</li> </ul>	Page Range		
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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 Clear All Show this dialog when the Checker starts Help Start Checking Cancel	Category:	Document	~
<ul> <li>Document is not image-only PDF</li> <li>Document is tagged PDF</li> <li>Document structure provides a logical reading order</li> <li>Text language is specified</li> <li>Document title is showing in title bar</li> <li>Document title is showing in title bar</li> <li>Bookmarks are present in large documents</li> <li>Document has appropriate color contrast</li> <li>Select All Clear All</li> <li>Show this dialog when the Checker starts</li> <li>Help Cancel</li> </ul>	Accessib	sility permission flag is set	
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Select All Clear All Show this dialog when the Checker starts Help Cancel	🔽 Docume	ent has appropriate color contrast	
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Show this dialog when the Checker starts Help Cancel	Select /	All Clear All	
Help Start Checking Cancel	Show this c	dialog when the Checker starts	
	Help	Start Checking	Cancel

- 4. The Accessibility Checker tool will then open on the left-hand side of the screen. If the section for "Headings" at the bottom of the list is in **bold** then there are Heading errors.
- 5. Click the > sign by the word "Headings", and then the > sign for "appropriate nesting Failed"



The Headings error shows how many disruptions or skipped levels there are in the general structure of the PDF file. It may take changing several Headings to correct a single error/ "element" from the list. When making corrections from the Accessibility checker, it's a good idea to re-run the "Accessibility Check" in step three to ensure all errors have been corrected.

6. Open the Reading Order tool to view the structure of the document. On the lefthand side of the screen are the tool options. Select the "Fix reading order" from the bottom of the list.



7. The "Reading Order," menu will open. Make sure that the radio button for "Structure Type" is selected so that you can see if a segment is a paragraph or a Heading. A paragraph will have a "P" in the upper left hand corner. A Heading will have a H1, H2, H3 etc. depending on the Heading level.

Draw a rectangle a the buttons below	round the conten :	t then click one of
Text/Par	agraph	Figure
Form	Field	Figure/Caption
Heading 1	Heading 4	Table
Heading 2	Heading 5	Cell
Heading 3	Heading 6	Formula
Reference (q)	Note (z)	Background/Artifact
Show page con	tent groups	
<ul> <li>Page content</li> <li>Structure type</li> </ul>	order es	
Show table cells	s ments in a single k	
Show tables an	d figures	
Clear Page Stru	ucture	Show Order Panel

8. Remember that Headings should be both consistent and hierarchical, meaning that Headings must start from 1 and progress to 2, 3, 4, etc. without skipping any levels. For instance, the Title is a Heading 1, all main sections are Heading 2, all subsections are Heading 3, etc.

With the Reading Order menu open, click on "Element 1" under the "Appropriate nesting -Failed" menu. Adobe will automatically take you to the correct page with the error. If you do not have the Reading Order menu open you will not see the document structure.

H1oggo Ipsum h\*ck Heckin Good Boys

#### H3 ection 1

P Doggo ipsum h\*ck heckin good boys and girls ruff tungg super chub, wrinkler borkdrive. Much ruin diet extremely cuuuuuute shooberino noodle horse wrinkler shoob vvv, clouds big ol wow very biscit tungg. aqua doggo boof ur givin me a spook. Pupper heck bork pupperino bork doggorino heckin good boys and girls heckin angery woofer, snoot doggorino pats big ol fat boi. Waggy wags shooberino puggo noodle horse dat tungg tho boof, much ruin diet heckin dat tungg tho wow such tempt porgo heckin good boys, ruff h\*ck puggorino doing me a frighten. Porgo heckin he made many woofs smol borking doggo with a long snoot for pats, fluffer pupper. In the example above, the Headings skip from H1 (Heading 1) to H3 (Heading 3). Click on the H3 to select the text. The box will turn light blue when you have it selected.

H1 oggo Ipsum h\*ck Heckin Good Boys

H3 ection 1

- 10. Then select the correct Heading, (Heading 2) from the Reading Order Menu.
- 11. Look back at the Accessibility Checker on the right-hand side of the screen and select "Element 2" under the "Appropriate nesting -failed"

Acc	essibility Checker	×
5	•	
>	Document (3 issues)	
>	Page Content	
>	Forms	
>	Alternate Text (1 issue)	
>	Tables	
>	Lists	
$\sim$	Headings (1 issue)	
$\sim$	🛞 Appropriate nesting - Failed	
	Element 1	
	Element 2	

12. With the Reading Order menu open, look at the page. This section is labeled H5 (Heading 5), there are no other Headings visible on the page to see if we skipped a Heading. Scroll up through the document to find the most recent Heading and make sure no levels have been skipped.

H5 ection 3

Doge heckin vvv long doggo long bois, adorable doggo heckin angery woofer. Smol borking doggo with a long snoot for pats heckin tungg I am bekom fat big ol ur givin me a spook boofers very taste wow, smol long woofer borkf borking doggo much ruin diet. Shibe wow such tempt mlem long bois doing me a frighten lotsa pats shoob, doing me a frighten puggo h\*ck I am bekom fat shoob I am bekom fat, vvv blop waggy wags clouds wrinkler. much ruin diet doggorino. long doggo floofs h\*ck. Woofer wow such tempt heck snoot, long doggo. Smol smol borking doggo with a long snoot for pats puggorino h\*ck, yapper.

- 13. The previous Heading was the text "Section 2" and it is a Heading 2 as it is a main section. You would therefore change the Heading for the text "Section 3" to a Heading 2 by clicking the option on the Reading Order menu.
- 14. Click the "Check for accessibility," button from the list of options on the lefthand menu and see if any other errors appear on the "Accessibility Checker" tool under the word "Headings" on the right-hand side of the screen. If there are no errors then your Heading structure has been corrected.