2.3 Altering PDF Metadata

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Managing Metadata in Acrobat Document Properties

The **Document Properties** window in Acrobat allows basic document metadata to be altered all from one menu. To open this window, right-click in the viewing window of an open PDF document in Adobe Acrobat and select 'Document Properties'.

Setting the Document Title and Descriptions

To set the document title, find and select the 'Title' field located in the 'Description' tab of the **Document Properties** window. Remove the 'file name' title and type a meaningful and concise document name (free of file extensions, dashes or other special characters). When a screen reader recognizes the file, this file name will be announced.

Other Document Descriptions That Can Be Changed Includes:

- 'Author' (which can be named to reflect your company or agency).

- And 'Keywords' (where any typed descriptive keywords will allow the document to be searchable off those words when placed in a website, library or file system).

Setting the Initial View

The document's 'Initial View' settings involve what will be displayed in the Adobe Reader or website viewing window when the document is opened. For the 'Initial View' settings, it is advisable to set the displayed title that will appear at the top of the document viewing window to match the document's title. This is meant to avoid any confusion when the document is being identified, opened and read by assistive technology. To do this:

1. In the **Document Properties** window, find and select the 'Initial View' tab. Under the 'Window Options' section, find and open the 'Show' dropdown menu.

2. Change the selection from the default of 'File Name' to 'Document Title'. The document will now display the title that was set in the document metadata and not an obscure file name.

Additional Initial View Options Include:

- 'Layout and Magnification' (for changing what appears in the Adobe 'Navigation tab', the page layout for how pages appear, the default magnification and the initial opening page number).

- User Interface Options (for hiding certain user interface elements that open with the page, including the menu bar, tool bars and window controls).

Designating Language in Acrobat

Setting the Language

The language of the document needs to be set in the metadata so that screen readers and other assistive technology can correctly identify and pronounce text elements. The document language can also be set in the **Document Properties** window. To set the language:

1. In the **Document Properties** window, find and select the 'Advanced' tab.

2. Under the 'Reading Options' section, open the 'Language' dropdown menu. Select the appropriate document language, 'English'.

Once all relevant metadata has been set in the **Document Properties** window, select 'OK' to save all metadata.

Conclusion

In this module, we've learned how to change document metadata such as the document tile, descriptions and designated language. In the upcoming module, we'll cover the next step in the manual PDF editing process for scanned documents, 'Managing PDF Scanned Elements'. For viewers not working with scanned documents, you can proceed to the next general editing module, 'Creating and Editing PDF Tags'.