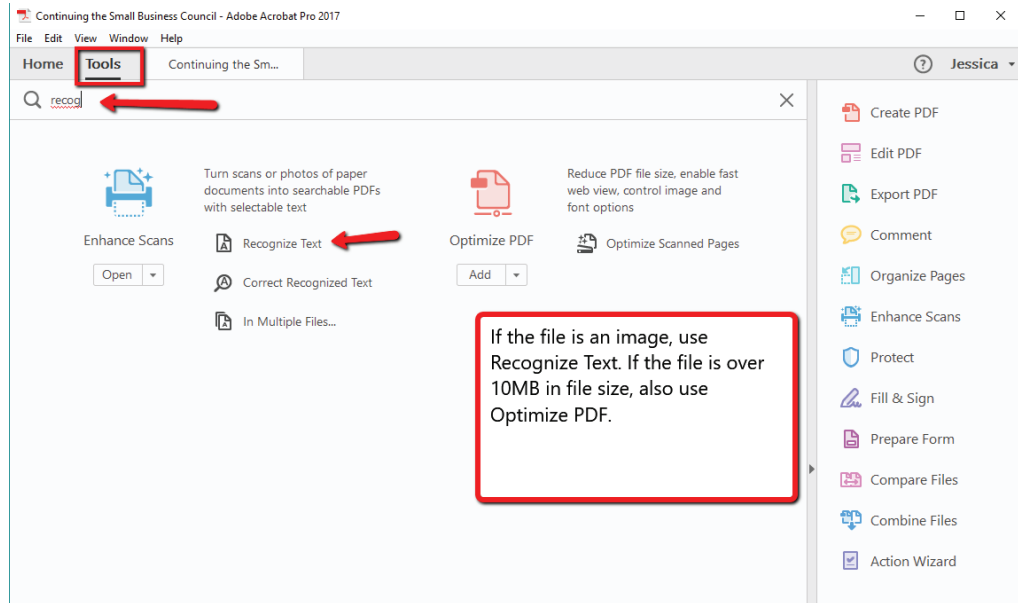




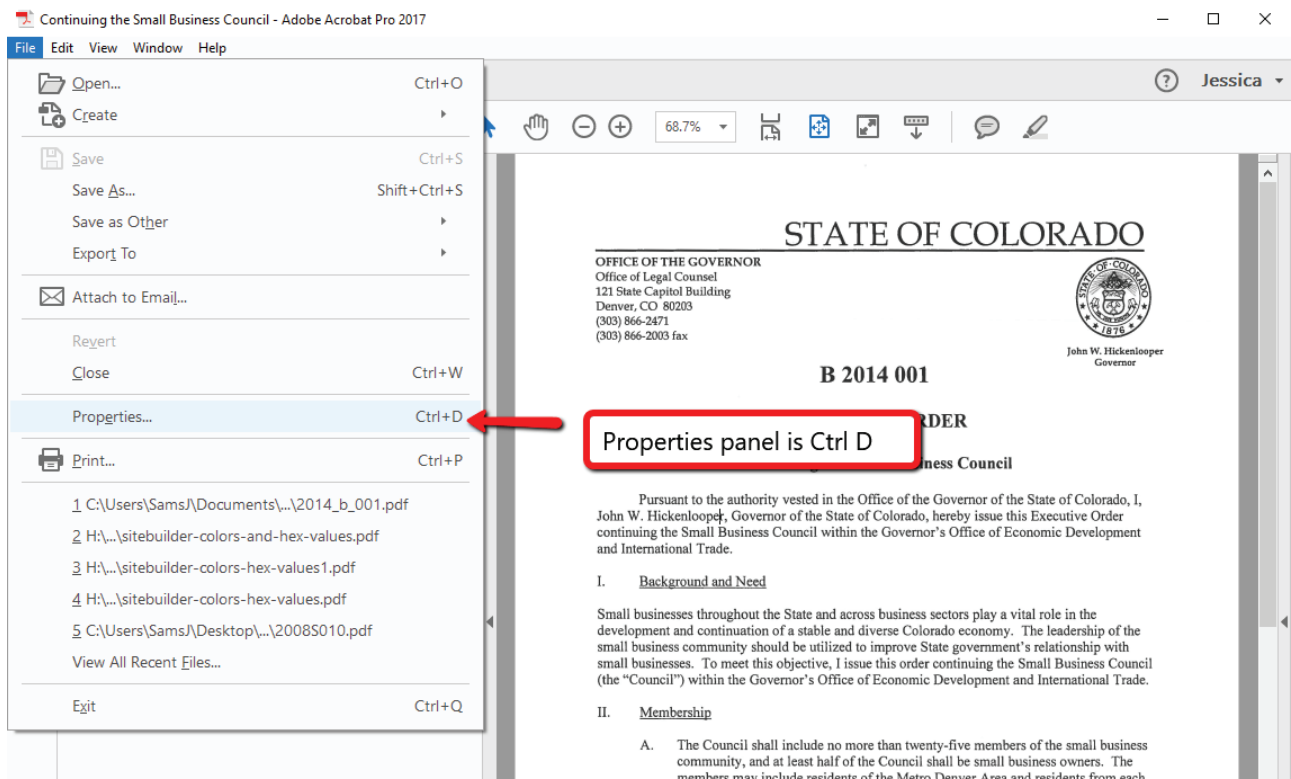
PDF Preparation Standards for posting to a website

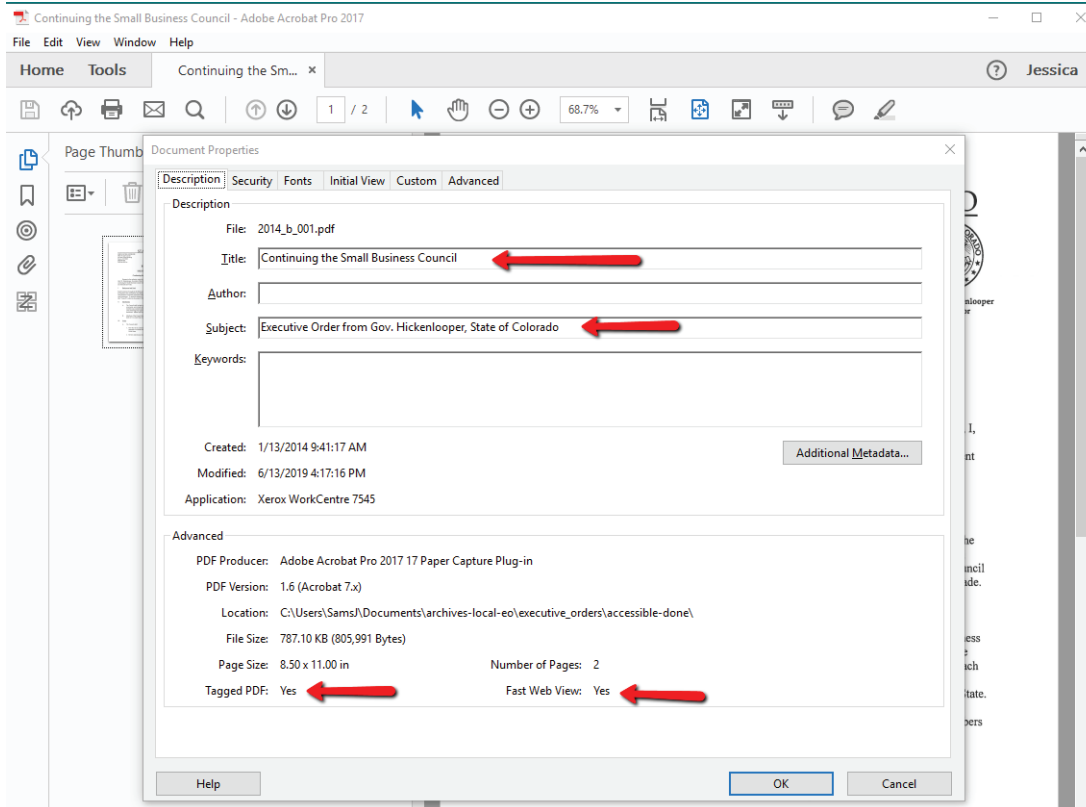
1. Check filename. Use the hyphen instead of periods, parentheses, or ampersands.
2. Check if it is a scanned document by trying to select text. If all the text is an image, run *Recognize Text*.

Screenshots show
version: Adobe
Acrobat Pro 2017



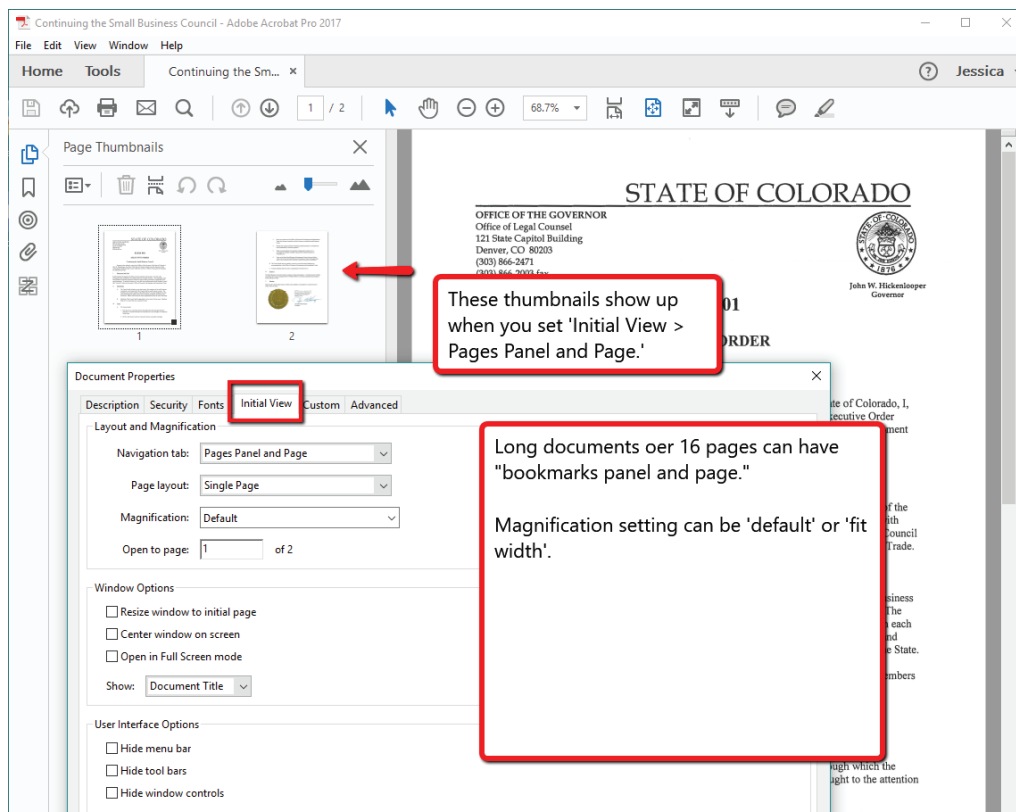
3. Add title & subject metadata in the properties panel. This is for search results pages and the browser tab when the file is opened within a browser.





The Advanced items *Tagged PDF* and *Fast Web View* will turn to Yes after all these steps are done.

4. Set the initial view. For long documents, add bookmarks. For short documents, embed pages panel.





5. Check that the language is set. Important for screen reading technology!

Document Properties

Description Security Fonts Initial View Custom **Advanced**

PDF Settings

Base URL:

Search Index: Browse... Clear

Trapped: Unknown

Print Dialog Presets

Page Scaling: Default

DuplexMode: Simplex

Paper Source by Page Size: ☐

Print Page Range:

Number of Copies: Default

Reading Options

Binding: Left Edge

Language: English

Chinese - Traditional

Croatian

Czech

Danish

Dutch

English

English with Arabic support

English with Hebrew support

Estonian

Finnish

Help OK Cancel

If most of the document is in English, set the language to English.

For language translations, choose the correct language here.

6. Check the reading order. **Accessibility > Reading Order**. It will place numbers next to pieces of content and this indicates the order a screen reader will announce the content.

Page Thumbnails

Reading Order

Draw a rectangle around the content then click one of the buttons below:

Text/Paragraph Figure

Form Field Figure/Caption

Heading 1 Heading 4 Table

Heading 2 Heading 5 Cell

Heading 3 Heading 6 Formula

Reference (a) Note (z) Background/Artifact

Table Editor

☒ Show page content groups

☒ Page content order

☐ Structure types

☒ Show table cells

☒ Display like elements in a single block

☒ Show tables and figures

Autotag Document

Autotag Form Fields

Reading Options

Full Check

Accessibility Report

Identify Form Fields

Set Alternate Text

Setup Assistant

Reading Order

1 STATE OF COLORADO

2 State Capitol
Denver, Colorado 80203
Phone (303) 866-2471
Fax (303) 866-3021

3 2018 030

4 John W. Hickmlooper
Governor

5 EXECUTIVE ORDER

Extending Executive Order D 2018 027 Activating the National Guard for the Purpose of Ensuring Election Security

Pursuant to the authority vested in the Governor of the State of Colorado and, in particular, pursuant to Article IV, Section 5 of the Colorado Constitution and C.R.S. § 28-3-104, I, John W. Hickmlooper, Governor of the State of Colorado, hereby issue this Executive Order extending Executive Order D 2018 027 activating six members of the Colorado National Guard Defensive Cyber Operations Element for the purposes of assisting with election cybersecurity efforts during the 2018 election.

I. Background and Purpose

Like many other states, Colorado utilizes online voter registration systems which allow eligible citizens to easily access and update voter registration information. These systems are protected by various security features aimed at maintaining confidentiality and preventing tampering or interference with data.

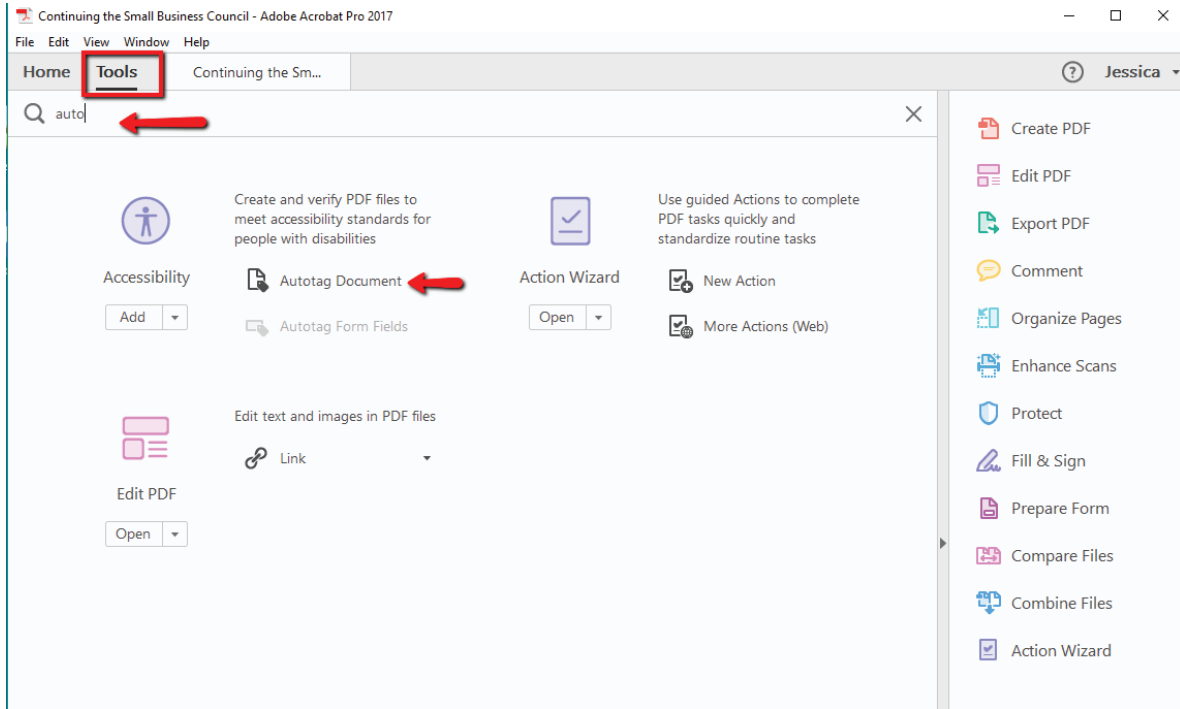
Despite utilizing various security features, online voter registration systems could provide an avenue for cyber actors to gain unlawful access into voter registration databases. The Colorado National Guard has unique cyber capabilities to assist in protecting critical election infrastructure.

The Colorado Secretary of State requested that the Colorado National Guard Defensive Cyber Operations Element provide election cybersecurity support during the November 2018 election. By activating six members of the Colorado National Guard Defensive Cyber Operations Element, the National Guard can provide support to the Secretary of State up to and including the November 2018 election.

On September 19, 2018, I signed Executive Order D 2018 027 activating six members of the Colorado National Guard Defensive Cyber Operations Element to assist with election cybersecurity efforts during the 2018 election. This Executive Order extends the activation and authorization of six members of the Colorado National Guard Defensive Cyber Operations Element to assist with election cybersecurity efforts for an additional 30 days from October 19, 2018.



7. Save, then, if it wasn't tagged in the first place, tag for accessibility with *Autotag Document*. (Always do this after the other steps.)



7. Do 'File > Save As' to optimize. This isn't a normal 'Save' because it also optimizes for fast web view. Always do *Save As* before closing if you made any changes to the document.
8. Check your work at the properties panel. Look for Yes on Tagged PDF and Yes on Fast Web View. Make sure any graphics are still in the file and make sure the text looks the same as it did before. Sometimes the tagging tool corrupts images in the file.

Further Instructions at Adobe:

[Creating Accessible PDFs](#)

[Reading Order Tool Overview](#)

[If you would like a full report on file accessibility then use the Action Wizard: Make Accessible](#)