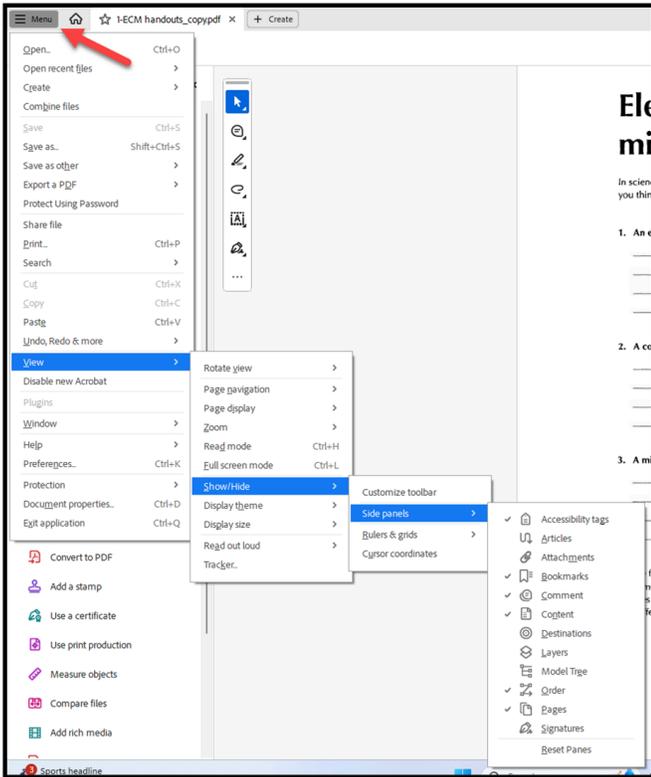
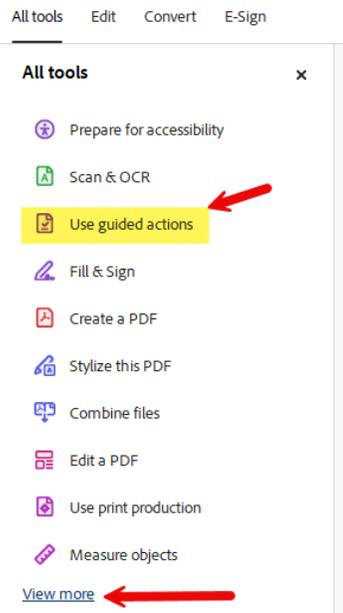


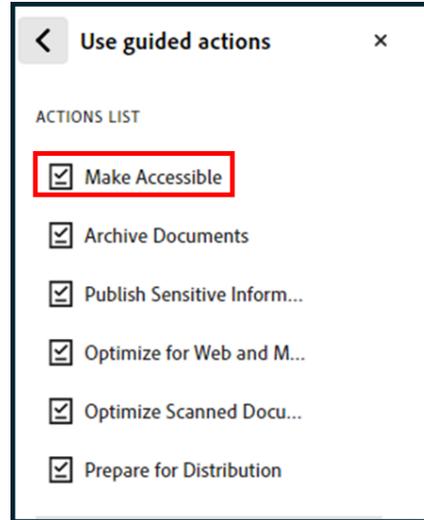
1. First, click on MENU, VIEW, SHOW/HIDE, SIDE PANELS, ACCESSIBILITY TAGS to add the tag to your home view.



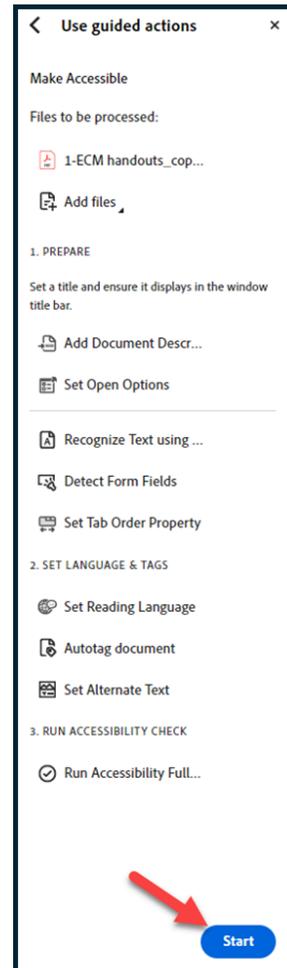
2. Click on ALL TOOLS and search for USE GUIDED ACTIONS. You may need to click on VIEW MORE if the needed option is not readily available.



3. Click the MAKE ACCESSIBLE option.

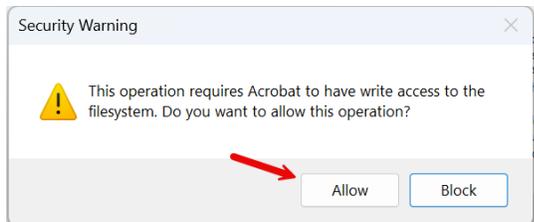


4. Click on the START button.

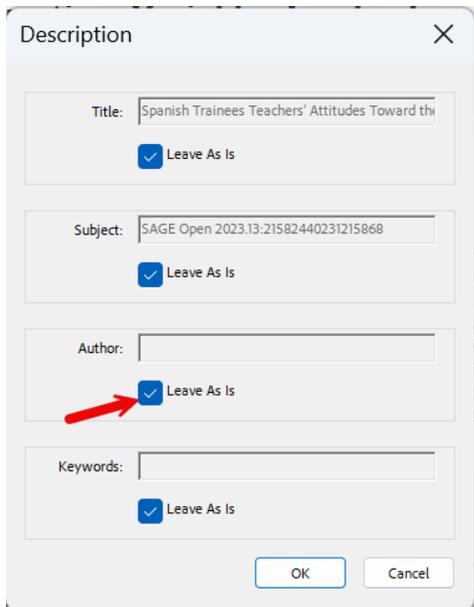


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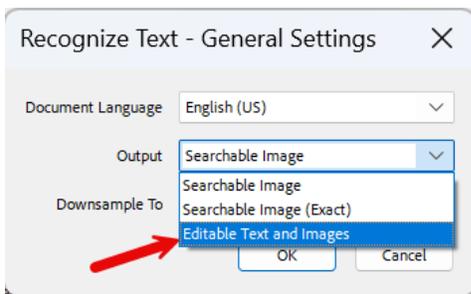
5. Click ALLOW if you get this pop-up.



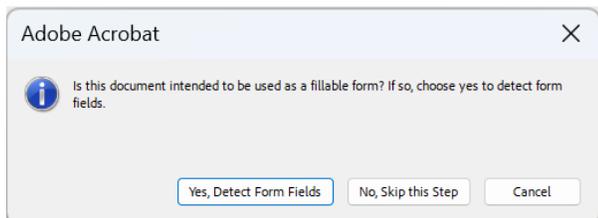
6. If information is missing, click the checkbox to make adjustments.



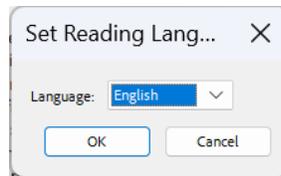
7. Click on dropdown to select EDITABLE TEXT AND IMAGES.



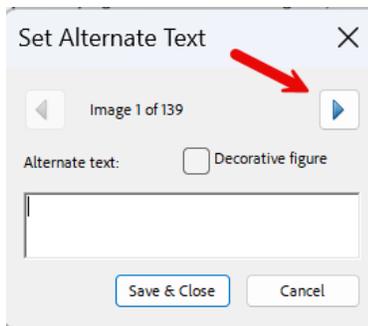
8. Click NO if this is a regular PDF. Click YES if this is a FILLABLE PDF FORM.



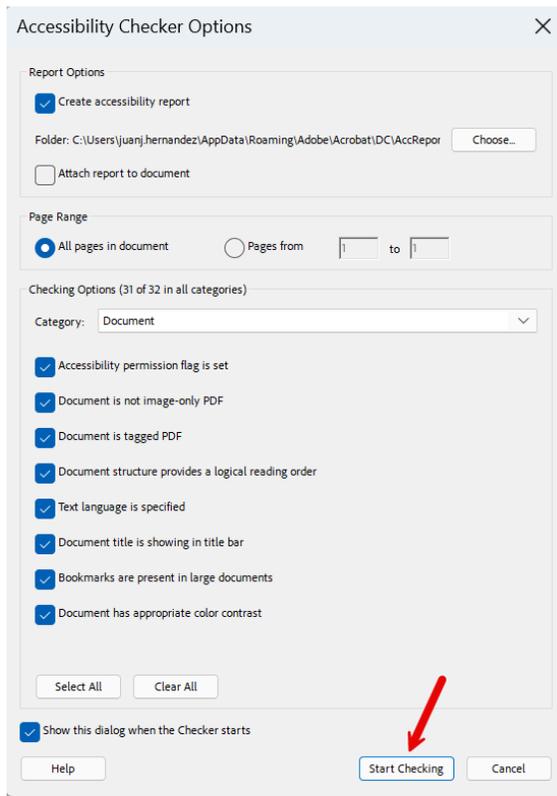
9. Select the language of the PDF.



10. Input the alternate text necessary for all images. Click on right arrow to go to next image. When done, then click on SAVE & CLOSE.

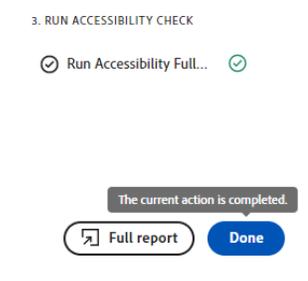


11. Click on START CHECKING to run the Accessibility Checker Report.

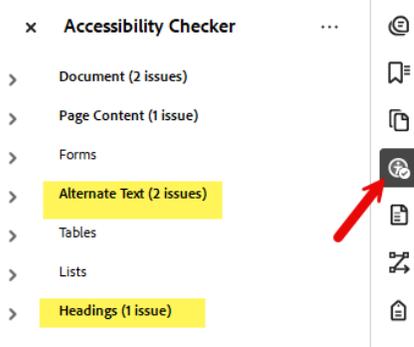


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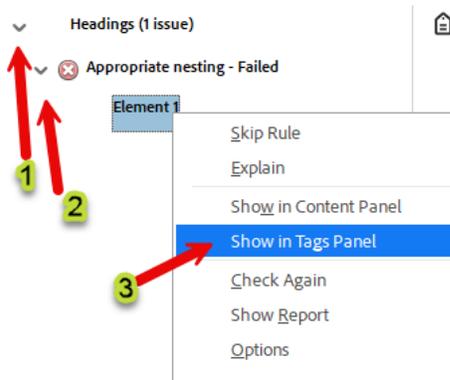
12. Click DONE.



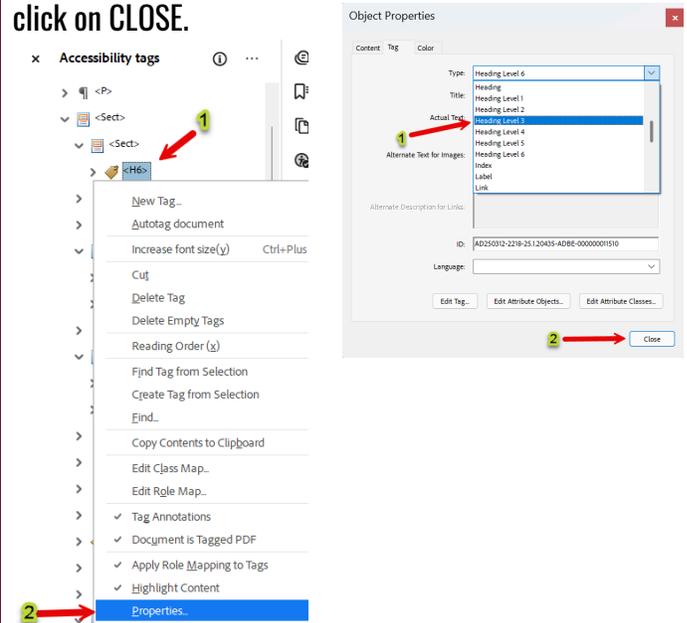
13. Check the ACCESSIBILITY CHECKER to review any additional issues that may require attention.



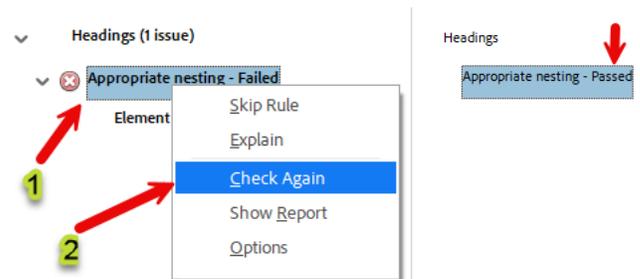
14. Click on the Dropdown Arrow, Right-click on the item, then select SHOW IN TAGS PANEL.



15. In ACCESSIBILITY TAGS panel, Right-click on the item, select PROPERTIES, select the correct TYPE, and click on CLOSE.



16. Return to the ACCESSIBILITY CHECKER, Right-click on the issue and select CHECK AGAIN. If no more issues, then it will show PASSED.



17. SAVE the file and re-upload to your Blackboard course.

For Blackboard Ultra support, contact the eLearning Team:

Email: elearning@tamiu.edu

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