



PREP Platform

Quick Start Guide

Your pathway to seamless document accessibility

Welcome to **PREP**

We're so glad to have you join the team! This guide is meant to provide specific information to help you get off to a great and productive start.

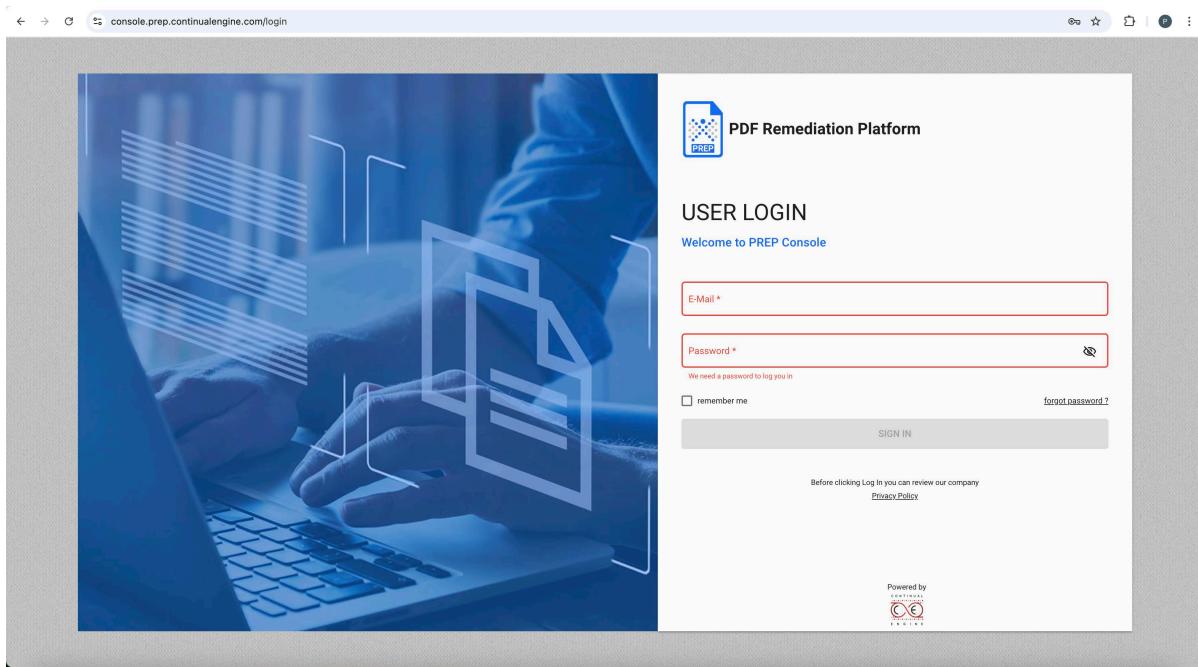
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NAVIGATION

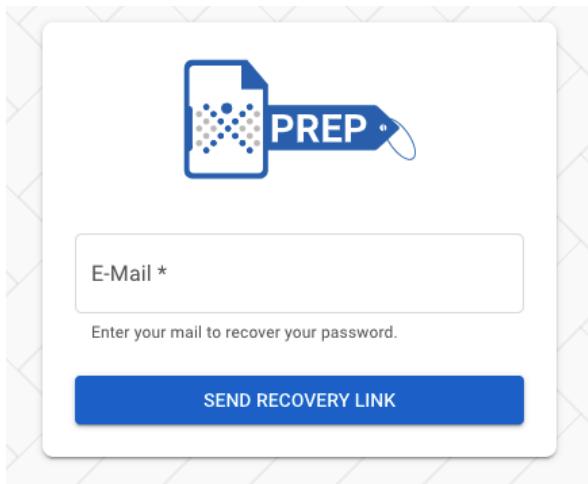
LOGIN

You can login to PREP at <https://console.prep.continualengine.com/login> using provided credentials.



FORGOT PASSWORD

You can click on forgot password button on the login screen and enter your email address in the next page and you will receive a link to reset your password.



DASHBOARD

After you login, you are taken to the main dashboard which is divided into 2 major sections.

1. Summary of documents uploaded count in file or pages and API Usage of alt text.
2. Recently Exported Tagged documents.
3. Previously uploaded documents sorted by last uploaded time

A screenshot of the dashboard showing various sections.
 - Top Left: 'File Uploads Count' with a pie chart and table.
 - Top Right: 'Recent Exports' table for PDF, HTML, DOCX, and EPUB.
 - Middle Left: 'API Usage' table for Alt Type, My Usage, and Org Usage.
 - Bottom Left: 'PDF Files' section with a list of uploaded PDFs (e.g., H1977_001_SI25SB.pdf, PREP_ProductTour_ComplexPDF1.pdf).
 - Bottom Right: 'Recent Exports' table for PDF, HTML, DOCX, and EPUB.
 The sidebar on the left contains icons for file operations like upload, download, and search.

NEW FILE UPLOAD

New file can be uploaded by clicking on the File upload section in the sidebar or the icon.

Welcome Pavan Deepak ! (Admin User)

PREP Training

File Uploads Count [view all](#)

File Type

	New files pages	In-progress files pages	Completed files pages	Total files pages
Regular PDF	139 1892	249 4260	112 319	549 6628
Scanned PDF	48 146	92 216	28 37	170 403

API Usage [view all](#)

Alt Type

	My Usage	Org Usage
Math	436	2083

Recent Exports [view all](#)

PDF	HTML	DOCX	EPUB
PREP_ProductTour_SimplePDF1.pdf			
PREP_ProductTour_Scanned.pdf			
OutcomesMatrixExamples (1).pdf			
PREP_ProductTour_ComplexPDF1.pdf			
PREP_ProductTour_ComplexPDF1.pdf			

PDF Files

Search...

H1977_001_SI2SSB.pdf	1.pdf	Macmillan-demo.pdf	PREP_ProductTour_SimplePDF1.pdf
File No: 21258	File No: 21228	File No: 21201	File No: 21198
new ✓ Ready to Remediate. [All]	in-progress ✓ Ready to Remediate. [All]	in-progress ✓ Ready to Remediate. [All]	completed ✓ Ready to Remediate. [All]
Created: Jan 17, 2025, 3:22:01 PM	Created: Jan 16, 2025, 8:29:24 AM	Created: Jan 15, 2025, 9:17:26 PM	Created: Jan 15, 2025, 8:47:29 PM
Modified: Jan 17, 2025, 3:36:31 PM	Modified: Jan 16, 2025, 8:29:40 AM	Modified: Jan 15, 2025, 9:17:38 PM	Modified: Jan 15, 2025, 8:48:10 PM
Uploaded by: ravikumar....com	Unloaded by: ravikumar....com	Uploaded by: pavandeepa....com	Uploaded by: pavandeepa....com

Privacy Policy

Powered by Continual Engine

CHANGE PASSWORD

User can change his/her password by clicking on the profile button in the sidebar and then going over to the Change Password tab.

Welcome Pavan Deepak ! (Admin User)

PREP Training

MY PROFILE

USER INFO CHANGE PASSWORD D2L CONFIGURATION

Current Password *

Click the eye to toggle visibility

New Password *

Click the eye to toggle visibility

Change Password

Privacy Policy

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REMEDIATION SCREEN

PREP_Produ...DF1.pdf 1 / 1

Complex PDF

Complex Table with span and scope

		1 st Quarter 2015				2 nd Quarter 2015				3 rd Quarter 2015				Annual Total													
		Salesperson		Month		Jan		Feb		Mar		Apr		May		June		July		Aug		Sep		Total			
Susan		135		19 ^{TD}		20 ^{TD}		21 ^{TD}		22 ^{TD}		23 ^{TD}		24 ^{TD}		25 ^{TD}		26 ^{TD}		27 ^{TD}		28 ^{TD}		29 ^{TD}		2500	
Bill		175		30 ^{TD}		31 ^{TD}		32 ^{TD}		33 ^{TD}		34 ^{TD}		35 ^{TD}		36 ^{TD}		37 ^{TD}		38 ^{TD}		39 ^{TD}		40 ^{TD}		2620	
Jeff		100		41 ^{TD}		42 ^{TD}		43 ^{TD}		44 ^{TD}		45 ^{TD}		46 ^{TD}		47 ^{TD}		48 ^{TD}		49 ^{TD}		50 ^{TD}		51 ^{TD}		2275	

Math formulas

Find the slant asymptote of $f(x) = \frac{x^2 - 4x - 5}{x - 3}$.

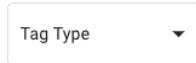
TOP PANE-1

Mod_5_Act...unt.pdf 1 / 22

Icon	Details
⌂	Navigate to Home page
ⓘ	View and Modify metadata of the document
◀ ▶	Previous and next page
🔍	Zoom out/in
↗ ↘	Selection Mode/Draw Mode toggle Selection Mode : Draw and select tags, Change tag properties Draw Mode : Draw new tags on canvas
💾	Save current page changes
👁	Preview tagged output to check for missing content
☁	Download tagged PDF

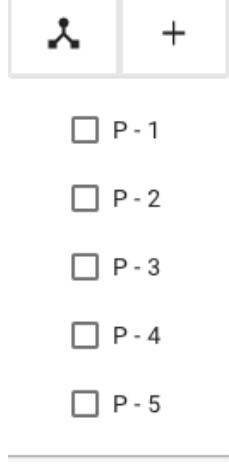
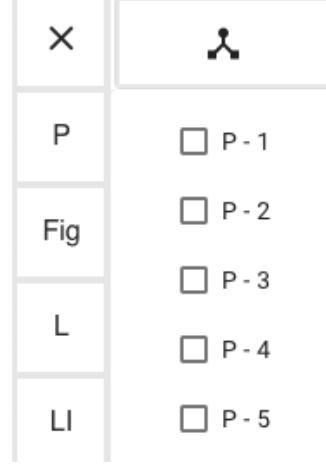
	Full screen mode
---	------------------

TOP PANE-2

Tag Type	Order	<input type="checkbox"/> Alt text Req	<input type="checkbox"/> Layer Req
	Change tag type of a selected tag		
	Reading order of a selected tag (Read-only attribute)		
<input type="checkbox"/> Alt text Req	Alt-text required for tag		
<input type="checkbox"/> Layer Req	Layer required for tag (For overlapping tags like links/references)		

LEFT PANE -1 (Tree pane)

LEFT PANE - 2 (Grouping tags)

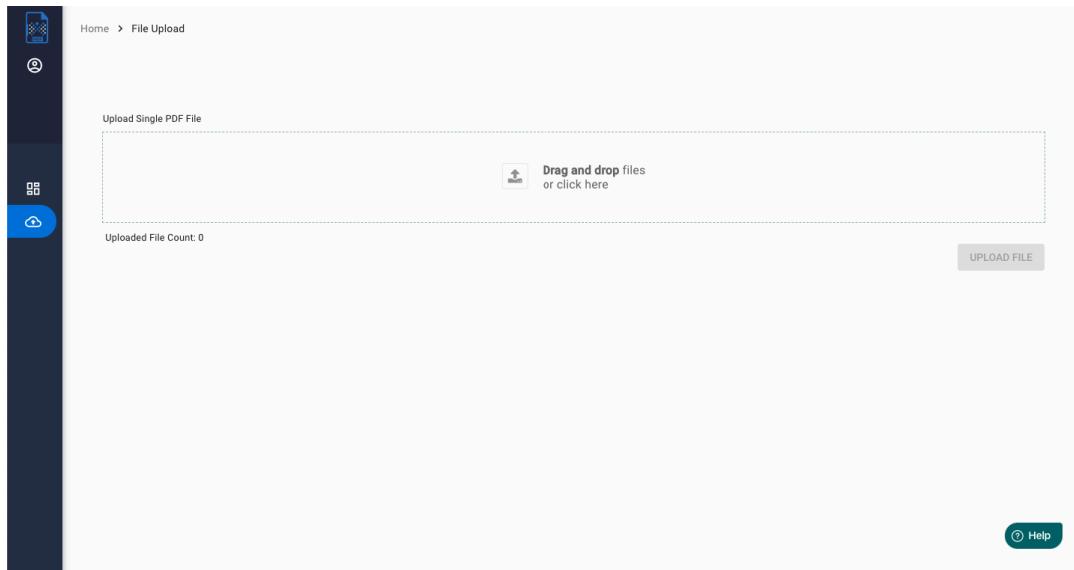
Tree Pane	Grouping tags
 <ul style="list-style-type: none"> <input type="checkbox"/> P - 1 <input type="checkbox"/> P - 2 <input type="checkbox"/> P - 3 <input type="checkbox"/> P - 4 <input type="checkbox"/> P - 5 	 <ul style="list-style-type: none"> X <input type="checkbox"/> P Fig L LI <input type="checkbox"/> P - 1 <input type="checkbox"/> P - 2 <input type="checkbox"/> P - 3 <input type="checkbox"/> P - 4 <input type="checkbox"/> P - 5
Tree pane is sequential representation of tags and allows to move tags up/down	Grouping tag pane enables grouping of tags together into a parent tag

RIGHT PANE

Icon	Details
	Reload saved changes
	Manual tagging mode (Deletes all tags)
	Fix tags (Beta) : Uses AI model to predict tags when initial detection is not suitable
	Sensitivity slider (Works at page level as well as tag level)
	Unite tags (After selecting multiple tags, this will unite them into a single bigger tag)
	Delete tag

REMEDIATION PROCESS

STEP 1 : UPLOAD THE FILE



STEP 2 : CORRECTING THE FILE

For a PDF document to be accessible, there are basically two requirements:

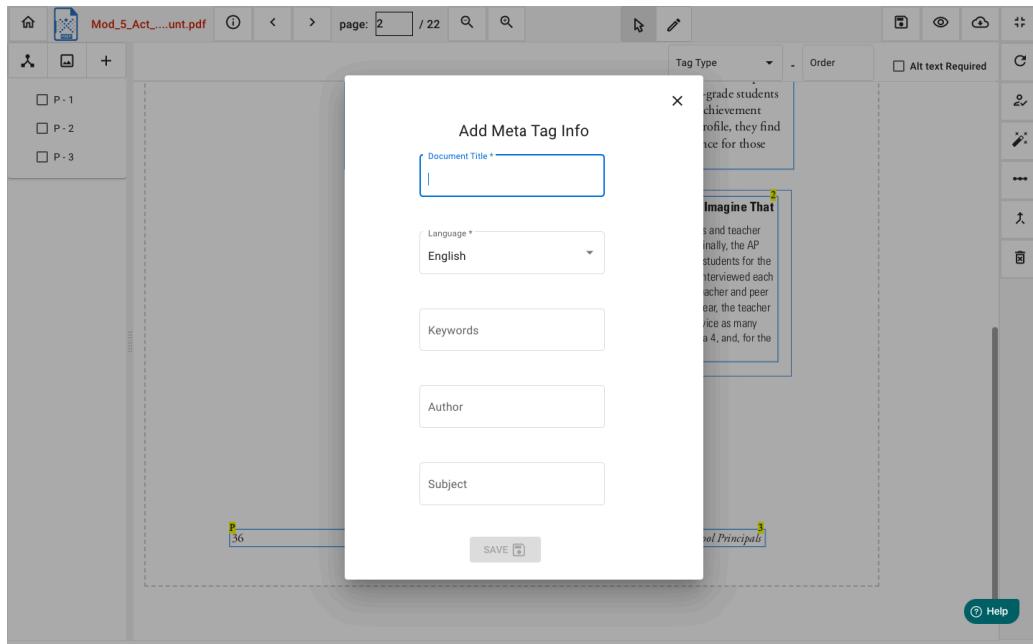
1. The metadata must be correct and complete.

2. The document must be completely tagged.

2.1 Fixing Metadata

You can click on the  button in the top panel to set meta-data of the document.

Title/Language are mandatory fields while keywords, author and subject fields are optional.



2.2 Correcting the tags

1. After uploading, PREP will perform initial detection of tag type and reading order
2. The User needs to verify that all content types are tagged properly as per their respective tag types and should follow the logical reading order(Specified in the tree panel as well as in the top right corner of a tag). Complex tag types have been explained below.
3. Save the page by clicking on the save icon .

2.3 Preview tagged content

Run a preview by clicking on the  icon in the top pane. Ensure that all the content that has been marked has been tagged.

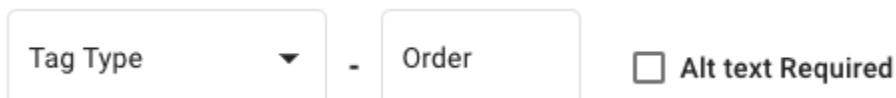
2.4 Export tagged content

Click on Export  (Top pane) to download the final tagged document

TAGGING PROCESS

Simple tags

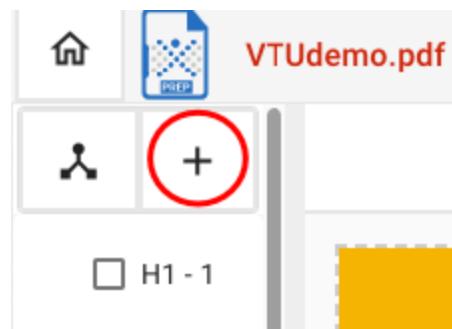
Tags like Paragraph(P), Formula, Reference, Footnote, Image, Caption, Headings (Level 1-6) can be tagged by just selecting the tag and changing the tag type from this pane from the top. Alt-text can be added by selecting the alt-text checkbox and entering the same in the popup box.



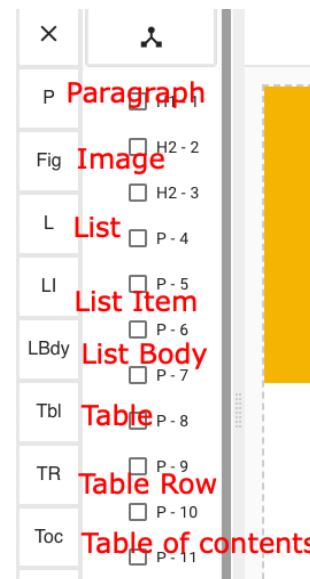
Complex tags

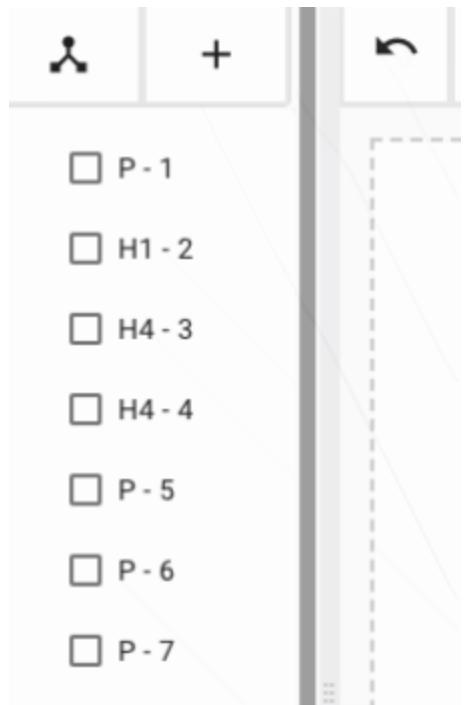
Grouping tags

In PREP, for tagging complex tags, where nesting is required, we need to group them under a parent tag. The grouping tag pane can be accessed by clicking on the + icon in left pane



After clicking on +, it will open up a list of grouping tags in the extreme left. You can select a single tag, to insert a grouping tag after it or you can select more than one tag to group them together inside of a grouping tag.





Eg. Selecting P-4 and P-5 and clicking on P will group them together under a parent P tag.

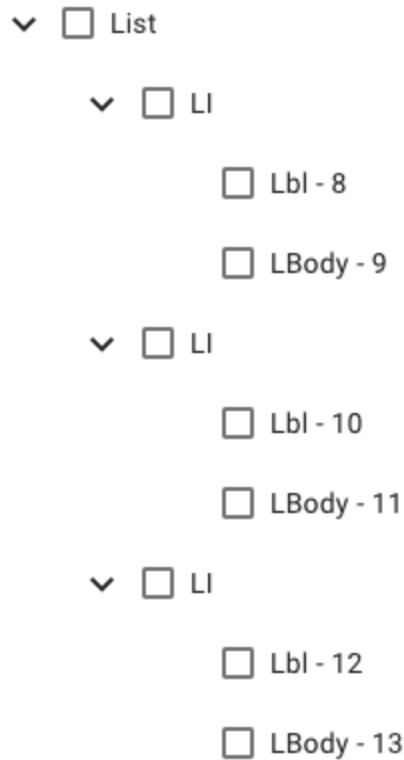
Simple List

The PDF specification defines list structure in section 14.8.4.3.3 (List Elements). The structure types for lists in PDF documents are:

- L - the List tag, which contains one or more LI tags.
- LI - the List Item tag. List item tags can contain Lbl and LBody tags.
- Lbl - the list item label. Contains distinguishing information such as an item number or bullet character.
- LBody - the list item body. Contains list item content, or in the case of a nested list, it may contain additional List tag trees

1. In PREP, you can easily tag a list by using the List Split feature (In the right side pane). If it doesn't work properly, use the sensitivity feature to split the list into Lbls and Lbodys.

2. After splitting, changing type of bullets/number as Lbl and list item content as Lbody, they need to be combined together like this as follows :



Nested List

In case of Nested list, the entire List tag of the child-list needs to be tagged with the Lbody tag of the parent list.

Table Tagging

For tagging tables, first group the entire table under one tag and then click on table split

 in the right pane. Post that, all cells will be identified as TD(Table Data cell). Use following approach to tag the table depending on complexity :

Simple Table

Within PDF documents, a table uses the following structure types for table elements:

- A table element (Table)
- One or more table row elements(TR) which define each row of table cells as immediate children of the Table element.
- One or more table header elements (TH) or table data elements (TD) as the immediate children of each table row element.
- Scope needs to be defined for all header elements(TH) as either **Column Scope**(Column header) or **Row Scope**(Row header) depending on the header type.
- Cells that span two or more rows or columns should use the **RowSpan** or **ColSpan** attribute.
- For tables that contain blank cells, you may need to add empty TD cells so that each row or column has the same number of cells.

Tag Type: Table Header - Order: 3 - scope: Column Wise - Header Id: - Row Span: 1 Cell - Column Span: 1 Cell - Alt text Required:

Table Structure:

TH-3	TH-4	TH-5	TH-6	TH-7
GRADE	2007	2008	2009	2010
T18	TD-9	TD-10	T11	T12
5	57	61	63	60
T13	T14	TD-15	T16	T17
6	51	59	62	64
T18	T19	TD-20	TD-21	T22
7	55	56	56	63
T23	T24	TD-25	T26	T27
8	50	56	58	58

Table Tree:

- Table
 - TR
 - TH-3
 - TH-4
 - TH-5
 - TH-6
 - TH-7

Complex Table

Tables where one cell can be associated with multiple header cells of sample type needs to be tagged differently from simple tables.

- All header cells are assigned a header ID by the system automatically.
- All data cells need to be assigned all the header IDs to which they relate with.

Table of Contents

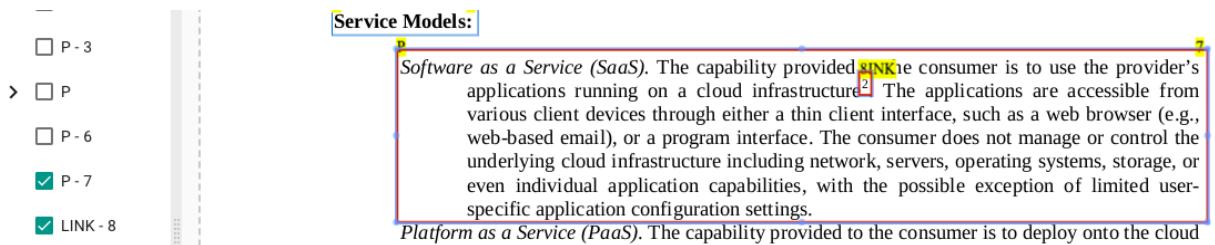
To tag a table of contents, follow these steps:

1. If it is a linked ToC, then all line items will be automatically detected as links. If not, then, tag each item as a reference.
2. For each link/reference, move them into a parent Toci tag by selecting Toci from the left grouping pane.
3. Put all Toci tags under a Toc tag.

Links

Links should be auto-detected by default. If link is outside a paragraph, no need to do anything else. If link is part of a paragraph, it will be automatically nested inside and layer property will be set for the same. In case, paragraph needs to be changed, this is how you can tag a link:

Step 1 : Identify the paragraph tag and link tag that needs to be grouped together



—

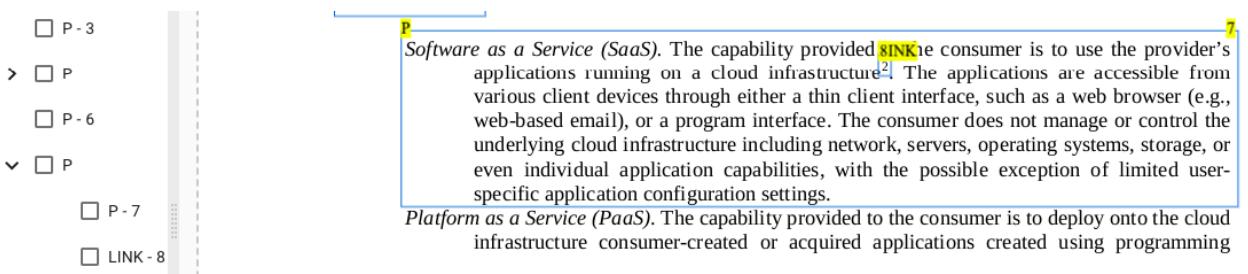
- P - 3
- > P
- P - 6
- P - 7
- LINK - 8

Service Models:

Software as a Service (SaaS). The capability provided to the consumer is to use the provider's applications running on a cloud infrastructure. The applications are accessible from various client devices through either a thin client interface, such as a web browser (e.g., web-based email), or a program interface. The consumer does not manage or control the underlying cloud infrastructure including network, servers, operating systems, storage, or even individual application capabilities, with the possible exception of limited user-specific application configuration settings.

Platform as a Service (PaaS). The capability provided to the consumer is to deploy onto the cloud

Step 2 : Group both the paragraph and link tag together inside a Paragraph tag



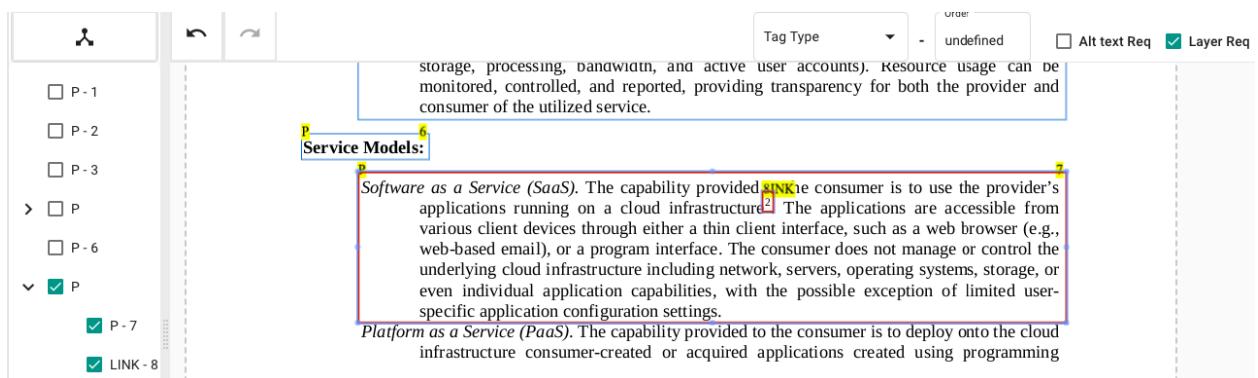
—

- P - 3
- > P
- P - 6
- > P
- P - 7
- LINK - 8

Software as a Service (SaaS). The capability provided to the consumer is to use the provider's applications running on a cloud infrastructure. The applications are accessible from various client devices through either a thin client interface, such as a web browser (e.g., web-based email), or a program interface. The consumer does not manage or control the underlying cloud infrastructure including network, servers, operating systems, storage, or even individual application capabilities, with the possible exception of limited user-specific application configuration settings.

Platform as a Service (PaaS). The capability provided to the consumer is to deploy onto the cloud infrastructure consumer-created or acquired applications created using programming

Step 3 : Select the paragraph and link tag and enable Layer required to true. Re-verify the same by checking individual elements



—

- P - 1
- P - 2
- P - 3
- > P
- P - 6
- > P
- P - 7
- LINK - 8

Service Models:

Software as a Service (SaaS). The capability provided to the consumer is to use the provider's applications running on a cloud infrastructure. The applications are accessible from various client devices through either a thin client interface, such as a web browser (e.g., web-based email), or a program interface. The consumer does not manage or control the underlying cloud infrastructure including network, servers, operating systems, storage, or even individual application capabilities, with the possible exception of limited user-specific application configuration settings.

Platform as a Service (PaaS). The capability provided to the consumer is to deploy onto the cloud infrastructure consumer-created or acquired applications created using programming

Tag Type: undefined

Order: undefined

Alt text Req Layer Req

External Links for reference

1. [Overview of the PDF tags](#)

Mailing lists

- [Support](#)

Feedback

You can send us feedback by clicking the help button on the bottom right hand side corner. You can also attach a screenshot of the current page while sending us any feedback.