



# **PREP Platform Quick Start Guide**

Your pathway to seamless document accessibility

# Welcome to **PREP**

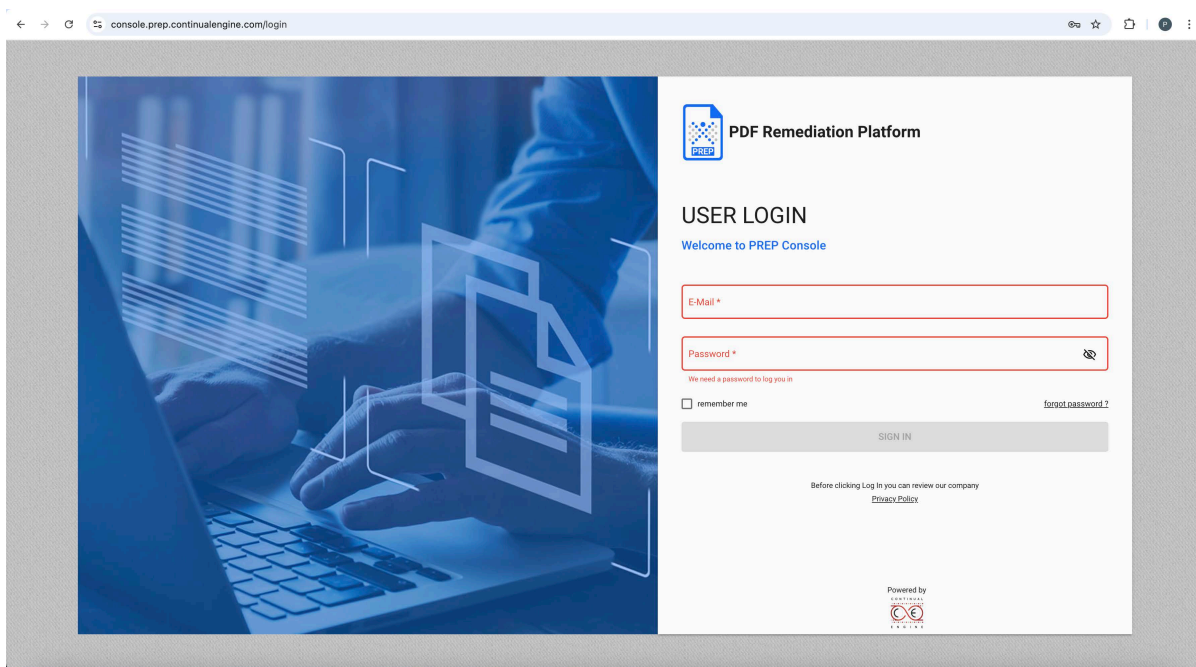
We're so glad to have you join the team! This guide is meant to provide specific information to help you get off to a great and productive start.

<b>NAVIGATION</b>	<b>2</b>
LOGIN	2
FORGOT PASSWORD	2
DASHBOARD	3
NEW FILE UPLOAD	3
CHANGE PASSWORD	4
REMEDIATION SCREEN	4
TOP PANE-1	5
TOP PANE-2	6
LEFT PANE -1 (Tree pane)   LEFT PANE - 2 (Grouping tags)	6
RIGHT PANE	6
<b>REMEDIATION PROCESS</b>	<b>7</b>
STEP 1 : UPLOAD THE FILE	7
STEP 2 : CORRECTING THE FILE	7
2.1   Fixing Metadata	8
2.2   Correcting the tags	8
2.3   Preview tagged content	8
2.4   Export tagged content	8
<b>TAGGING PROCESS</b>	<b>9</b>
Simple tags	9
Complex tags	9
Grouping tags	9
Eg. Selecting P-4 and P-5 and clicking on P will group them together under a parent P tag.	
10	
Simple List	11
Nested List	12
Table Tagging	12
Simple Table	12
Complex Table	13
Table of Contents	13
<b>RESOURCES</b>	<b>13</b>
External Links for reference	13

## NAVIGATION

### LOGIN


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



The screenshot shows a web browser window with the address bar displaying `console.prep.continualengine.com/login`. The page features a blue-tinted image of hands typing on a laptop keyboard on the left. On the right, the 'PDF Remediation Platform' logo is at the top, followed by the heading 'USER LOGIN' and the subtext 'Welcome to PREP Console'. Below this are two input fields: 'E-Mail \*' and 'Password \*'. The password field includes a toggle icon for visibility. A message 'We need a password to log you in' is displayed below the password field. There is a 'remember me' checkbox and a 'forgot password ?' link. A 'SIGN IN' button is positioned below these elements. At the bottom, a small disclaimer states 'Before clicking Log In you can review our company' with a 'Privacy Policy' link. The footer indicates the platform is 'Powered by' Continual Engine.

### 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.



E-Mail \*

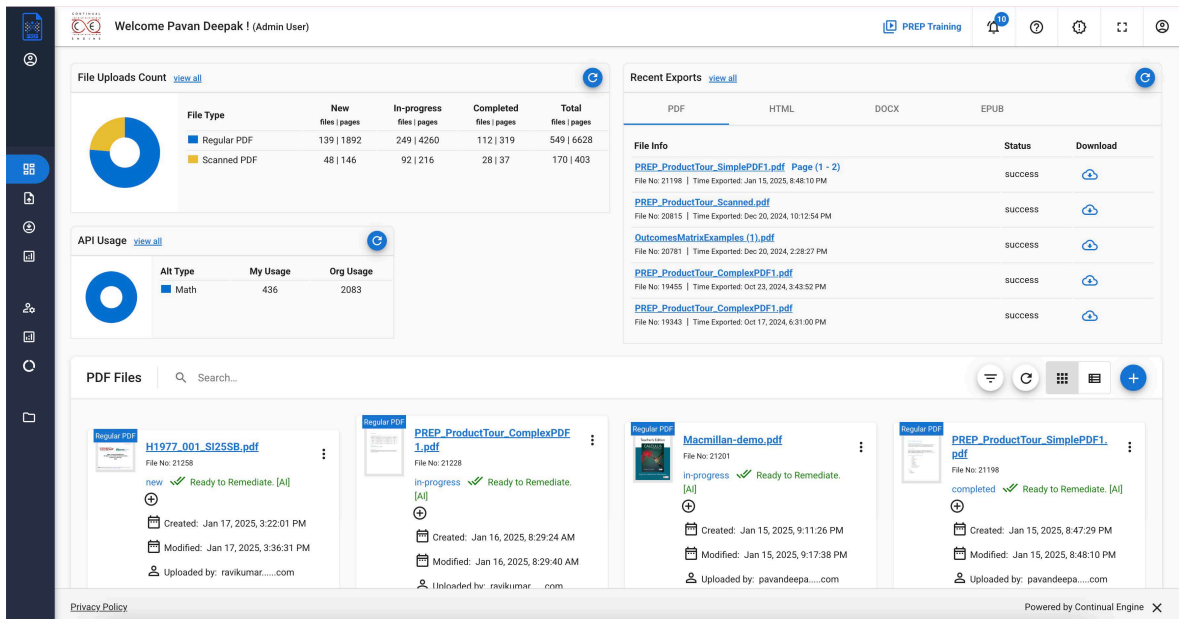
Enter your mail to recover your password.

**SEND RECOVERY LINK**

## 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



Welcome Pavan Deepak ! (Admin User)

**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
<b>File Info</b>			
<a href="#">PREP_ProductTour_SimplePDF1.pdf</a> Page (1 - 2)			
File No: 21198   Time Exported: Jan 15, 2025, 8:48:10 PM			
<a href="#">PREP_ProductTour_Scanned.pdf</a>			
File No: 20815   Time Exported: Dec 20, 2024, 10:12:54 PM			
<a href="#">OutcomesMatrixExamples (1).pdf</a>			
File No: 20781   Time Exported: Dec 20, 2024, 2:28:27 PM			
<a href="#">PREP_ProductTour_ComplexPDF1.pdf</a>			
File No: 19455   Time Exported: Oct 23, 2024, 3:43:52 PM			
<a href="#">PREP_ProductTour_ComplexPDF1.pdf</a>			
File No: 19343   Time Exported: Oct 17, 2024, 6:31:00 PM			

**PDF Files** [Search...](#)

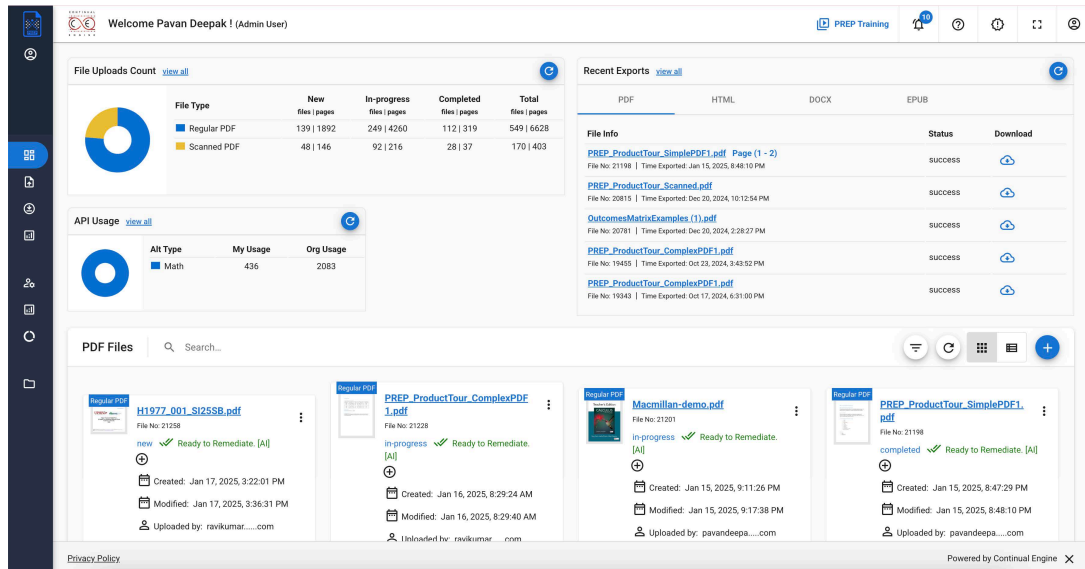
File Name	Status	Created	Modified	Uploaded by
<a href="#">H1977_001_S125SB.pdf</a> File No: 21258	new ✓ Ready to Remediate. [All]	Jan 17, 2025, 3:22:01 PM	Jan 17, 2025, 3:36:31 PM	Uploaded by: ravikumar.....com
<a href="#">PREP_ProductTour_ComplexPDF1.pdf</a> File No: 21228	in-progress ✓ Ready to Remediate. [All]	Jan 16, 2025, 8:29:24 AM	Jan 16, 2025, 8:29:40 AM	Unloaded by: ravikumar.....com
<a href="#">Macmillan-demo.pdf</a> File No: 21201	in-progress ✓ Ready to Remediate. [All]	Jan 15, 2025, 9:11:26 PM	Jan 15, 2025, 9:17:38 PM	Uploaded by: pavandeepa.....com
<a href="#">PREP_ProductTour_SimplePDF1.pdf</a> File No: 21198	completed ✓ Ready to Remediate. [All]	Jan 15, 2025, 8:47:29 PM	Jan 15, 2025, 8:48:10 PM	Uploaded by: pavandeepa.....com

Privacy Policy

Powered by Continual Engine

## NEW FILE UPLOAD

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



## 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)

**MY PROFILE**

USER INFO | **CHANGE PASSWORD** | D2L CONFIGURATION

Current Password \*

Click the eye to toggle visibility

New Password \*

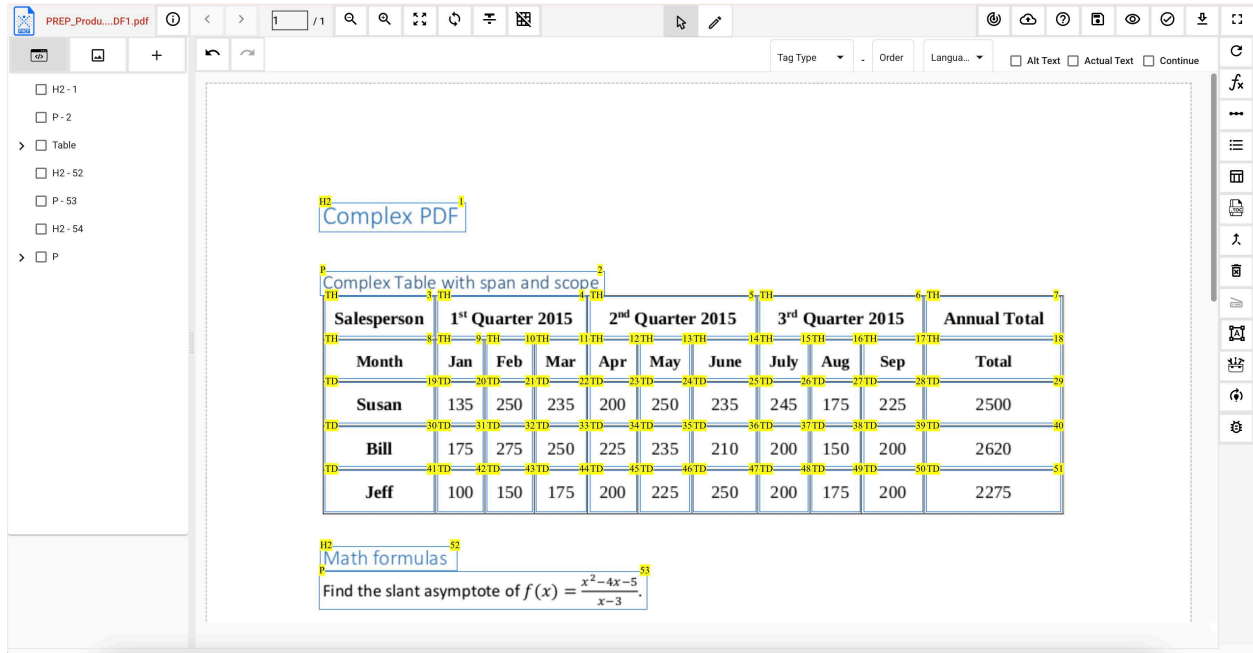
Click the eye to toggle visibility

Change Password

Privacy Policy

Powered by Continual Engine


## REMEDIATION SCREEN



## TOP PANE-1



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 <b>Selection Mode :</b> Draw and select tags, Change tag properties <b>Draw Mode :</b> Draw new tags on canvas
	Save current page changes
	Preview tagged output to check for missing content
	Download tagged PDF

	Full screen mode
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TOP PANE-2

Tag Type ▼

-

Order





☐ Alt text Req

☐ Layer Req

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







LEFT PANE - 1 (Tree pane)

LEFT PANE - 2 (Grouping tags)

Tree Pane	Grouping tags
<div><div><div></div><div></div></div><div><div><input type="checkbox"/> P - 1</div><div><input type="checkbox"/> P - 2</div><div><input type="checkbox"/> P - 3</div><div><input type="checkbox"/> P - 4</div><div><input type="checkbox"/> P - 5</div></div></div>	<div><div><div></div><div></div></div><div><div><div>P</div><div>Fig</div><div>L</div><div>LI</div></div><div><div><input type="checkbox"/> P - 1</div><div><input type="checkbox"/> P - 2</div><div><input type="checkbox"/> P - 3</div><div><input type="checkbox"/> P - 4</div><div><input type="checkbox"/> P - 5</div></div></div></div>
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

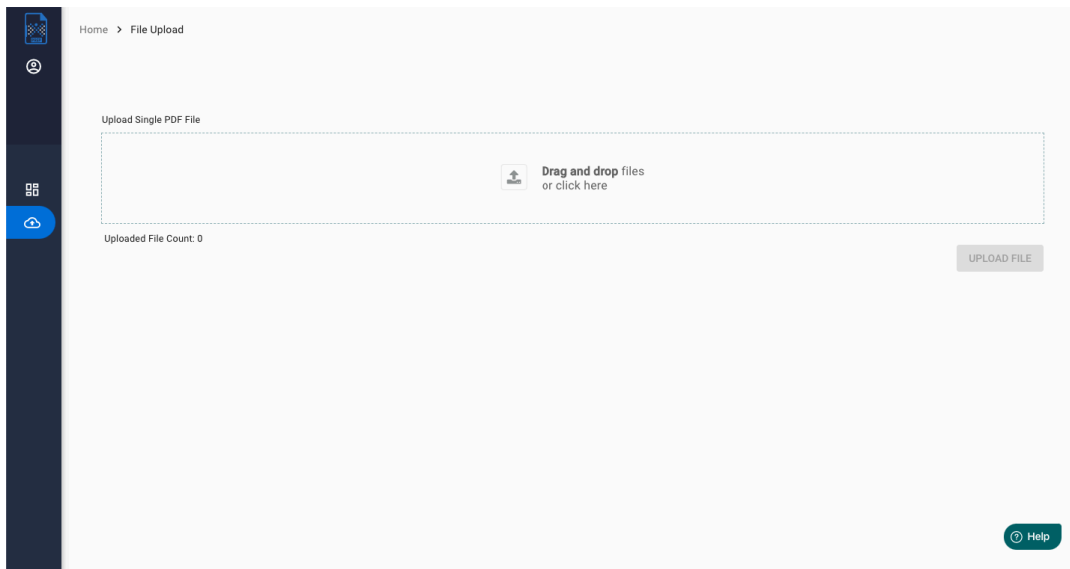
Tree pane is sequential representation of tags and allows to move tags up/down

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



The screenshot shows a web interface for uploading a PDF file. On the left is a dark sidebar with icons for Home, File Upload, and a cloud icon. The main area has a breadcrumb 'Home > File Upload'. Below this is the heading 'Upload Single PDF File' and a large dashed box for file upload. Inside the box is a small icon and the text 'Drag and drop files or click here'. Below the box, it says 'Uploaded File Count: 0'. To the right of the box is a grey 'UPLOAD FILE' button. At the bottom right is a green 'Help' button with a question mark icon.

### 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.

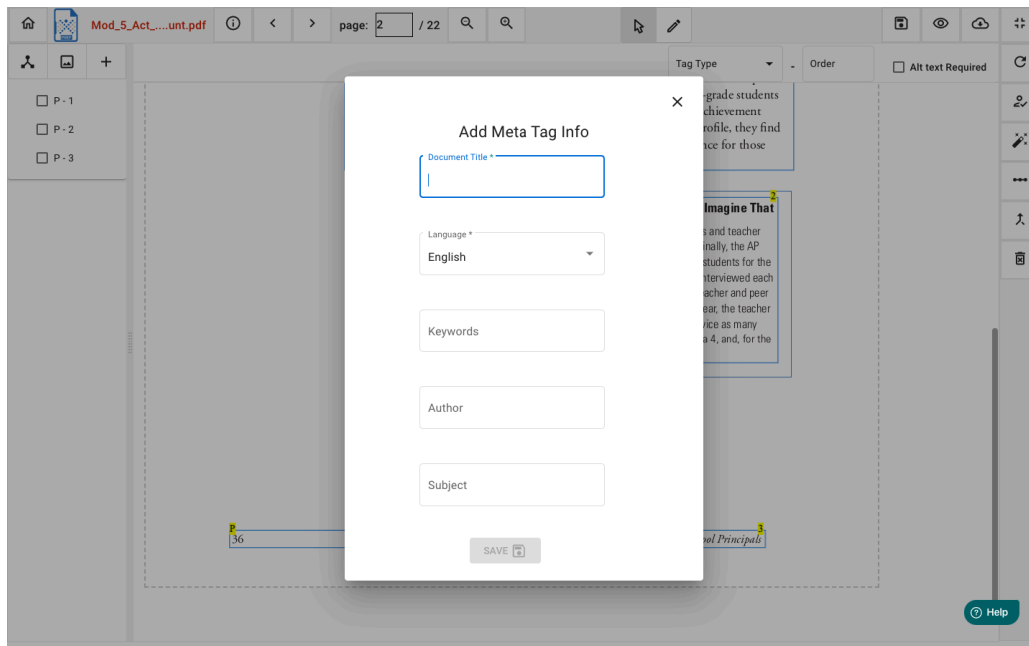


2. The document must be completely tagged.

## 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

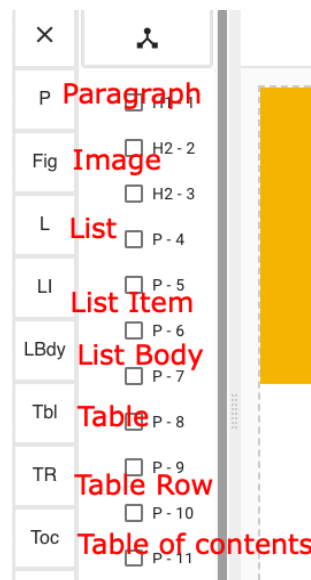
1. After uploading, PREP will perform initial detection of tag type and reading order
2. The User needs to verify that all content types are tagged properly as per their respective tag types and should follow the logical reading order(Specified in the tree panel as well as in the top right corner of 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





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

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## 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 Lbodies.

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 :

▼ ☐ List

▼ ☐ LI

☐ Lbl - 8

☐ LBody - 9

▼ ☐ LI

☐ Lbl - 10

☐ LBody - 11

▼ ☐ LI

☐ Lbl - 12

☐ LBody - 13



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

TH 3	TH 4	TH 5	TH 6	TH 7
GRADE	2007	2008	2009	2010
TD 9	TD 10	TD 11	TD 12	TD 13
5	61	63	60	64
TD 14	TD 15	TD 16	TD 17	TD 18
51	59	62	64	63
TD 19	TD 20	TD 21	TD 22	TD 23
55	56	56	58	58
TD 24	TD 25	TD 26	TD 27	TD 28
50	56	58	58	58

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## 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

The screenshot shows a left-hand sidebar with a list of tags: P-3, P, P-6, P-7, and LINK-8. P-7 and LINK-8 are checked. The main content area shows a paragraph titled "Service Models:" with two paragraphs of text. The first paragraph is "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." The second paragraph is "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 2 : Group both the paragraph and link tag together inside a Paragraph tag

The screenshot shows the same left-hand sidebar as in Step 1, but now P-7 and LINK-8 are grouped under a single "P" tag. The main content area shows the same paragraph titled "Service Models:" with the two paragraphs of text. The first paragraph is "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." The second paragraph is "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

The screenshot shows the same left-hand sidebar as in Step 2, but now P-7 and LINK-8 are grouped under a single "P" tag. The main content area shows the same paragraph titled "Service Models:" with the two paragraphs of text. The first paragraph is "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." The second paragraph is "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". The "Layer Req" checkbox is checked in the top right corner.

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## 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.