

Creating Accessible PDFs

Professional Development Day Fall
2015

Accessibility Checklist



- ✓ Alternative (alt) text on images
- ✓ Hyperlinks text vs. url
- ✓ Heading styles h1, h2, ...
- ✓ Table headers
- ✓ Bulleted or numbered lists
- ✓ Color: contrast/don't rely on for meaning
- ✓ Audio must provide transcript
- ✓ Video with sound must be captioned

Alternative (Alt) Text

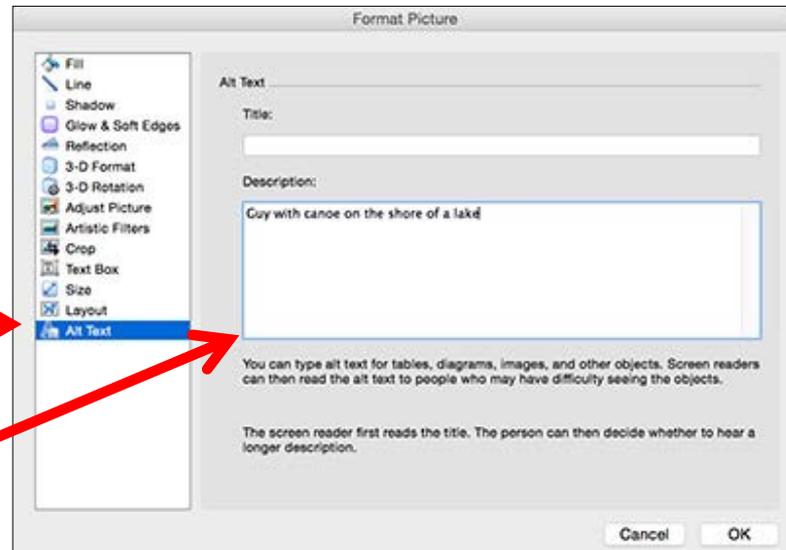


- **Be accurate and equivalent** in presenting the same content and function as presented by the image
- **Be succinct**
- **Do NOT be redundant** or provide the exact same information as text within the context of the image
- **Do NOT use the phrases "photo of ..." or "graphic of ..." to describe the image**

Alt Text in Word



- Click on the image
- Right Click and select **Format Image**
- Click on **Alt Text**
- Enter Alt Text into Description box



Hyperlinks



Good

- Read more about [PCC's Web Accessibility Standards](#).
- Read more about [PCC's Web Accessibility Standards](#) (www.pcc.edu/access).
- [Order now!](#)

Bad

- To read more about [PCC's Web Accessibility standards](#), [click here](#).
- [Click here](#) to order now!
- [Tell me more](#) about [Web Design](#).

In Word (highlight word, right click, select Hyperlink...)



Headings

Heading 1

Etudes Course Accessibility Guide

Heading 2

Accessible Webpages in Etudes

Etudes, Inc. is committed to accessibility compliance. Review the specific ways th [management system addresses accessibility](#).

For the benefit of our students with low-vision who use Screen Reader software, webpages in our Etudes course sites accessible. At a minimum, this means that:

- all meaningful images need to have alternative descriptions
- headings need to be organized and formatted with levels
- lists need to be formatted

Underlined Links

Headings in Word



- Select Heading from Styles on Home tab

Keyboard Shortcuts

- **Heading 1**

PC: Ctrl + Alt + 1

Mac: Command + Option 1

- **Heading 2**

PC: Ctrl + Alt + 2

Mac: Command + Option 2

Screenreader View with NO Formatting



How it appears visually

THE SOCIAL SECURITY ADMINISTRATION'S POLICY PROHIBITING DISCRIMINATION AGAINST EMPLOYMENT APPLICANTS FOR EMPLOYMENT

It is the Social Security Administration's (SSA) policy to ensure that it employs a non-hostile work environment free of discrimination or harassment of any kind. All employment decisions, such as hiring, promoting, training and rewarding, will be made exclusively on the basis of job-related criteria, e.g., employees' knowledge, skills, abilities and performance. Disciplinary actions will be taken solely on the basis of employees' misconduct and poor performance. Discrimination of any kind based on race, color, religion, sex, sexual harassment, national origin, age, disability, sexual orientation, reprisal, marital status, political affiliation, parental status or non-job-related conduct is forbidden and is subject to appropriate disciplinary action. SSA is proud of its record in providing equal employment opportunity (EEO) to all and will pursue the elimination of any vestige of discrimination by every means at its disposal.

RACE

Discrimination based on race is prohibited by Title VII of the Civil Rights Act of 1964. Racial discrimination occurs when persons are treated differently than others who are similarly situated because they are members of a specific race or races, e.g., White, Black. Examples of employees who are similarly situated may be those working in the same position and grade, the same component, or under the same line of supervision.

Racial discrimination also occurs when persons are treated differently because of unalterable characteristics, e.g., physical features indigenous to their race. Color discrimination in employment can also occur when employees are treated differently because of their interracial dating or marriage, or their membership in racially-oriented groups.

COLOR

Title VII of the Civil Rights Act of 1964 prohibits discrimination based on color. Color discrimination occurs when persons are treated differently than others who are similarly situated because of the color of their skin. Color discrimination can occur between members of the same race, but may also occur between members of different races.

RELIGION

Discrimination based on religion is prohibited by Title VII of the Civil Rights Act of 1964. Religious discrimination can occur in two ways. The first is by treating applicants for employment differently because of their religious beliefs. The second is by treating employees differently because of their religious beliefs. This type of discrimination occurs when persons are treated differently because of their religious beliefs, principles or practices of their religion and management fails to provide an accommodation and is unable to demonstrate that accommodating the employee would impose an undue burden.

In defining what constitutes a religious belief, the United States Supreme Court has held that the term is not limited to the beliefs or practices of orthodox or well-recognized religions, e.g., Roman Catholicism, Baptist, Judaism or Islam. A religious belief may include any exercise of religion, whether or not it is compelled by, or central to, a system of religious belief.

How it appears using a Screen Reader

The social security administration's policy prohibiting discrimination against employees and applicants for employment. It is the social security administration's (ssa) policy to ensure that every employee enjoys a non-hostile work environment free of discrimination or harassment of any kind. All employment decisions, such as hiring, promoting, training and rewarding, will be made exclusively on the basis of job-related criteria, e.g., employees' knowledge, skills, abilities and performance. Disciplinary actions will be taken solely on the basis of employees' misconduct and poor performance. Discrimination of any kind based on race, color, religion, sex, sexual harassment, national origin, age, disability, sexual orientation, reprisal, marital status, political affiliation, parental status or non-job-related conduct is forbidden and is subject to appropriate disciplinary action. Ssa is proud of its record in providing equal employment opportunity (eoo) to all and will pursue the elimination of any vestige of discrimination by every means at its disposal.

RACE

Discrimination based on race is prohibited by Title VII of the Civil Rights Act of 1964. Racial discrimination occurs when persons are treated differently than others who are similarly situated because they are members of a specific race or races, e.g., white, black, asian, etc. Examples of employees who are similarly situated may be those working in the same position and grade, the same component, or under the same line of supervision. Racial discrimination also occurs when persons are treated differently because of unalterable characteristics, e.g., physical features indigenous to their race. Courts have held that racial discrimination in employment can also occur when employees are treated differently because of their interracial dating or marriage, or their membership in racially-oriented groups.

COLOR

Title VII of the Civil Rights Act of 1964 prohibits discrimination based on color. This type of discrimination occurs when persons are treated differently than others who are similarly situated because of the color of their skin. Color discrimination can occur together with race discrimination, but may also occur between members of the same race. Religion

RELIGION

Discrimination based on religion is prohibited by Title VII of the Civil Rights Act of 1964. Religious discrimination can occur in two ways. The first is by treating employees or applicants for employment differently because of their religious beliefs. The second occurs when an employment rule or policy would require an individual to violate a fundamental belief, principle or practice of his/her religion and management fails to provide an accommodation and is unable to demonstrate that accommodating the employee would impose an undue burden. In defining what constitutes a religious belief, the United States Supreme Court held that the term is not limited to the beliefs or practices of orthodox or well recognized denominations, e.g., roman catholicism, baptist, judaism or islam. A religious belief may include any exercise of religion, whether or not it is compelled by, or central to, a system of religious belief.

Importance of Formatting for Navigation with Screenreaders



Navigation using **Heading** formatting

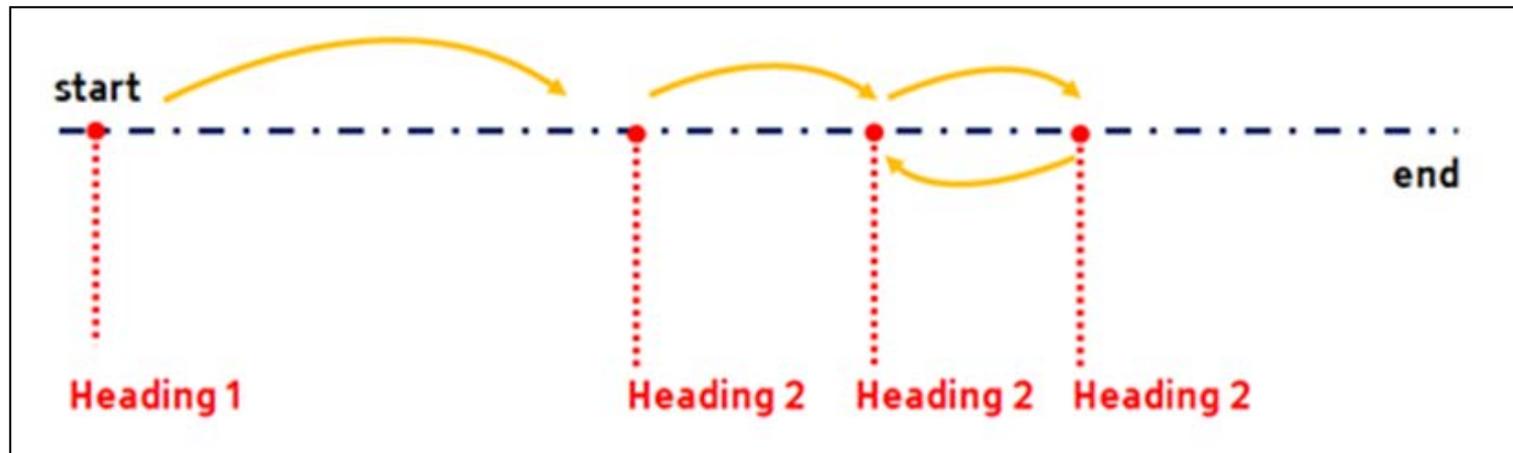


Table Headers and Captions



Table Header →

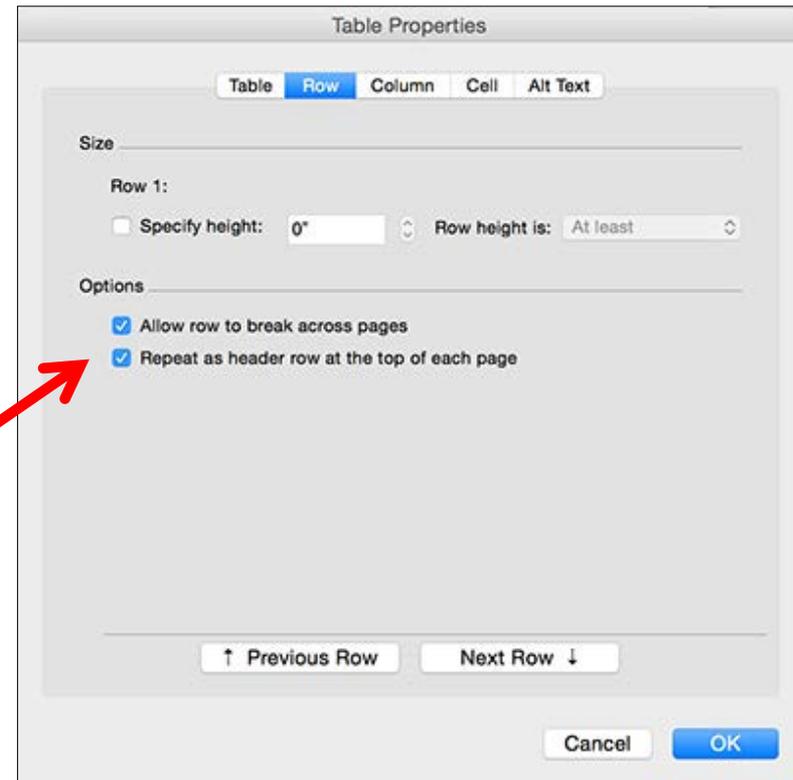
Spring	Summer	Fall
Wisteria	Dahlia	Aster
Lily	California Lilac	Heliopsis

Caption → Table 1: Flowers by Season

Table Header in Word



- Select first row of table
- Right Click and select **Table Properties...**
- Select **Row** tab
- Check **Repeat as header at the top of each page**



Bullets or Numbers/Letters for Lists

Examples of Unintentional Plagiarism:

Failure to cite a source that is not common knowledge.

Failure to "quote" or block quote author's exact words, even if documented.

Failure to put a paraphrase in your own words, even if documented.

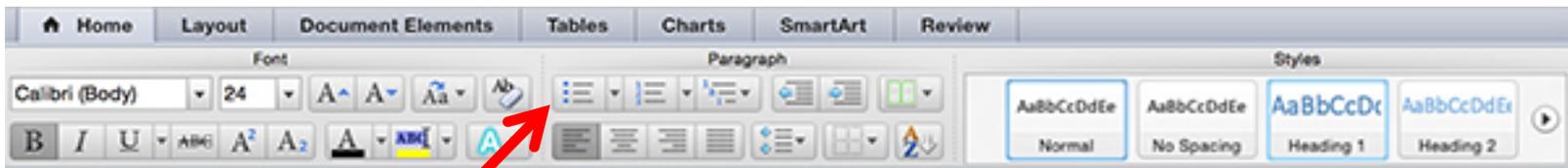


Versus

Examples of Unintentional Plagiarism:

- Failure to cite a source that is not common knowledge.
- Failure to "quote" or block quote author's exact words, even if documented.
- Failure to put a paraphrase in your own words, even if documented.

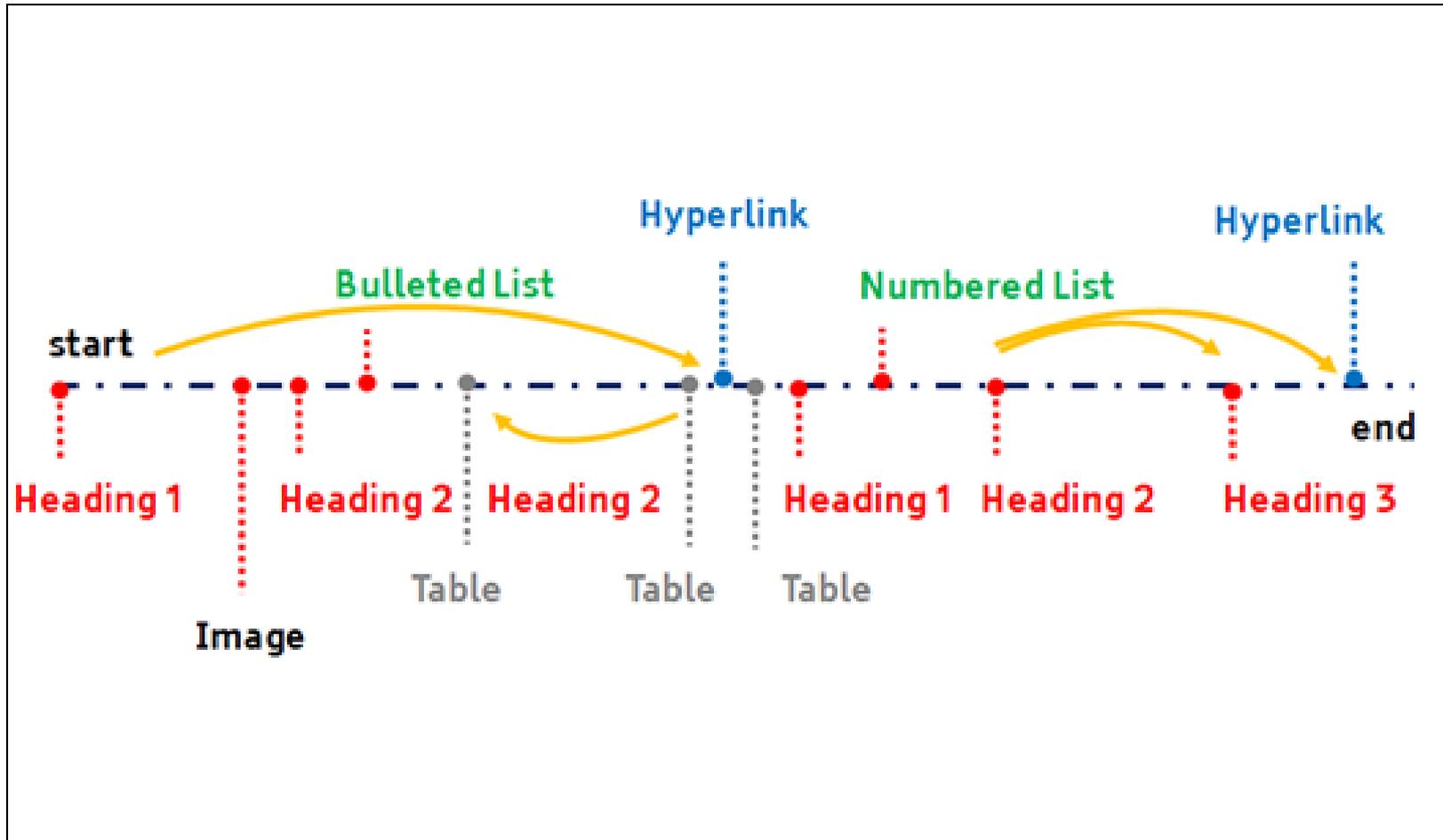
Lists in Word



Select list from Paragraph on Home tab

- Choose bulleted or
- Alpha numeric list

Navigation using **complete** formatting



Color Rules



- Contrast between text color and background
- Avoid conveying meaning with color only



Color Contrast



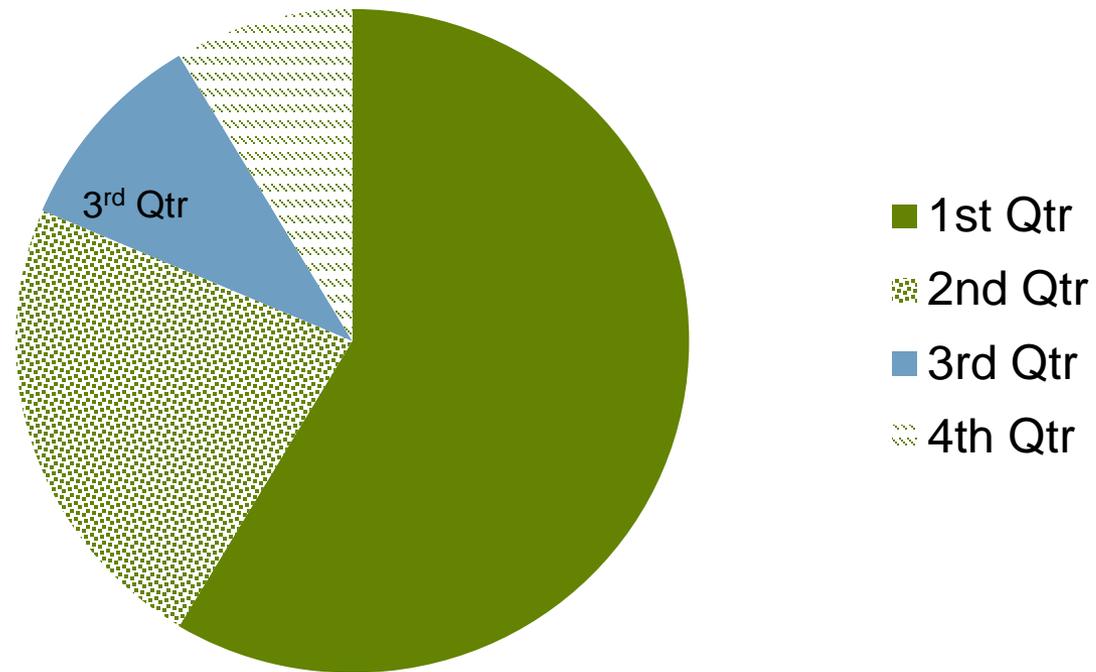
Tools:

- [WebAIM Color Contrast Checker](http://webaim.org/resources/contrastchecker) – Browser-based tool
(webaim.org/resources/contrastchecker)
- [The Paciello Group's Colour Contrast Checker](http://paciello.com/resources/contrastAnalyser) – application for Macs or PCs
(paciello.com/resources/contrastAnalyser)

Avoid conveying meaning
by color alone



Enrollments



Rules for Multimedia

All required instructional video used more than once for online and hybrid courses must be captioned and audio must be transcribed.



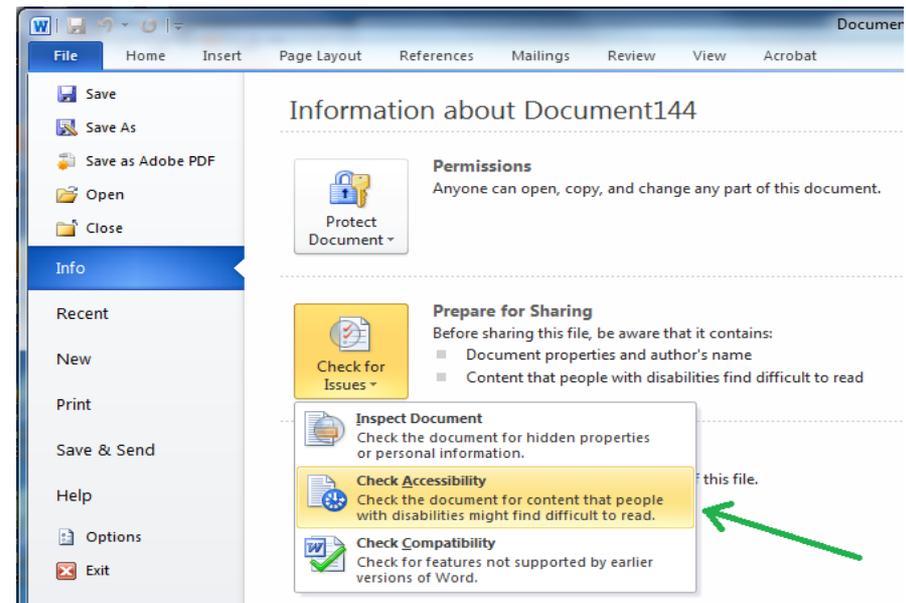
Accessibility Checker

Built in to Word and PowerPoint
PC Version only!!!



Find the Accessibility Checker:

1. Click on **File**
2. Click on **Info**
3. Click on **Check for Issues**
4. Click on **Check Accessibility**



Inspection Results



- Click item to fix
- Item will be selected/highlighted in document (not shown)
- Suggested fix listed under **Additional Information**
- Pane updates when item is fixed



Accessibility Checker ▾ ×

Inspection Results

ERRORS

- ▾ Missing Alt Text
 - Picture 1
 - Table
- ▾ No Header Row Specified
 - Table

Additional Information ▾

Why Fix:
Alternate text helps readers understand information presented in pictures and other objects.

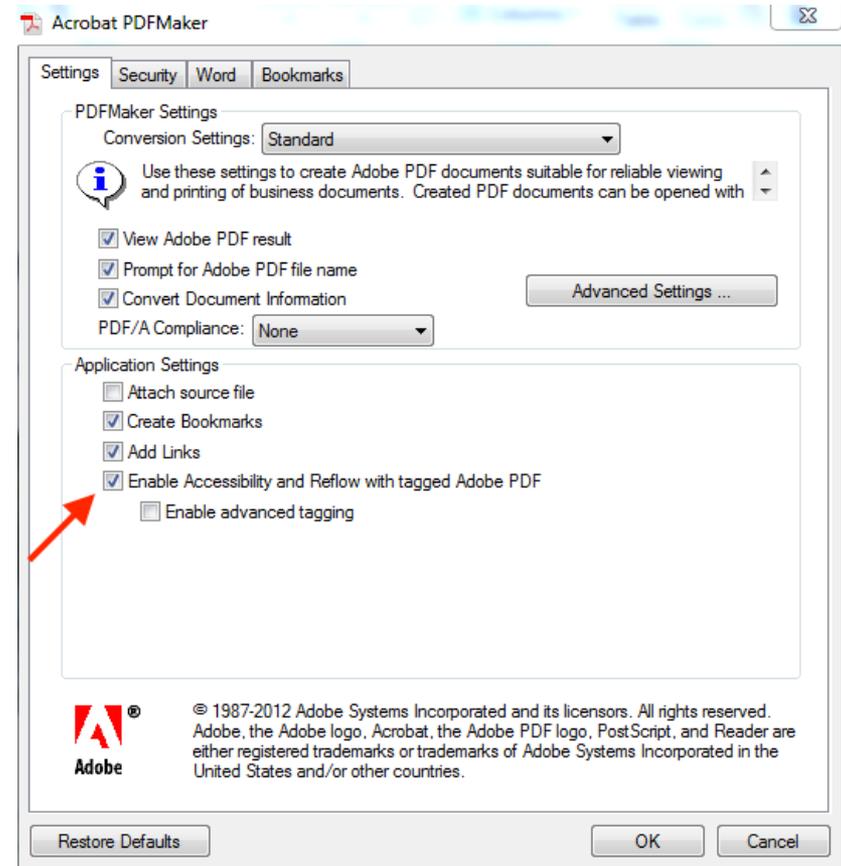
How To Fix:
Select and fix each issue listed above to make this document accessible for people with disabilities.

[Read more about making documents accessible](#)

Set Options before Saving as PDF



1. Click Acrobat tab
2. Set Preferences
3. Check box to:
 - “Enable Accessibility and Reflow with tagged Adobe PDF”



Set Document Title and Author then save as a PDF



1. Info (top left)

Add Document Properties

2. Click **Add a title**

3. Click **Add an author**

4. Click **Save as Adobe PDF** (left)

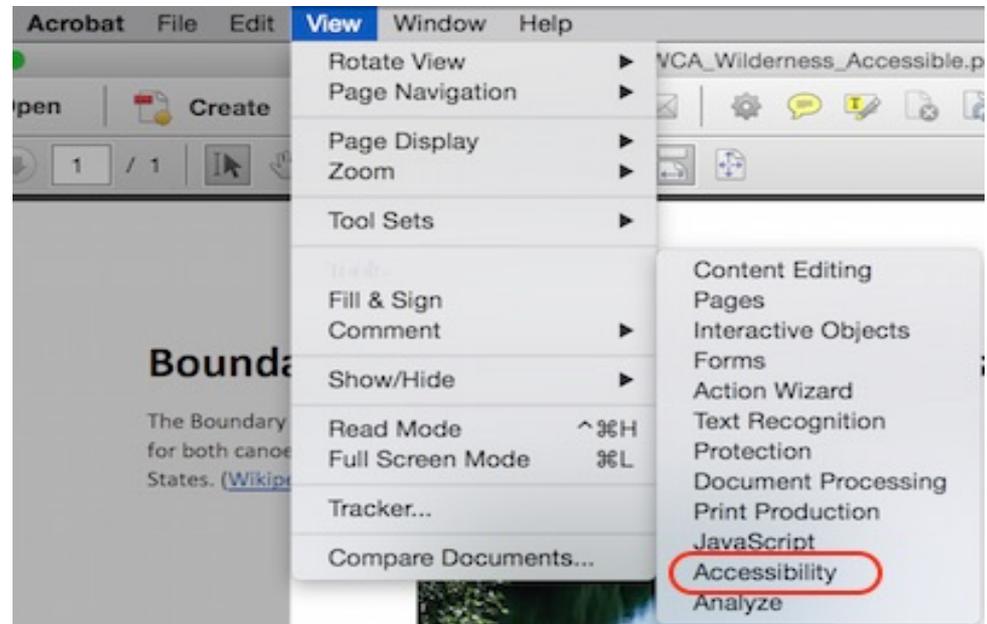
A screenshot of the Microsoft Word application window showing the 'Info' pane for a document titled 'BWCA_Wilderness_unaccessible (1)'. The window title bar reads 'BWCA_Wilderness_unaccessible (1) - Word'. The left sidebar contains a list of options: Info, New, Open, Save, Save As, Save as Adobe PDF, Print, Share, Export, Close, Account, and Options. The main area is divided into sections: 'Protect Document', 'Inspect Document', and 'Versions'. The 'Properties' section on the right shows document metadata: Size (45.2KB), Pages (1), Words (252), Total Editing Time (85 Minutes), Title (Add a title), Tags (Add a tag), and Comments (Add comment...). Below this are 'Related Dates' (Last Modified: 9/28/2015 1:3..., Created: 9/28/2015 1:0..., Last Printed) and 'Related People' (Author: FHDA, Last Modified By: FHDA). At the bottom right, there are links for 'Open File Location' and 'Show All Properties'. Four red callout boxes with numbers 1, 2, 3, and 4 are overlaid on the screenshot. Callout 1 points to the 'Info' button in the sidebar. Callout 2 points to the 'Add a title' link in the Properties section. Callout 3 points to the 'Add an author' link in the Related People section. Callout 4 points to the 'Save as Adobe PDF' option in the sidebar.

Check Accessibility in Adobe Acrobat Pro XI



1. Click on the **View** menu
2. Select the **Tools** option
3. Click on **Accessibility**

The Tools pane opens with the Accessibility tools displayed.



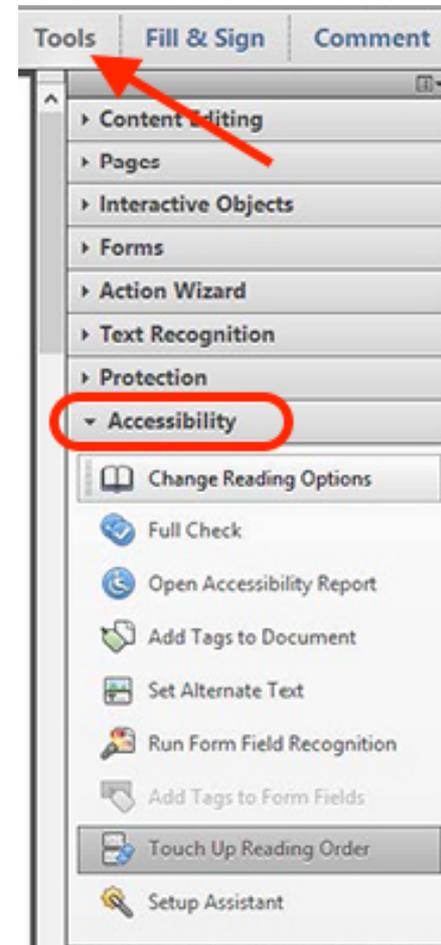
Accessibility Tools Pane in Acrobat XI



- Click Accessibility to show list of actions

First action:

- Touch Up Reading Order



Touch Up Reading Order



Order

BWCA_Wilderness_Accessible_reading_order.pdf

Page 1

- [1] Boundary Waters Canoe Area Wilderness
- [2] The Boundary Waters Canoe Area Wildern
- [3] Image
- [4] Recreation
- [5] The BWCAW is renowned as a destination
- [6] Path Canoeing As of 1999, about 75% of t
- [7] Notable people associated with the BWCA
- [8] Sigurd Olson, Minnesota author and cons

1 Boundary Waters Canoe Area Wilderness

2 Boundary Waters Canoe Area Wilderness (BWCAW or BWCA), is renowned as a destination both canoeing and fishing on its many lakes and is the most visited wilderness in the United States. (Wikipedia)

3 Figure - No alternate text exists.



4 Recreation

5 BWCAW is renowned as a destination for both canoeing and fishing on its many lakes and is most visited wilderness in the United States. Although there are numerous drive-in campgrounds surrounding the wilderness, most campsites in the BWCAW are accessible only by water. Most lakes and rivers are interconnected by portage trails, resulting in over 1,000 miles (1,600 km) of canoe routes.

6 and Table

	Details
Fishing	Game species include northern pike, walleye, largemouth and smallmouth bass, yellow perch, whitefish, and brook trout, among others.
Hiking	The Borderline Trail runs east-west for over 100 miles (160 km) through the western BWCAW, following the ridges between the long, narrow lakes such as Loon, South, and Rose.

7 Table people associated with the BWCAW

8 Sigurd Olson, Minnesota author and conservationist, wrote extensively about the Boundary Waters Canoe Area Wilderness and worked to ensure preservation of the wilderness.

Dorothy Molter, known as the "Rootbeer Lady," lived in the BWCAW for 56 years (alone after 1942) until her death in 1966, and was the last resident of the BWCA.

Benny Ambrose lived alone on Ottertrack Lake until his death in 1982, leaving Dorothy Molter as the last remaining full-time resident.

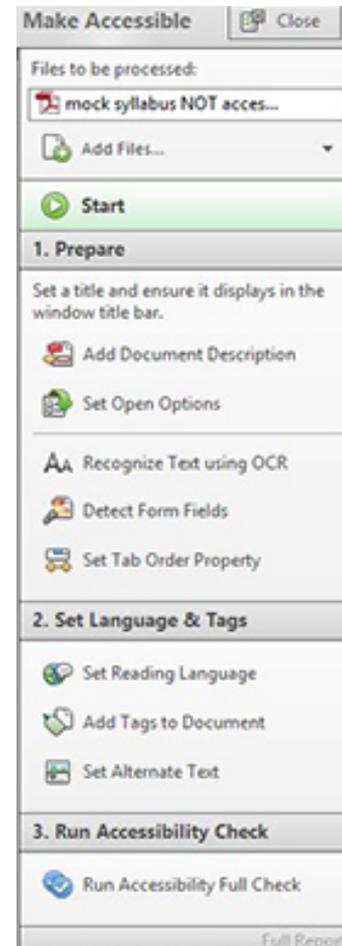
Check Accessibility



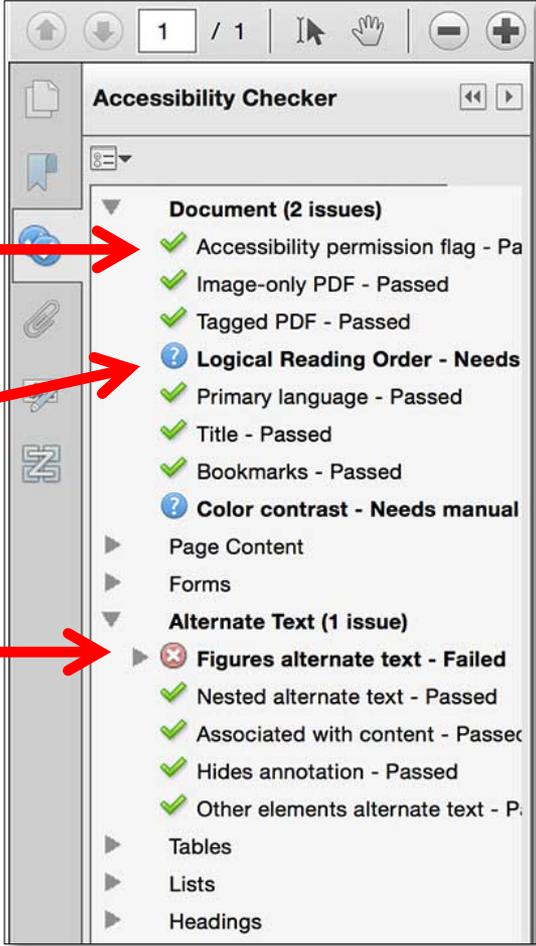
1. Click Full Check and select all options

Or

2. Use the **Action Wizard** to be guided through each check
 - Click **Make Accessible**
 - Click **Start**
 - View the report



Accessibility Report



The screenshot shows the Accessibility Checker tool interface. The left sidebar contains icons for document, bookmark, pass, question, and fail. The main panel displays a list of issues categorized by document and alternate text. Red arrows point from external text labels to specific icons in the sidebar and the issue list.

Pass → [Pass icon]

Question → [Question icon]

Manual check required

Fail → [Fail icon]

Right click (option click on Mac) and select fix

Accessibility Checker

- Document (2 issues)
 - ✓ Accessibility permission flag - Pa
 - ✓ Image-only PDF - Passed
 - ✓ Tagged PDF - Passed
 - ? Logical Reading Order - Needs
 - ✓ Primary language - Passed
 - ✓ Title - Passed
 - ✓ Bookmarks - Passed
 - ? Color contrast - Needs manual
- Page Content
- Forms
- Alternate Text (1 issue)
 - ✗ Figures alternate text - Failed
 - ✓ Nested alternate text - Passed
 - ✓ Associated with content - Passec
 - ✓ Hides annotation - Passed
 - ✓ Other elements alternate text - P.
- Tables
- Lists
- Headings

Resources



- Creating Accessible PDFs (2014): Lynda.com video (4h 5m, intermediate level)
- OEI Accessibility Resources: <http://tinyurl.com/OEIaccessibility>
- NCDAE Cheatsheets: <http://ncdae.org/resources/cheatsheets>
- WebAIM Tutorial on Accessible PDF Documents: <http://webaim.org/techniques/acrobat>
- Adobe.com Accessibility Information: <http://www.adobe.com/accessibility.html>
- Berman Accessibility Ribbon for Word: <https://www.davidberman.com/berman-accessibility-ribbon-for-word-instructions>
- WebAIM Color Contrast Checker browser-based tool:
<http://webaim.org/resources/contrastchecker>
- The Paciello Group's Colour Contrast Checker (Application for Macs or PCs):
<http://paciellogroup.com/resources/contrastAnalyser>
- Accessibility Tools at Foothill Online Learning:
<http://www.foothill.edu/fga/accessibility.php>
- Workshop materials: <http://www.foothill.edu/fga/accessibility.php#work>