

#### Creating Accessible PDF's – Part 1

**Creating Accessible Documents Series** 



# Today's Agenda



- Setting up Acrobat DC Pro
- Keyboard Navigation
- PDF Documents
  - Document properties, make accessible tool, OCR, structural elements, alt text for images, etc.
- Additional Resources
- Contact Information and Questions

# Setting Up Acrobat Accessibility

#### Setting up the Tools Pane

- Click on the *Tools* tab.
- Click on Add Tool.
- Under Protect & Standardize
   > Accessibility, click the Add button.
- Under Customize > Action
   Wizard, click the Add button.
- Once added, both tools should show up in the *Tools Pane* on the right side of the Acrobat window (*Please Note: Exact location on the menu may vary*).



# **Setting Up Navigation Panes**

The Navigation Panes show on the left hand side of your Acrobat window. By default, only Page Thumbnails, Bookmarks, and Attachments Panes show.

Use the View > Show/Hide > Navigation Panes menu to add the following panes to your Acrobat window. We will use these Panes primarily when correcting the accessibility of PDF documents.

- Order Pane
- Tags Pane



# **Keyboard Navigation**

Use the following basic keyboard commands to assist you with navigating the Acrobat interface:

- Standard navigation (Tab & Arrow keys) Use this for navigating menus within PDF documents.
- **F6** moves you through the different menus, panes, tools.
- F2 useful for editing tags in the Tag tree.
- Control + click on the root node labelled "Tags" fully expands all of the tags in the Tag tree.
- Ctrl + D Opens up the *Document Properties* window
- Additional keyboard shortcuts available on Adobe Help website, <u>https://helpx.adobe.com/acrobat/using/keyboard-shortcuts.html</u>.

# Action Wizard - Make Accessible

The Make Accessible tool provides quick easy to follow steps to make a PDF accessible.

- 1. Open Tools
- 2. Select Action Wizard
- 3. Select Make Accessible
- 4. Press **Start**

Files to be processed:	
ANTH-309-Syllabus-	Sum
Add Files	*
Start	

# **Document Description**

Provides meta data for the document which is accessed by a screen reader.

- 1. Enter the title of the document.
- 2. Enter the subject of the document.
- 3. Enter the author's name.
- 4. Enter keywords from the document.

Description	
Title:	Introduction to Document Accessibility
	Leave As Is
Subject:	
	✓ Leave As Is
Author:	Robert
	Leave As Is
Keywords:	
	Leave As Is
	OK Cancel

# **Document Properties**

Offers valuable information about the format of the source document, security, and metadata.

- Access the Document *Properties* by doing the following:
  - File menu: File > Properties...
  - Shortcut: Ctrl + D

	Docur	ment Propertie	s									×
	Des	cription Secu	rity Fonts	Initial View	Custom Adv	inced						
	Description											
		File:	ADA Coordi	nator Role_up	d03222021							_
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	A	dvanced				_						
Source		PDF Produc	er: Microso	oft® PowerPo	int® for Microso	ft 365						
document		PDF Versio	on: 1.7 (Acr	obat 8.x)								
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		File Si	ize: 185.48 I	(B (189,932 By	tes)							
		Page Si	ize: 13.33 x	7.50 in		Number of Pages:	5					
		Tagged Pl	DF: Yes			Fast Web View:	No					
		Help							OI	K	Cancel	

# $()(\mathbb{R})$

**Optical Character Recognition** (OCR) converts images to text, allowing screen readers to access the content.

- Set document language to 1 English (US).
- Set Output to Searchable 2 Image.
- Set Downsample To 600 dpi. 3.

Example of scanned documents

- Poor Quality Scan
- Good Quality Scan

Recognize Text - General	Settings	×
Document Language	English (US)	~
Output	Searchable Image	$\sim$
Downsample To	600 dpi	$\sim$
E	OK Cancel	

stalgia, and pastness, where for diasporic Indians, India represents a way of present but now gone and film the means to reconnect with it. For second an diasporic Indians, Indian films play a role as ethnographic and cultural maching" migrant youth cultural knowledge about India. One British Asian commented that being taken as a child to see Indian films taught her "just everything I know about religion, about India and my family traditions" 198, p. 20). Manas Ray argues that for Fijian Indians, separated from the historical rupture of indenture under British colonialism, this process of et ethnography is even more stark in that for Fijian Indians, the India reprein Indian films is a wholly imagined way of life (2000). The concept of India nobilized here is one about transport, about using the images and narratives max a conduit back to the idealized world of India itself. while the link between Bollywood and Indian diasporic identity is growing

Manas Ray warns against assuming that the reasons for this intensification astile (2000). In his study of Fijian Indian migrants to Australia he argues that sumption of Indian films in the diaspora varies greatly according to class, and national origin. Whereas for so ne Bollywood might he a means of

Hollywood in certain of revising the ways ning with a homeland, Ray a In certain areas of the al and aesthetic style rendadian Indians) India remains ar ases audiences engage e ideologically loaded eroduction to a whole way of life a ened even less (2000). This points t I contextualization so unicular diasporic groups like Fijian stic notion of "resist. morovides a cultural repertoire of . onscious part of the Intecent years the style and nature history and cultural be relation between the diaspora and meduction of liberalization in India, dian films as a mean

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Whether or not this is, in fact, the way all centrally important scientific concepts develop, I don't know. But certainly this pattern fits the concept of culture, around which the whole discipline of anthropology arose, and whose domination that discipline has been increasingly concerned to limit, specify, focus, and contain. It is to this cutting of the culture concept down to size, therefore actually insuring its continued importance rather than undermining it, that the essays below are all, in their several ways and from their several directions, dedicated. They all argue, sometimes explicitly, more often merely through the particular analysis they develop, for a narrowed, specialized, and, so I imagine, theoretically more powerful concept of culture to replace E. B. Tylor's famous "most complex whole," which, its originative power not denied, seems to me to have reached the point where it obscures a good deal more than it reveals.

# **Detect Form Fields**

PDF's that contain form fields can be added using the Detect Form Fields. Acrobat will automatically populate form fields, however manual inspection is suggested as there may be errors.

- 1. Select **Yes, Detect Form Fields**, if the document is a fillable form.
- 2. Otherwise, select **No, Skip** this Step.



### Set Reading Language and Autotag Document

Set reading language to the appropriate language of the document. Autotag will tag contents as heading, lists, tables, and images. Tags can be modified if incorrect.

- 1. Select the reading language as **English**.
- 2. Autotag will automatically run.

Set Reading Langua	ge X
Language: Engli	sh 🗸 🗸
ОК	Cancel

# Set Alternate Text

Alt text provides a description of the image contents for individuals using a screen reader to access documents.

- Faculty requested to provide alt text for images
- ATI staff are not subject experts, content interpretation may be differ from what faculty is trying to convey
- 1. Enter a description for each image
- 2. Select the left and right arrows to move to the next image if document contains multiple images
- 3. Select Save and Close to save alt text.

Alternate text:	Decorative figure
Robert's avatar	
,	

## **Run Accessibility Checker**

The accessibility checker will look for all accessibility issues contained in the document and provide a report of the findings.

1. Select Start Checking.

Accessibility Checker Options	×
Report Options	
Create accessibility report	
	Choose
Attach report to document	
Dage Pange	
All pages in document     O Pages from     17     to     17	
Checking Options (31 of 32 in all categories)	
Category: Document	~
Accessibility permission flag is set	
Document is not image-only PDF	
☑ Document is tagged PDF	
Document structure provides a logical reading order	
☑ Text language is specified	
☑ Document title is showing in title bar	
Bookmarks are present in large documents	
Document has appropriate color contrast	
Select All Clear All	
Show this dialog when the Checker starts	
Help Start Checking	Cancel

### Accessibility Checker – Manual Checking

The Accessibility Report should open automatically. If not, you can click on the **Accessibility Report Pane**.

- In most cases, right click on the error and select Fix.
  - Depending on the issue, a prompt will appear.
  - Follow the prompts to remediate the issue.

ß	Accessibility Checker						
	<b>:</b> ▼						
	<ul> <li>Document (6 issues)</li> </ul>						
v	Accessibility permission flag - Passed						
<del>?</del>	Image-only PDF - Passed						
0	🔯 Tagged PDF - Failed						
Ŏ	👔 Logical Reading Order - Needs manual check						
d'an	🛞 Primary language - Failed						
	🛞 Title - Failed						
-	🛞 Bookmarks - Failed						
Ż	(2) Color contrast - Needs manual check						
	> Page Content (3 issues)						
$\heartsuit$	> Forms						
	> Alternate Text (5 issues)						
	> Tables (4 issues)						
	> Lists (2 issues)						
	> Headings (1 issue)						

## Tagging using the Reading Order Panel

#### Using the Tools menu (Accessibility)

- Click Accessibility in the Tools menu.
- Click Reading Order Using the Order Pane

		Reading Order			
G	Autotag Document	Draw a rectangle around the content t		then click one of	
	Autotag Form Fields	the buttons below	ragraph	Figure	
≣≣	Reading Options	Form	Form Field		
$\oslash$	Full Check	Heading 1	Heading 4	Table	
æ	Accessibility Report	Heading 2	Heading 5	Cell	
	Identify Form Fields	Reference (q)	Heading 6 Note (z)	Formula Background/Artifact	
-	Set Alternate Text		Table Edito		
÷.	Setun Assistant	Show page cor	tent groups	-	
	Beeding Order	Page content	t order	-	
Ē	Reading Order	◯ Structure typ ☑ Show table cell	es Is		
		Display like elements in a single block			
		Show tables an	d figures		
		Clear Page Str	ucture	Show Order Panel	

Help

Close

### Adding/Correcting Tags – Reading Order Panel

Order

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Headi Referer

Show

Pag
Stru

Displa

Clear

- 1. Using the Reading Order Panel, highlight content by drawing a rectangle around the content.
- 2. Select the appropriate tag type.
  - 1.Heading 1, 2, 3, etc.
  - 2.Text/Paragraph
  - 3.Figure
  - 3.Continue tagging content as needed.

er .	×	jorga Mason University
ctangle around the cont ns below:	ent then click one of	Freating Accessible PDF documents (Using Acrobat ProDC)
Text/Paragraph	Figure	
Form Field	Figure/Caption	6 etting up Acrobat Accessibility
ing 1 Heading 4	Table	7 8 tting up the Tools Pane
ing 2 Heading 5	Cell	a tack on the Tools tab.
ing 3 Heading 6	Formula	1 14 er Protect & Standardize > Accessibility, click the Add button. er Customize > Action Wizard, click the Add button.
nce (q) Note (z)	Background/Artifact	11 18 bat window (Please Note: Exact location on the menu may vary).
Table Ed	litor	Figure - No alternate text exists.
page content groups		
e content order		Protect Redact PDF Standards Optimize PDF Print Production Accessibility
cture types		
table cells		Customize
y like elements in a singl	e block	
tables and figures	-	Create Custopier Action Wizard Index Jacobingt
Page Structure	Show Order Panel	
Help	Close	

# Adding/Correcting Tags – Tag Tree

- Open the tag tree by selecting the Tag panel from the navigation panel
- Highlight a tag, then press F2
- Change the text to the appropriate tag type
  - <H1> for heading 1
  - <P> for paragraph
  - <Figure> for an image
- Alternatively, right click on the tag and select properties
- Select the appropriate tag type then click Close



# **Creating Bookmarks Manually**

- Open the Bookmarks Pane.
- Select the desired page or content view, then select Create Bookmark





# **Creating Bookmarks - Automatic**

- Click the **Options** button.
- Click New Bookmarks from structure...
- Select the structural elements that you would like to use to create the bookmarks.
- Click OK.
- Manually nest bookmarks according to preferred structure.

kmarks	$\times$
1	
New <u>B</u> ookmark	Ctrl+B
New Boo <u>k</u> marks from Structure	
xpand Current Bookmark	
xpand Top-Level Bookmarks	

Structure Elements	s		×
Structure Caption Figure H1 H2 H3 H4 H5			
H6	Select All	Clear All OK	✓ Cancel

# **Alternative Text for Images**

### Using Tags Pane

- Find and right-click on the *Figure* tag.
- Click Properties.
- Add appropriate alternate text description for image.



Object Properties	*
Content Tag Co	olor
Туре:	Figure ~
Title:	
Actual Text:	
Alternate Text:	Example of the action wizard and accessibility tools in Acrobat Pro.
ID:	AD000000-0000-ADBE- 12976
Language:	· · · · · · · · · · · · · · · · · · ·
Edit Tag	Edit Attribute Objects Edit Attribute Classes
	Close

# **Additional Resources**

#### **Creating Accessible Resources**

#### ATI's Mason CARES guide

- <u>Accessible Documents</u>
- <u>Accessible Media Content</u>
- <u>Accessible STEM Content</u>
- Web Conferencing
- Web Accessibility

#### **Request Services Form**

- Textbooks
- Documents
- Captions
- Web Accessibility Review
- AT Training



# **Contact Information**

### ATI Office

- Aquia Building, Rm. 238 (Virtual appts available)
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- Email: <u>ati@gmu.edu</u>
- Web: <u>http://ati.gmu.edu</u>

## Questions?