



Creating Accessible PDF's – Part 1

Creating Accessible Documents Series

Today's Agenda

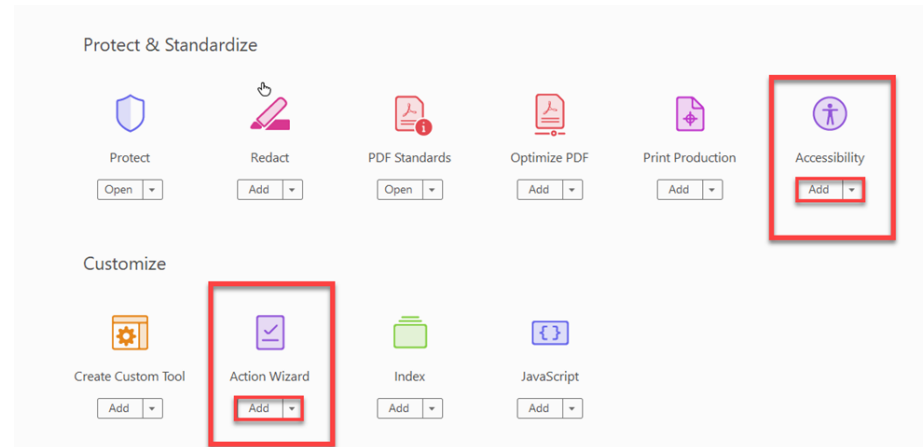


- Setting up Acrobat DC Pro
- Keyboard Navigation
- PDF Documents
 - Document properties, make accessible tool, OCR, structural elements, alt text for images, etc.
- Additional Resources
- Contact Information and Questions

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*).

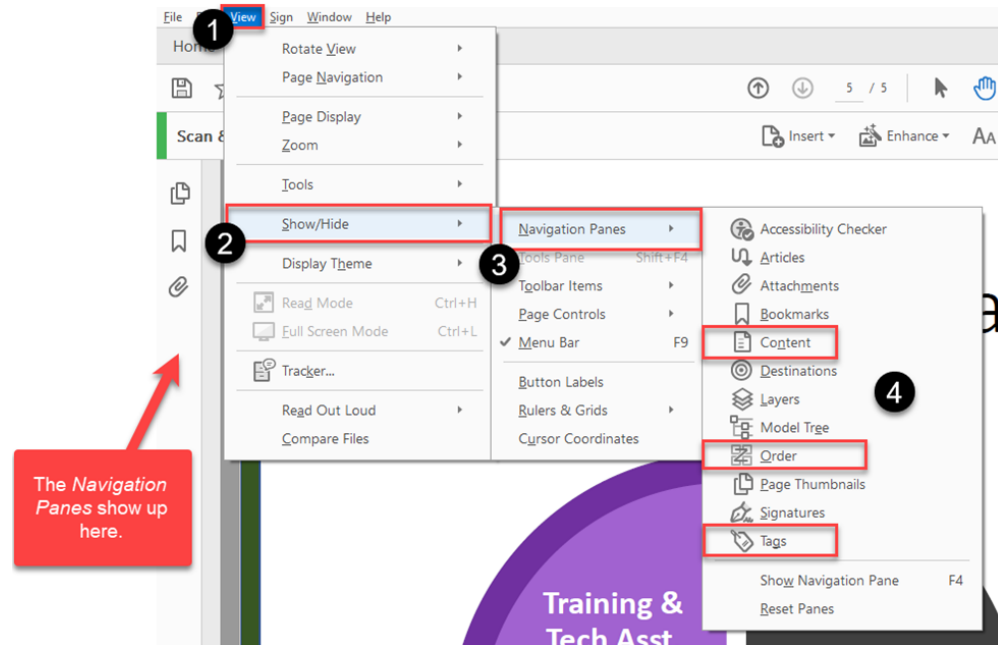


Setting Up Navigation Panes

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

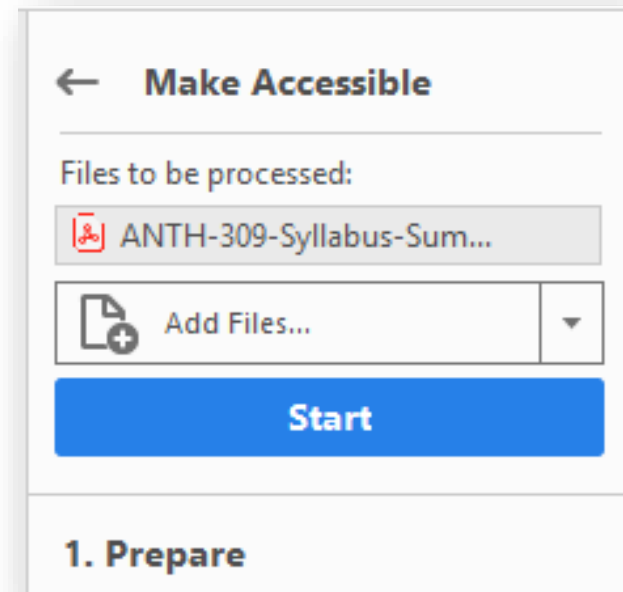
Use the following basic keyboard commands to assist you with navigating the Acrobat interface:

- **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, <https://helpx.adobe.com/acrobat/using/keyboard-shortcuts.html>.

Action Wizard - Make Accessible

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

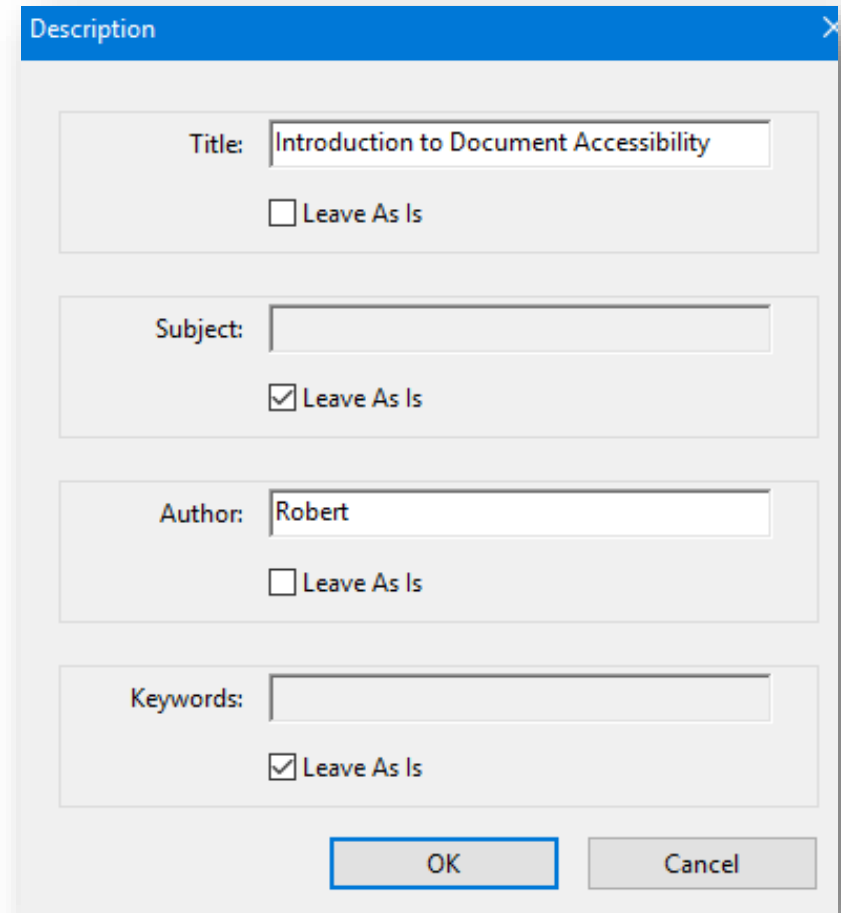
1. Open **Tools**
2. Select **Action Wizard**
3. Select **Make Accessible**
4. Press **Start**



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.



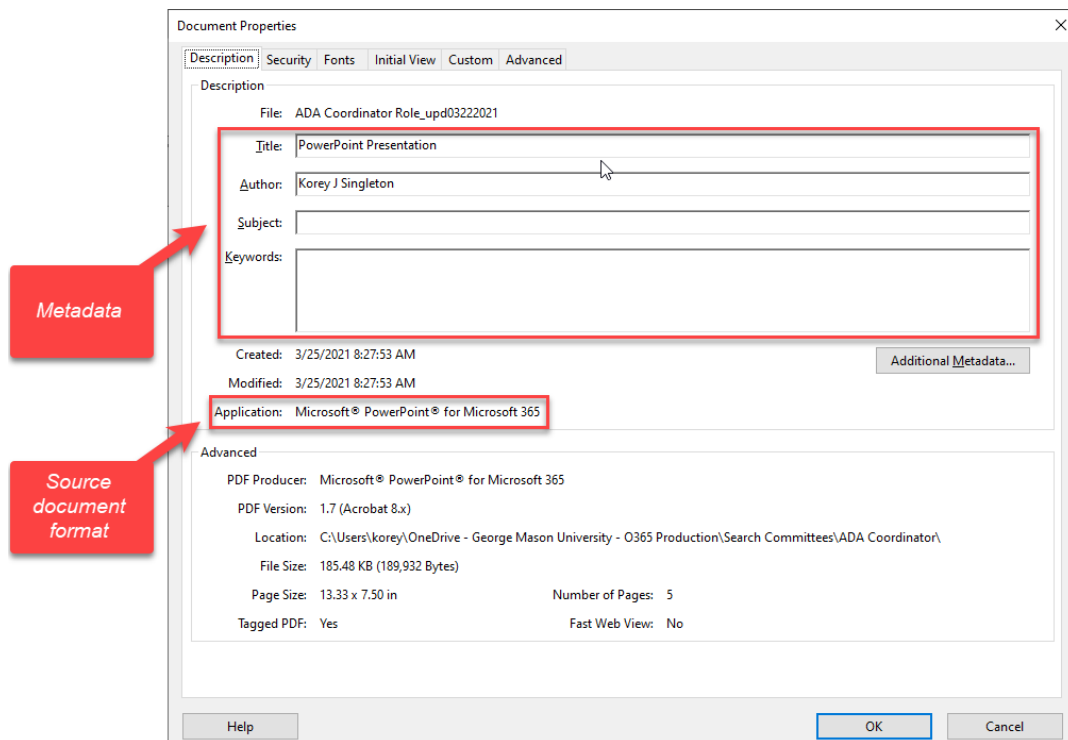
The image shows a 'Description' dialog box with a blue title bar and a close button. It contains four input sections, each with a label, a text field, and a 'Leave As Is' checkbox. The 'Title' field contains 'Introduction to Document Accessibility'. The 'Subject' field is empty. The 'Author' field contains 'Robert'. The 'Keywords' field is empty. The 'Leave As Is' checkboxes for 'Subject' and 'Keywords' are checked. At the bottom are 'OK' and 'Cancel' buttons.

Field	Value	Leave As Is
Title:	Introduction to Document Accessibility	<input type="checkbox"/>
Subject:		<input checked="" type="checkbox"/>
Author:	Robert	<input type="checkbox"/>
Keywords:		<input checked="" type="checkbox"/>

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



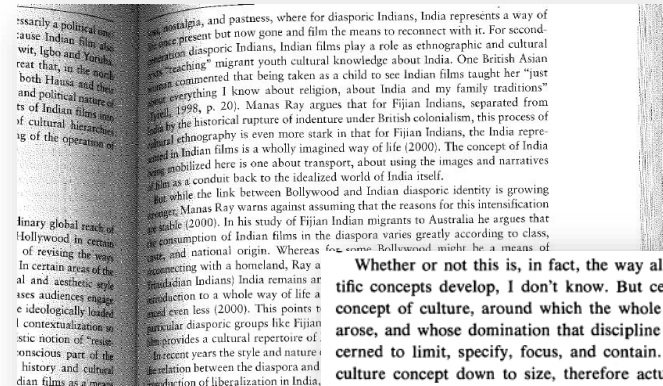
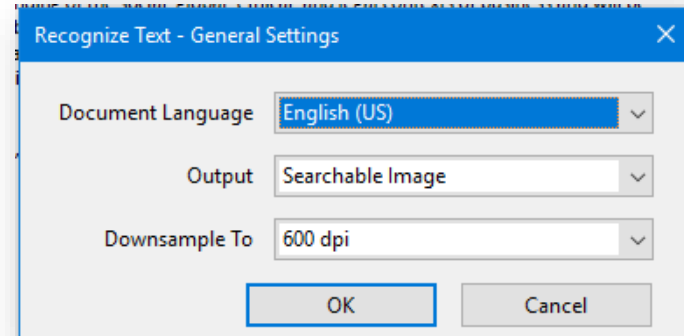
OCR

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

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

Example of scanned documents

- [Poor Quality Scan](#)
- [Good Quality Scan](#)

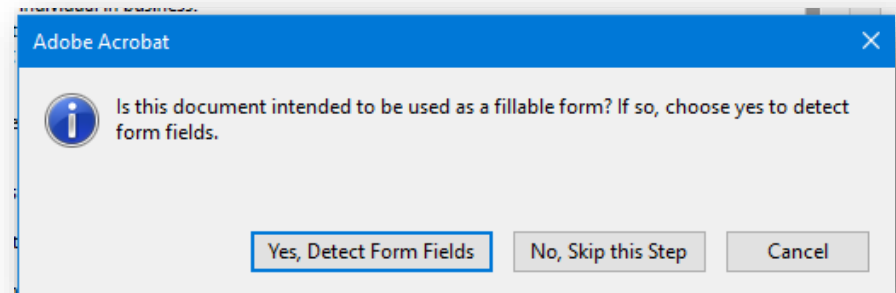


Whether or not this, in fact, the way all centrally important scientific concepts develop, I don't know. But certainly this pattern fits the concept of culture, around which the whole discipline of anthropology arose, and whose domination that discipline has been increasingly concerned to limit, specify, 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.

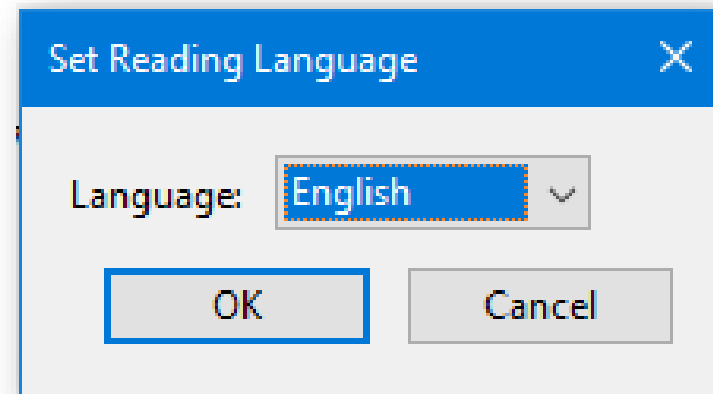
1. Select **Yes, Detect Form Fields**, if the document is a fillable form.
2. Otherwise, select **No, Skip this Step**.



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.

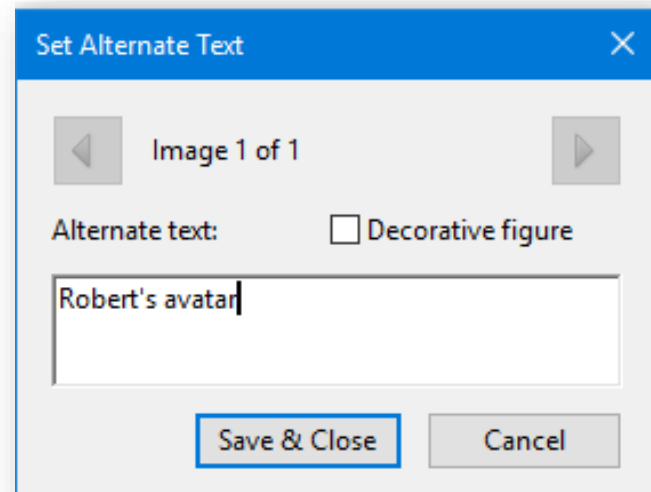
1. Select the reading language as **English**.
2. Autotag will automatically run.



Set Alternate Text

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

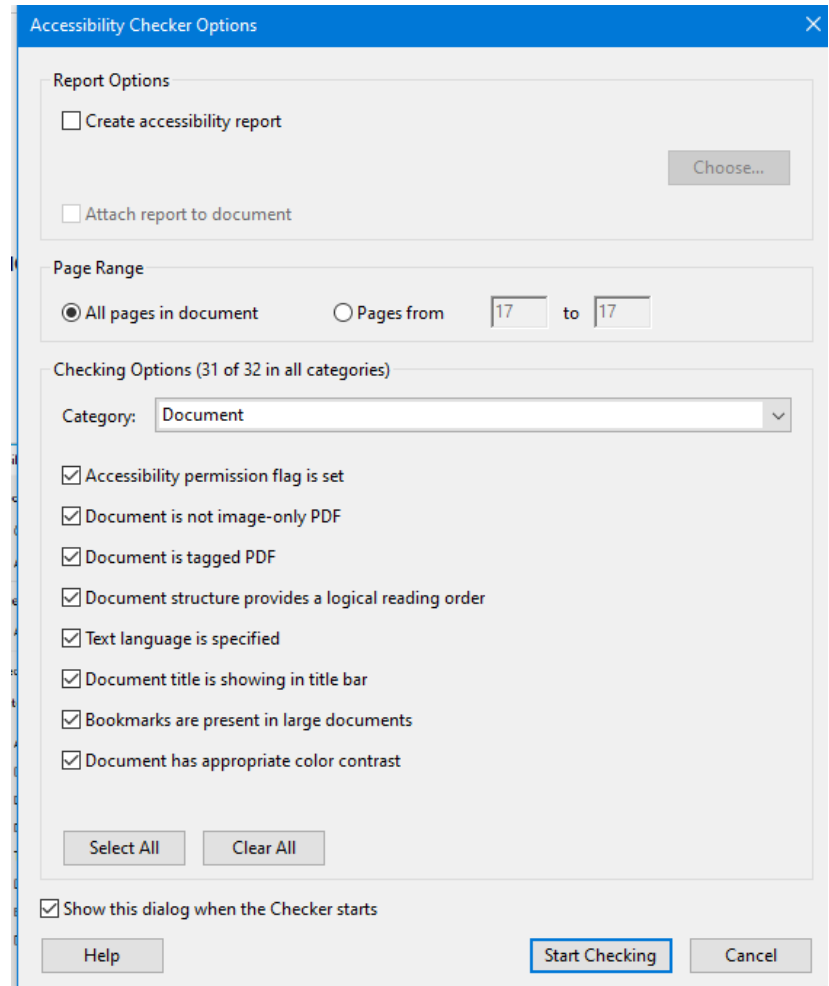
- Faculty requested to provide alt text for images
 - ATI staff are not subject experts, content interpretation may be differ from what faculty is trying to convey
1. Enter a description for each image
 2. Select the left and right arrows to move to the next image if document contains multiple images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



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**.



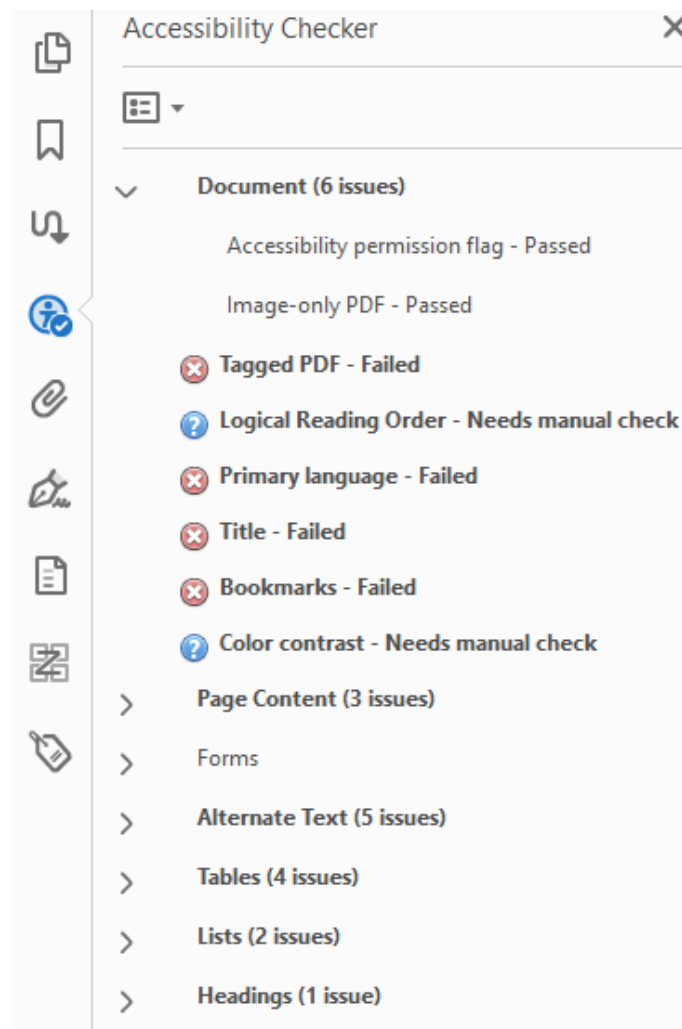
The screenshot shows the 'Accessibility Checker Options' dialog box. It has a blue title bar with the text 'Accessibility Checker Options' and a close button (X). The dialog is divided into several sections:

- Report Options:** Contains two checkboxes: 'Create accessibility report' (unchecked) and 'Attach report to document' (unchecked). A 'Choose...' button is located to the right of the second checkbox.
- Page Range:** Contains two radio buttons: 'All pages in document' (selected) and 'Pages from' (unselected). The 'Pages from' option has input fields for '17' and '17'.
- Checking Options (31 of 32 in all categories):** Contains a 'Category:' dropdown menu set to 'Document'. Below it is a list of eight checked checkboxes:
 - 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
- Buttons:** 'Select All' and 'Clear All' buttons are located below the list of checkboxes.
- Footer:** Contains a checked checkbox 'Show this dialog when the Checker starts', a 'Help' button, a 'Start Checking' button (highlighted with a blue border), and a 'Cancel' button.

Accessibility Checker – Manual Checking

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

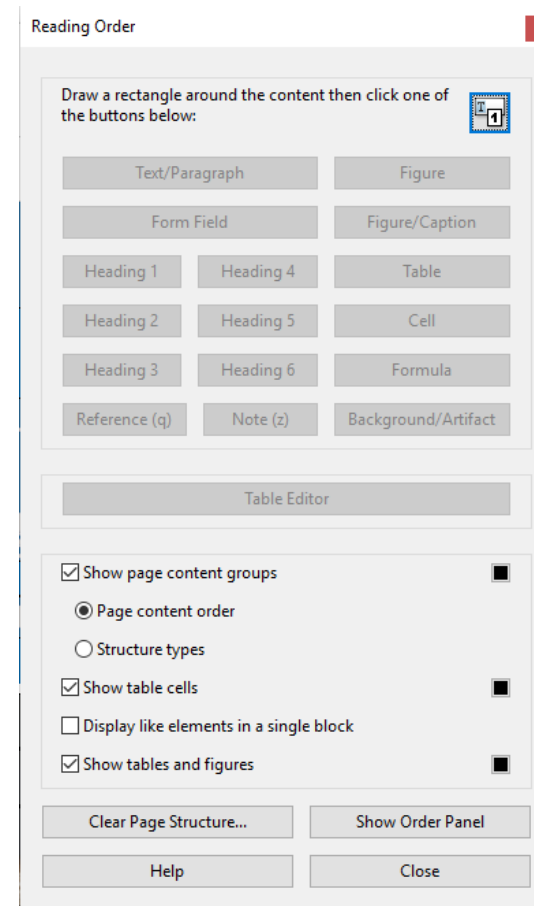
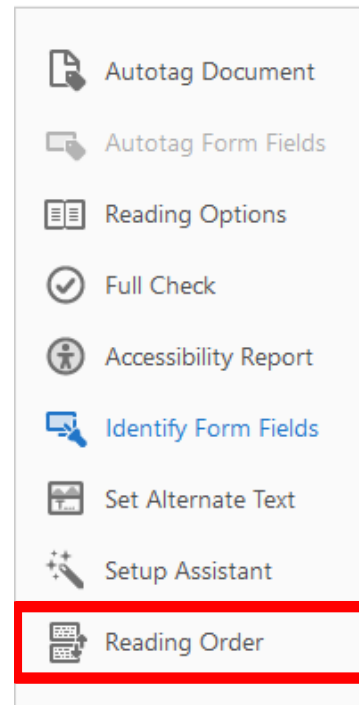
- In most cases, right click on the error and select Fix.
 - Depending on the issue, a prompt will appear.
 - Follow the prompts to remediate the issue.



Tagging using the Reading Order Panel

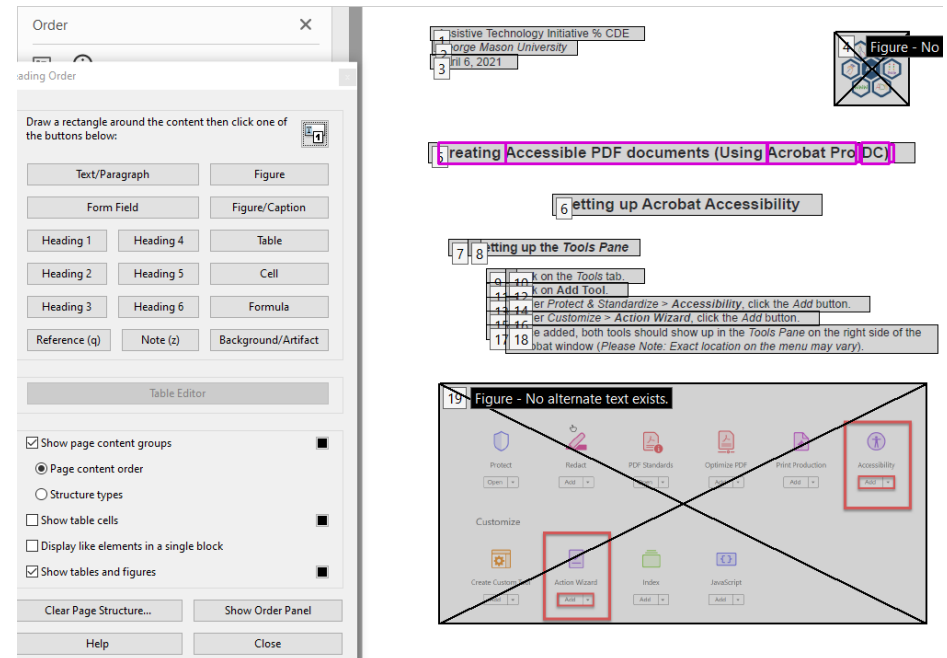
Using the Tools menu (Accessibility)

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



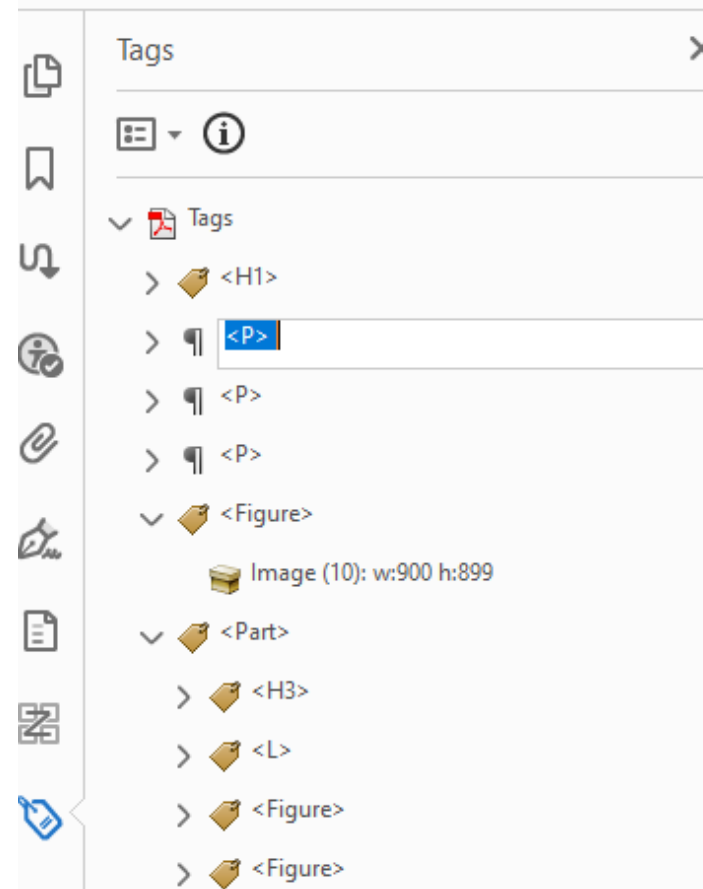
Adding/Correcting Tags – Reading Order Panel

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.



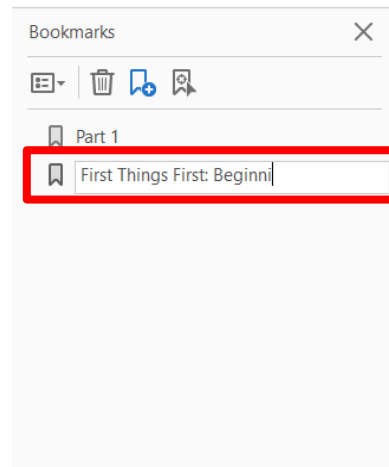
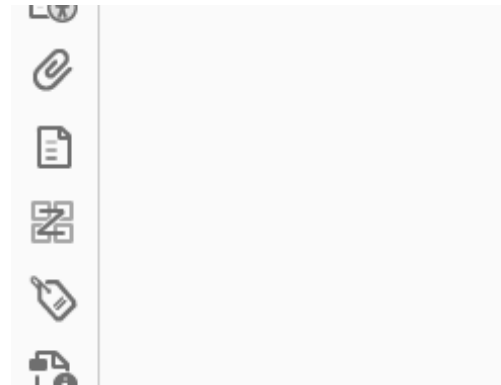
Adding/Correcting Tags – Tag Tree

- 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



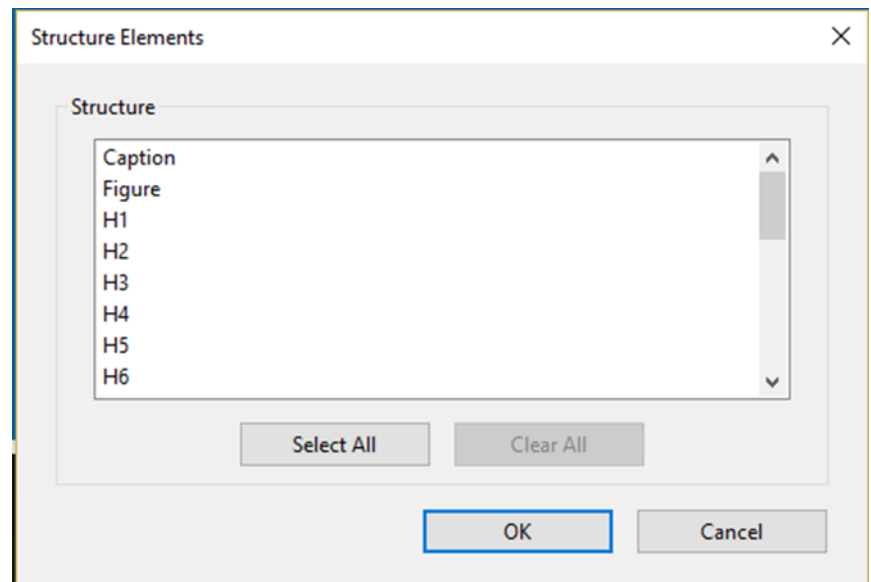
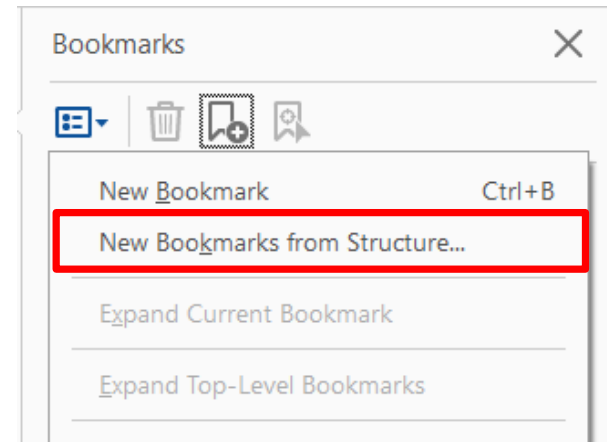
Creating Bookmarks Manually

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



Creating Bookmarks - Automatic

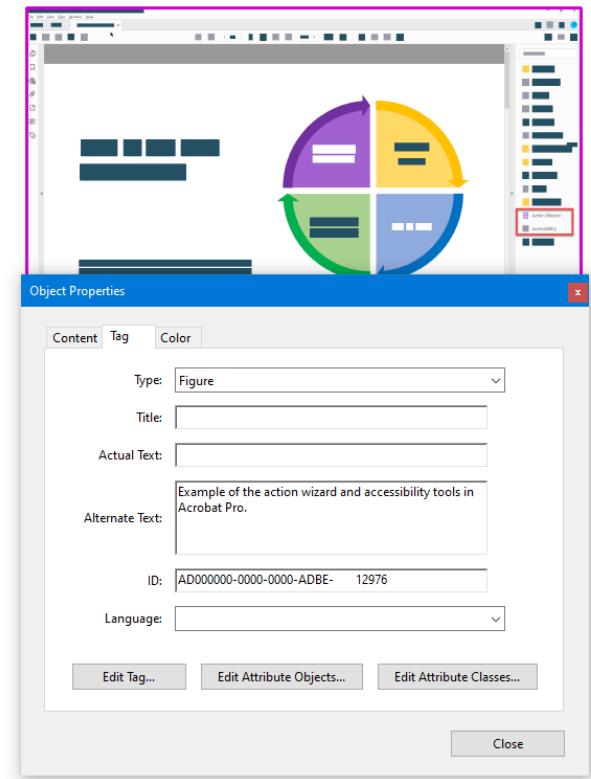
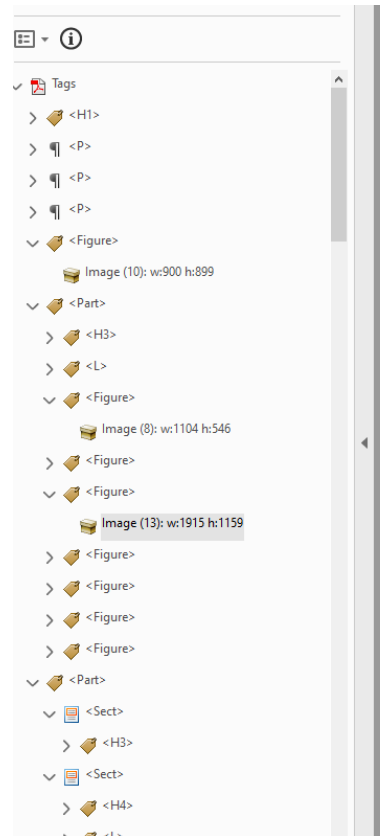
- Click the **Options** button.
- Click **New Bookmarks from structure...**
- Select the structural elements that you would like to use to create the bookmarks.
- Click **OK**.
- Manually nest bookmarks according to preferred structure.



Alternative Text for Images

- **Using *Tags Pane***

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



Additional Resources

Creating Accessible Resources

[ATI's Mason CARES guide](#)

- [Accessible Documents](#)
- [Accessible Media Content](#)
- [Accessible STEM Content](#)
- [Web Conferencing](#)
- [Web Accessibility](#)

[Request Services Form](#)

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



Contact Information

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 - Web: <http://ati.gmu.edu>

Questions?