



Making Your PDF Documents Accessible

Creating Accessible Documents Series

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Today's Agenda



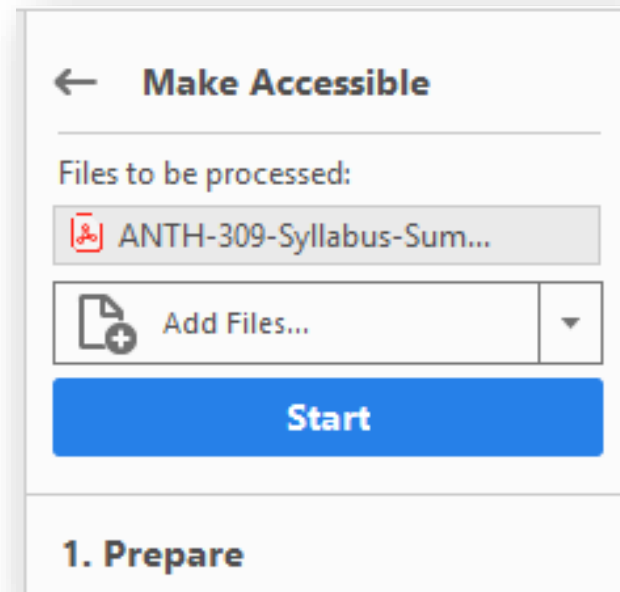
- PDF Documents
 - Structural Elements, color, contrast, hyperlinks, alt text for images
- Additional Resources
- Upcoming Trainings
- Contact Information and Questions

Live captions for this webinar can be found on: [*Insert WebCaptioner Session Link*]

Make Accessible Tool

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

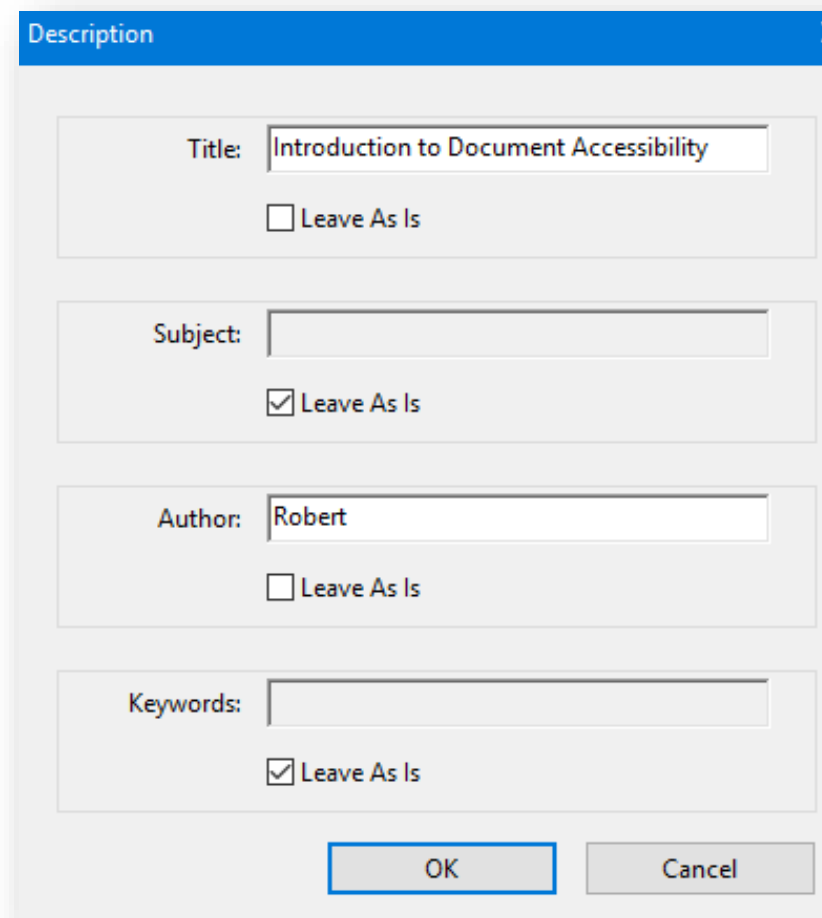
1. Open **Tools**
2. Select **Action Wizard**
3. Select **Make Accessible**
4. Press **Start**



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. It contains four sections, each with a text input field and a checkbox labeled 'Leave As Is'. The 'Title' field contains the text 'Introduction to Document Accessibility' and its checkbox is unchecked. The 'Subject' field is empty and its checkbox is checked. The 'Author' field contains the text 'Robert' and its checkbox is unchecked. The 'Keywords' field is empty and its checkbox is checked. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

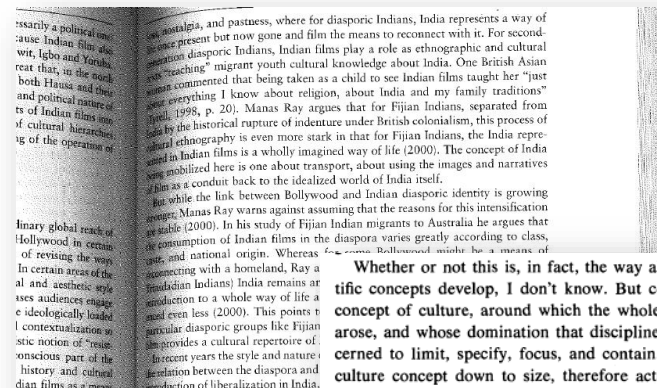
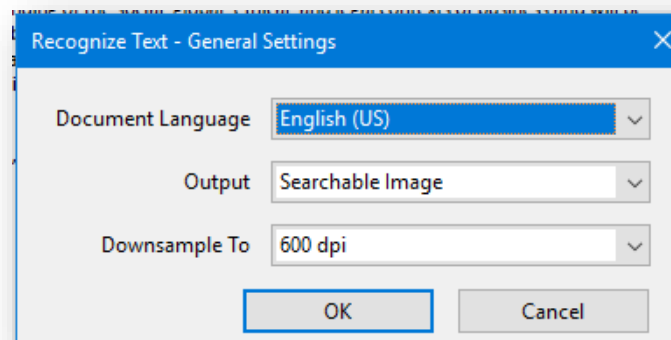
OCR

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](#)

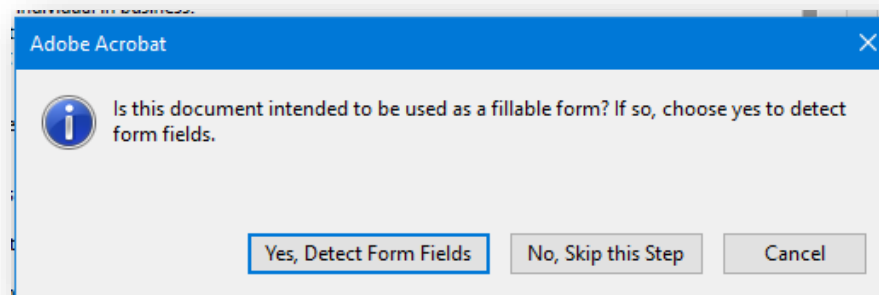


Whether or not this is, in fact, the way all centrally important scientific concepts develop, I don't know. But certainly this pattern fits the concept of culture, around which the whole discipline of anthropology arose, and whose domination that discipline has been increasingly concerned to limit, specify,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

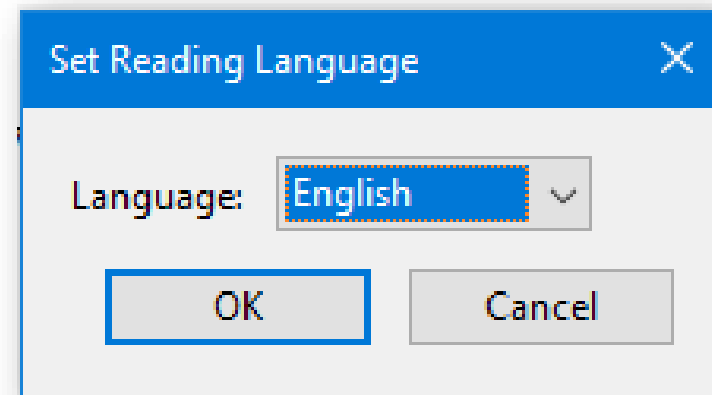
1. Select **Yes, Detect Form Fields**, if the document is a fillable form.
2. Otherwise, select **No, Skip this Step**.



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.

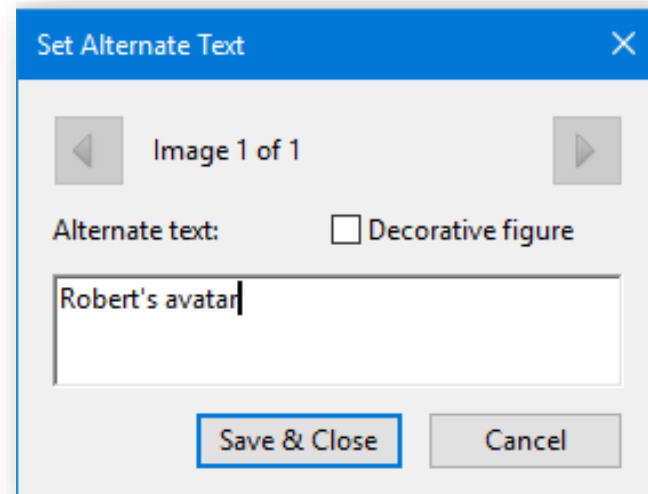
1. Select the reading language as **English**.
2. Autotag will automatically run.



Set Alternate Text

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

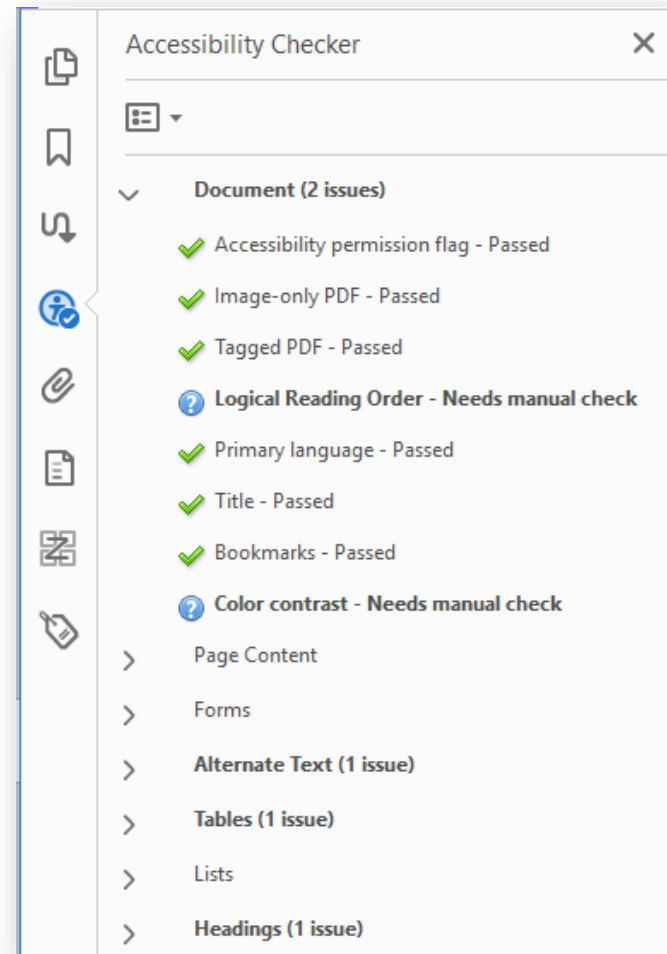
- Faculty requested to provide alt text for images
 - ATI staff are not subject experts, content interpretation may be differ from what faculty is trying to convey
1. Enter a description for each image
 2. Select the left and right arrows to move to the next image if document contains multiple images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

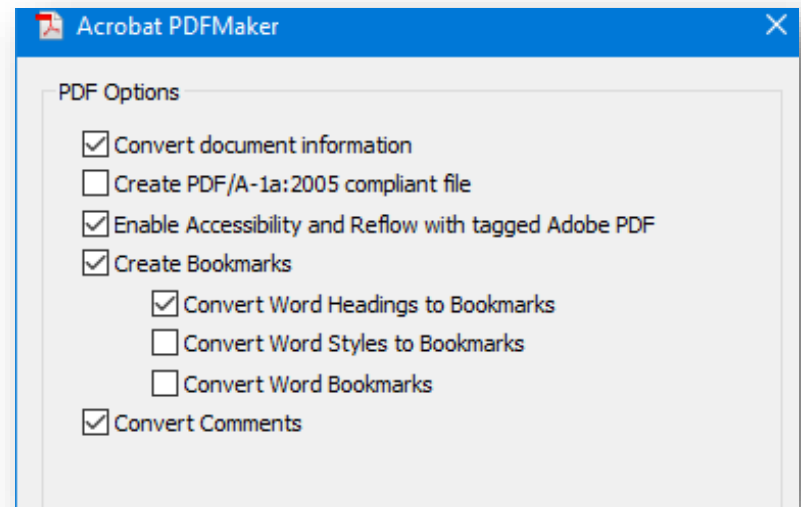
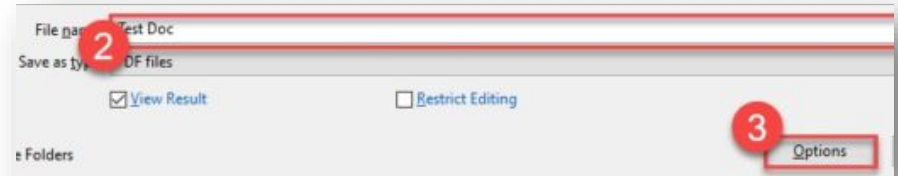
1. Select **Start Checking**.
2. Review each issue.



Save Word/PPT as PDF

The steps listed below will help you ensure that much of the work you did to make these resources accessible will carryover when the PDF is created from a Word or PowerPoint.

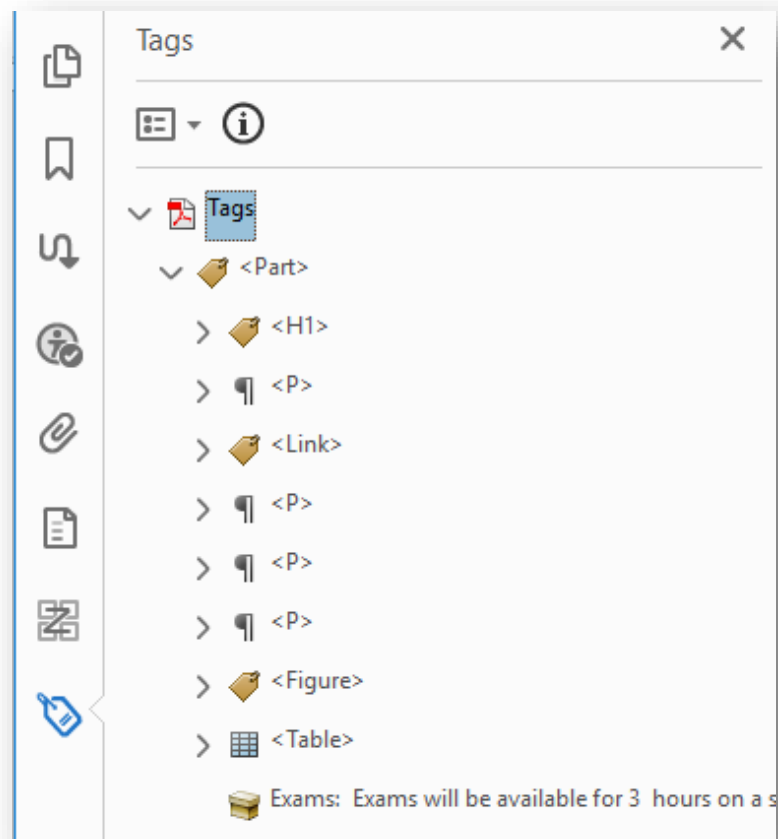
1. Click *File*, then **Save As Adobe PDF**.
2. In the *Save as Adobe PDF* window, enter a **File Name** and then click the **Options** button.



Tag Tree

List of all tags contained in the document. Tags determine how a screen reader will navigate a document and how it will read aloud contents.

1. Open tag tree.
2. Select a tag
3. Press F2 to select tag text.
4. Edit the tag.
 1. eg. the title should be tagged as <H1>.



Upcoming Summer 2020 AT & ICT Training Workshops

- **Creating Accessible Audio and Video Series (Robert Starr)**
 - July 7 – DIY...Adding Captions to YouTube and Vimeo
 - July 9 – DIY...Live Captioning *on a Budget*
- **Assistive Technology Series (Tiffany O'Neal)**
 - July 14 – Notetaking Tools for Online Courses (Audio Notetaker, Otter.ai, etc.)
 - July 16 – Text-to-Speech Solutions (Read & Write, Natural Reader, Built-ins, etc.)
- **Web Accessibility Series (Kristine Neuber)**
 - July 21 - Web Accessibility Testing Tools

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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