

Making Accessible Documents

PDF:

Adobe Acrobat X & XI



Purpose of Instruction

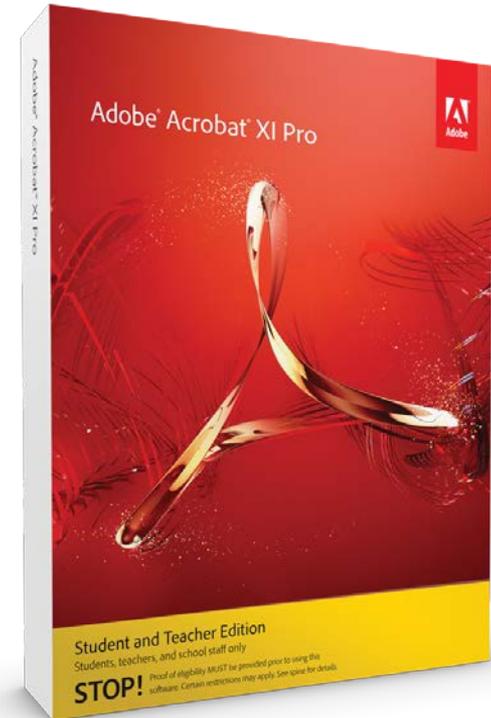
Provide tips and strategies on creating documents accessible to individuals with disabilities.

Accessibility tools and simple techniques to help identify and remediate common accessibility errors in documents.



Making Accessible Documents

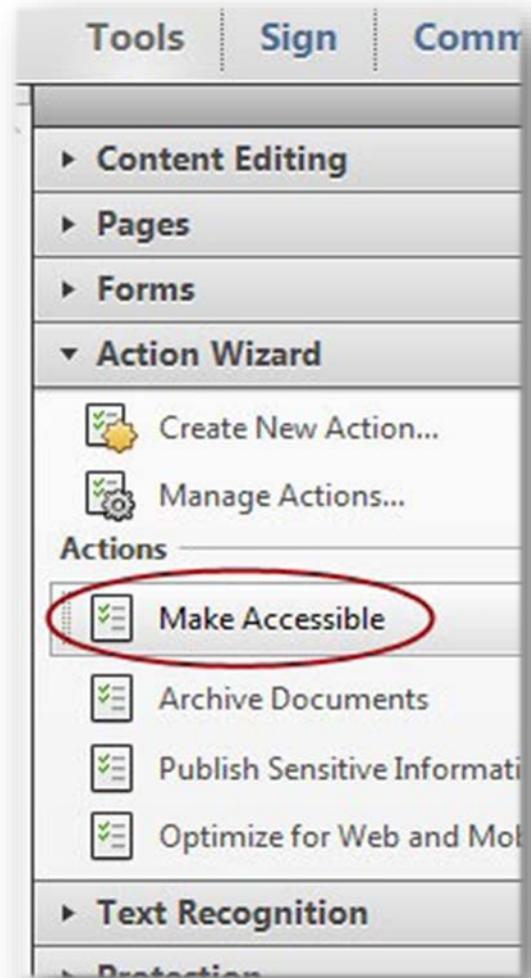
ADOBE ACROBAT XI



Make Accessible Wizard Overview

Acrobat XI provides a robust wizard for creating accessible PDFs.

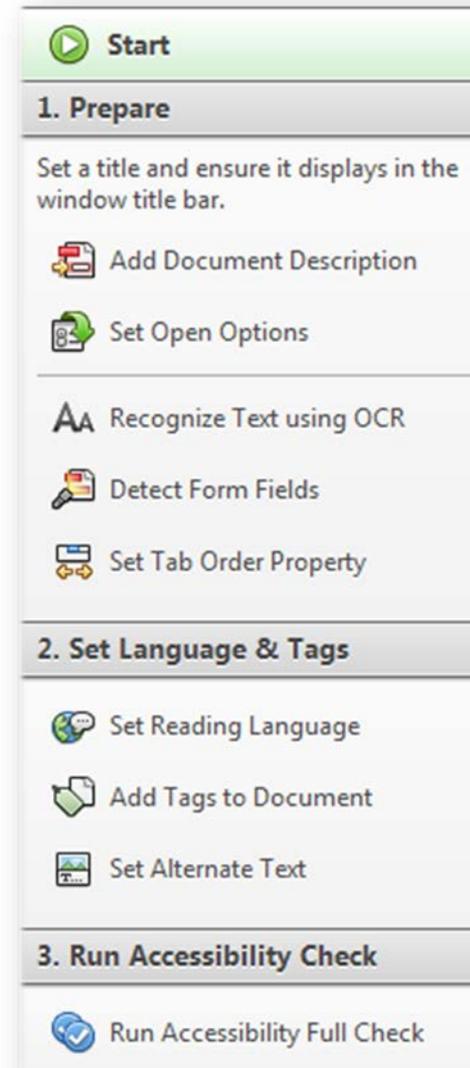
1. Add Document Description
2. Set Open Options
3. Recognize Text Using OCR
4. Detect Form Fields
5. Set Tab Order Property
6. Set Reading Language
7. Add Tags to Document
8. Set Alternative (Alt) Text
9. Run Accessibility Check



Make Accessible Wizard

The Make Accessible Wizard will go through each step to creating an accessible PDF.

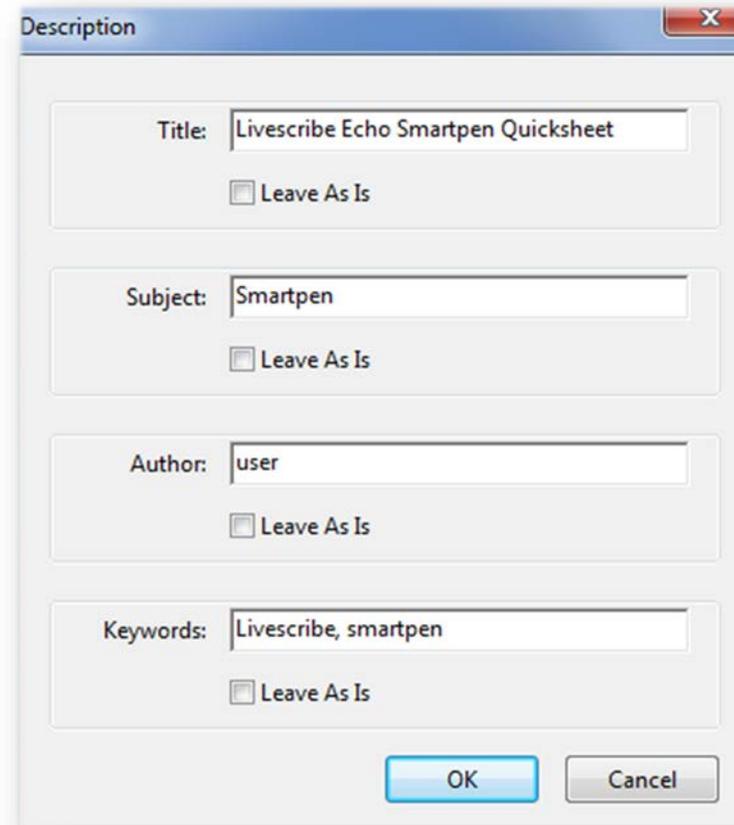
1. Select **Tools**.
2. Click on the **Action Wizard** drop down menu.
3. Select **Make Accessible**.
4. Press the **Start** button to begin making an accessible PDF.



Make Accessible Wizard – Step 1

Add Document Description

1. Add **Title**.
2. Add **Subject**.
3. Add **Author**.
4. Add **Keywords**.
5. Click **OK**.



Description

Title:
 Leave As Is

Subject:
 Leave As Is

Author:
 Leave As Is

Keywords:
 Leave As Is

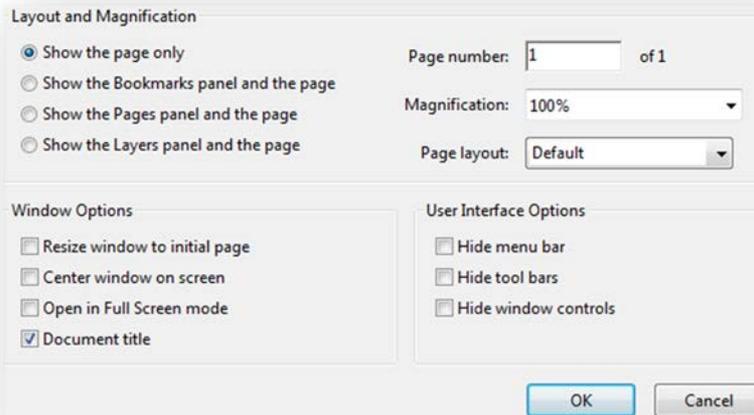


Make Accessible Wizard – Steps 2 & 3

Set Open Options

Select options for the following:

1. Layout and Magnification.
2. Window Options.
3. User Interface Options.
4. Click **OK** to continue.



Recognize Text

1. Set **Primary OCR Language** to English.
2. Select **PDF Output Style**.
3. Adjust **Downsample To** 600 dpi (highest image quality).
4. Click **OK**.



Make Accessible Wizard – Steps 4 & 5

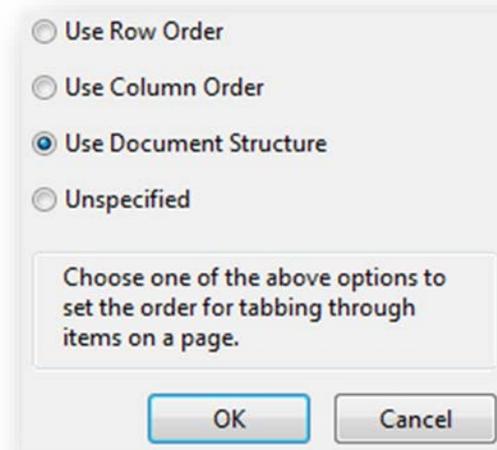
Detect Form Fields

1. If the PDF file does not contain form fields, select **No, Skip this Step**.
2. If the document contains forms, click **Yes, Detect Form Fields**.



Tab Order

1. Set tab order to **Use Document Structure**.



Make Accessible Wizard – Step 6 & 7

Set Reading Language

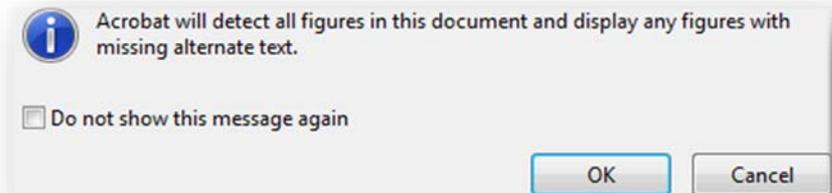
1. Set the reading language as English, or choose another language if the document is written in another language.
2. Click **OK**.



Add Tags to Document

Acrobat will automatically tag and structure the document

1. Press **OK** to continue.



Make Accessible Wizard – Step 8

Set Alternative Text

1. Enter text description in to the Alternate text box.
2. Click the right arrow to proceed to the next image.
3. When finished press the Save and Close button.



◀ Image 1 of 1 ▶

Alternate text: Decorative figure

The dome of the Capitol building.

Save & Close Cancel

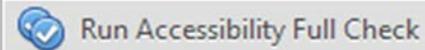


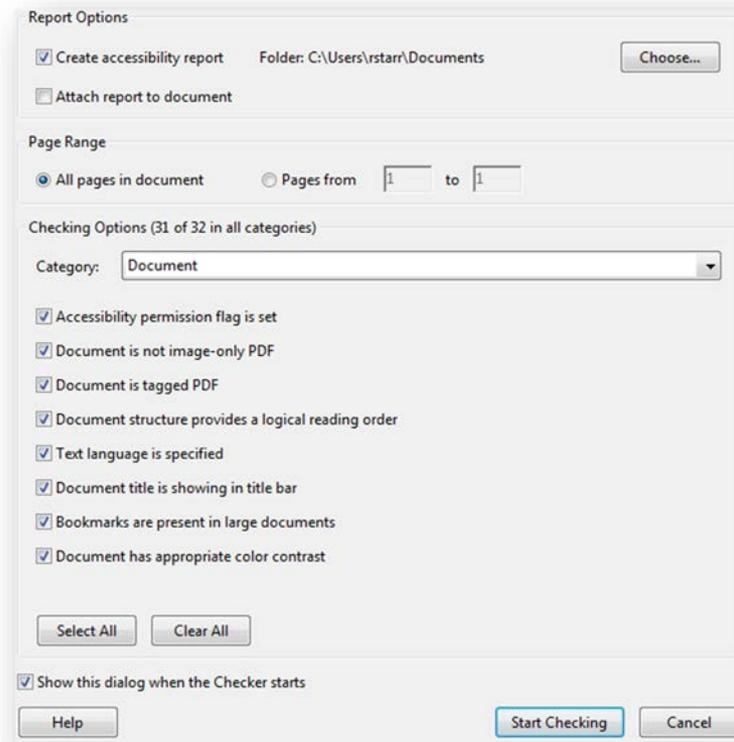
Make Accessible Wizard – Step 9

Run Accessibility Check

1. Press the **Run Accessibility Full Check** button in the right pane.
2. Set **Report Options**.
3. Choose **Page Range**.
4. Select **Checking Options**.
5. Click **Start Checking** to proceed.

3. Run Accessibility Check

 Run Accessibility Full Check



The screenshot shows the 'Run Accessibility Check' dialog box. It is titled '3. Run Accessibility Check' and contains the following sections:

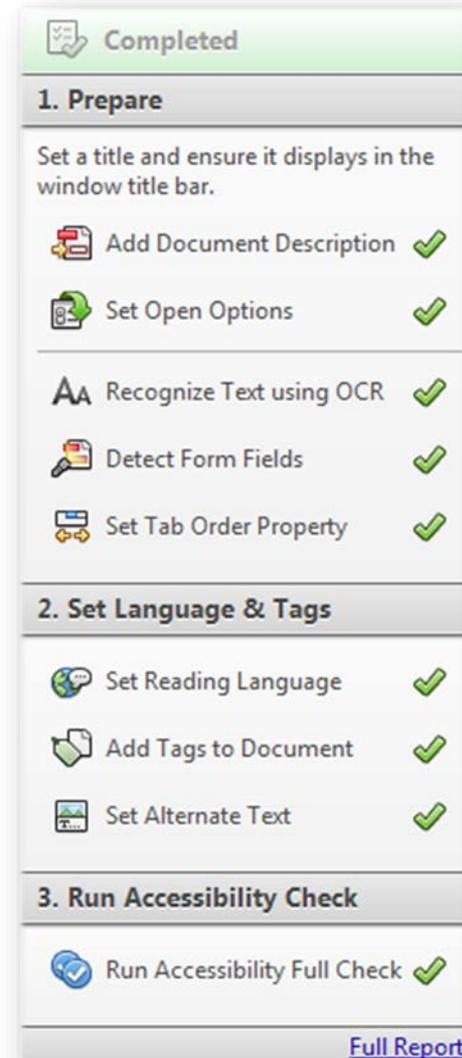
- Report Options:** Includes a checked checkbox for 'Create accessibility report' with a folder path 'C:\Users\rstarr\Documents' and a 'Choose...' button. There is also an unchecked checkbox for 'Attach report to document'.
- Page Range:** Includes a radio button selected for 'All pages in document' and another radio button for 'Pages from' with input fields for '1' and '1'.
- Checking Options (31 of 32 in all categories):** A dropdown menu is set to 'Document'. Below it are several 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', 'Clear All', 'Start Checking', and 'Cancel'.
- Footer: A checked checkbox for 'Show this dialog when the Checker starts' and a 'Help' button.



Make Accessible Wizard – Complete

The Make Accessible Wizard will be complete when the Prepare, Set Language & Tags, and Run Accessibility Check options have check marks next to each option.

If check marks are missing go back and select the missed option.

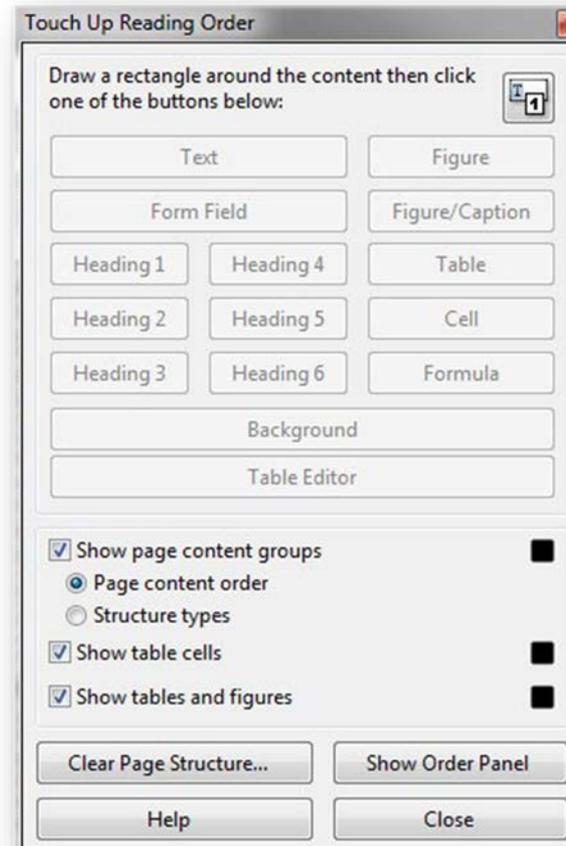


Touch Up Reading Order

Modify document reading order to allow assistive technology to correctly read document aloud.

- Screen readers (JAWS)
- Acrobat (Read Out Loud)

1. Open **Tools**.
2. Select **Accessibility**.
3. Click on **TouchUp Reading Order**.
4. Press the **Show Order Panel** button.
5. To modify the reading order select a tag from the list and drag it to another position in the list.
6. Click **Save**.



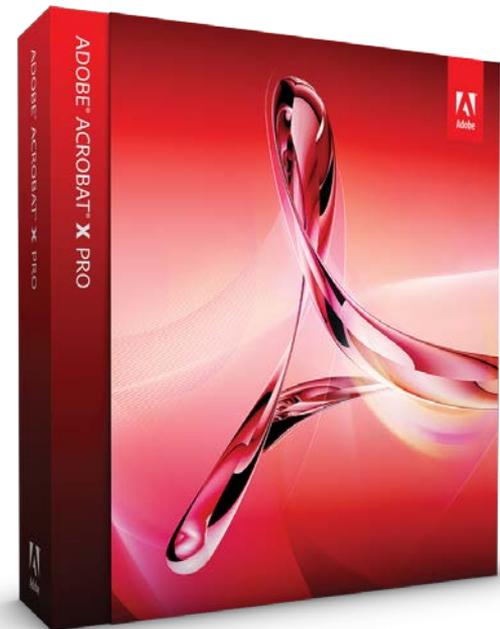
Acrobat XI Resources

[Creating an Accessible PDF in Acrobat](#) by Algonquin
Academic



Making Accessible Documents

ADOBE ACROBAT X



Optical Character Recognition (OCR)

- Converts Images of Text into Encoded Text.
- Text is searchable and selectable after conversion.
- Read by Assistive Technology.
 - JAWS
 - Acrobat 'Read Out Loud'

Inaccessible PDF Text Example

Introduction

In the last few years, theorists have developed new approaches to describing digital objects—including texts, images, and databases—by focusing on their material characteristics. In a variety of disciplines, scholars are studying material culture and exploring the concrete world of bodies, commodities, and things. Their interest lies in the myriad ways humans are shaped by their physical environment. Studies of

Accessible PDF Example

Introduction

In the last few years, theorists have developed new approaches to describing digital objects—including texts, images, and databases—by focusing on their material characteristics. In a variety of disciplines, scholars are studying material culture and exploring the concrete world of bodies, commodities, and things. Their interest lies in the myriad ways humans are shaped by their physical environment. Studies of material culture address such things as shopping malls, theme parks, fast food, Barbie

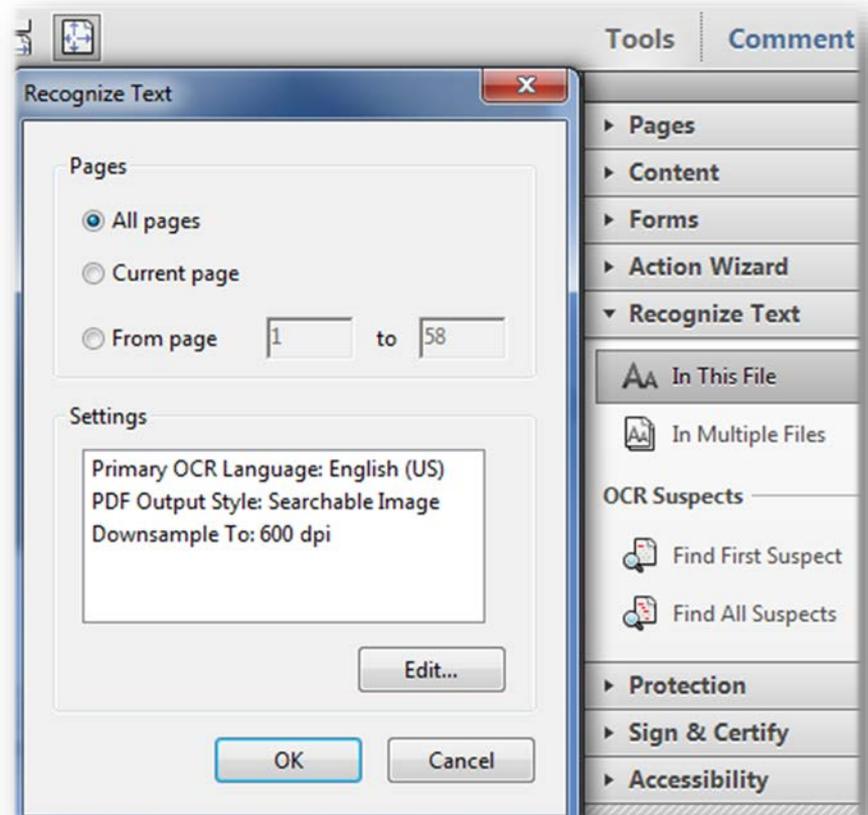


Optical Character Recognition (OCR)

Recognize Text

1. Select **Tools**.
2. Open the **Recognize Text** drop down menu.
3. Select **In This File**.
4. Choose **All pages**.
5. Click **OK**.

The OCR process duration varies depending on the number of pages in the document.



Alternative (Alt) Text

- Alternative Text provides a written substitute for images.
- Use a short concise phrase or minimal words to describe the image.
- Example: The image is of the George Mason statue. The alt text would be 'The George Mason statue'.



The George Mason statue.

Alternative (Alt) Text

Insert Alt Text

1. Select **Tags** from the left pane.
2. Right-click on a **Figure**.
3. Select **Properties**.
4. Click the **Tag** tab.
5. Enter description in **Alternative Text**.



Content Tag Text Color

Type: Figure

Title:

Actual Text: George Mason University Assisted Technology Initiative

Alternate Text: George Mason University Assisted Technology Initiative

ID:

Language:

Edit Tag... Edit Attribute Objects... Edit Attribute Classes...



Create Accessible PDFs Wizard

Add Document Description

- Title, Subject, Author, Keywords

Instructions

- Active Links, Bookmarks, Alt Text, Remove Security

Remove Hidden Information

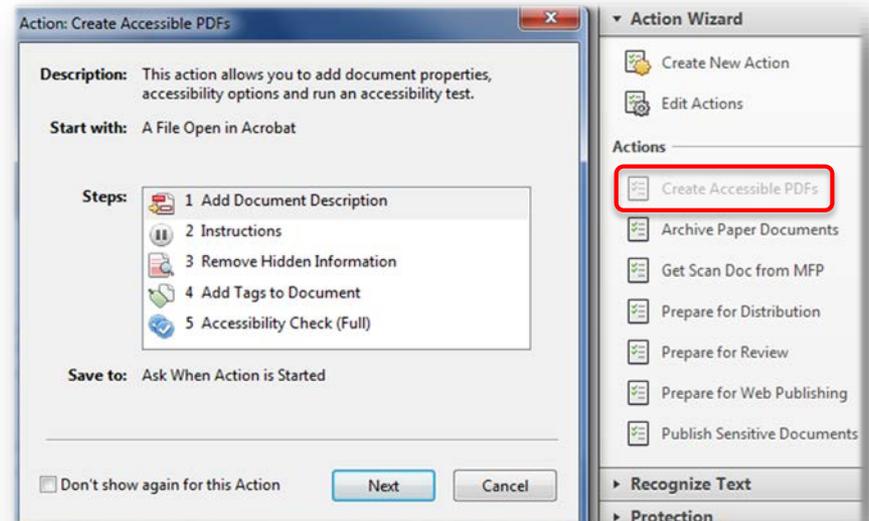
- Metadata, File Attachments, Comments and Markups, etc.

Add Tags to Document

- Automatic

Accessibility Check (Full)

- Provides Report and Suggestions



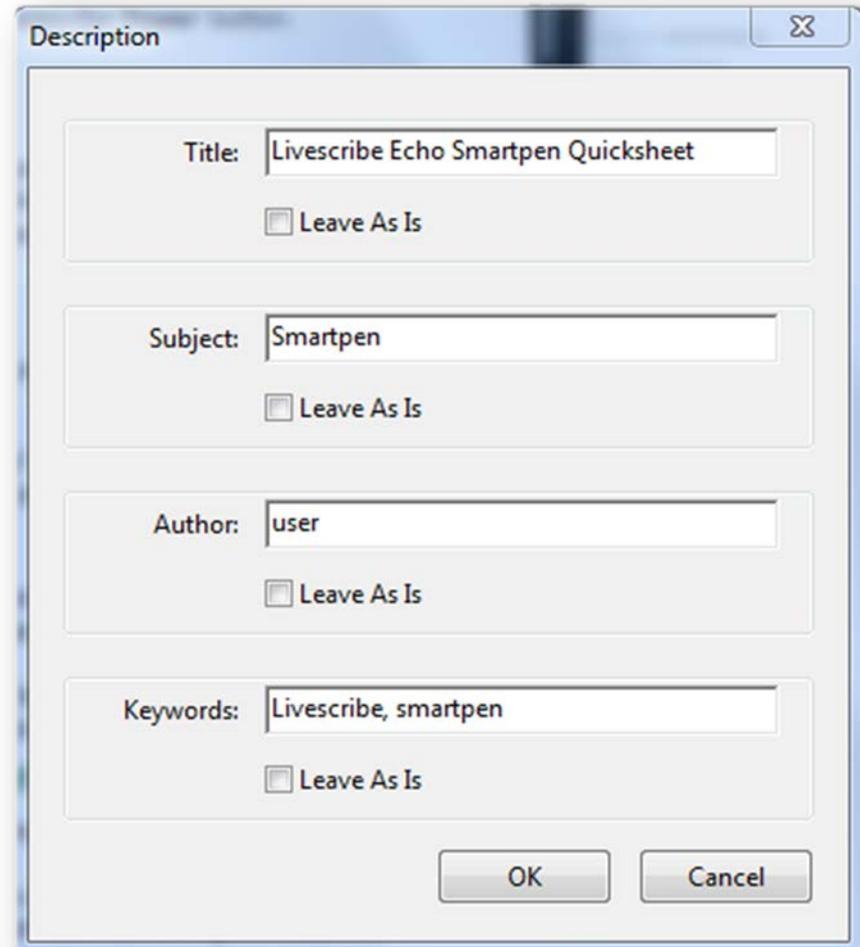
1. Select **Tools**.
2. Click on the **Action Wizard** drop down menu.
3. Select **Create Accessible PDFs**.
4. Click **Next** to begin the process.



Create Accessible PDFs - Step 1

Add Document Description

1. Add **Title**.
2. Add **Subject**.
3. Add **Author**.
4. Add **Keywords**.
5. Click **OK** to continue.



The image shows a 'Description' dialog box with the following fields and values:

- Title:** Livescribe Echo Smartpen Quicksheet
- Subject:** Smartpen
- Author:** user
- Keywords:** Livescribe, smartpen

Each field has a 'Leave As Is' checkbox below it, which is currently unchecked. At the bottom right, there are 'OK' and 'Cancel' buttons.



Create Accessible PDFs - Step 2

Instructions

1. Check **Links** for accuracy.
2. Add **Bookmarks**.
3. Add **Alt Text**.
4. Remove **Security**.
5. Click **Next Step** to continue.

File: Livescribe Echo Smartpen - In Progress.pdf ✕

Complete the following step:

Instructions

1. Ensure all links are active.
2. Add bookmarks.
3. Add alternate text to images as needed.
4. Remove security.

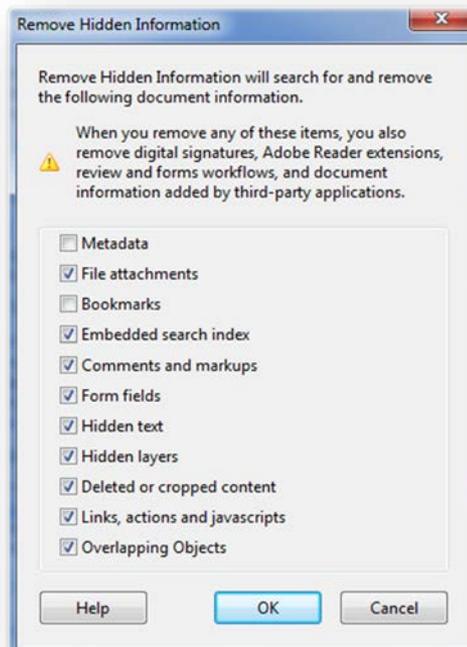
When completed, proceed to Next Step ➤



Create Accessible PDFs - Steps 3 & 4

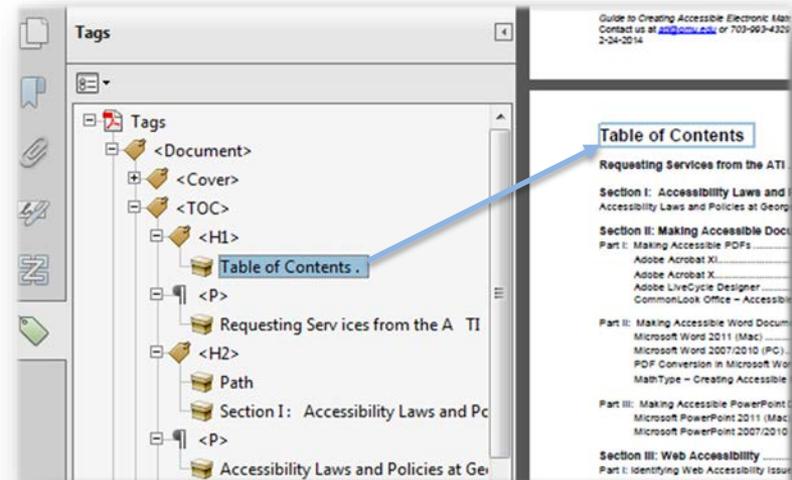
Remove Hidden Information

1. Check applicable information to remove.
2. Click **OK** to remove information.



Add Tags to Document

- Tags are automatically generated by Acrobat.
- Tags create structure for the document.
- Tagged content can be copied to other documents.



Create Accessible PDFs - Step 5

Accessibility Check (Full)

1. Choose **Report and Comment Options**.
2. Set **Page Range Options**.
3. Select **Checking Options**.
4. Click **Start Checking**.
5. **Save File**.
6. Review Accessibility Report.

Report and Comment Options

Create Accessibility Report Folder: C:\Users\rstarr Choose...

Include repair hints in Accessibility Report

Create comments in document

Page Range

All pages in document Pages from to

Checking Options

Name:

Alternative descriptions are provided

Text language is specified

Reliable character encoding is provided

All content is contained in the document structure

All form fields have descriptions

Tab order is consistent with the structure order

List and table structure is correct

Disclaimer

The Accessibility Checker can help you identify areas of your documents that may be in conflict with Adobe's interpretations of the referenced guidelines. However, the Accessibility Checker does not check all accessibility guidelines and criteria, including those in such referenced guidelines, and Adobe does not warrant that your documents will comply with any specific guidelines or regulations.



Touch Up Reading Order

- Content is enclosed in numbered boxes.
- Each box represents a tag and the number corresponds with the reading order in the **Order** panel.
- If the Accessibility option is not listed, Use the **Options** button to check **Accessibility** on the menu.

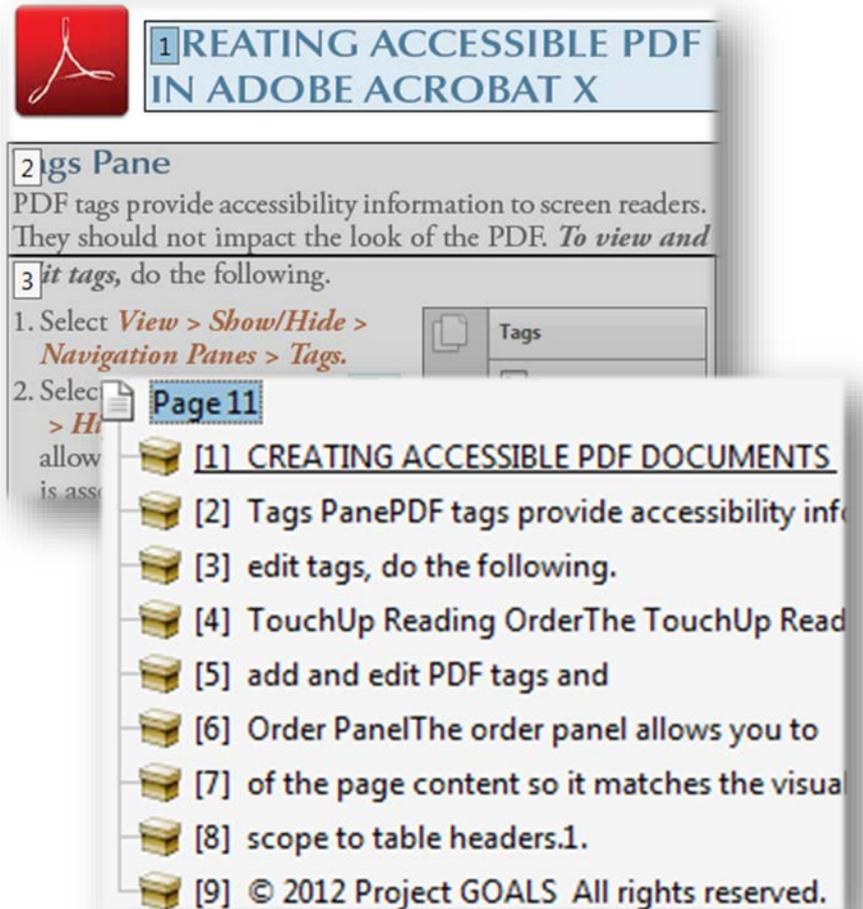
The screenshot displays a software window titled "Order" with a tree view on the left and a document preview on the right. The tree view lists pages from Page 1 to Page 17. Under Page 2, several items are listed with numbered tags: [1] About This Guide., [2] The Assistive Technology Initiative (ATI) at Geor..., [3] Who Should Read This Document:, [4] Any Mason faculty and/or staff members, who r..., [5] How To Use This Document:, [6] This manual was designed as a "just-in-time" re..., [7] Guide to Creating Accessible Electronic Mater..., and [8] Image w:394 h:177. The document preview on the right shows the content of the selected item, [2] "The Assistive Technology Initiative (ATI) at Geor...". The content includes a heading "About This Guide" and several paragraphs of text, some enclosed in numbered boxes corresponding to the tags in the tree view. The text includes information about the ATI office, contact details (Email: ati@gmu.edu, Phone: 703-993-4329, Twitter: @AccessibleMason), and a section titled "Who Should Read This Document:" with a numbered box [4] containing the text "Any Mason faculty and/or staff members, who man... community."



Touch Up Reading Order

Modify Reading Order

1. Open **Tools**.
2. Select **Accessibility**.
3. Click on **TouchUp Reading Order**.
4. Press the **Show Order Panel** button.
5. To modify the reading order select a tag from the list and drag it to another position in the list.
6. Click **Save**.



The screenshot displays the Adobe Acrobat X interface. At the top, a red Adobe logo is visible next to a blue header box containing the text "1 REATING ACCESSIBLE PDF IN ADOBE ACROBAT X". Below this, the "Tags Pane" is open, showing a list of PDF tags. The first tag is "[1] CREATING ACCESSIBLE PDF DOCUMENTS". The second tag is "[2] Tags PanePDF tags provide accessibility info". The third tag is "[3] edit tags, do the following.". The fourth tag is "[4] TouchUp Reading OrderThe TouchUp Read". The fifth tag is "[5] add and edit PDF tags and". The sixth tag is "[6] Order PanelThe order panel allows you to". The seventh tag is "[7] of the page content so it matches the visual". The eighth tag is "[8] scope to table headers.1.". The ninth tag is "[9] © 2012 Project GOALS All rights reserved.". The "TouchUp Reading Order" panel is also visible, showing a list of tags with a "Page 11" indicator.



Acrobat X Resources

- [How to alt text images in Adobe Pro](#)– by tammyperia
(YouTube)



Accessibility@Mason

Guide to Creating Accessible Electronic Materials



Assistive Technology Initiative

Contact us at 703-993-4329 or ati@gmu.edu

