



Creating Accessible PDF's – Part 2

Creating Accessible Documents Series



Today's Agenda

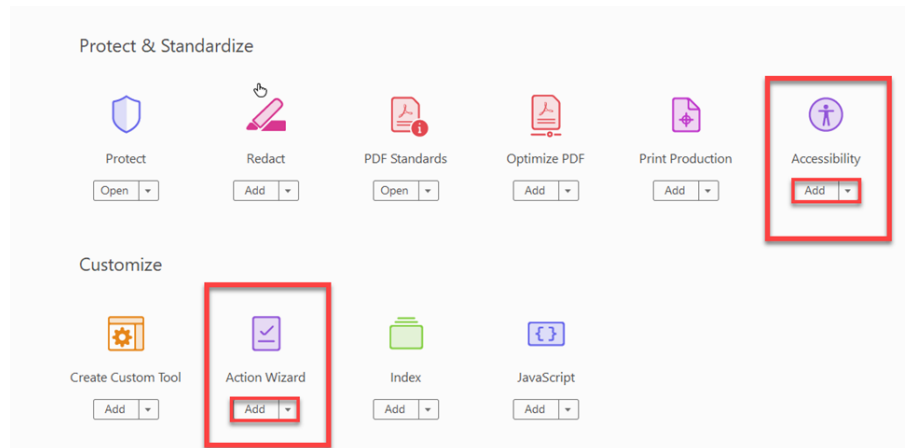


- Setup Acrobat for Accessibility
- Keyboard Navigation
- Action Wizard – Make Accessible
- Reading Order Pane
- PDF Documents
 - Tag Tree, Tables, Lists, Form Fields
- Additional Resources
- Contact Information and Questions

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*).

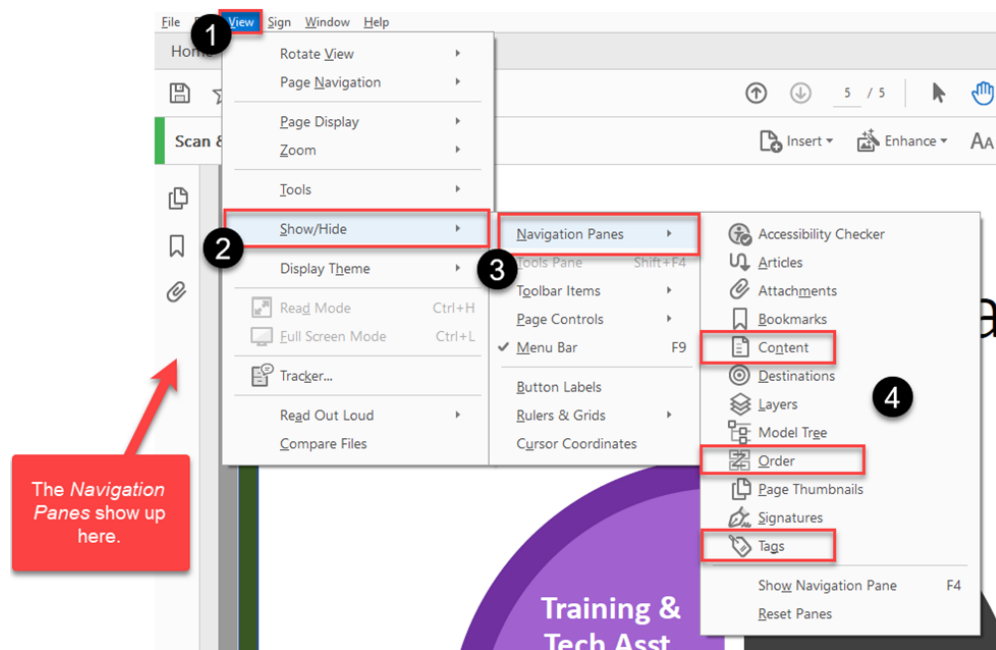


Setting Up Navigation Panes

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

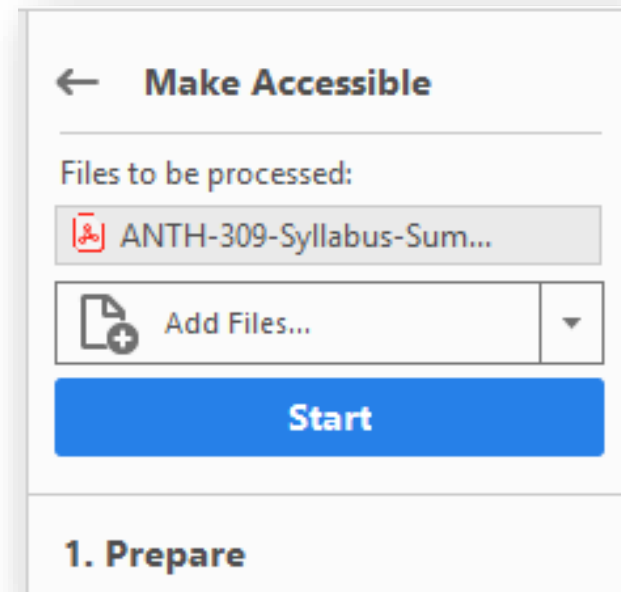
Use the following basic keyboard commands to assist you with navigating the Acrobat interface:

- **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.

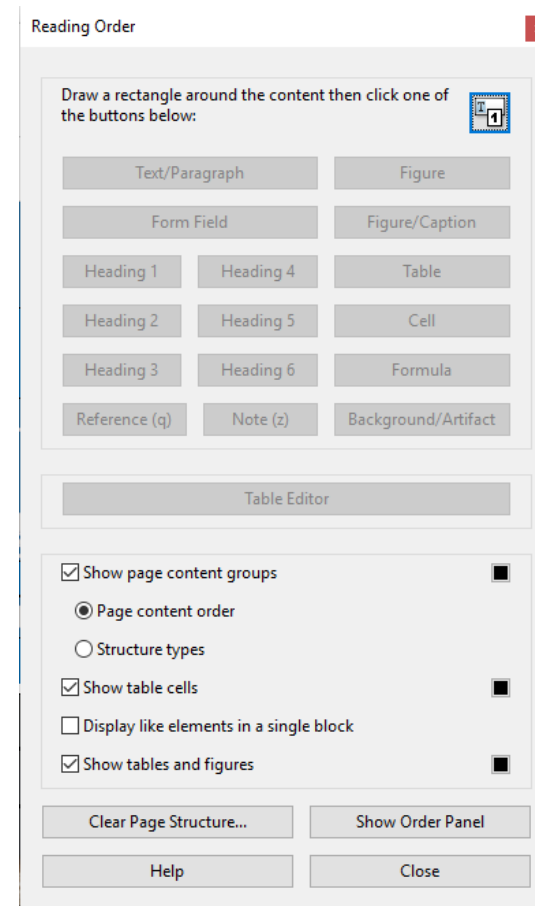
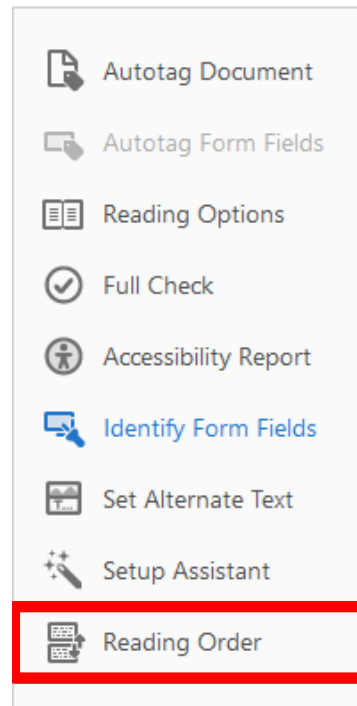
1. Open **Tools**
2. Select **Action Wizard**
3. Select **Make Accessible**
4. Press **Start**



Reading Order Panel

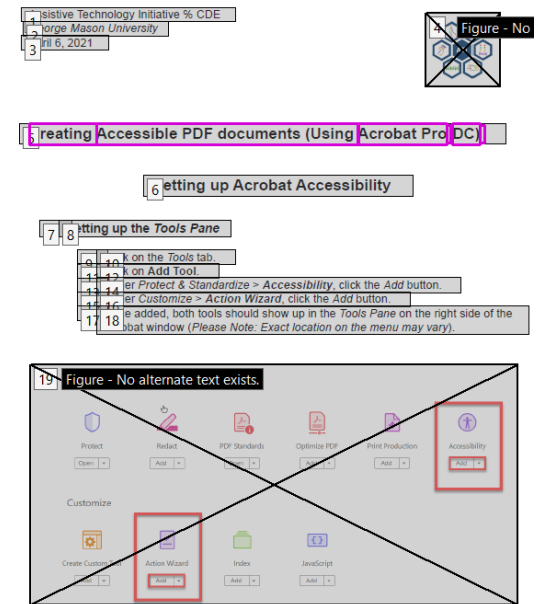
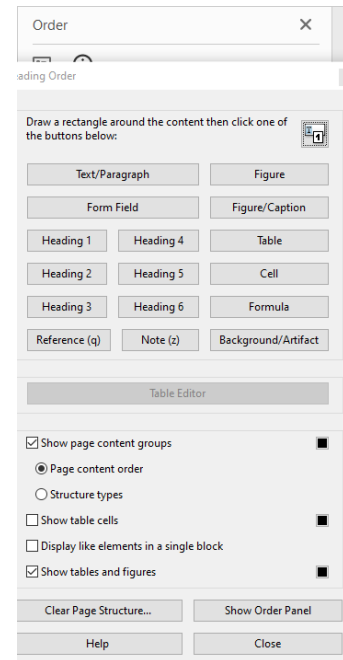
Using the Tools menu (Accessibility)

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



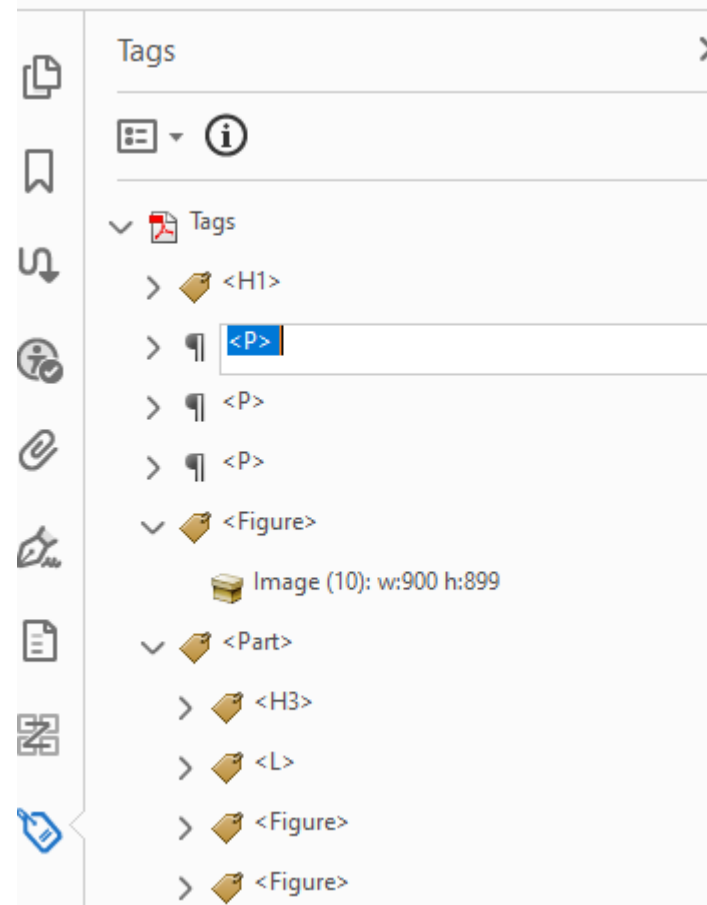
Adding/Correcting Tags – Reading Order Panel

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.



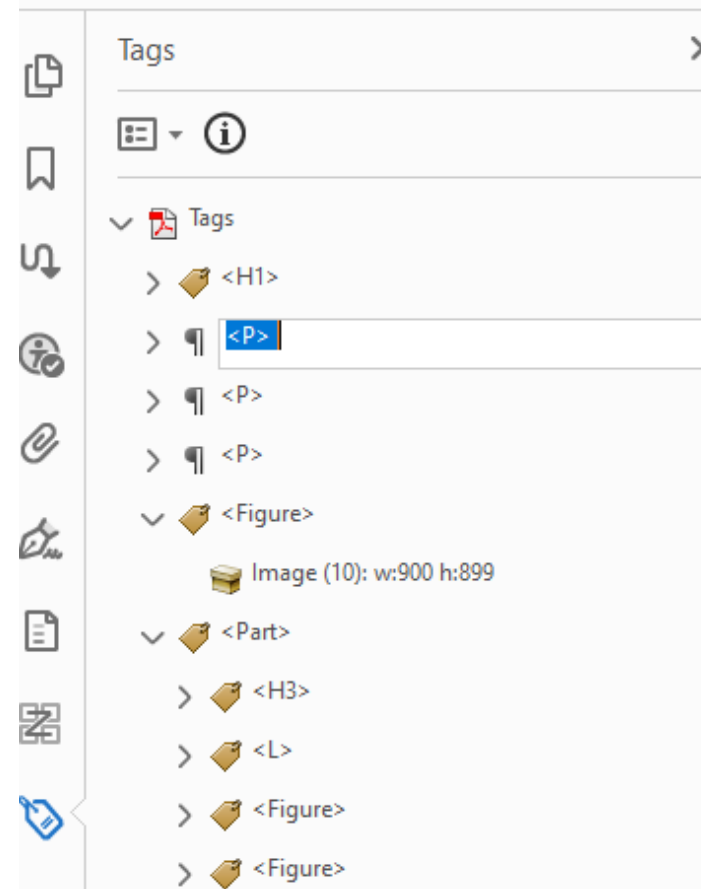
Tag Tree – Checking and Editing Tags

- Move through the tags in the *Tags Pane* to check that each of the document elements are tagged properly.
- If not, right-click on the incorrect tag and then click **Properties**.
- Change *Type* to the appropriate element type.
 - **Note:** You can actually leave the *Properties* window open as you cycle through the different options.



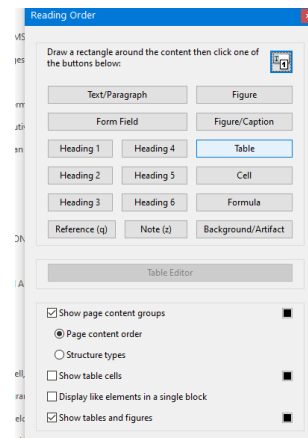
Tag Tree – Alternative Edit Tags

- Highlight and double click a tag, or highlight then press F2
- Change the text to the appropriate tag type
 - <H1> for heading 1
 - <P> for paragraph
 - <Figure> for an image
 - <Table> for Table
 - <TH> Table Header
 - <TR> Table Row
 - <TD> Table Data
 - <L> for a List
 - List Item
 - <Lbl> List Label
 - <Lbody> List Body
 - <Artifact> for decorative images



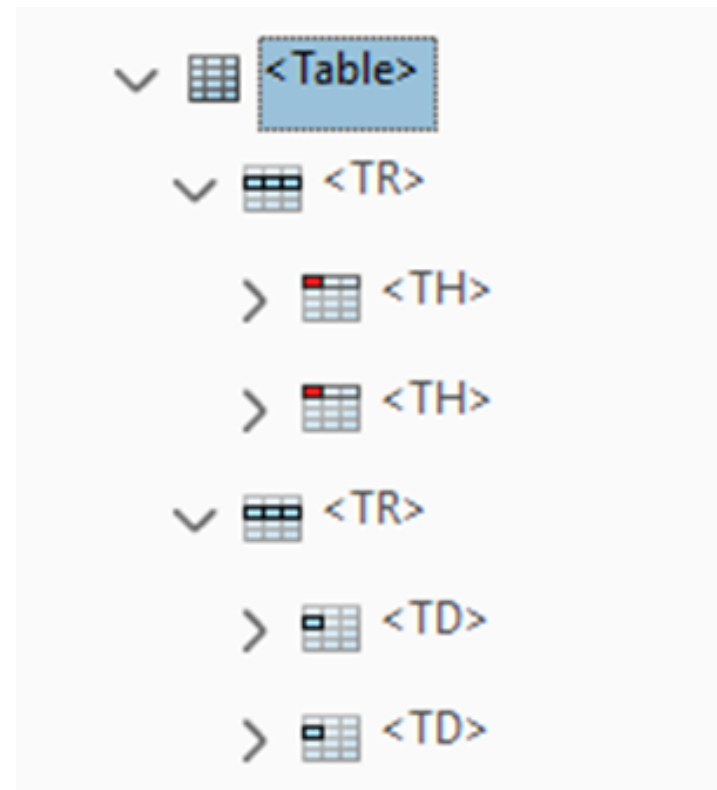
Tables - Create using Reading Order

1. Open the Reading Order tool
 1. Select the Accessibility Tool
 2. Click on Reading Order
2. Highlight the table content
3. Select Table from Reading Order
 1. The table may have errors, manual inspection and editing will fix the issues

A screenshot of a document page titled 'ALTERNATIVE FORMS OF COUNTY GOVERNMENT IN VIRGINIA' with the subtitle 'PRINCIPAL CHARACTERISTICS'. The page contains a large table with multiple columns and rows. The table is highlighted with a purple border. The table content is mostly illegible due to low resolution and small text, but it appears to be a data table with several columns and rows. The table is the central focus of the page.

Tables – Modify Using Tag Tree

- Add a `<Table>` tag in the appropriate location and nest `<TR>` tags under it.
- Add **Table Row** tags (`<TR>`) and nest the **TD** tags in the appropriate location.
- Then tag the header cells with `<TH>` tags
- Select and label each item as a *table data cell* (`<TD>`).



Lists

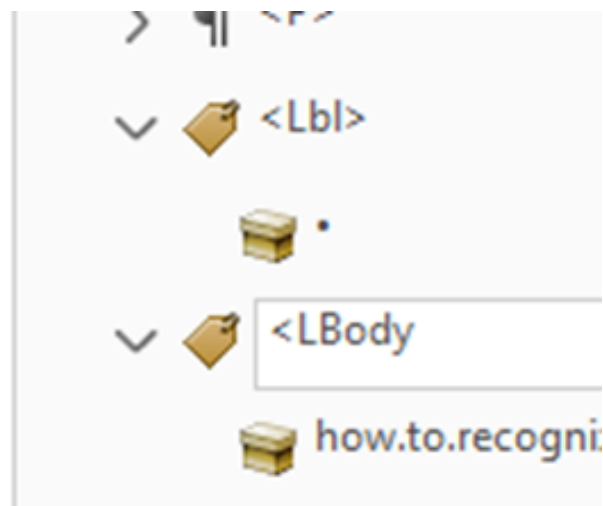
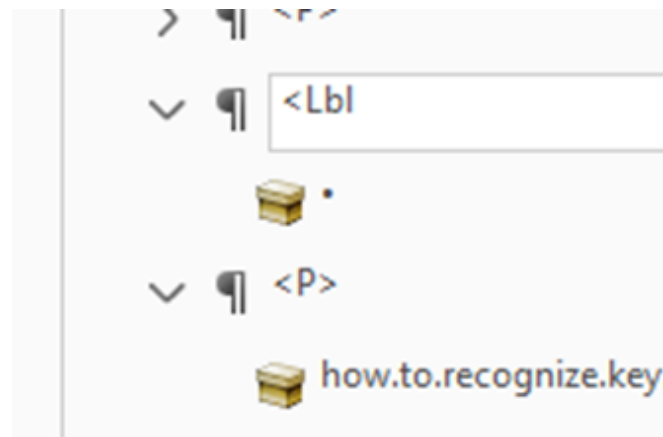
Lists allow a screen reader user to determine the list length, number, and organization. They also naturally ‘break up’ the document, improving readability for individuals with low vision and/or learning/cognitive challenges.

Directions

1. Concept maps are a helpful way of drawing connections between different pieces of information. In this activity, you will first develop a list of **TEN** important aspects of Chaucer’s biography, historical context, and political perspectives, using the reading and videos from Weeks 1 and 2.
2. Then, start to think about how these ten aspects relate to each other. Notice when features of Chaucer’s life align (his job and the kinds of things he writes about) and when they don’t (works for Richard II yet related by marriage to the man who overthrows him?! Accused of rape but wants people to be moral?!).
3. Determine what overarching themes or categories can be used to group the ten items on your list. Some of those items might belong in more than one category, and that’s fine; you’ll represent that on your concept map.
4. Create a concept map that represents those relationships. (See the example I give below.) Use color, arrows, and the location or shape of bubbles to convey the connections between your list of ten items and your list of overarching themes (BOTH of which should appear on the concept map). Submit your concept map to the link on Blackboard (under Week 2).

Lists - Modify Using Tag Tree

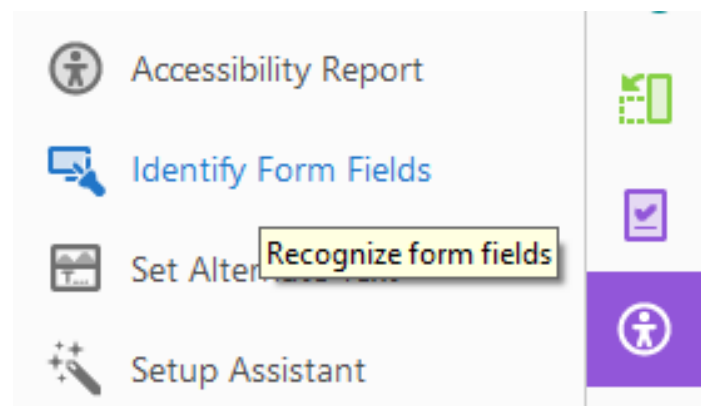
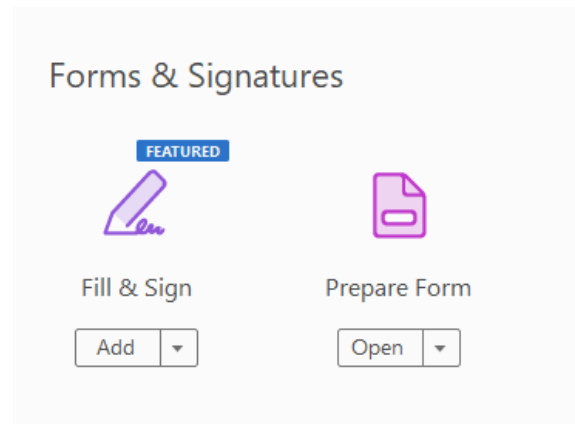
- Using *Tags Pane*, change each bullet or number to a Label (<Lbl>).
- Change each text block to List Body (<LBody>).
- Right-click on the element above the list and select **New Tag**.
- Add List Item tag () for each *Label* (<Lbl>) and *List Item Body* (<LBody>) pair, and nest under the appropriate *List Item*
- Right-click on the element immediately above the list and select **New Tag**.
- Add *List* tag (<L>).
- Select all tags and nest them under the <L> tag.
- A example of a list tree tag order:
 - <L> List
 - List Item
 - <Lbl> Label
 - <Lbody> Body
 -
 - <Lbl>
 - <Lbody>
 -
 - <Lbl>
 - <Lbody>



Form Fields

Add accessibility to form fields to help those using a screen reader to navigate and successfully fill in out a form.

- Using the Accessibility tool, select Identify Form Fields.
 - If you are using the Make Accessible Tool, Select **Yes, Detect Form Fields**, when prompted.
- Open the Tools Pane, and add the **Prepare Form** tool.



Form Fields – Add Accessibility

In the Prepare Form tool, there is a list of all form fields contained in the document. Add Tooltip labels to a form field, this will be read by a screen reader helping to identify the field for those who are visually impaired or blind.

1. Open the Prepare Form tool (all form fields will be highlighted within the document).
2. Select a form field
3. Right click and select Properties.
4. Add a description to both the Name and Tooltip fields.

The screenshot displays the 'Curricular Practical Training Application Packet Part 3' document. A form field for 'Student's Estimated Graduation (Term/Year)' is selected. A 'Text Field Properties' dialog box is open, showing the 'Name' field set to 'Students Estimated Graduation TermYear' and the 'Tooltip' field set to 'Student's Estimated Graduation Term/Year'. The dialog also includes tabs for General, Appearance, Position, Options, Actions, Format, Validate, and Calculate. The 'Form Field' is set to 'Visible', and the 'Orientation' is set to '0 degrees'. The 'Read Only' and 'Required' checkboxes are unchecked. The 'Locked' checkbox is checked. The 'Close' button is visible at the bottom right of the dialog. On the right side of the screen, the 'FIELDS' panel is visible, listing various form fields such as 'Fairfax', '152300 152307', 'Any county may ndop', '15 2300 1 5 2307 1 5', 'Roanoke Chesterfield', '1543 These are the ba', 'Any county ma adopt', 'Any county may ndop', 'Any county may adop', 'Mnrod of Adtpt011', 'Result of 1111 elecucor', and 'IS 2306'. The 'Distribute...' button is at the bottom of the panel.

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

- ATI Office
 - Aquia Building, Rm. 238 (Virtual appts available)
 - Phone: 703-993-4329
 - Email: ati@gmu.edu
 - Web: <http://ati.gmu.edu>

Questions?