How-To Session: Documents

PDF Basics Workshop

OKLIS Virtual Session

Preparing for the ADA Compliance Deadline

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Workshop Agenda

1. Introduction
2. Why Accessibility Matters
3. Tools You'll Need
4. Step-by-Step PDF Check
5. Basic Remediation Techniques
6. Q & A and Resources

Introduction

Welcome to the Workshop!

- **Learn to check PDFs for accessibility**

- **Fix basic accessibility issues**

Accessibility ensures inclusivity AND complience!

Why Accessibility Matters

LEGAL REQUIREMENTS:

ADA, Section 504/508

IMPACT:

Equal access for all, including assistive technology users

INCLUSIVE PRACTICE:

Benefits everyone

Tools You'll Need

Adobe Acrobat Pro DC: Required for checks and fixes

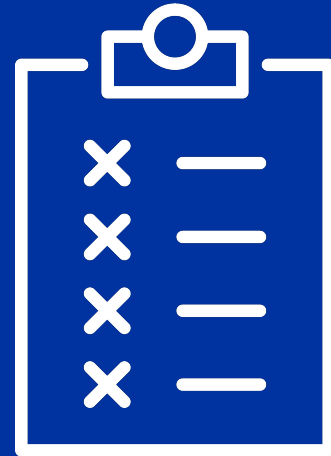**Download Link: https://www.adobe.com/ acrobat.html**

Ensure the software is installed before beginning
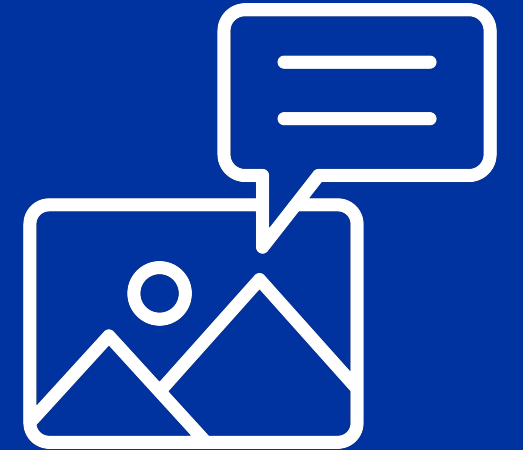
Common Accessibility Issues

Missing Document Title

Improper Reading Order

Untagged Content

Images without Alt Text

Step-by-Step Accessibility Check

1

PDF

Open the PDF in Adobe Acrobat Pro DC

2

Run Accessibility Check:
All Tools > Prepare for Accessibility > Check for Accessibility.
Make sure the option "Document is tagged PDF" is selected
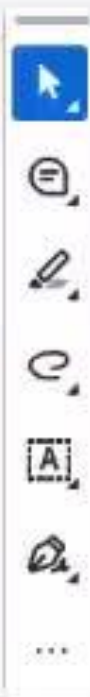
3

Review Accessibility Checker (Right menu) Sidebar lists issues. Right click for details. Check security of the document as this can interfere with screen readers. Fix permission flag to "no security" if necessary.

Accessibility Workshop Example

Welcome to the Accessibility Workshop!

This document has the following accessibility issues:

- No document title set.

- Logical reading order issues.

- Image missing alternative text.

Basic Remediation Techniques (Part 1)

Tagging

- If this rule check fails, the document isn't tagged to specify the correct reading order.
- From the "All tools" menu select "Prepare for Accessibility.
- Select "Automatically tag PDF".
- Review the Tag Tree to the right of the screen.

Reading Order

- Select "Fix Reading Order"
- Select "Show Order Panel"
- This opens a tool that lets you visually reorder elements by dragging and numbering them.

Prepare for accessibility ✕

- Automatically tag PDF
- Automatically tag form fields
- Change reading options
- Check for accessibility
- Open accessibility report
- Identify form fields
- Add alternate text
- Use setup assistant
- Fix reading order

Accessibility Workshop Example

Welcome to the Accessibility Workshop!

This document has the following accessibility issues:

- No document title set.

- Logical reading order issues.

- Image missing alternative text.

Accessibility Checker ✕ ···

Document (5 issues)
- Accessibility permission flag - Passed
- Image-only PDF - Passed
- ⊗ Tagged PDF - Failed
- Logical Reading Order - Needs manual check
- ⊗ Primary language - Failed
- ⊗ Title - Failed
- Bookmarks - Passed
- Color contrast - Needs manual check

> Page Content (2 issues)
> Forms
> Alternate Text (3 issues)
> Tables (3 issues)
> Lists (2 issues)
> Headings (1 issue)

Basic Remediation Techniques (Part 2)

Add a Title

- Right click on "Title" in the Accessibility Checker tab.
- Choose "Fix" from the Options menu.
- Deselect "Leave As Is" (if necessary).
- Enter the document title in the Description box.

Add Alternative Text

- In the Accessibility Checker tab click the dropdown for "Alternate Text"
- Right click on "Figures Alternative Text" .
- Either mark as decorative,or enter a brief description of the image content.

All tools   Edit   Convert   E-Sign

Find text or tools 🔍   Share

Prepare for accessibility   ✕

- 📋 Automatically tag PDF
- 📋 Automatically tag form fields
- 📖 Change reading options
- ⊛ Check for accessibility
- 🔖 Open accessibility report
- 🔍 Identify form fields
- 🖼 Add alternate text
- ✨ Use setup assistant
- 📑 Fix reading order

Accessibility Workshop Example

Welcome to the Accessibility Workshop!

This document has the following accessibility issues:

- No document title set.

- Logical reading order issues.

- Image missing alternative text.

✕ Accessibility Checker   ⋯

∨ **Document (3 issues)**

　　Accessibility permission flag - Passed

　　Image-only PDF - Passed

　　Tagged PDF - Passed

　　Logical Reading Order - Passed manually

❌ **Primary language - Failed**

❌ **Title - Failed**

　　Bookmarks

❌ **Color contr**

> Page Content
> Forms
> **Alternate Tex**
> Tables
> Lists
> Headings

　　Fix
　　Skip Rule
　　Explain
　　Check Again
　　Show Report
　　Options

Final Step

Run the accessibility check again and make sure everything in the accessibility checker has "passed"

Questions?

NEO
INNOVATION CENTER

Thank you for participating!

Next Steps:

- Practice accessibility checks on your PDFs
- Check out the resource links

ACCESSIBILITY

Resources

Oklahoma Abletech:

Document Accessibility Resources

Adobe Acrobat:

Create and verify PDF accessibility (Acrobat Pro)

Web Aim:

Accessible Document Training