

PDF Accessibility Checker

Tech Tuesday Series

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“Here There Be
Monsters...”



Learning Objectives

1. Learn steps to making PDFs more accessible
2. Become familiar with the Acrobat Accessibility Checker
3. Interpret the Accessibility Checker Results

Universal Design is about making user content flexible enough to be used by people with a wide range of abilities. This includes people with chronic disabilities and those who have temporary disabilities.

Accessible content can make the difference between someone's ability to access needed material and having a barrier to that access.

Session Overview

- Today's session will focus exclusively on the Accessibility Checker and the Make Accessible Action Wizard. These tools can identify accessibility issues that may be in conflict with Adobe's interpretation of the WCAG.
 - Important: These tools do not check documents for all accessibility criteria.

Using the Make Accessible Wizard

Choose Tools > Action Wizards > Open > Choose Make Accessible

The Make Accessible wizard is an easy tool that walks users through a series of steps required to make a PDF more accessible.

The wizard will:

- OCR a scanned document
- Allow you to set the document properties
- Allow you to add Alt Text
- Create form fields
- Tag the document
- Allow you to run a full accessibility check

For the novice, this is a good approach; however, it does not ensure that everything is accurate.

Using the Make Accessible Wizard

- Add Document Descriptions – Can help provide metadata to searches performed by users of assistive technology.
- Set Open Options- Sets the Window option to the Document Title.
 - To change other view/open options, File> Properties> Initial View
- Recognize Text Using OCR
 - Language is not automatically set
 - Try to Use editable text and images whenever possible
 - Downsample should be 600 DPI

Using the Make Accessible Wizard

- Detect Form Fields- Can be skipped if your document is not intended to be a form.
 - All forms, including paper-based forms should be created using interactive form fields.
- Set Tab Order Property- Is set to follow the document structure.

Using the Make Accessible Wizard

- Set Reading Language- Enables some screen readers to switch to the appropriate language.
 - The document language can be set for an entire document with Acrobat Pro or Acrobat Standard.
 - Portions of a document can be set to a different language using Acrobat Pro only.
 - Can't find your language? Choose File> Properties> Advanced. Enter ISO Code 639 in Language field.

Using the Make Accessible Wizard

- Auto Tag Document- Tags are essential for PDF accessibility. They establish logical reading order and provide a means for indicating structure and type, adding alternative text descriptions to non-text elements and substitute text (referred to as actual text) for elements in the PDF document.
- Set Alternate Text- Set brief concise descriptors of graphical information.
- Run Accessibility Full Check- Used to perform a thorough check for many characteristics of accessible PDFs.

Acrobat Accessibility Checker

Demonstration

- 4 Categories of accessibility checkpoints
- 32 accessibility checkpoint options
- Can save a copy of the report.
- Automatic/guided fixes for many accessibility checkpoints
- Explanation of why accessibility is important for each checkpoint.
- Provides relevant WCAG guidelines

Acrobat Accessibility Checker

Demonstration

Once a report has been run, the issues that have been found are displayed in the Accessibility Checker panel. The results tree displays one of the following states for each rule check.

- **Passed:** The item passed this accessible check.
- **Passed Manually:** The item was marked passed by manual inspect.
- **Skipped By User:** The rule was not selected in the Accessibility Checker Options dialog box.
- **Needs Manual Check:** The Full Check feature could not check the item automatically. Verify the item manually.
- **Failed:** The item did not pass the accessibility check.

Make
Accessible
and
Adobe
Accessibility
Checker

Demonstrations!

Getting Started

Tips

- Tables
 - Column and Row Headers need to be tagged with the <TH> tag, and data cells need to be tagged with the <TD> tag.
 - Starting with Office 2016, MS Word automatically creates column and row headers.
- Links
 - *Automatically detected URLs in PDF documents are not accessible!*
 - *The General Preference option, "Basic tools: Create Links from URLs" also does not allow keyboard-only or screen reader users access a link. This option must not be relied upon for ensuring access to links.*
 - *Creating links with Acrobat Standard DC does not generate any tags for the links.*

Getting Started

Tips

- Alt Text for Graphics (A General Rule of Thumb)
 - If there are no captions and graphic context is not in the text, provide Alt. Text. If the graphic is not meaningful, artifact it.
 - If there is a caption AND it fully conveys the information in the image, then artifact the image.
 - If there is a caption for the image, but it does not fully convey the content of the image, then provide alt. text.
- Assistive Technology and Security Settings
 - Make sure your documents allow for screen reader access. Use the security restrictions sparingly!
- F.L.A.T. (Figures, Lists, Artifacts, and Tables)
 - Common elements to check for accessibility

Hierarchy of Tasks

1. Is the PDF created from a scanned image?
 - If yes – perform text recognition
2. Is the PDF a form with fillable form fields?
 - If yes – add the form fields
3. Does the PDF document or form contain links?
 - If yes – add the links
4. Does the PDF have multimedia?
 - If yes – add the multimedia (make sure it is accessible with captions and video descriptions)
5. Now – tag the document
6. After or during tagging have you edited the document
 - Minor grammatical fixes may be made within the PDF. However, more substantial edits may require returning to step 2

Resources

- [Adobe Acrobat Pro DC Accessibility Repair Workflow](#)
- [Acrobat DC Accessible Forms](#)
- [ISO Language Codes](#)
- [Set Language for Individual Sections or Words](#)
- [Examine and Repair Tag Structure](#)
- [Repairing Tables in Adobe Acrobat Pro](#)
- [Lynda.com](#) (Search: Acrobat DC: Creating Accessible PDF's)
 - [Lynda.com Cornell Faculty, Staff, Student Login Information](#)

Thank You!

Q&A

Upcoming Tech Tuesday Sessions:

- April 10th - Microsoft Accessibility Checker
- April 17th – Alt. Text & Heading Levels in MS Word
- April 24th – Importance of Proper Scanning
- May 8th – Video Captioning Using YouTube