

Creating Accessible Documents

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Source Documents

- ▶ Creating an accessible document starts with an accessible source document. The source document is the original document. It can be a Word, Excel, or PowerPoint. Accessibility techniques can also be applied to Outlook.
- ▶ It is much easier to pass a document through the Accessibility Check if it has been created correctly.
- ▶ Always choose the source document to work from if it is available.
- ▶ If a non-source document is particularly complex; containing multiple images, tables, charts, and smart art graphics, it may be easier to re-create a source document than to fix all of the accessibility errors.
- ▶ Simple non-source documents (basic text documents) such as agendas or meeting minutes are relatively easy to make the necessary accessibility adjustments within Adobe Acrobat Pro.

Fonts

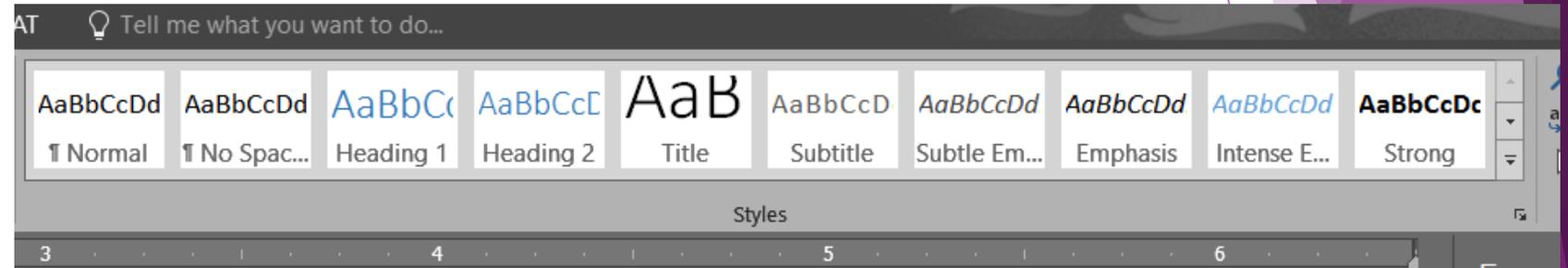
- ▶ Fonts should be chosen for their ease of readability and should be a minimum of size 12.
 - ▶ Sans Serif recommended fonts (Highly recommended)
 - ▶ Calibri
 - ▶ Tahoma
 - ▶ Verdana
 - ▶ Arial
 - ▶ Serif recommended fonts (Use sparingly)
 - ▶ Times New Roman
 - ▶ Georgia
 - ▶ Palatino Linotype
- ▶ Document creators should use as few fonts as possible for the document. Best practice is to limit the number of fonts to two. Different font styles slow screen readers and are difficult for those with low vision.
- ▶ Font color should display well in High Contrast Mode, for example black text on white background.

Styles, Bullets, and Ordered Lists

Using the built in Styles, heading, bullets, and ordered lists helps to organize the document in a logical order. This facilitates a logical reading order for a screen reader.

Utilize Styles

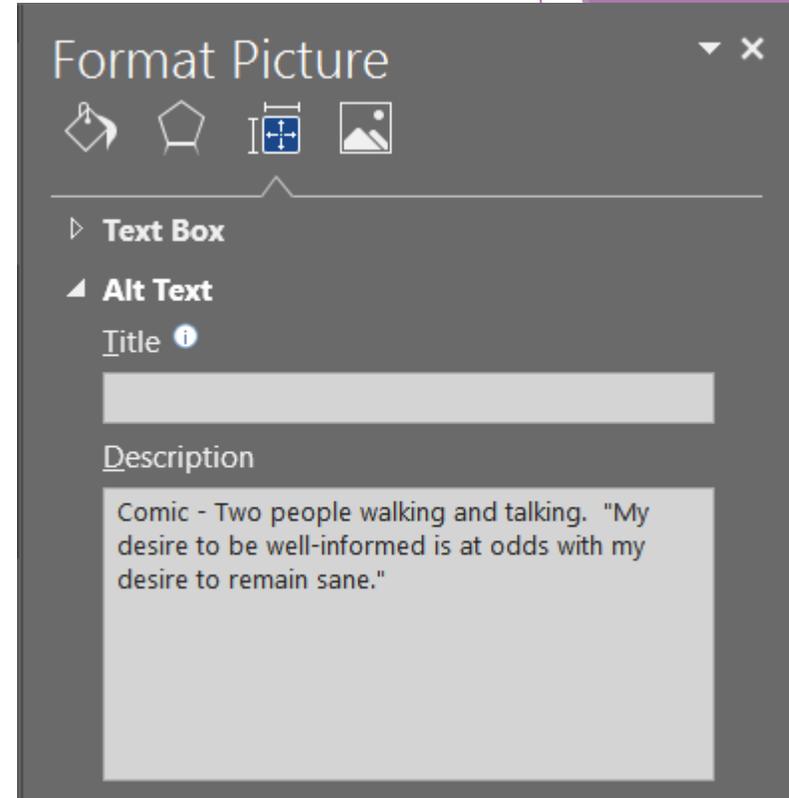
- ▶ Title
- ▶ Headings
 - ▶ Heading 1
 - ▶ Heading 2, etc.
- ▶ Paragraphs
- ▶ Bullet Points
- ▶ Ordered Lists (1, 2, 3)



Images

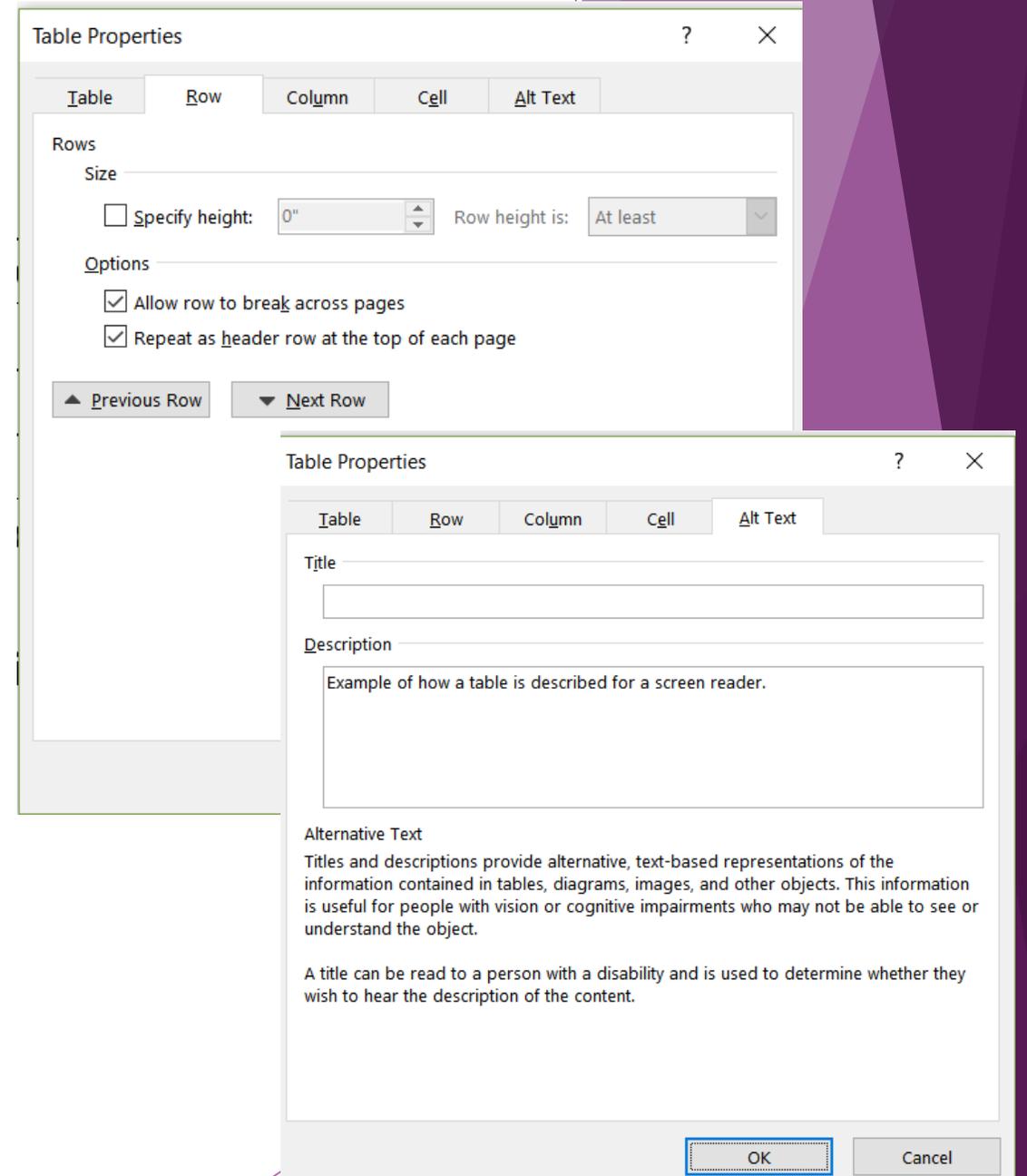
Use Alternate Text on All Images.

- ▶ Right click on Image
- ▶ Choose Format Picture
- ▶ Choose Third Icon
- ▶ Click on Alt Text
- ▶ Microsoft recommends leaving the Title field blank
- ▶ Enter a Description of the Image



Tables

- ▶ Highlight table by clicking on the plus sign (+) sign on the upper left hand corner of the table.
- ▶ Put your cursor at the beginning of the row that is to be the table header. This should be the row of Column Headings. Avoid Merged or Split Cells in tables.
- ▶ Right click and choose Table Properties
- ▶ Choose the Row tab and check the box for Repeat as header row at the top of each page.
- ▶ Next, choose the Alt Text tab. Type in a description of the table. The description should be a short summary of what the table is intended to communicate.



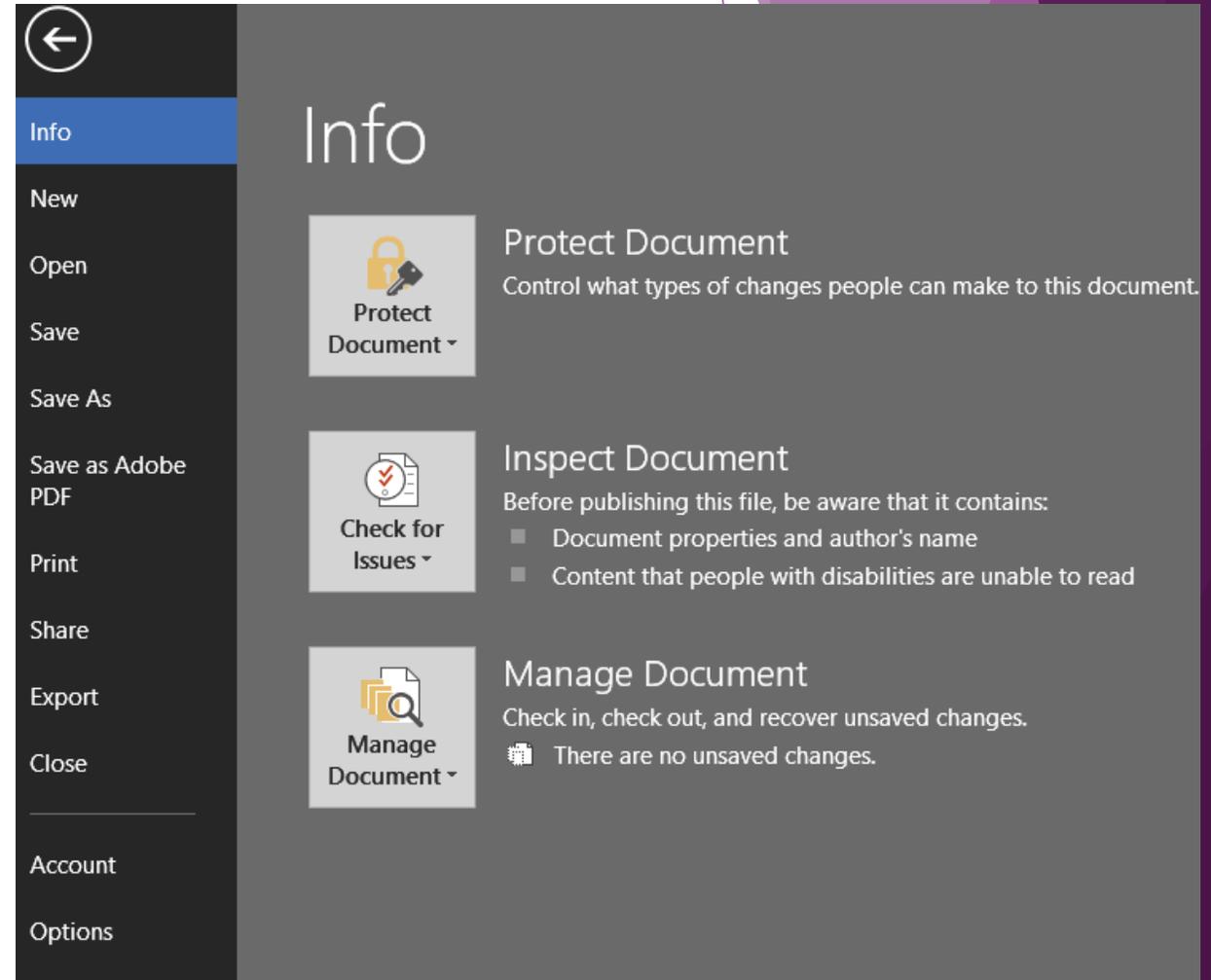
Hyperlinks

Use descriptive text for Hyperlinks

- ▶ Avoid “Click here,” “Learn More,” or other generic hyperlink text.
- ▶ Use descriptive text, don’t just list the URL
- ▶ Add a Screen Tip to the Hyperlink. This provides a summary of the linked page that a screen reader can use. Screen Tips can be added in the Insert Hyperlink or Edit Hyperlink dialogue box.

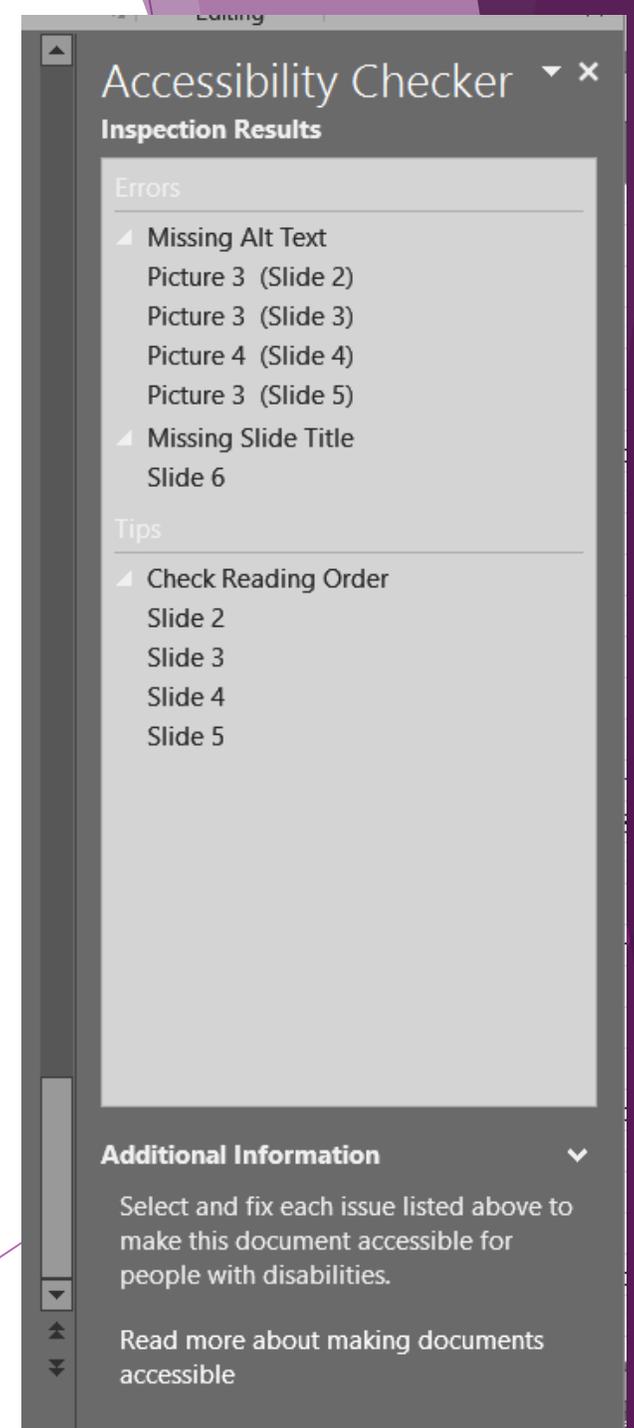
Check for Accessibility in Word

- ▶ Click on File
- ▶ Choose the Info menu item
- ▶ Look for the box labeled “Check for Issues”
- ▶ Click on the drop-down arrow in this box
- ▶ Click on Check Accessibility
- ▶ The Accessibility Checker dialog box will open showing any errors or warnings for the document.



Fix Accessibility Errors

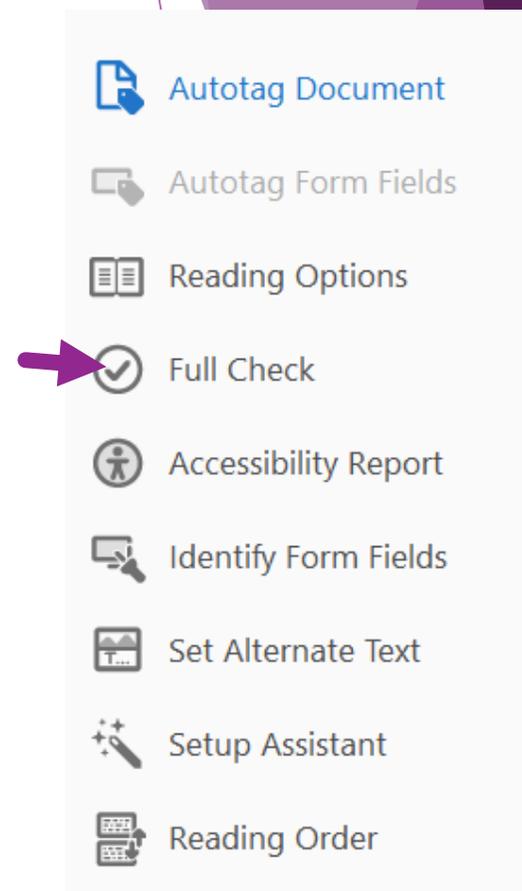
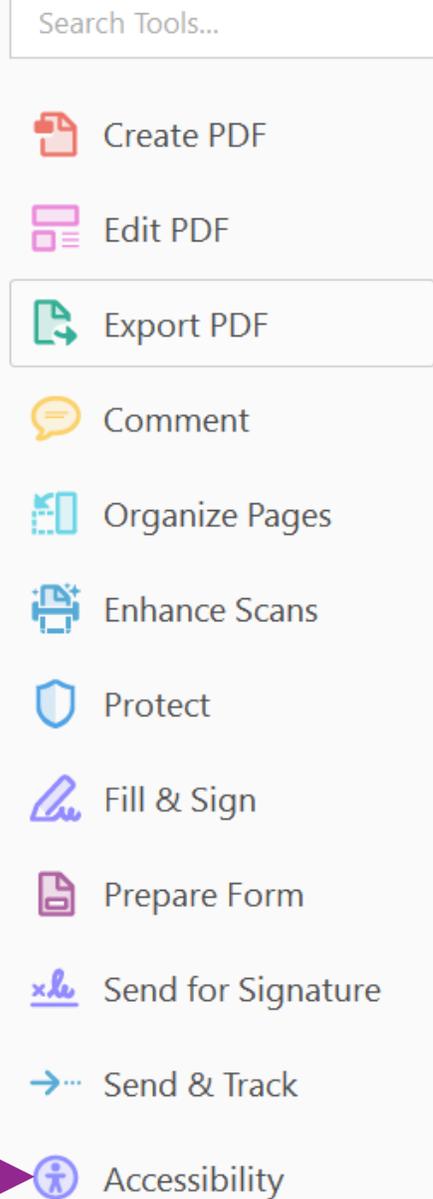
- ▶ Additional Information is provided at the bottom of the Accessibility Checker that will assist in correcting the errors.
- ▶ Save the document



Save As PDF

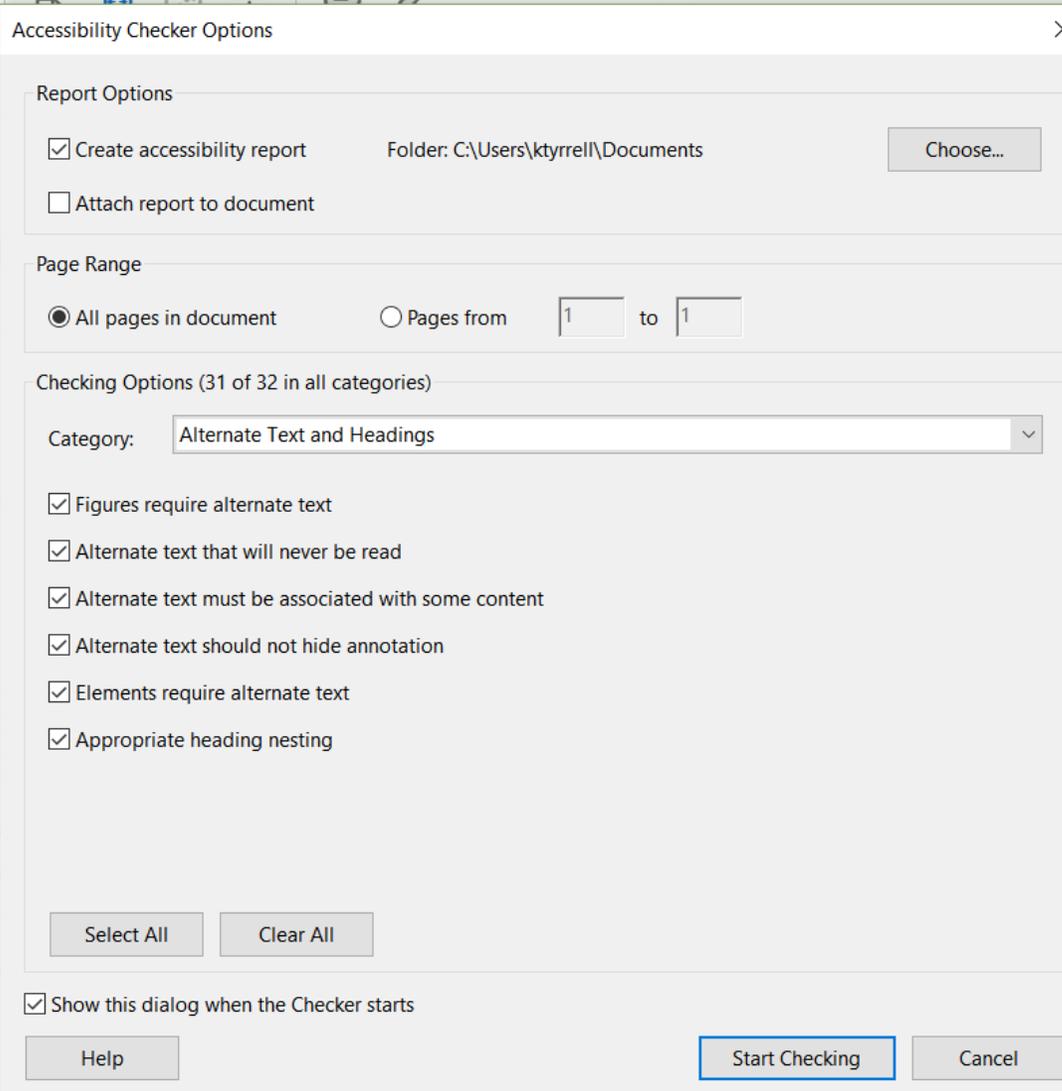
Begin Accessibility Check

- ▶ Ensure the document has been saved in its original format and save again as PDF.
- ▶ Open PDF with Adobe Acrobat Pro DC
- ▶ Click on Accessibility
- ▶ Click on Full Check



PDF Accessibility Checker Options

- ▶ Use the default settings for the check.
- ▶ Click Start Checking to begin the process.

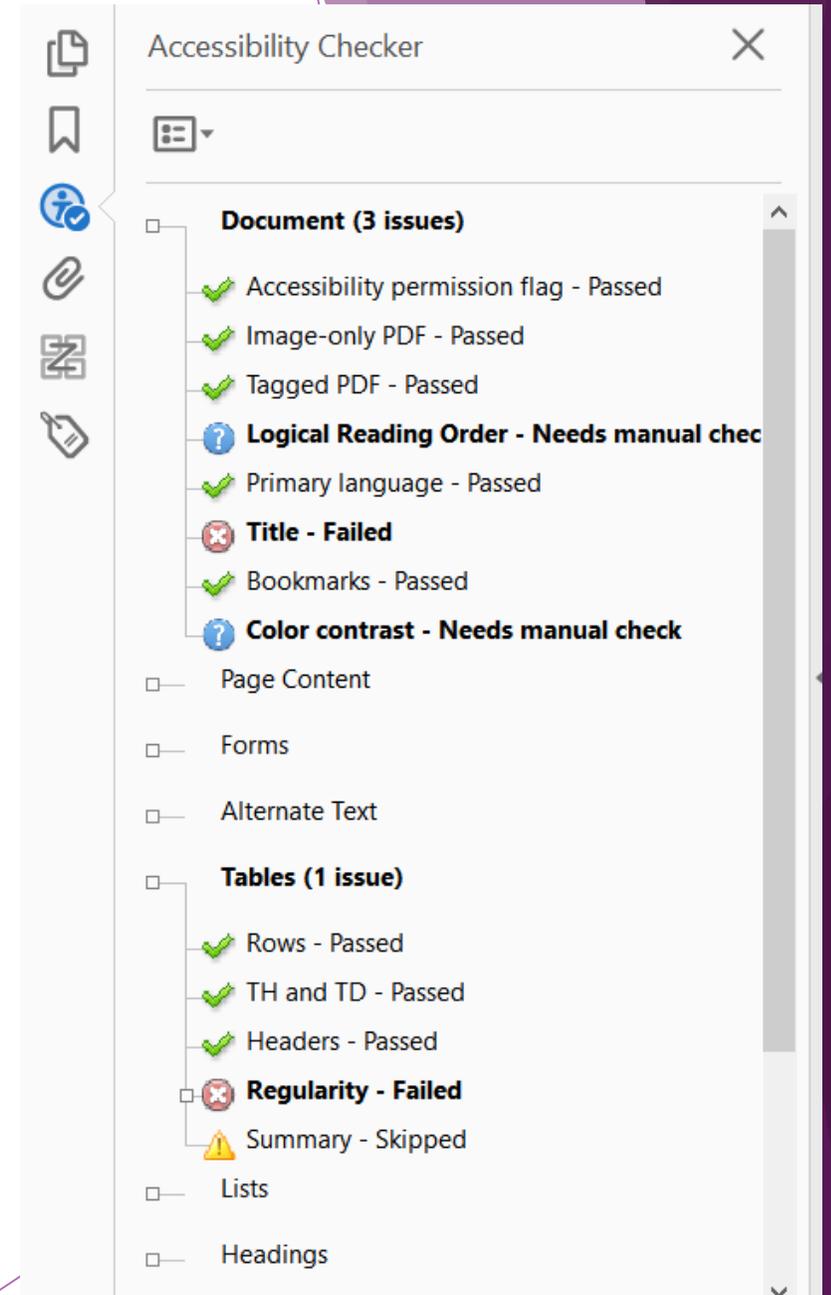


The screenshot shows the 'Accessibility Checker Options' dialog box. It is divided into several sections:

- Report Options:** Includes a checked checkbox for 'Create accessibility report' and an unchecked checkbox for 'Attach report to document'. A folder path 'C:\Users\ktyrrell\Documents' is displayed next to a 'Choose...' button.
- Page Range:** Features a radio button selected for 'All pages in document' and an unselected radio button for 'Pages from' followed by input fields containing '1' and '1'.
- Checking Options (31 of 32 in all categories):** A dropdown menu is set to 'Alternate Text and Headings'. Below it are several checked checkboxes: 'Figures require alternate text', 'Alternate text that will never be read', 'Alternate text must be associated with some content', 'Alternate text should not hide annotation', 'Elements require alternate text', and 'Appropriate heading nesting'. At the bottom of this section are 'Select All' and 'Clear All' buttons.
- Footer:** Contains a checked checkbox for 'Show this dialog when the Checker starts', a 'Help' button, a highlighted 'Start Checking' button, and a 'Cancel' button.

Review Accessibility Issues

- ▶ Click on box next to issue to show the detail of the issue.
- ▶ A red X mark means this item failed the accessibility check. It must be corrected.
- ▶ A question mark means a manual check must be done on that issue. Once the manual check is complete, right click on the issue and pass the item.
- ▶ If Title Fails, right click on Title-Failed and choose Fix. A dialogue box will open that allows the document to be given a title.



Reading Order

- ▶ To check the reading order of the document in PDF format click on Reading Order.
- ▶ The Touch Up Reading Order dialogue box will open.
- ▶ Using Styles, Headings, Paragraphs, Bullet Points, and Ordered Lists in the source document will make this process easy-peasy.
- ▶ Verify reading order is logical and delete any white spaces.
- ▶ Once all issues have been resolved the document is considered accessible and ready to be posted to the web.

