

Creating Accessible (PDF) Documents

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- Join the [Web Accessibility Group Listserv](#)

Why Accessibility?

- Web-based content accessible to people with disabilities: visual, hearing, cognitive or motor
- Also benefits:
 - Age-related vision or hearing loss
 - Temporary disabilities
 - Learning disabilities
 - English as second language
- Overall:
 - Expands your audience
 - Increases Search engine optimization
 - Ensures compliance with US Federal Law

Section 508

- Section 508 of the Rehabilitation Act Amendments of 1998 states in part:
 - *electronic and information technology must be equally accessible to people with and without disabilities*
- State of Georgia receives funding through the Assistive Technology Act
- New to Section 508 and Web Accessibility?
 - [Accessibility Tutorial](#)
- Checklists and Testing
- *US Department of Health and Human Services*
 - [Section 508 Checklists](#)
 - [Testing Documents for 508 Compliance](#)

All Document Types

- 1) Set File Properties
 - Title
 - Author
 - Keywords (separated by commas)
 - Subject (short description)
- 2) Use descriptive hyperlinks
 - Link text should make sense out of context
 - Avoid “Click here” or “Email me”
 - Link text should be unique
 - Which is better? a) For information about the Industrial Revolution, [click here](#)
 - b) There were many inventions during the [Industrial Revolution](#) ANSWER B
- 3) Ensure high contrast between foreground and background elements
 - Text easy to distinguish from background
 - Documents, PowerPoint slides, Images, etc.
- 4) Do not use color as sole means of conveying important information
 - Color in general is OK

- Do not color-code content unless you use another means of designating color coded information
- 5) Provide a text equivalent for all non-text elements
 - Images, Charts, Graphs, Audio, Video, etc.
 - ALT text included in Image Properties (**Description** field if there isn't an **Alternate** text field)
 - Clear, concise description of image <100 characters
 - Some images will also require a Long Description
 - If image is decorative only, provide “ ” null for ALT text
 - What do you think? a) ALT = image of logo, or b) ALT = WebAIM - Web Accessibility in Mind ANSWER is b
 - What do you think? a) ALT = Magnifying Glass or b) ALT = Search ANSWER is b
- 6) Data Tables
 - Logically read from top to bottom and left to right
 - Simple design
 - Avoid nested tables
 - Follow recommendations for your product
 - In general, utilize proper coding:
 - Table Caption (Title)
 - Table Headers for both Columns and Rows
 - Table Summary (Long Description in surrounding text)
- 7) Ensure Readability
 - Use Section Headings
 - Divide large blocks of information into manageable sections under these headings
 - Avoid overly complex sentences
 - **Resist** urge to indicate section headings or emphasis using font size, color, bold or italics. **Always use Styles** (Word) or Tags (PDF) or proper structure in HTML.
- 8) Use Semantic Structure, **absolutely critical** for accessibility of documents
 - Headings
 - Normal (for Paragraph text)
 - Strong (instead of bold)
 - Emphasis (instead of italics)
 - Lists – True bulleted or numbered lists
 - Tables – True tables
 - Etc.
- 9) Facilitate navigation
 - *Be sure to add page numbers first!*
 - Add Table of Contents (Word)
 - Add Bookmarks (PDF)
 - Provide an Overview or Summary if above are not possible

What makes a PDF accessible?

- It starts **before** the PDF
- Ask: why are you creating a PDF version?

General Principles for Accessible PDF

- Follow 9 steps for All Document Types
- Remove Hidden Content, Comments, Sticky Notes, etc.
- Be sure PDF is properly *Tagged*
 - Headings, Paragraph, Figure, List, Link, etc.
 - Similar to Styles but contain more options

PDF from Scanned Document

- Scanned copy is an **Image** of original document
 - **Completely inaccessible as-is**
- Have the original?
 - Create accessible original then File, SAVE AS, PDF
 - Perform PDF Accessibility Review
- No original?
 - Perform OCR Conversion
 - Perform PDF Accessibility Review
 - PDF Converted from Word

PDF from Word

- Word should be fully accessible before File, SAVE AS, PDF
 - **NEVER**, File, Print to, PDF because creates *image*
 - Open PDF in full version of Acrobat
 - Perform PDF Accessibility Review
- No access to original Word document?
 - Treat as PDF from Scanned Document

Accessible PDF Document

- [NCDAE Cheat Sheet PowerPoint](#)
- Columns, Coded as List content, open in Acrobat and review Tag tree for this document:

End of Presentation

Need Help with Web Accessibility? Please [join the WAG listserv](#) and post your questions so others throughout USG can benefit from the learning experience. <http://wag.uga.edu>