

Heading Tags Sample

The image shows two side-by-side screenshots. The left screenshot is a 'Reading Order' dialog box with a grid of buttons for selecting content types. The right screenshot is a 'Tags' tree view from a web browser, showing a hierarchy of HTML tags. Red arrows point from specific tags in the tree to corresponding text boxes on the right.

Reading Order Dialog Box:

Draw a rectangle around the content then click one of the buttons below:

Text/Paragraph	Figure
Form Field	Figure/Caption
Heading 1	Heading 4
Heading 2	Heading 5
Heading 3	Heading 6
Table	Cell
Reference (a)	Note (z)
Background/Artifact	Formula

Tags Tree View:

- <Sect>
 - <H1> Universal Design Center
 - <H2> Accessibility Statement
 - <P> As part of our commitment to excellence through diversity and inclusion, California State University, Northridge (CSUN) strives to ensure that campus communication and information technology is accessible to everyone. The California State University system statement on accessibility is articulated in California State University - Executive Order 1111, in accordance with both federal and state laws including the Americans with Disabilities Act of 1990 (ADA) and Section 508 of the U.S. Rehabilitation Act.
 - <H3> Need help?
 - <P> Need assistance or have a question not answered here? Please contact the Universal Design Center (UDC) at UDC@csun.edu or, during business hours (Monday through Friday, 8am to 5pm Pacific time), at (818) 677-5898.
 - <H2> What is Accessibility? What is Universal Design?
 - <P> In this context, "accessibility" means that people with disabilities have access – to facilities, to information and to technology. "Universal design" takes this concept one step further, to
 - <H2>

Annotations:

- Universal Design Center** (points to <H1>)
- Accessibility Statement** (points to <H2>)
- Need help?** (points to <H3>)
- What is Accessibility? What is Universal Design?** (points to <H2>)

Content highlighted from tags tree

For multiple tags selection, CTRL + select tags (PC) or Command + select tags (Mac)

Paragraph Tags Sample

Reading Order

Draw a rectangle around the content then click one of the buttons below:

Text/Paragraph Figure

Form Field Figure/Caption

Heading 1 Heading 4 Table

Heading 2 Heading 5 Cell

Heading 3 Heading 6 Formula

Reference (q) Note (z) Background/Artifact

Tags

<Sect>

<H1>

<H2>

<p>

As part of our commitment to ex

<H3>

<H2>

<P>

<Figure>

<H2>

Universal Design Center

Accessibility Statement

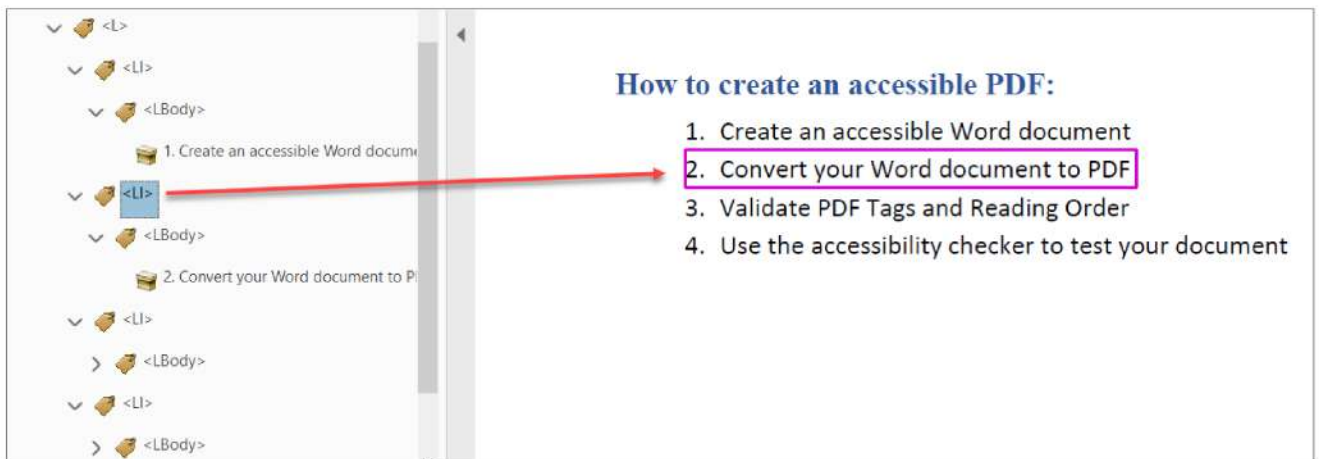
As part of our commitment to excellence through diversity and inclusion, California State University, Northridge (CSUN) strives to ensure that campus communication and information technology is accessible to everyone. The California State University system statement on accessibility is articulated in California State University - Executive Order 1111, in accordance with both federal and state laws including the Americans with Disabilities Act of 1990 (ADA) and Section 508 of the U.S. Rehabilitation Act.

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Content highlighted from tags tree

List Tags Sample



The screenshot shows a PDF list tags panel on the left with a hierarchical structure of tags. The tags are as follows:

- <L>
 -
 - <LBody>
 - 1. Create an accessible Word document
 - (highlighted with a blue box) — A red arrow points from this tag to the second step of the guide.
 - <LBody>
 - 2. Convert your Word document to PDF
-
 - <LBody>
-
 - <LBody>

On the right, under the heading "How to create an accessible PDF:", there is a numbered list:

1. Create an accessible Word document
2. Convert your Word document to PDF
3. Validate PDF Tags and Reading Order
4. Use the accessibility checker to test your document



PDF Scanned & Optical Character Recognition (OCR)



Universal Design Center

csun.edu/udc

Adobe Creative Cloud for Faculty & Staff



- Adobe Creative Cloud software is now available for use (at no additional charge) on all faculty and staff university-owned computers, labs and classroom devices, and for all students.
- Please note that this deployment of Adobe software is not available for use on personally-owned faculty and staff devices at this time.
- Learn more about [Adobe Creative Cloud for Faculty & Staff](#)



Adobe Acrobat DC

- ***Adobe Reader*** is for viewing, printing, signing, sharing, and annotating PDFs. *Adobe Reader doesn't have Accessibility checking tool.*

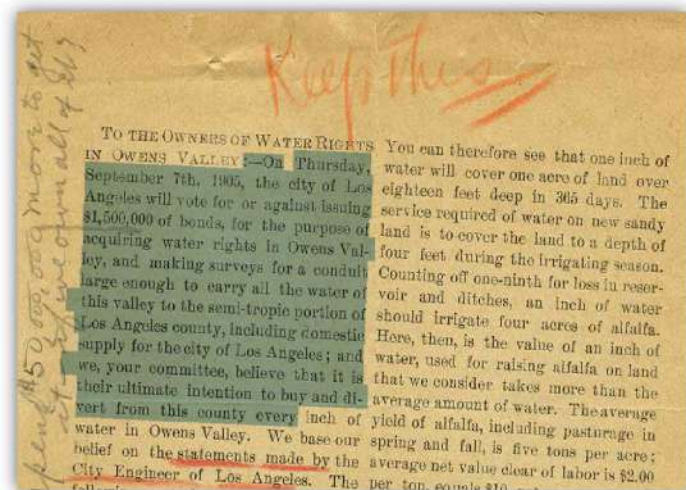


Universal **D**esign **C**enter

csun.edu/udc

Scanned Documents

- Screen readers or other assistive technology are **unable to convert images scanned into text.**
- Scanned documents, especially poor quality scans or handwriting, can be difficult to read for everyone.
- Scanned documents should be **avoided** as much as possible.
- If the document can be found in the library, a reference to the library item can be provided.
- Benefits of having digital copy
 - Can be searched
 - Can copy and paste text



Scanned Documents - OCR

- Success is highly dependent upon:
 - The **quality of the scan** depends on the device
 - The **quality of the OCR engine**
- Some Gotchas
 - Colored backgrounds
 - Handwritten text
 - Poor quality scan depends on the device
- After improving the quality of the scan document, next step is tagging **PDF accessibility markup**.



Live or Real Text

- To check if the text is “live” or “real,” try to select the text with your cursor. If you’re unable to highlight/select it then it is not real text, and therefore **not accessible** for all users.
- **Live text** is **searchable**; this allows users to use search functions like **CTRL + F** to look for specific terms and find what they need quickly or to copy/paste text.

Universal Design Center

Accessibility ensures everyone can perceive, understand, engage, navigate, and interact with technology regardless of device, software, or product without barriers.

Accessibility is not about disability it's actually about ability. It's about making easy for everyone.

- Easy to get
- Easy to understand
- Easy to use

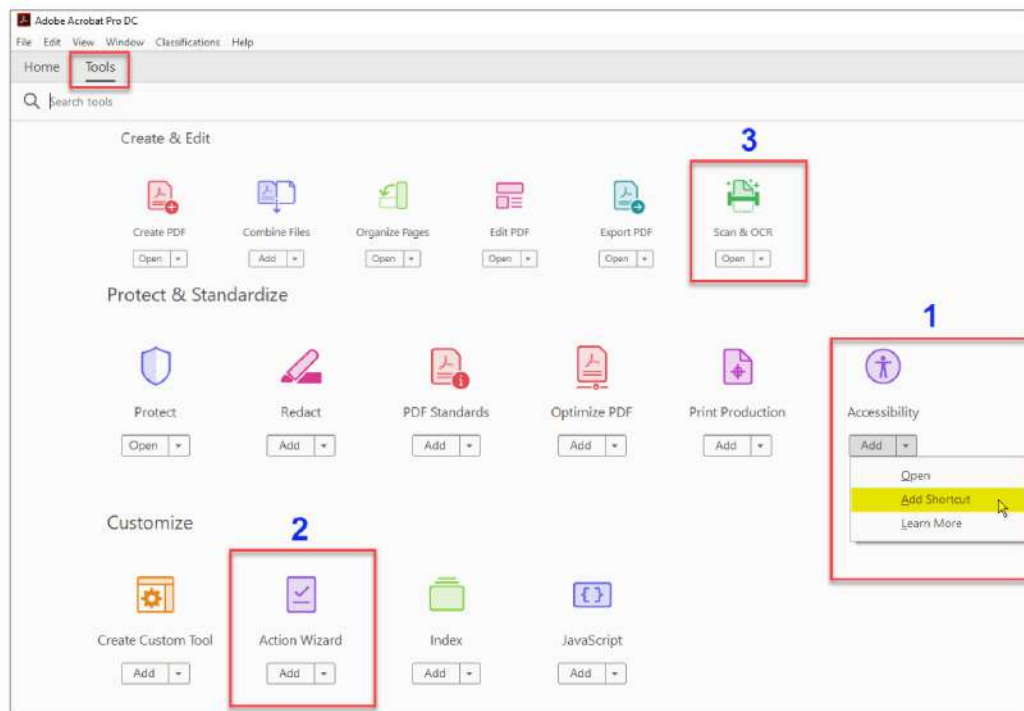
Accessibility is for everyone.

Tools Pane Set Up

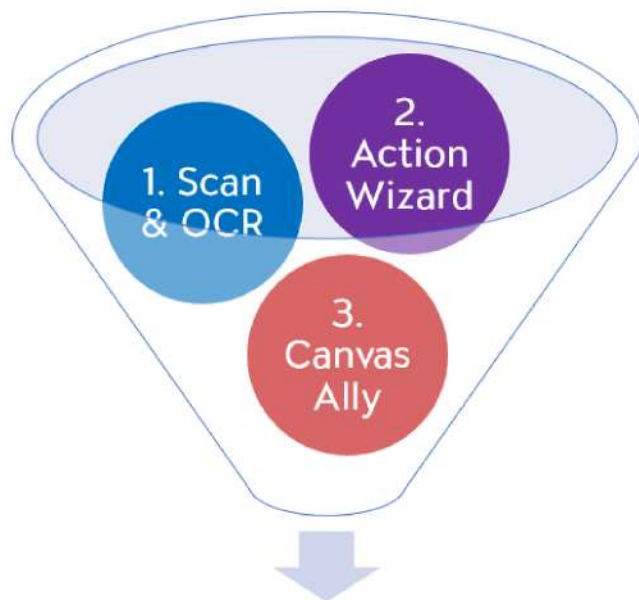
If this is your **first time** setting up Adobe Acrobat software...

Select **Tools** Tab and Add Shortcut to the right pane

- **Accessibility**
- **Action Wizard**
- **Scan & OCR**



THREE ways to convert scan document to OCR



Review and Correct Tags

Review and Correct Tags

Make sure all items have appropriate tags

- **Run Initial Accessibility Check**

- **Regular Text:** Text/Paragraph
- **Headers:** Heading 1 – 6
- **Images:** Figure
- **Links:** Link + OBJR
- **Form Fields:** Form
- **Decorative Content** (e.g. Lines, text boxes, etc.): Background/Artifact

- **Add Document Title and Language**

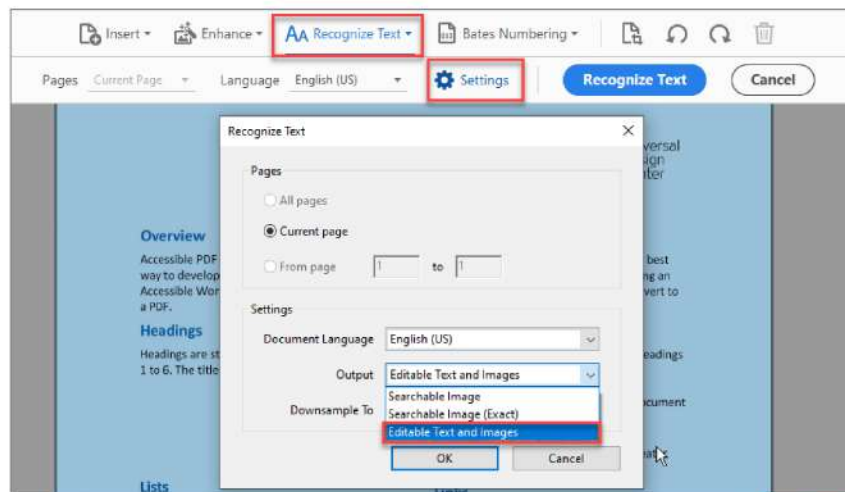
- **Verify Reading Order**

- **Verify Color Contrast**

- **Run Final Accessibility Check**

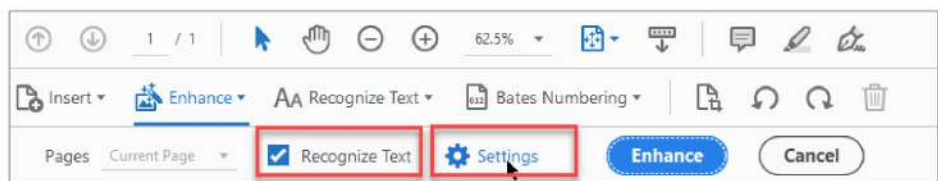
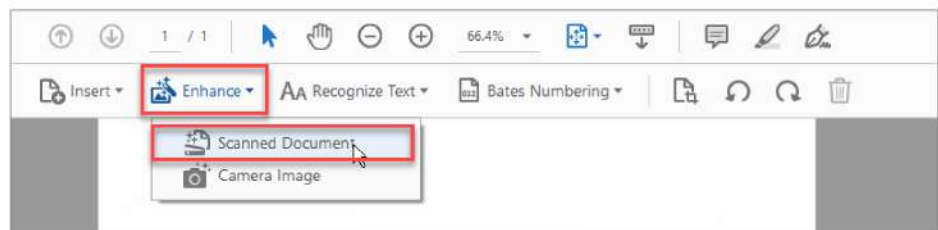
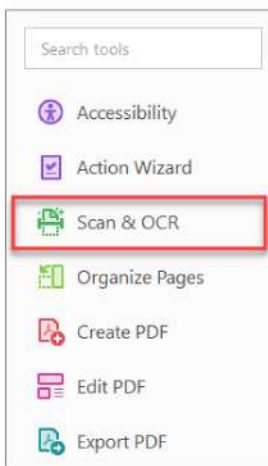
Text Recognition

- Need to conduct **Optical Character Recognition (OCR)**
- Text Recognition Types:
 - Searchable Image
 - Searchable Image (exact)
 - **Editable Text and Images**

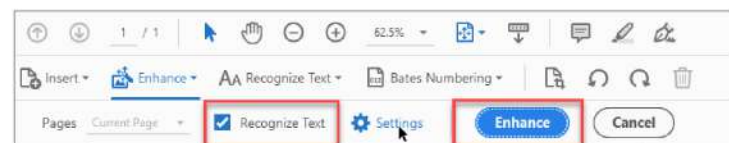
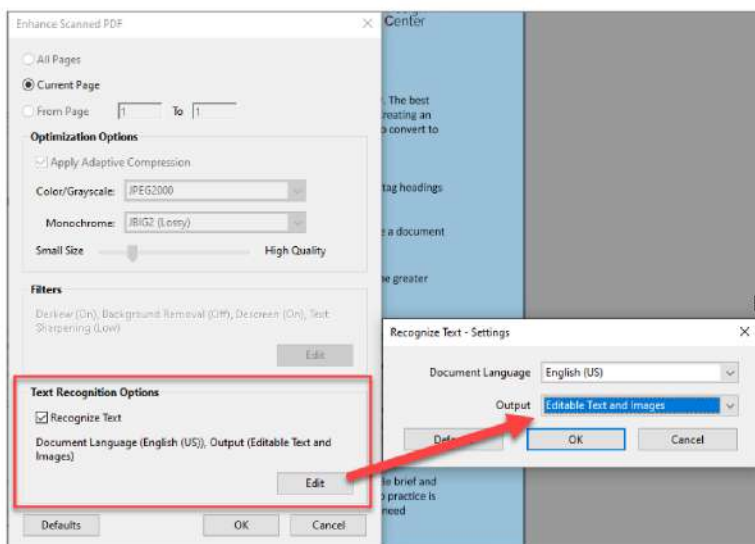


Option 1: Scan & OCR Steps, 1 of 2

1. Open Scanned PDF
2. Run **Scan & OCR** Tool
3. **Enhance** “Scanned Document” (Recognize Text Checked)
4. Multiple runs of **Enhance** to improve the quality of the scan

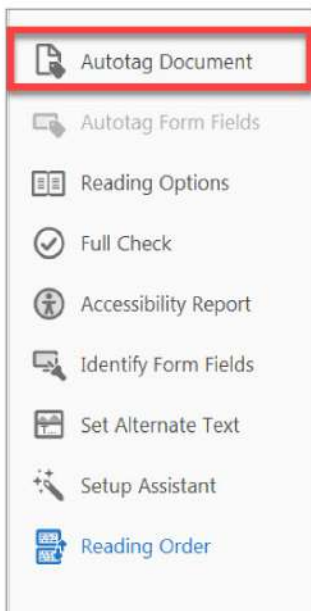


Scan & OCR Steps, 2 of 2



Now **Live text** should be **searchable**; this allows users to use search functions like **CTRL + F** to look for specific terms and find what they need quickly or to copy/paste text.

Scan & OCR Steps - Tagging Phase: Autotag Document



Review and Correct Tags

Make sure all items have appropriate tags

- **Run Initial Accessibility Check**
 - **Regular Text:** Text/Paragraph
 - **Headers:** Heading 1 – 6
 - **Images:** Figure
 - **Links:** Link + OBJR
 - **Form Fields:** Form
 - **Decorative Content** (e.g. Lines, text boxes, etc.): Background/Artifact
- **Add Document Title and Language**
- **Verify Reading Order**
- **Verify Color Contrast**
- **Run Final Accessibility Check**

Option 2: Action Wizard Steps, 1 of 5

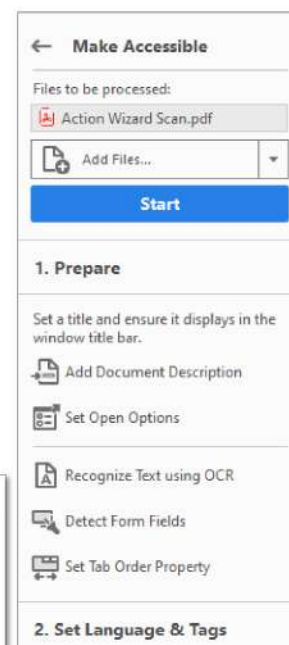
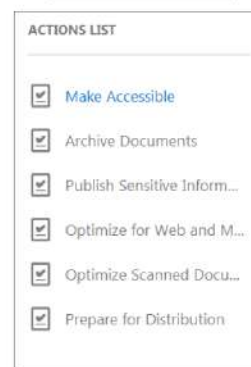
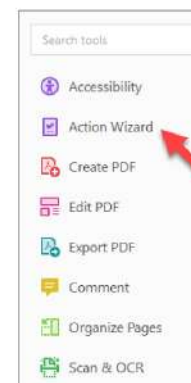
- The **Make Accessible** feature of the Action Wizard is designed to crawl through a PDF to detect headings, images, tags, reading order, etc.
- The easy prompts will guide a user through the process of making the PDF accessible.
- It **should not** be the only tool used to check a PDF's accessibility. User still need to go through **Full Check** for accessibility mark up.

Step 1: Open Scanned Document

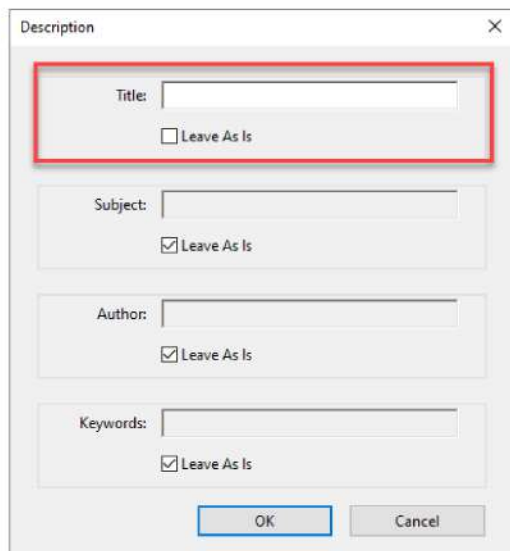
Step 2: Select **Action Wizard** Tool

Step 3: Select **Make Accessible**

Step 4: **Start** button



Action Wizard Steps, 2 of 5



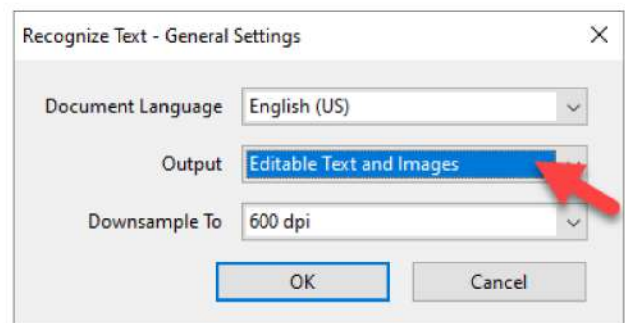
The 'Description' dialog box contains the following fields and options:

- Title:** A text input field with a red border and an unchecked ☐ **Leave As Is** checkbox below it.
- Subject:** A text input field with a checked ☒ **Leave As Is** checkbox below it.
- Author:** A text input field with a checked ☒ **Leave As Is** checkbox below it.
- Keywords:** A text input field with a checked ☒ **Leave As Is** checkbox below it.

Buttons: **OK** and **Cancel**.

Step 5: The document description gives the document a proper title to be recognized by assistive technology. Uncheck the **Leave As Is** box and provide a title to the document.

Step 6: The recognized text option will scan the document using the selected language. Select the desired **Language** and Output **Editable Text and Images**.



The 'Recognize Text - General Settings' dialog box contains the following settings:

- Document Language:** A dropdown menu set to 'English (US)'.
- Output:** A dropdown menu with 'Editable Text and Images' selected. A red arrow points to this option.
- Downsample To:** A dropdown menu set to '600 dpi'.

Buttons: **OK** and **Cancel**.