

# Heading 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 (a)      Note (z)      Background/Artifact

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.

Need help?

In need of 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.

What is Accessibility? What is Universal Design?

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

Content highlighted from tags tree

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



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# Paragraph Tags Sample

The screenshot shows two panels side-by-side. On the left is the 'Reading Order' panel, which contains a list of content types with a red box highlighting the 'Text/Paragraph' button. On the right is the 'Tags' tree panel, which shows a hierarchical structure of HTML tags with a red box highlighting the 'p' tag node.

**Universal Design Center**

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Content highlighted from tags tree



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# List Tags Sample

The screenshot shows a hierarchical tree structure of list tags. The root node is a list item (<LI>). It has two children: another list item (<LI>) and a list body (<LBody>). The second child (<LI>) has a child node '1. Create an accessible Word document'. The third child (<LBody>) has a child node '2. Convert your Word document to PDF'. The fourth child (<LI>) has two children: another list item (<LI>) and a list body (<LBody>). The fifth child (<LBody>) has a child node '2. Convert your Word document to PDF'.

**How to create an accessible PDF:**

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)



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# 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.

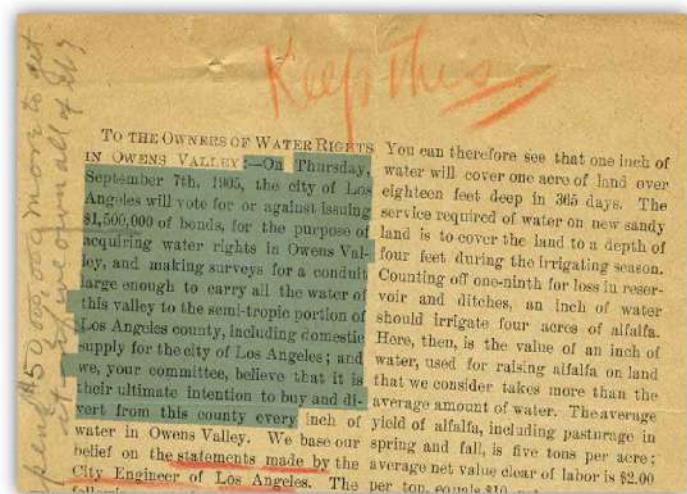


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# Scanned Documents

- 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**.



<H1-H6>  
<P>  
<L>  
<Figure>  
<Link>  
<Table>  
<Sect>  
<Artifact>

## 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.

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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

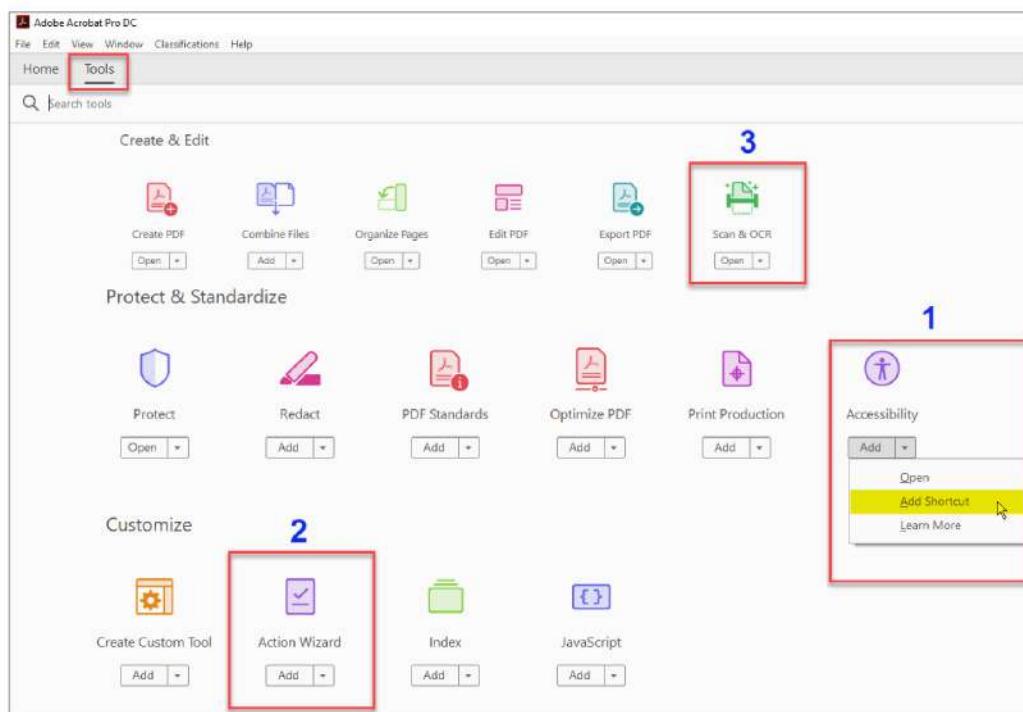
Accessibility is for everyone.

# Tools Pane Set Up

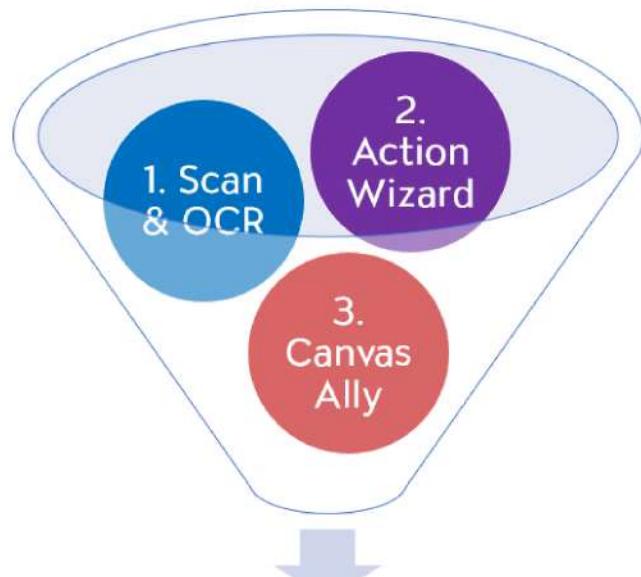
If this is your **first time** setting up Adobe Acrobat software...

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 + OJBR
  - 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

Scan & OCR

Insert ▾

Enhance ▾

AA Recognize Text ▾

Bates Numbering ▾

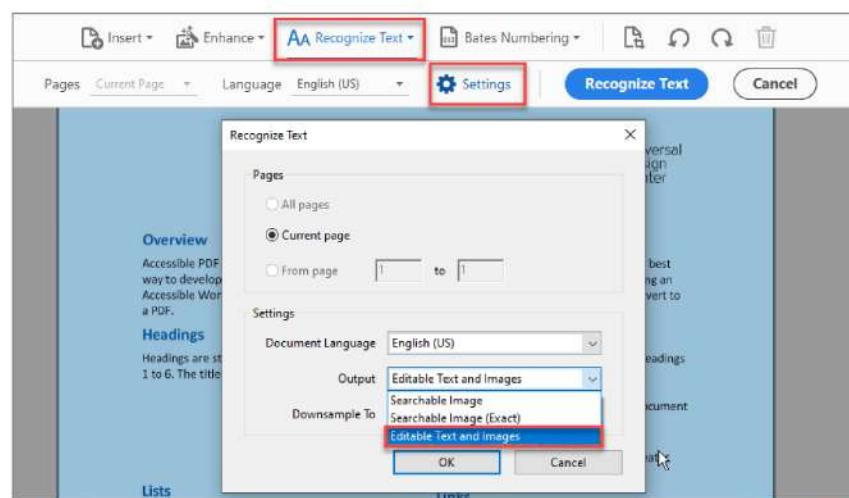
File

Print

Save

Cancel

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

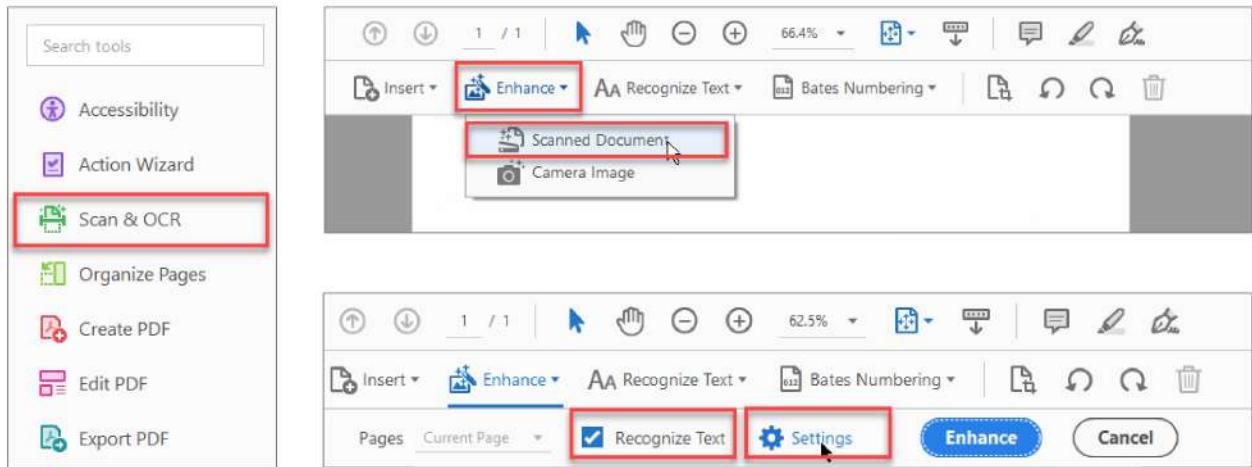


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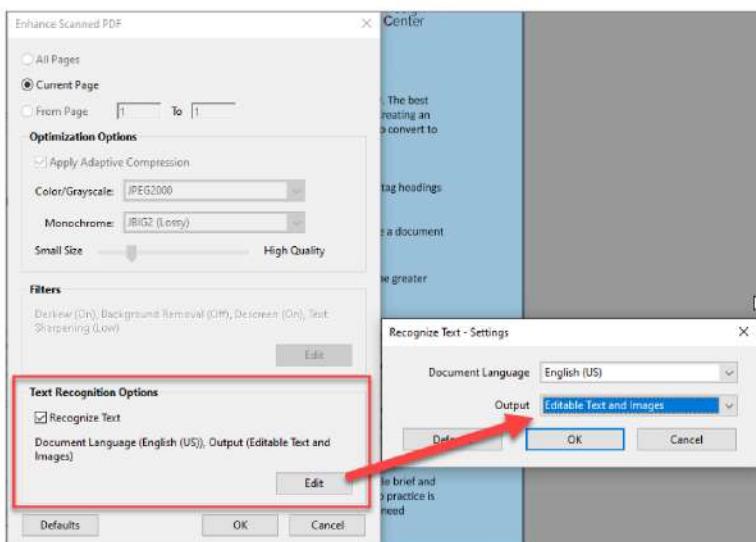
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## Option 1: Scan & OCR Steps, 1 of 2

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

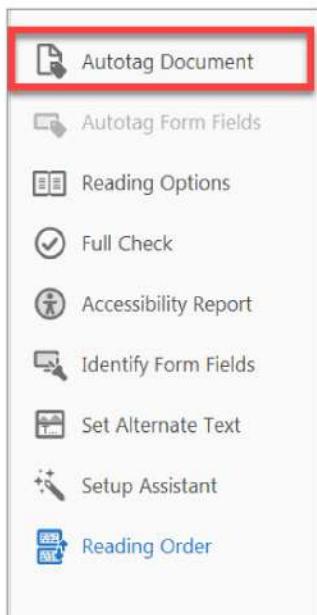


## Scan & OCR Steps, 2 of 2



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

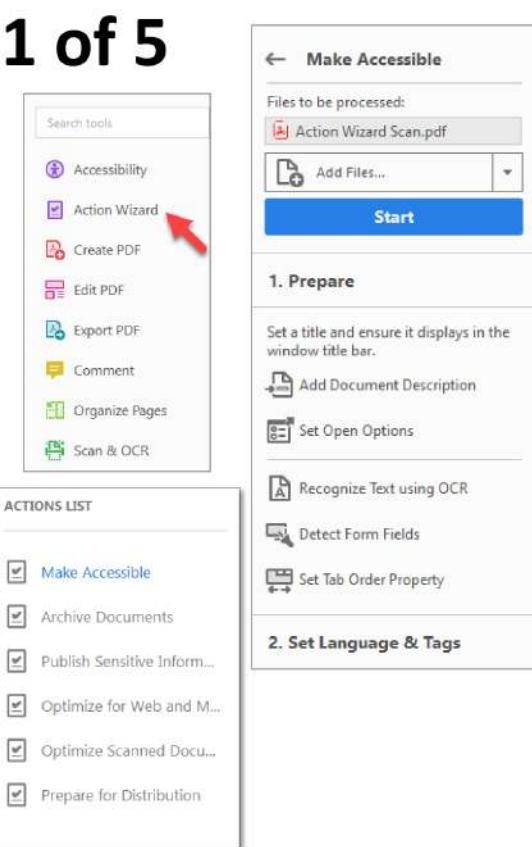
- The **Make Accessible** feature of the Action Wizard is designed to crawl through a PDF to detect headings, images, tags, reading order, etc.
- The easy prompts will guide a user through the process of making the PDF accessible.
- It **should not** be the only tool used to check a PDF's accessibility.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

**Step 1:** Open Scanned Document

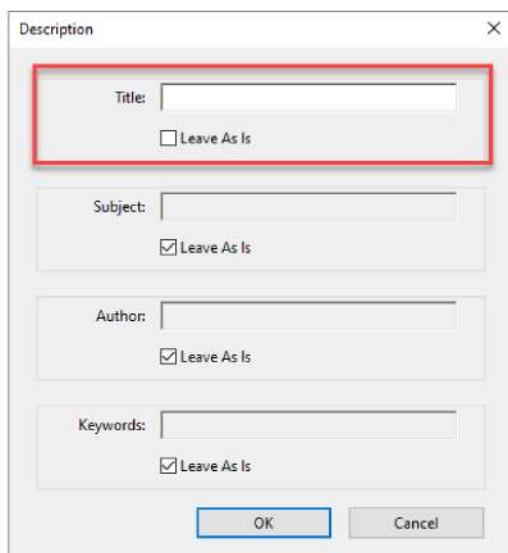
**Step 2:** Select Action Wizard Tool

**Step 3:** Select Make Accessible

**Step 4:** Start button



## Action Wizard Steps, 2 of 5



**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**.

