Making Accessible PDFs

Presented by Dawn Watkins, Accessibility Consultant

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Objectives

- Digital Inclusion
- Start with Accessibility in Mind
- Use Adobe Acrobat Pro/DC

Start with accessibility in mind

Add accessibility later

Digital Inclusion

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Americans with Disabilities Act (ADA)

- **Enacted in 1990**

- Title II prohibits disability discrimination by all public entities at the federal, state, and local level

- Title III covers commercial entities that operate public accommodations — such as hotels, libraries, museums, train stations, airports, restaurants, movie theaters, retail stores, and hospitals

Section 508

Access to information and communication technology (ICT) is addressed by Board standards and guidelines issued under Section 508 of the Rehabilitation Act and Section 255 of the Communications Act.

- Originally added in 1986
- ICT Refresh Final Rule, January 2017

PDF/Universal Accessibility

International Standard for accessible PDF technology (ISO 14289)

PDF/UA provides definitive terms and requirements for accessibility in PDF documents and applications.

Web Content Accessibility Guidelines

WCAG 2.0

| Principles	Guidelines	Level A	Level AA	Level AAA
1. **P**erceivable	1.1 Text Alternatives 1.2 Time-based Media 1.3 Adaptable 1.4 Distinguishable	9	5	8
2. **O**perable	2.1 Keyboard Accessible 2.2 Enough Time 2.3 Seizures 2.4 Navigable	9	3	8
3. **U**nderstandable	3.1 Readable 3.2 Predictable 3.3 Input Assistance	5	5	7
4. **R**obust	4.1 Compatible	2		

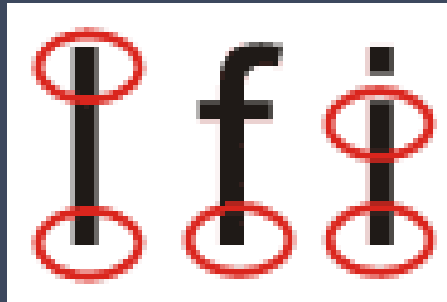# Common Principles

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Apply Accessibility Principles

- ❑ **Styles**
- ❑ **Lists**
- ❑ **Images**
- ❑ **Hyperlinks**
- ❑ **Colors**
- ❑ **Tables**
- ❑ **Structure**
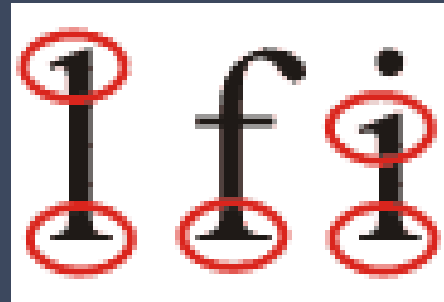- ❑ **Document Properties**

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Applying Styles (Headings) in Word
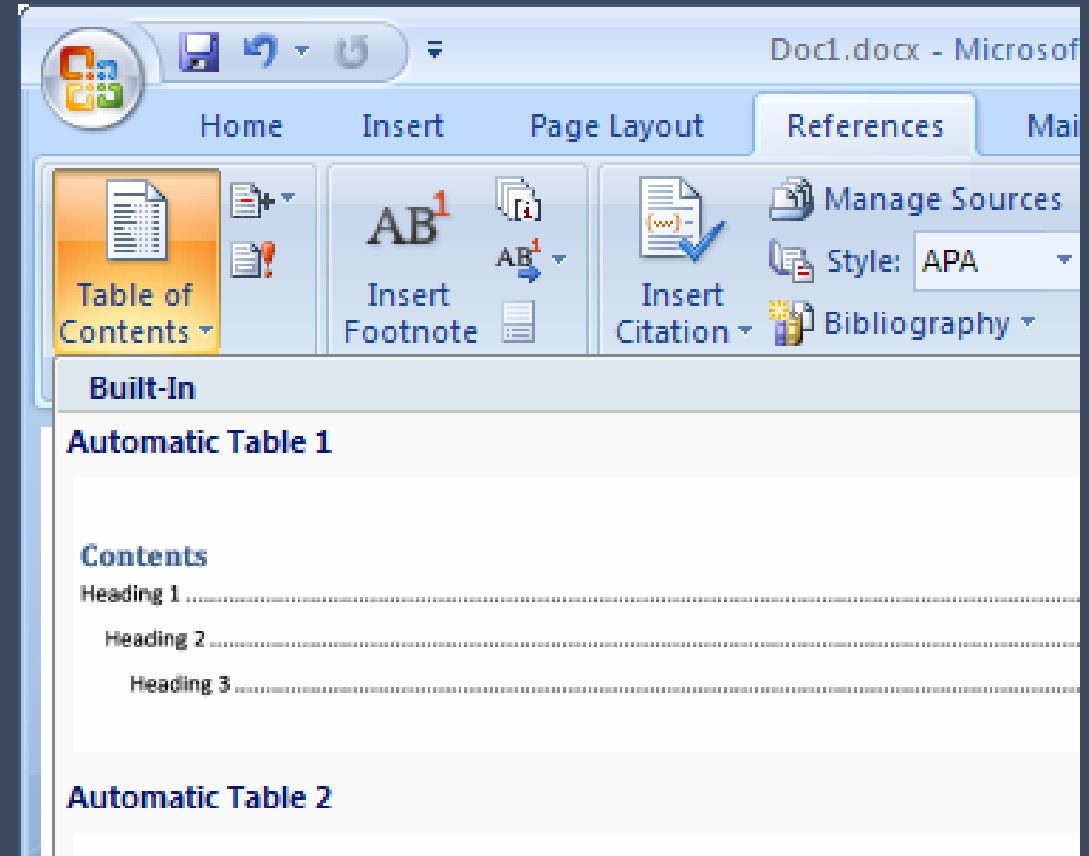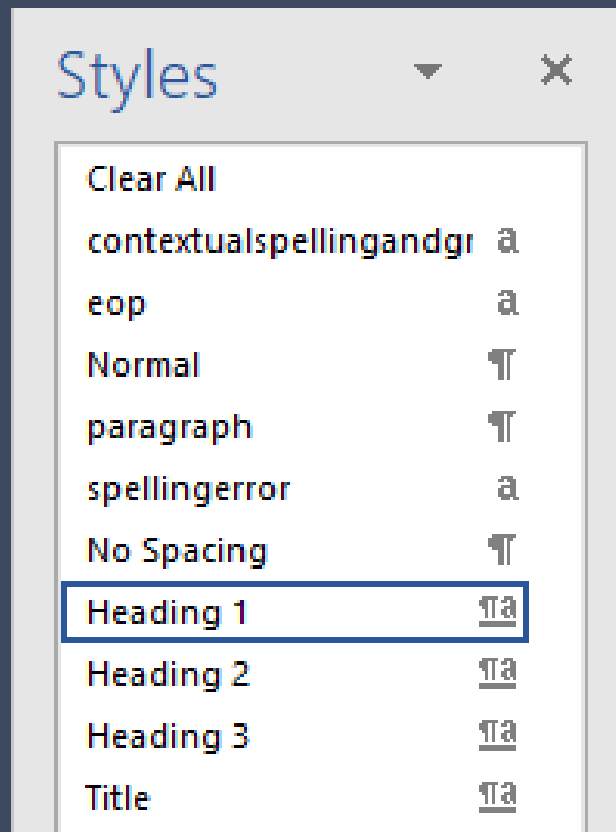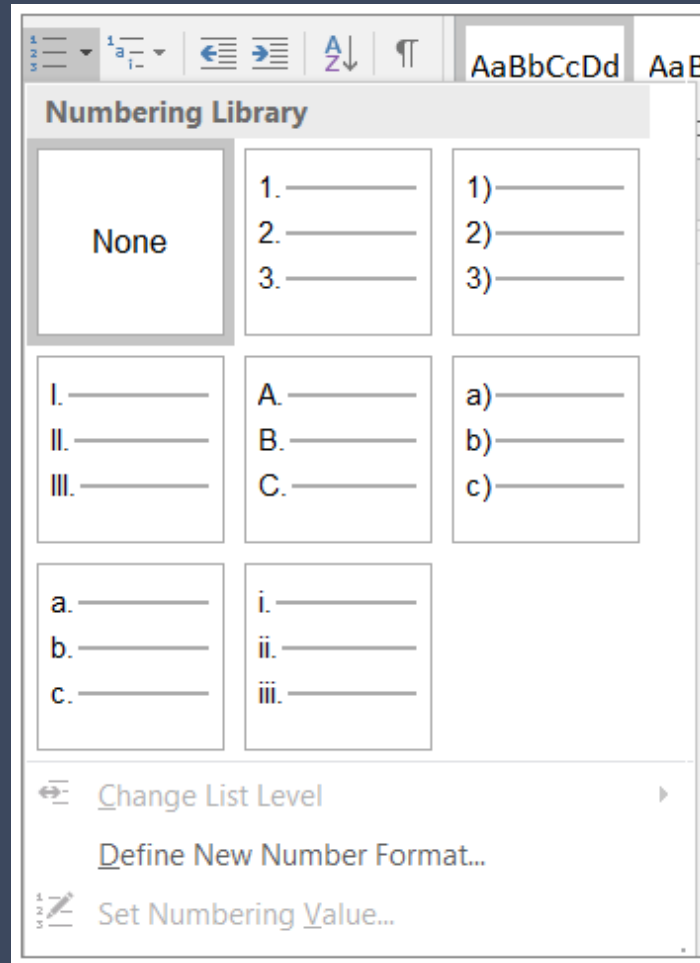
Styles: Font choices

San Serif

Serif

Decorative

Verdana: Notice the length of this sentence.
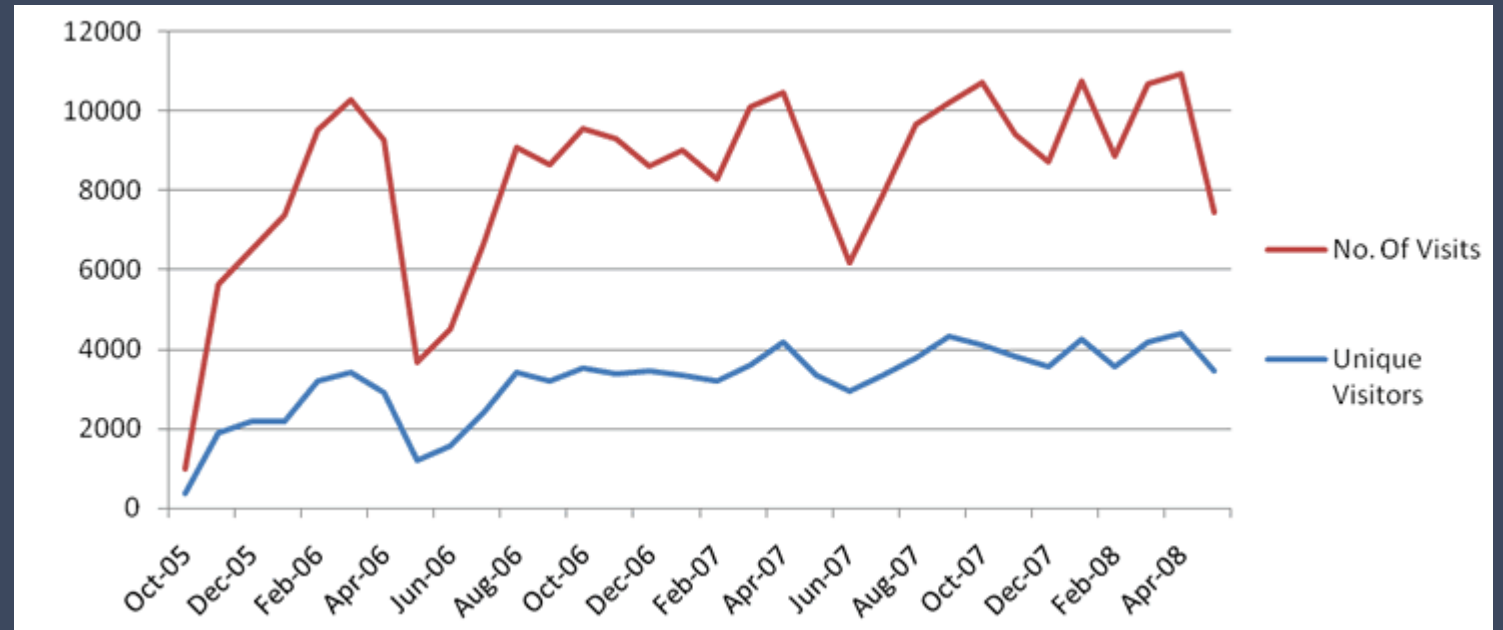
Arial: Notice the length of this sentence.

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Making Lists

Informative Images

Ms. Lamar

No. Of Visits

Unique Visitors
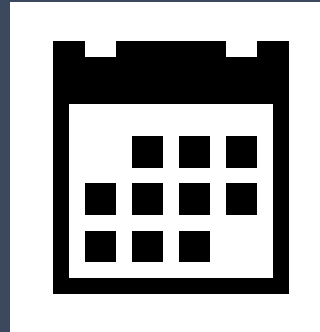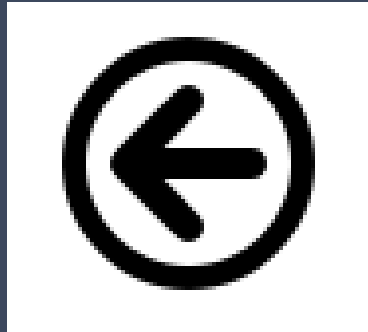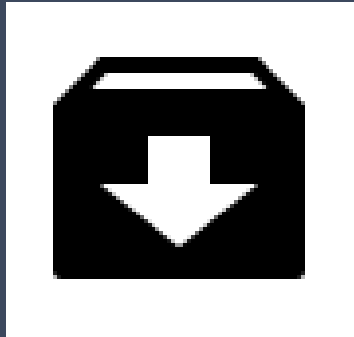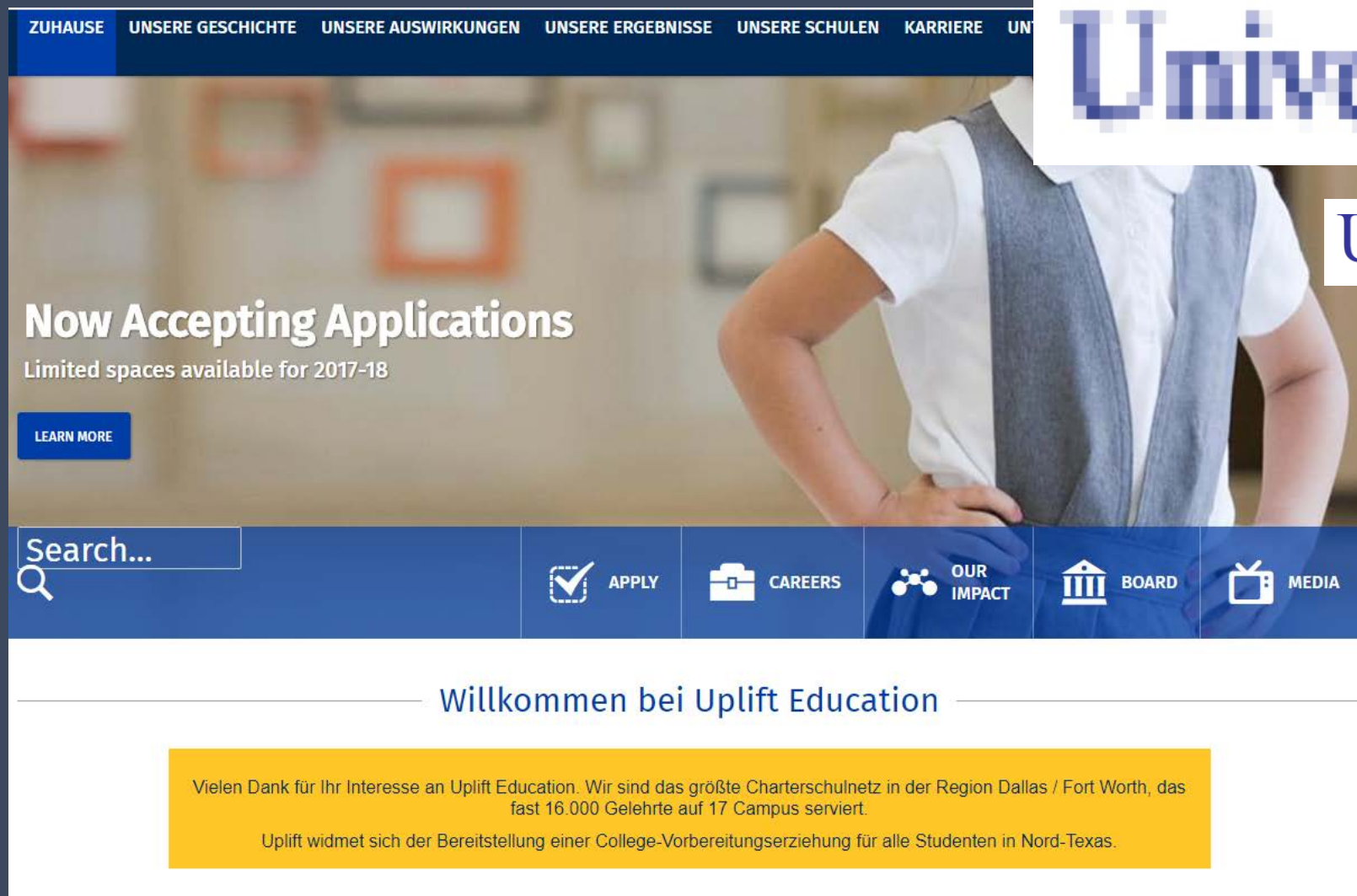
Functional Images

Decorative Images

Text Inside Images

Adding Alternative Text
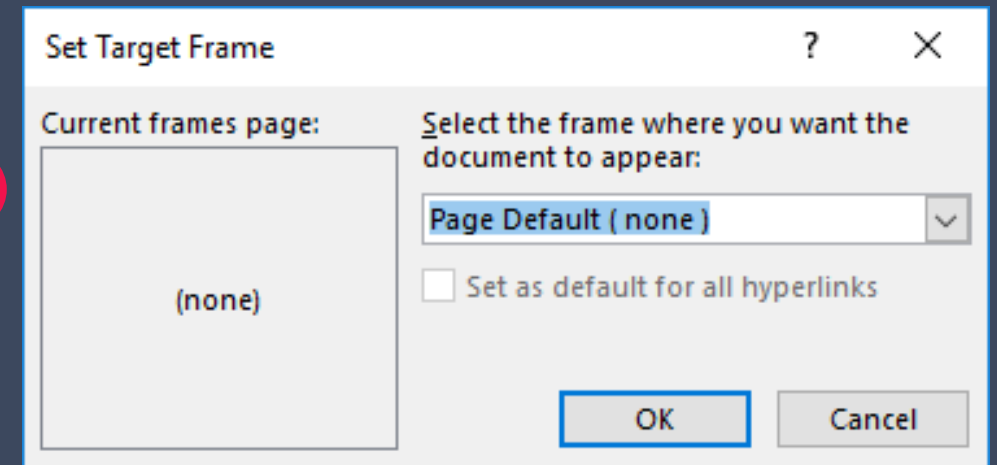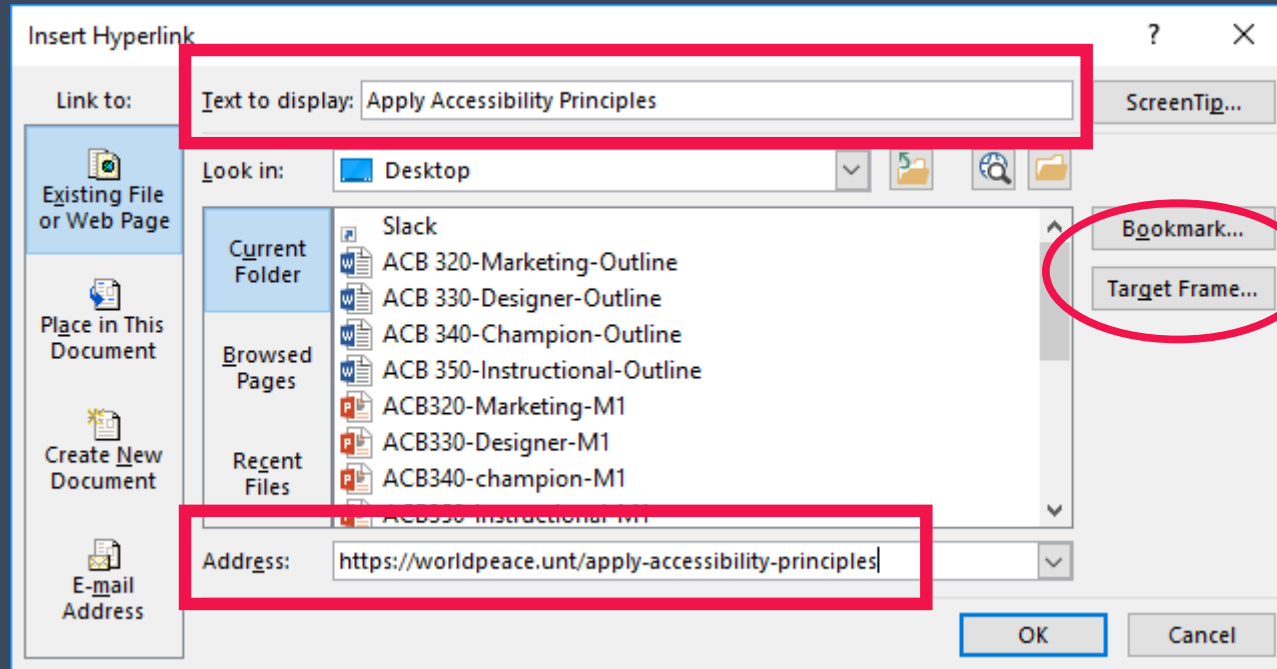

Format Picture

Text Box

Alt Text

Title ⓘ

Description

Example of a ramp that only spans 2 of 4 steps

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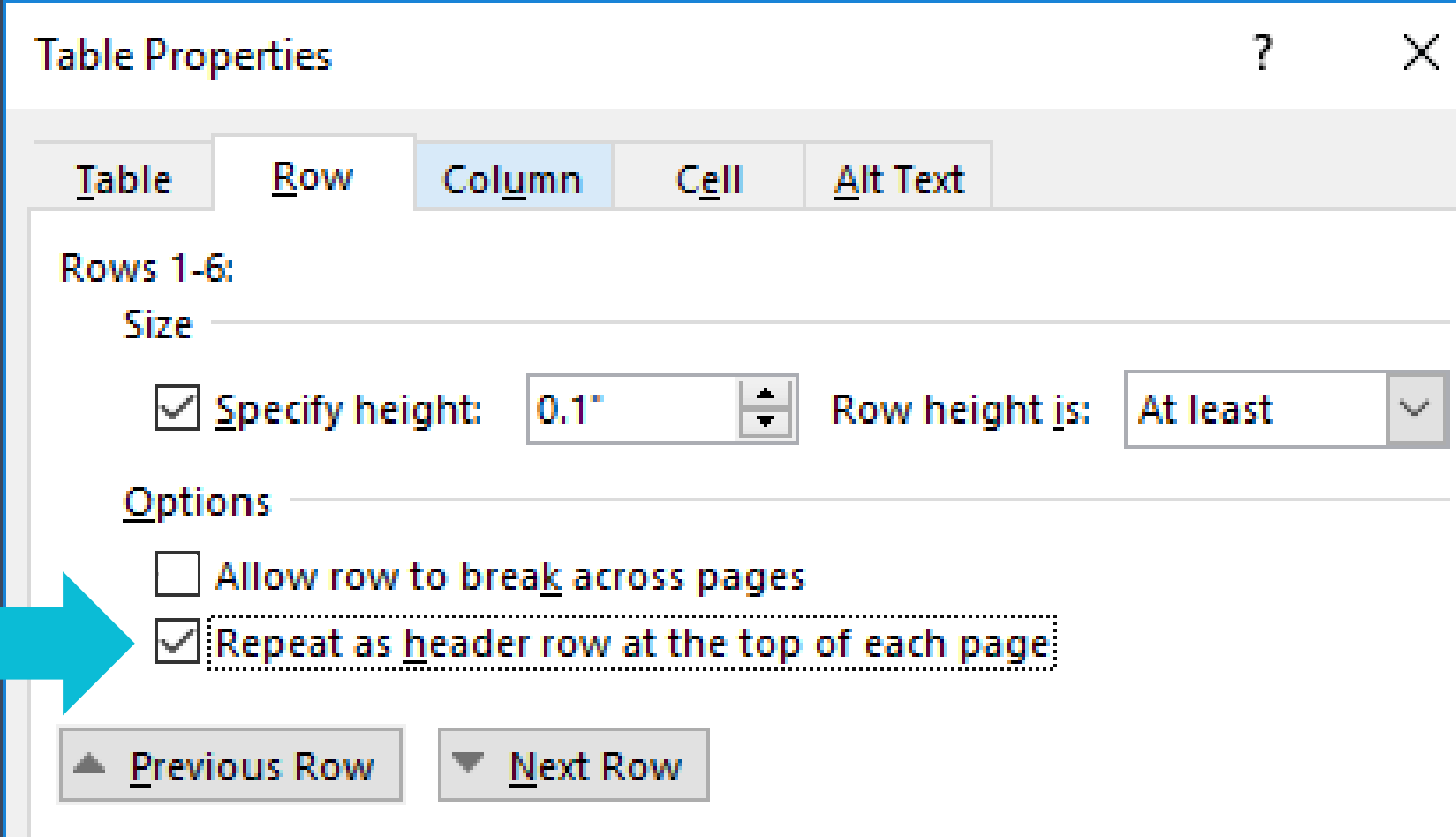# Adding Hyperlinks in Word

Using Color

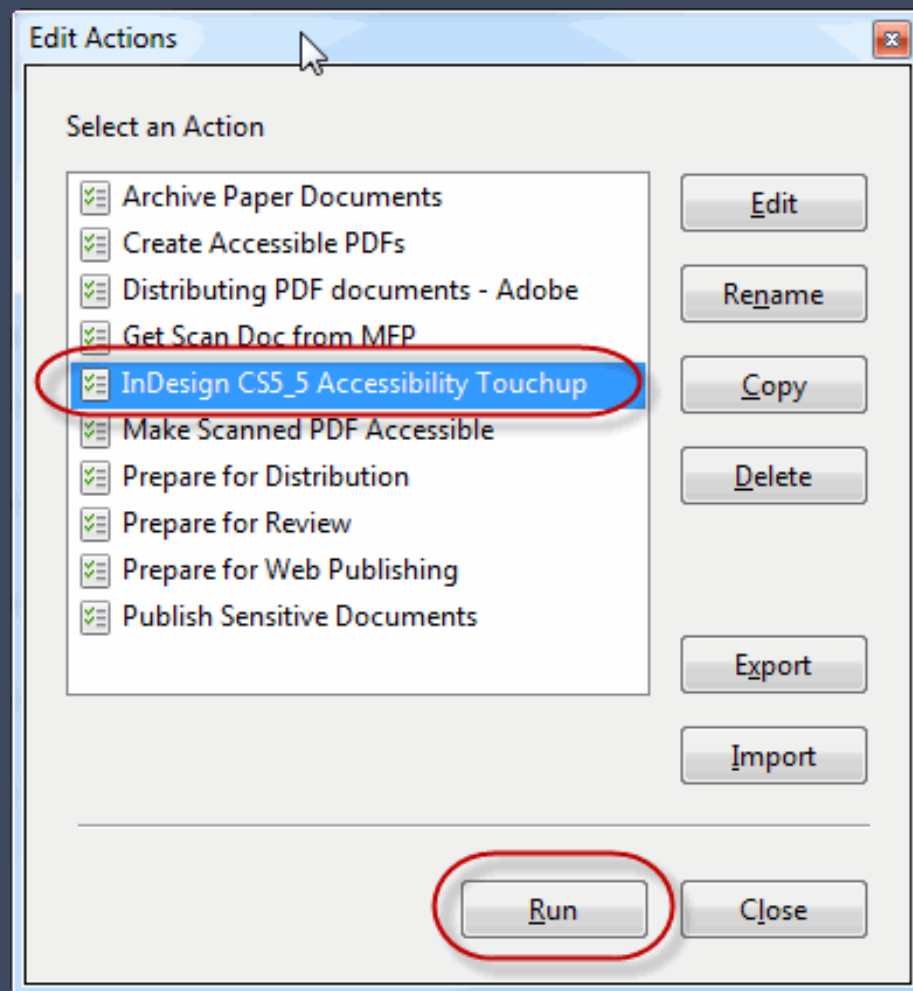| Low Contrast #FFFF00 and #FFFFFF Not Complaint 1.07 Ratio	High Contrast #OA34EO and #FFFF00 Complaint 7.58 Ratio
Low Contrast #FF8000 and #FFFFFF Not Complaint 2.52 Ratio	High Contrast #757575 and #FFFFFF Complaint 4.61 Ratio

Creating Tables in Word

Document Checkers

Checking Document Structure

- Table of Contents
- Bookmarks
- Headers and Footers
- Document Properties

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Document Properties

- Bookmarks
- Footers/Headers
- Document Title
- Metadata
- Language

ACB410_Documents_Storyboardv3-dw Properties

| General | Summary | Statistics | Contents | Custom |

Title: Making Accessible PDFs

Subject: Instructor-led Training

Author: Sieimprove

Manager:

Company:

Category:

Keywords: Accessibility, PDFs, Documents, Training

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What's the most accessible file type?

- Documents
- PDFs
- HTML

Create Your PDF
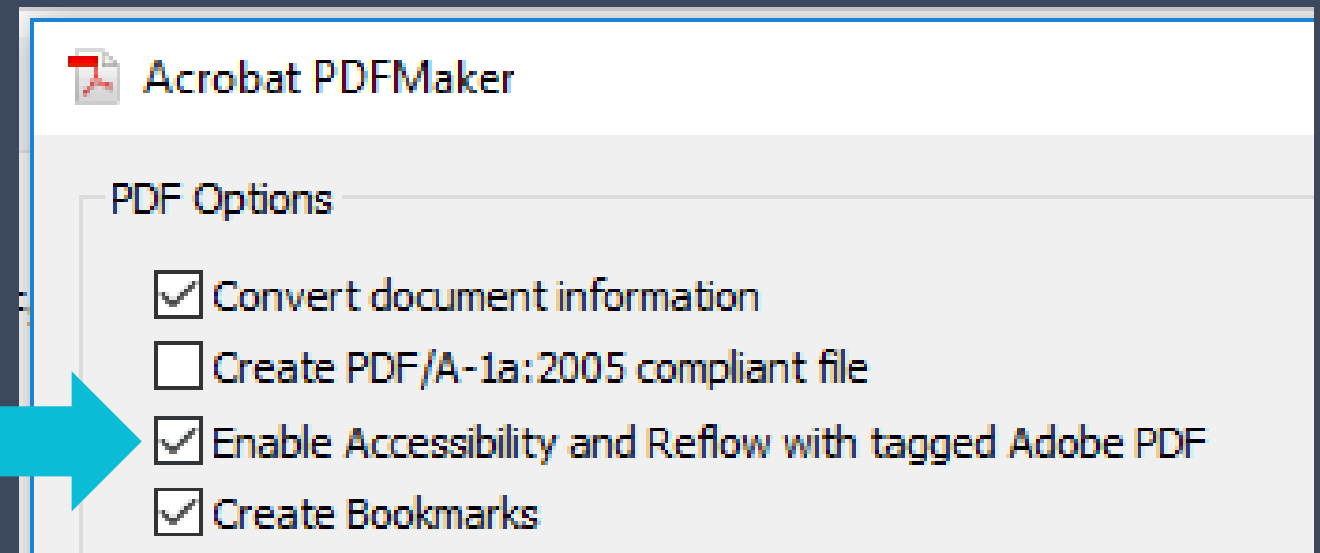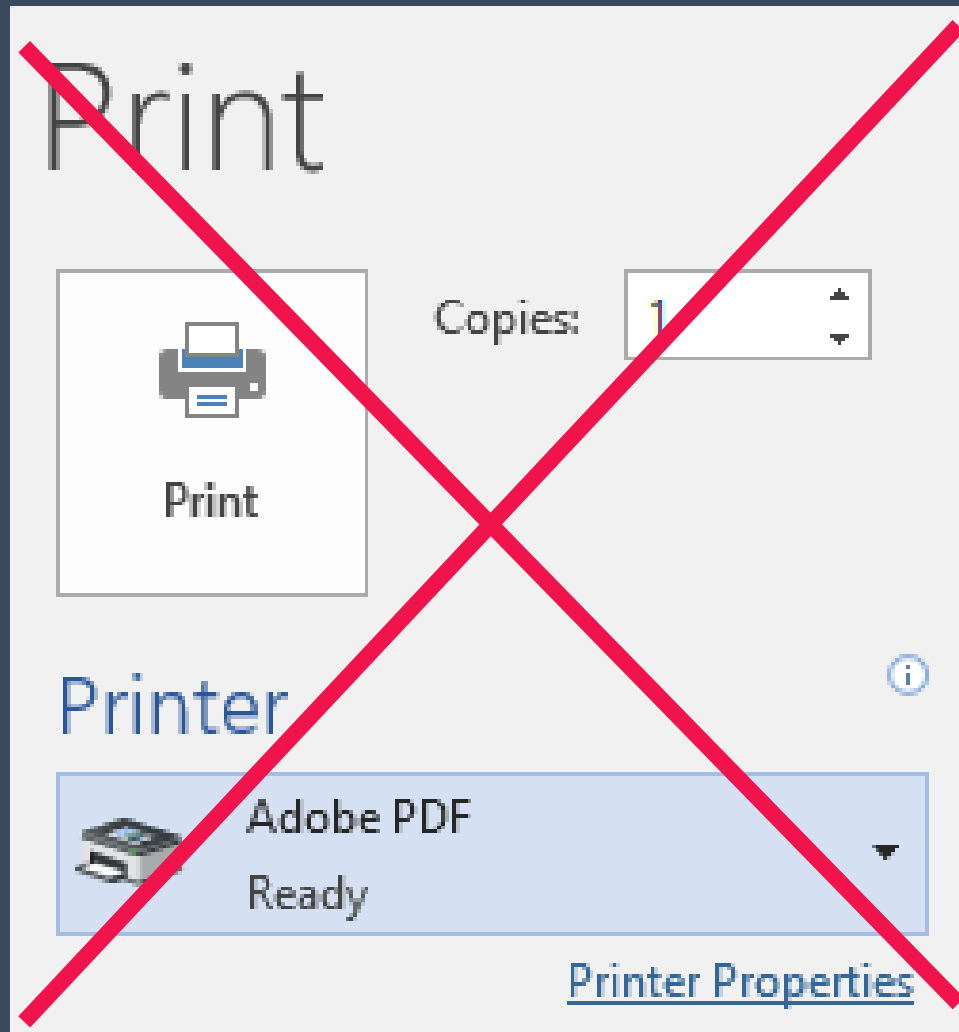
Print

Copies: 1

[Print]

Printer

Adobe PDF
Ready

Printer Properties

Acrobat PDFMaker

PDF Options

☑ Convert document information
☐ Create PDF/A-1a:2005 compliant file
☑ Enable Accessibility and Reflow with tagged Adobe PDF
☑ Create Bookmarks

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Using Adobe Acrobat

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Characteristics of an Accessible PDF

- A logical structure and reading order
- Alternative text for figures, form fields, and links
- Navigational aids such as lists, bookmarks, and table of contents
- Restrictions for security that doesn't interfere with assistive technology (limiting printing, copying, editing)

Steps to PDF Accessibility

- Use accessibility tool
- Recognize Text(if necessary)
- Document properties and metadata
- Verify Tags and Order
- Adding descriptive text for images
- Assigning table headers
- Review and correct reading order

User Testing

You have not really tested for accessibility until you have user tested.

Thank you!

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