

Quick Tips for PDFs—MAC version



Before you begin...

Install Adobe Acrobat Professional after installing the MS Office Suite. Only the Professional version has the advanced accessibility tools.

Construct all the original documents using a proper structure of headings, paragraphs, and lists. All images should have alt-tags, which may not transfer to the pdf. After creating your document, print as an Adobe Acrobat Professional file.

Prepare converted PDF file for accessibility

1. First rule—do these steps in order!
2. Make sure the text can be copied to another program for reading. If the text is contained in an image, it can't be read by a screen reader. For instance, PDFs created by scanning in a document.
3. If text is contained in an image, run OCR to create a text file.
Document—Recognize text using OCR
4. In Document Properties, set the language and the document name. Screen readers use the language declaration, and search engines use the document name instead of the file name in a search list.
File—Document Properties—Advanced—Language, select English US in the dropdown
File—Document Properties—Description, fill out the Title and Author fields
5. Before using the accessibility tools, create any hyperlinks in your document and correct any errors.
6. To add structure to the file, select Advanced—Accessibility—Add Tags to Document
7. To view the reading order of the document for correction, select Advanced—Accessibility—TouchUp Reading Order. With the TouchUp Reading Order panel open, use your mouse to draw a rectangle around your title with a click and drag motion. Click the 'Heading 1' button in the panel. Draw rectangles around each of your subtitles and click 'Heading 2.' Continue with heading levels as needed.
8. Alt-text must be supplied for all graphics, link, charts, graphs, and photos. Control-click on the image or other object to add the alt-text while the TouchUp Reading Order panel is open. If tags have not yet been applied, click on the image or object and assign a figure tag.
9. Go to View—Read Out Loud to check for proper linear reading order when you are finished.

Use the Accessibility Checker

Select Advanced—Accessibility—Full Check to test the PDF file for accessibility. An accessibility report appears. If the Accessibility Checker reports that the file has "no problems," it's ready to upload to a website. If there are errors, follow the steps provided by Adobe to correct the document.

Repair file structure

If the Accessibility Checker continues to fail your document, it could be you made changes after the initial tags were set. It may be easier to start over than repair the file structure.

Select Advanced—Accessibility—TouchUp Reading Order, click on "Show Order Panel."

This panel has multiple tabs where the content appears to be duplicated, but changing data in one tab does not necessarily transfer to the other tabs. You can use the options dropdown from the 'Tags' or 'Content' controls to find and tag objects, or cut and paste to rearrange the order of objects.

For complete instructions, download Adobe's guide on Creating Accessible Documents with Adobe Acrobat 7. (115 page pdf guide)

http://www.adobe.com/enterprise/accessibility/pdfs/acro7_pg_ue.pdf

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