Fall 2021

REPAIR

Disability Heritage Collective

PDF Accessibility

Contents

PDF Accessibility 3

- » Checklist for Acrobat Pro DC 4
- » Document Properties 5
- » Add Bookmarks 6
- » Accessibility Tool 7
- » Accessibility Checker/Report 8
- » Add Alt Text 9
- » Add Alt Text for Decorative Images. 10
- » Checking your fixes 11
- » Check Reading Order and Tags . . . 12
- » Content and Tags Panels 13
- » Tags for Table of Contents. 14
- » Make Tags for Missing Content . . . 15
- » Make Tags for Missing Figure . . . 16
- » Add Alt Text to Links. 17
- » Final Step: File Size 18

Detailed Report

Document

Rule Name	Status	Description
Accessibility permission flag	Passed	Accessibility permission flag must be set
Image-only PDF	Passed	Document is not image-only PDF
Tagged PDF	Passed	Document is tagged PDF
Logical Reading Order	Needs manual check	Document structure provides a logical reading order
Primary language	Passed	Text language is specified
Title	Passed	Document title is showing in title bar
Bookmarks	Passed	Bookmarks are present in large documents
Color contrast	Needs manual check	Document has appropriate color contrast

Page Content

Rule Name	Status	Description
Tagged content	Passed	All page content is tagged
Tagged annotations	Passed	All annotations are tagged
Tab order	Passed	Tab order is consistent with structure order
Character encoding	Passed	Reliable character encoding is provided
Tagged multimedia	Passed	All multimedia objects are tagged
Screen flicker	Passed	Page will not cause screen flicker
Scripts	Passed	No inaccessible scripts
Timed responses	Passed	Page does not require timed responses
Navigation links	Passed	Navigation links are not repetitive

Forms

Rule Name	Status	Description
Tagged form fields	Passed	All form fields are tagged
Field descriptions	Passed	All form fields have description

Alternate Text

Rule Name	Status	Description
Figures alternate text	Failed	Figures require alternate text

Checklist for Acrobat Pro DC

Doesn't have to be perfect. Basic accessibility is better than no accessibility.

1. Manually verify contrast and colorblind barriers
   (look through the document and make sure everything looks right)
2. Set/check document properties (for Author and Language Info)
3. Add bookmarks
4. Run the checker in acrobat (as a starting point, with a few easy fixes)
5. Add alt text
6. Fix errors
7. Check reading order and tags
8. Manually "pass" items in the checker
   (inc. color contrast and logical reading order)

What are we looking for?

- Fonts, Legibility and Readability
- Language
- Color contrast
- Avoid color as a differentiator
- Structural relationships (headings)

00:18

Document Properties

Files > Properties
Or (Control/Command D)

1. Add Title (author and keywords are optional)

2. Add Language

00:41

Add Bookmarks

Open bookmark menu > Navigate to the page you want the bookmark on > Add Bookmark (+)

01:24

Accessibility Tool

Run an Accessibility Check to start the process

Tools > Accessibility Check

02:12

Accessibility Checker/Report

A lot of things can be fixed through this menu

Open up menus > Right click on item that failed (or click and open the drop down menu > Fix

02:45

Add Alt Text

From Accessibility Checker > Click on alternate text issue > Drop-down menu > Fix

Do not use this button for decorative images. Skip for now, and just add alt text for the rest of the images.

Alt text has limited functionality:
If multiple pictures are arranged together, their alt text will be grouped together.

03:35

Add Alt Text for Decorative Images

Order panel > Open Menu > Show reading order panel
(See next page for how to open the order panel)

1. Click the tag in the top left corner of the image to select that image.

2. In the Reading Order window, click "Background/Artifact." You will no longer see box or a tag for that image. The picture will still be visible, but won't be spoken by screen readers.

05:25

Checking your fixes

Accessibility Checker > Right click on alternate text > Check again

06:26

Check Reading Order and Tags

Right click on the panels tab, open the Content, Order, and Tags tabs

- **Use the Order tab to check the reading order**
  - INFO: Older reading programs can use this panel, but most don't (don't edit with it because it will mess with the tags)
- **Edit order using the Content tab**
- Content order and read order will always match. Tag order and read order can be out of sync
- **Use Tags tab to add tags to items without them**

07:04

Content and Tags Panels

- **Document needs to start with the H1 tag (which will be the document title on the first page)**
- Making sure all the content gets highlighted as you move through the tags
- Create new tags for content that is missing (see next page)
- Regroup them/rearrange as needed

08:20

Tags for Table of Contents

This is a potential spot for error - which will show up in the as an Lbl and LBody failure

Here's what the formatting should like like for this section

<Sect> contains <H2>, <H2> contains <Link>, <Link> contains the OBJR tag and the two objects

There should not be any <LBl> or <LBody> tags

09:44

Make Tags for Missing Content

Highlight content > Click on tags menu > Create tag from selection

09:11

Make Tags for Missing Figure **(If instructions on previous slide don't work)**

1. Open Reading Order Panel, select the content and then identify it

2. Make a new tag

3. Select both the "container" (<Figure>) in the tags panel and the figure, then Create Tag from Selection

Add Alt Text to Links

Tags Panel > Right click on link > Properties

Add actual text:
Ex: https://twin-cities.umn.edu/ can become "University of Minnesota"

16:48

Final Step: File Size

Compress the file using a website like SmallPDF

Make sure this PDF gets linked in the footer of the StoryMaps site!

19:48