

Accessible Documents? Check!

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Contents

Accessible Documents? Check!	1
Accessibility Checkers	1
Manual vs. Automated Checks.....	1
MS Office 2010: Prepare Documents with Accessibility in Mind.....	2
Manual Check.....	2
MS Office 2010 Accessibility Checker	2
Errors, Warnings, Tips: <i>Fix them all!!</i>	2
Check Accessibility	2
Adobe Acrobat X – PDF, Prepare Documents with Accessibility in Mind	2
Manual Check.....	2
Adobe Acrobat X Pro Accessibility Checker	2
Adobe Acrobat X Pro PDF, Accessibility Repair Workflow	3
Word 2010 Document.....	3
Add Tags.....	3
Determine if Tags are Correct	3
Read Out Loud.....	3
Full Check	3
Wrap-up	4
Additional Resources	4

Accessibility Checkers

- Automated checkers just one part of overall process
- Cannot ensure accessible content if used alone
 - *Technology smart; humans smarter*
 - *Manual checks are required*
- MS Office 2010
 - 3 Steps (Prepare, Manual Check, Automated Checker)
- Adobe Acrobat PDF
 - 9 Steps (Prepare, Multiple Manual and Multiple Automated Checks)

Manual vs. Automated Checks

- Manual Check, Required
 - Automated checkers cannot determine:
 - What text is a Heading 1 (Title), Heading 2 (Section Titles), etc.
 - What text constitutes a Bulleted or Numbered List
 - Etc.

- Automated Check, keep in mind:
 - Cannot make judgment calls
 - Only test subset of accessibility requirements
 - May provide different results on the same content
 - “Pass” doesn’t necessarily mean document is accessible, or accessible-for-all
 - Vendor documentation may not be accurate!!!!

MS Office 2010: Prepare Documents with Accessibility in Mind

- *Section 508 Compliance and Online Course Content*
- *Creating Accessible (PDF) Documents*, [Web Accessibility Group](#), under Resources, Training

Manual Check

- HHS.gov
 - [Word Document 508 Checklist](#)
 - [Excel 508 Checklist](#)
 - [PowerPoint 508 Checklist](#)
- California State University, Accessible Technology Initiative
 - [Checklist for Accessible Microsoft Word Documents](#)
 - (Website includes Word 2010 Video Tutorials, and links for accessible Excel and PowerPoint Resources)

MS Office 2010 Accessibility Checker

- Word, PowerPoint and Excel
- IMPORTANT!!
 - TERMINOLOGY and DOCUMENTATION can be *misleading*
 - 3 Categories: Errors, Warnings and Tips *Fix Everything!*
 - 508 Requirements designated as Tips
 - Title field for ALT text?? NO! Use *Description* field *only*
 - Only checks for Styles (Word) if document 1200+ words ???
 - “Screen tips” for links??
 - *Doesn’t catch everything*

Errors, Warnings, Tips: *Fix them all!*

- [Rules Used by the Accessibility Checker \(expand each category for more information\)](#)

Check Accessibility

- File > Check for Issues > Check Accessibility
- Compatibility Mode – Warning!
- File > Convert

Adobe Acrobat X – PDF, Prepare Documents with Accessibility in Mind

- *Section 508 Compliance and Online Course Content*
- *Creating Accessible (PDF) Documents* [Web Accessibility Group](#), under Resources, Training

Manual Check

- HHS.gov
 - [PDF File 508 Checklist](#)

Adobe Acrobat X Pro Accessibility Checker

- Helps identify areas of documents that may be in conflict with *Adobe’s interpretations* of the accessibility guidelines
- Checks against a *subset* of accessibility criteria
- Accessibility Checkers and Features:
 - Quick Check (basic: Tagged, Searchable, Security)
 - Add Tags (intended for native PDF files, will be errors)
 - Touch Up Reading Order (TURO) (quick visual check of Tags and proper reading order of document, limited Tag and Order repairs)
 - Tags Panel (in-depth Tag repairs; need to know some XML or HTML)

- Order Panel (reading order repairs)
- Read Out Loud (simulates but cannot replicate screen reader)
- Full Check (against Adobe PDF Subset, 508, WCAG 2.0 Draft 2006)

Adobe Acrobat X Pro PDF, Accessibility Repair Workflow

1. Examine and evaluate your document
 - a. Short, Long, Simple, Complex, Graphics, Form
2. Determine if document is “scanned” image
 - a. Skewed? Search? Zoom? Read Out Loud?
3. Add fillable form fields
 - a. Refer to Adobe manual
4. Add other accessibility features
 - a. Language, Security, Hyperlinks, Bookmarks
5. Add tags to the PDF
6. Determine if the added Tags are correct
7. Check your results Accessibility (Full) Checker

Word 2010 Document

- File, Save As, Save As Type: PDF, Options button: check Create Bookmarks Using Headings, Document Properties, and Document structure tags for accessibility

Add Tags

1. Check for presence of Tags
 - a. Quick Check – intended for people to use before they attempt to open a PDF; if doesn’t pass, not accessible
 - i. Document structure tags
 - ii. Searchable text
 - iii. Security settings prohibitive
2. Add Tags, if none present
 - a. Return to original document, add Styles/Tags, re-Save As, PDF
 - b. Add Tags to Document (intended for native PDF documents)

Determine if Tags are Correct

- Purpose of Tags is to add structure
 - Structure provides proper Reading Order for Assistive Technologies
1. Touch Up Reading Order Tool (TURO)
 - a. SAVE A COPY OF YOUR PDF BEFORE USING!! (makes irreversible changes)
 - b. Intended for native PDF and not converted documents
 - c. Divides tagged panes into shaded segments
 - d. Numbers indicate the Reading Order of the document
 - e. Quickly visually determine if Reading Order is correct, if so Tags OK??
 - f. If not, basic repairs here; advanced repairs in Tags Pane
 2. Navigation Panel (advanced repairs)
 - a. Display Order??
 - b. Tags Panel

Read Out Loud

- Can be time consuming
- Beneficial for complex documents to obtain a general idea if screen reader will read complex pages in proper order
- If not, return to TURO, Tags, Order Pane to make additional repairs

Full Check

- More thorough
- Checks for many kinds of accessibility errors
- Choose what kinds of problems to look for
- Save results as HTML or as comments
- Select page range, if desired
- Select Accessibility Standard
 - Full Check – Checking Options: Adobe PDF

- Full Check – Checking Options: Section 508
- Full Check - Checking Options: WCAG 2.0 (Draft 2006)

Wrap-up

- Accessibility Checkers:
 - Part of an overall process
 - Cannot ensure accessibility if used alone
- MS Office 2010
 - 3 Steps (Prepare, Manual Checks, Automated Checks)
- Adobe Acrobat PDF
 - 9 Steps (Prepare, Multiple Manual , Multiple Automated Checks)

Additional Resources

- State of Texas, Office of the Governor
 - [Creating Accessible Microsoft Office 2010 Documents](#)
 - (including brief tutorials and downloadable documents)
- National Center on Disability and Access to Education (NCDAAE)
 - [Cheatsheets](#) for creating accessible content