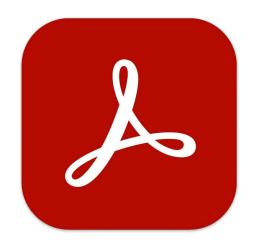
Adobe Acrobat: Accessibility Functions

Phase Two (See ABBYY Guide for Phase One)



The accessibility check in Adobe Acrobat allows you to check the features you added in ABBYY.

Typically, 3 issues appear regardless of the document type. If there is an abundance of issues noted, something likely went wrong in the ABBYY process or saving process.

Table of Contents

Page 1: Accessibility Check

Page 5: Common Issue #1: Logical Reading Order

Page 6: Common Issue #2: Bookmarks

Page 7: Common Issue #3 Color Contrast

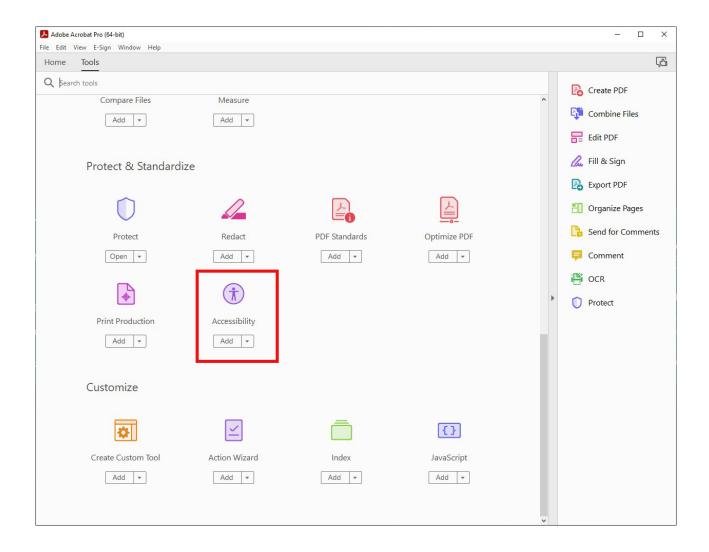
Page 9: Adding Alt Text

Page 11: Adding Internal Links

Page 13: Checking OCR and How To add a basic OCR without ABBYY

Accessibility Check

Under "Tools," Select "Accessibility" and Upload document



Select "Accessibility Check" from the right hand panel.

				100000000000000000000000000000000000000																
				bat Pro (64-bit) dow Help														-		×
Hom		Tools		Unknown Title	×															۲ <u>۵</u>
				•	~		<i>a</i> 0-	~	~			_		0		-	-	-		70
B	T		\bowtie	∞ () (82	\odot	Θ	Ð	93.2% 🔻		*	F		Øre,	2		Q		
Acc	essib	oility																	Clos	se
¢					. 7							a 2	Prin	t Form			B	Autotag Document		Po
				4			LDT STAT										-	Autotag Form Field	5	B
0	Office for Research and Graduate Studies Ell Reading Options UNBOUND PROJECT APPROVAL Ell Reading Options																			
	•	I.) Norma	Forsythe	Ryan		ocument i			MA in F	English				. '		\oslash	Accessibility Check		lu.
-0			Name	Last	First		MI		Degre								Ŧ	Accessibility Report	1	B
			Address	PO Box 5673 Street			Apt. N	0	Major	Teaching	g Writing			_			5	Identify Form Fields		
				Eureka	CA		95502-5										(a.a.) T	Set Alternate Text		ĔΟ
				City	State		Zip Co	de	d.	udent ID	9486-3383	6					÷+	Setup Assistant		C.
				Name(s) Used	7,954.	1074			51	ident ID								112142112200		P
			TITLE:	Croative Wr	iting and Com			-									Ē	Reading Order		1.60.5
	4		TTTLES.		ation of Intera	tive Technolo	gy Usage	in Colle	ge-Leve	Writing Wo	rkshops					Þ				
				ME OF YOUR		: If needed,	attach a se	parate sl	heet of p	aper, make 2	2 copies. T	itle 5 req	uirements							0
			As illustr	ated by the review	w of literature	the worksho	method	was des	igned for	r advanced g	graduate st	udents.	Moreover							Ĵ
			the num	erous problems a	ssociated with	the worksho	p have.led	l to repe	ated call	s for faculty	to reform t	heir met	hods. The							
	results of the survey strongly suggest, however, that creative writing faculty are utilizing methods outside the routine of											R								
		Ú	he traditional workshop method. Still, the results show that creative writing continues to lag behind other forms of writing instruction in the use of available technologies. Based on the survey results, it is recommended that creative writing																	
												riting								
			faculty undertake a full investigation of the feasibility and benefits of adopting more widespread use of interactive								ve									
technologies. Such usage which will allow faculty to assist their students in developing not just writing skills, but digital literacies as well. Technology that is available today can be the means to revitalize the creative writing workshop.																				
APPROVE DENY SIGNATURE PRINT NAME DATE <u>X</u> <u>Major Professor/Committee Chair</u> <u>Coroy lewis</u> <u>4/28/10</u>																				

Make sure "all pages in document" is selected, as well as all of the boxes in the "Checking Options" section. This way the program will check every aspect of the document.

Then select "Start Checking"

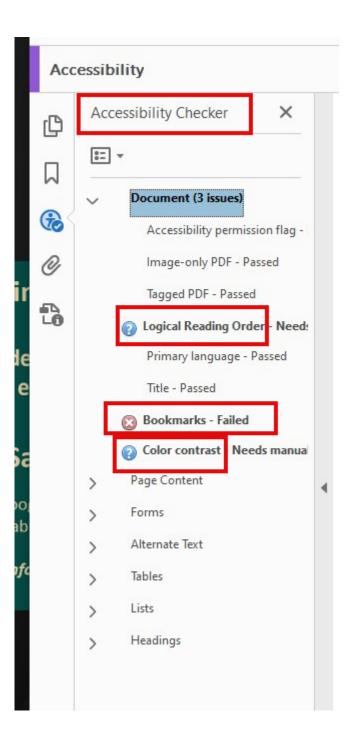
Accessibility Checker Options X											
Report Options											
Create accessibility report											
Folder: C:\Users\hee9\AppData\Roaming\Adobe\Acrobat\DC\AccReports Choose											
Attach report to document											
Page Range											
All pages in document O Pages from 1 to											
Checking Options (31 of 32 in all categories)											
Category: Document 🗸											
Accessibility permission flag is set											
Document is not image-only PDF											
Document is tagged PDF											
Document structure provides a logical reading order											
✓ Text language is specified											
✓ Document title is showing in title bar											
Bookmarks are present in large documents											
Document has appropriate color contrast											
Select All Clear All											
Show this dialog when the Checker starts											
Help Start Checking Cancel											

Page 3

Now refer to the "Accessibility Checker" to see how many issues were found.

Common issues:

"Logical Reading Order" "Bookmarks" "Color Contrast"



Page 5

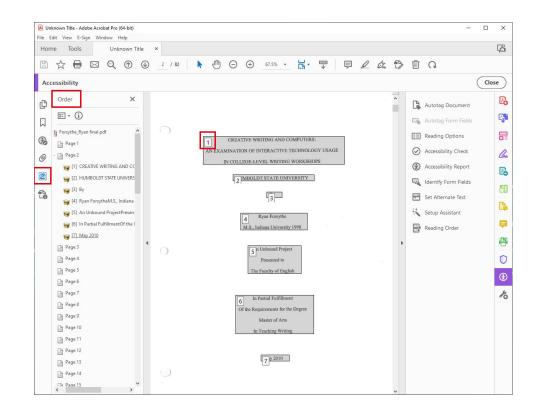
Issue 1: Logical Reading Order

Select the icon that looks like a "Z" on the left side of the adobe screen

This is the "Order" panel

In this panel you can scroll through each page to view how the order is being recognized. Make sure the page number is 1st, and logical reading order follows.

All you need to do is just visually check that the reading order is correct. You can right click "Logical Reading Order" in the "Accessibility Checker" section and select "Pass," but this will not change anything about the document itself

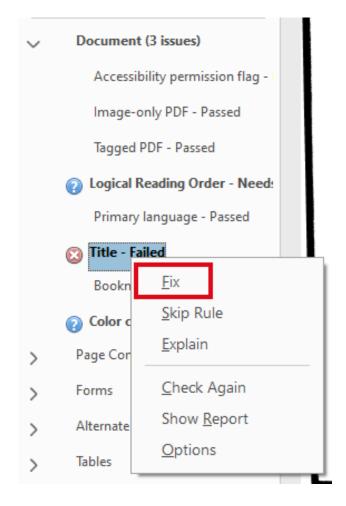


Issue 2: Bookmarks

Typically if you right click on the "Bookmarks" issue you should be prompted with the option to "fix" automatically.

In this example the issue was flagged as "Title- Failed" and underneath it notes that "Bookmarks - Passed"

By right clicking on Title, I can now "Fix" this issue.



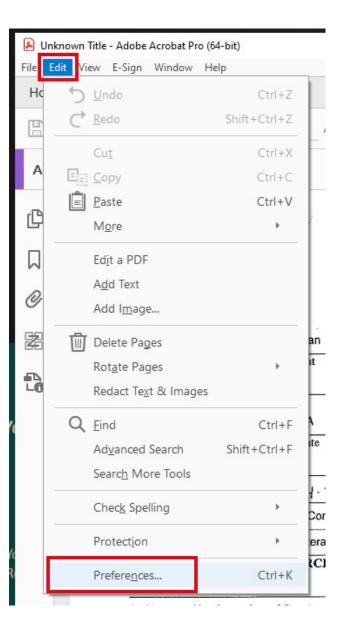
Issue 3: Color Contrast

This error will almost alway appear, even for computer generated documents that have white background/black letters. In most cases you can "pass" this error.

If your document displays colors that do need to be altered for accessibility reasons:

Select "Edit" from the Adobe menu

Then select "Preferences"



Color Contrast Cont.

Select "Accessibility" from the Categories section.

From there you can change settings in the "Document Colors Options" section

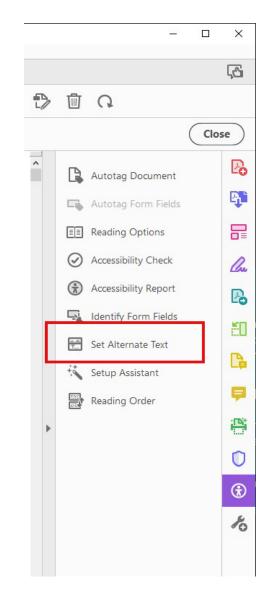
eferences		
Categories:	Document Colors Options	
Commenting A	Replace Document Colors	
Documents		
Full Screen	O Use Windows Color Scheme	
General	● Use High-Contrast colors High-contrast color combination: Green text on black ✓	
Page Display	of ose nigh-contrast colors and righ-contrast color combination:	
Accessibility	🔿 Custom Color: Page Background: 🔲 Document Text: 🔳	
Action Wizard	☑ Only change the color of black text or line art.	
Catalog	\checkmark Change the color of line art as well as text.	
Color Management		
Content Editing	Override Page Display	
Convert From PDF	Overline Page Display	
Convert To PDF	Always use Page Layout Style Single Page	
Email Accounts		
Forms	🗌 Always use Zoom Setting 🛛 Fit Page 🔍	
Identity		
Internet	Other Accessibility Options	
JavaScript		
Language	✓ Use document structure for tab order when no explicit tab order is specified	
Measuring (2D)	⊡ Enable assistive technology support	
Measuring (3D) Measuring (Geo)	Always display the keyboard selection cursor	
Multimedia & 3D		
Multimedia (legacy)	Always use the system selection color	
Multimedia Trust (legacy)	Show Portfolios in Files mode	
Reading		
Reviewing		
Search		-
Security	Screen reading and reading order options are available on the Reading panel. Multimedia accessibility options are available on the Multimedia panel. Other document color settings are found on the Forms, Full Screen, Measuring, Spelling, and Units & Guides preferences.	
Security (Enhanced)	panel, other document color settings are round on the rorms, run screen, measuring, spelling, and onlis & ouldes preferences.	
Signatures		
Spelling Y		
	OK Cancel	

Adding Alt Text

What you write as alt text will be read by a screen reader to describe the image.

On the menu on the right hand side of the screen, select "Set Alternate Text"

An adobe dialogue box will state "Acrobat will detect all figures in this document and display associated alternate text," select "OK"



Page 10

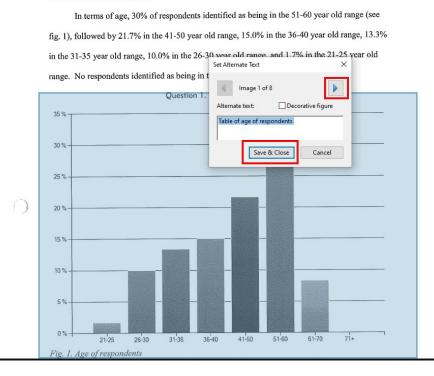
Alt Text Cont.

Adobe will prompt you with a box to write alt text.

After you have written the text, select the arrow to see the next image

In this box you can also select "Decorative Image," If you select this feature, you will not write alt text for the image. This feature allows you to make all parts of a document known to a screen reader, without adding unnecessary detail about a boarder, page decoration, etc.

Tip: Do not write "photo of" or "image of," this will be repetitive for the person listening. If the image is a collage, an illustration, etc. you can note that representative of the high percentage of female instructors teaching college writing and should not be considered anomalous.



Adding Internal Links



Select Link from top menu bar

Select "Add/edit Web or Document Link"

Your cursor will turn into a cross hair cursor, draw a box around the words you want to create the link for

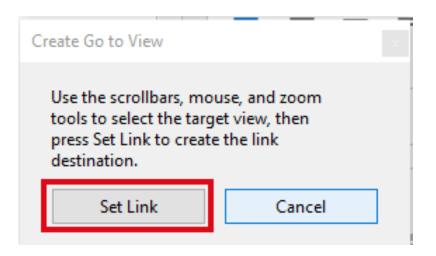
Links Cont.

Once you draw the box, a dialog box will appear and you can select specific settings

When you select "Next" a different dialog box will appear.

Now scroll to the page you want to link to and then select "Set Link"

Cr	Create Link												
	Link Appearance												
	Link Type:	Visible Rectan	gle 🗸 🗸	Line Style:	Solid	\sim							
	Highlight Style:	Invert	~	Color:									
	Line Thickness:	Thin	~										
	Link Action												
	● Go to a page view												
	○ Open a file												
	○ Open a web page												
	○ Custom link												
	Help		N	lext	Can	cel							



Checking for OCR

To check if a document is already accessible, or to check that you added OCR to the document, select "Ctrl + F"

Now you should be able to search for individual words.

If you need a document to have OCR and do not have time to work through ABBYY, click "Ctrl + F" and then type in a word and hit "enter"

You will be prompted with a dialog box asking to run OCR

Select "Yes" and then the document will have a very basic OCR

