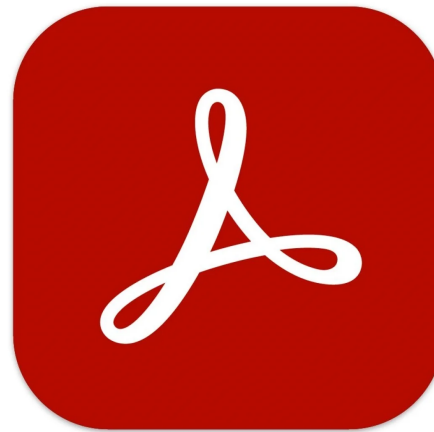


Adobe Acrobat: Accessibility Functions

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.

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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

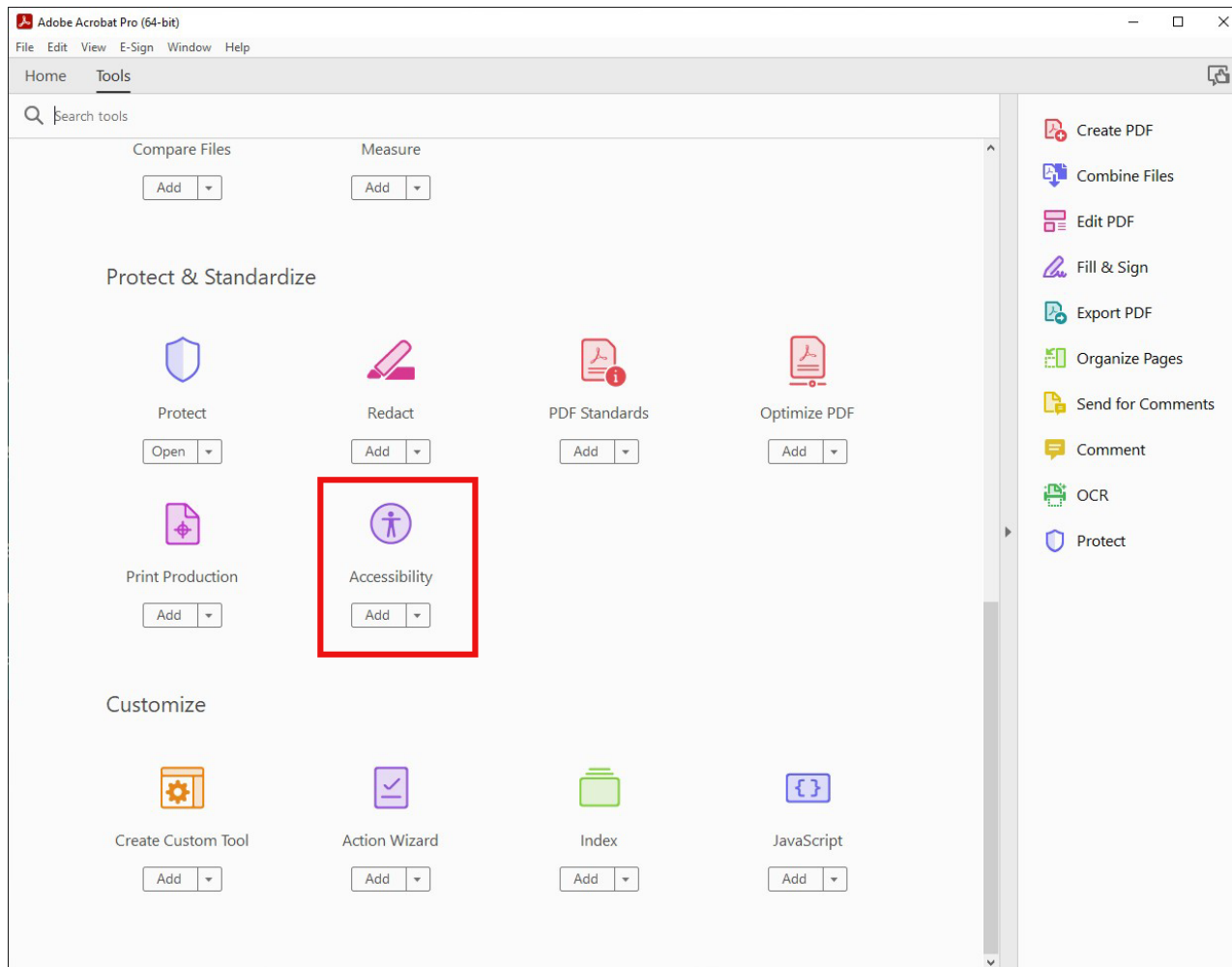
Page 9: Adding Alt Text

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.

The screenshot shows the Adobe Acrobat Pro interface with the Accessibility panel open on the right. The 'Accessibility Check' option is highlighted with a red box. The main document content is a form for 'HUMBOLDT STATE UNIVERSITY Office for Research and Graduate Studies' titled 'UNBOUND PROJECT APPROVAL'. The form contains personal information for Ryan Forsythe, including his name, address, telephone number, and student ID. It also includes a title 'Creative Writing and Computers: An Examination of Interactive Technology Usage In College-Level Writing Workshops' and a paragraph of text under 'OUTCOME OF YOUR RESEARCH'. At the bottom, there is a signature line with a signature, the name 'Corey Lewis', and the date '4/28/10'.

Unknown Title - Adobe Acrobat Pro (64-bit)

File Edit View E-Sign Window Help

Home Tools Unknown Title x

1 / 82 93.2%

Accessibility Close

Print Form

HUMBOLDT STATE UNIVERSITY
Office for Research and Graduate Studies

UNBOUND PROJECT APPROVAL
(This document must be typed)

Name Forsythe Ryan A Degree M.A. in English
Last First MI

Address PO Box 5673 Major Teaching Writing
Street Apt. No
Eureka CA 95502-5673
City State Zip Code

Previous Name(s) Used Student ID 9486-33836

Telephone Number (707) 954-7024

TITLE: Creative Writing and Computers:
An Examination of Interactive Technology Usage In College-Level Writing Workshops

OUTCOME OF YOUR RESEARCH: If needed, attach a separate sheet of paper, make 2 copies. Title 5 requirements are listed on the next page.

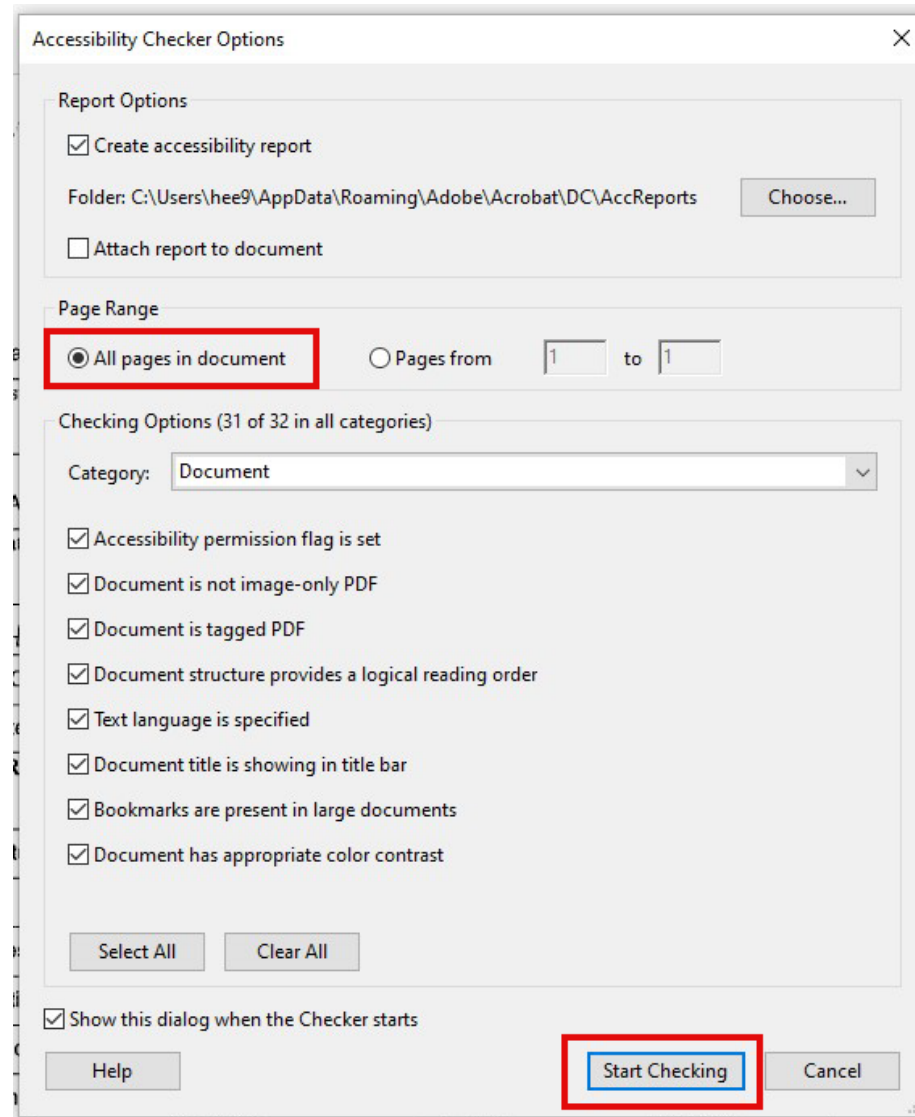
As illustrated by the review of literature, the workshop method was designed for advanced graduate students. Moreover the numerous problems associated with the workshop have led to repeated calls for faculty to reform their methods. The results of the survey strongly suggest, however, that creative writing faculty are utilizing methods outside the routine of the 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 faculty undertake a full investigation of the feasibility and benefits of adopting more widespread use of interactive 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
X _____ *Corey Lewis* Corey Lewis 4/28/10
Major Professor/Committee Chair

Autotag Document
Autotag Form Fields
Reading Options
Accessibility Check
Accessibility Report
Identify Form Fields
Set Alternate Text
Setup Assistant
Reading Order

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”



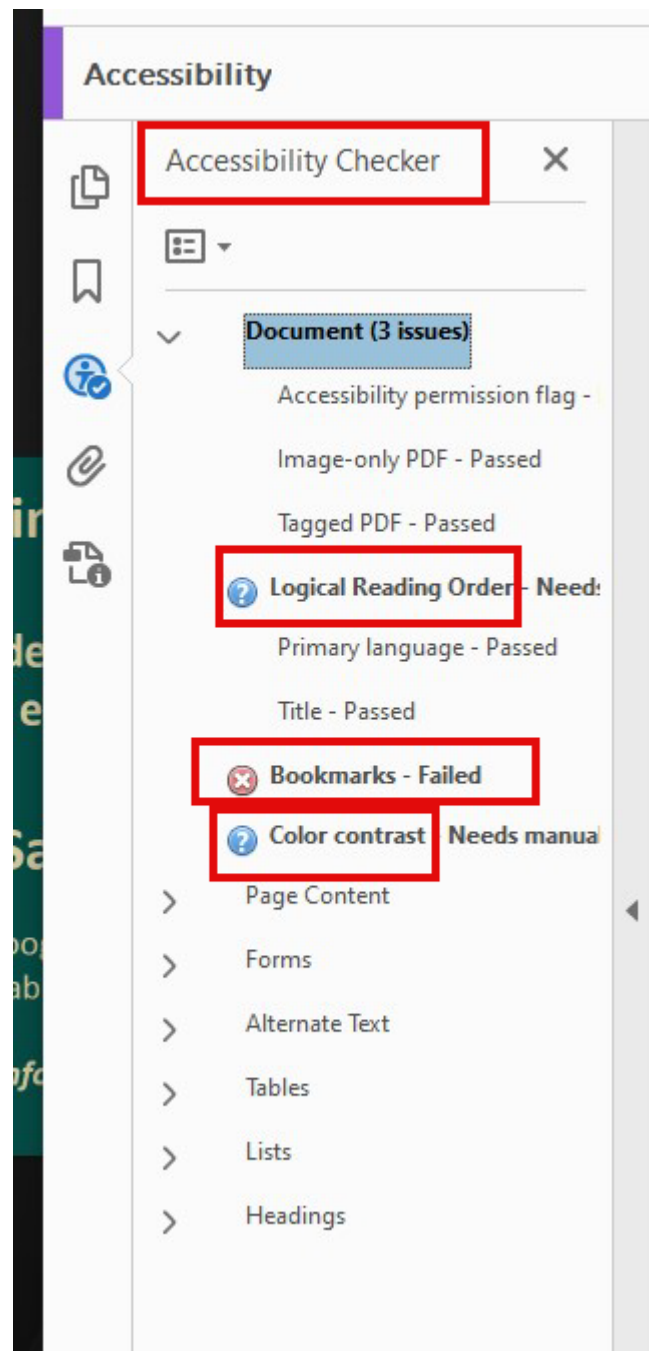
Now refer to the “Accessibility Checker” to see how many issues were found.

Common issues:

“Logical Reading Order”

“Bookmarks”

“Color Contrast”



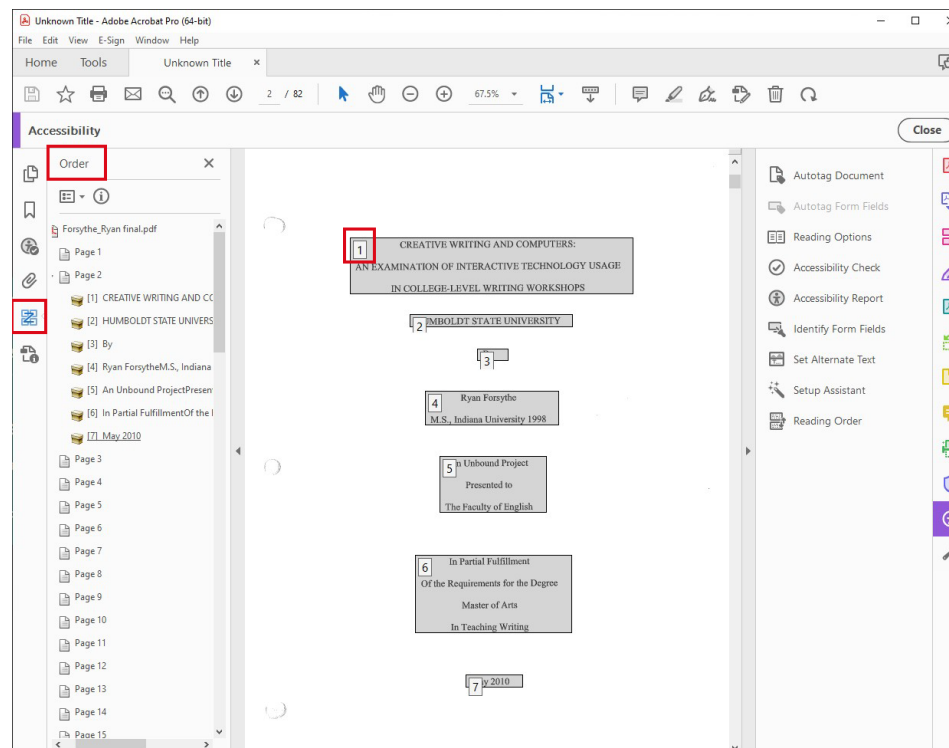
Issue 1: Logical Reading Order

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

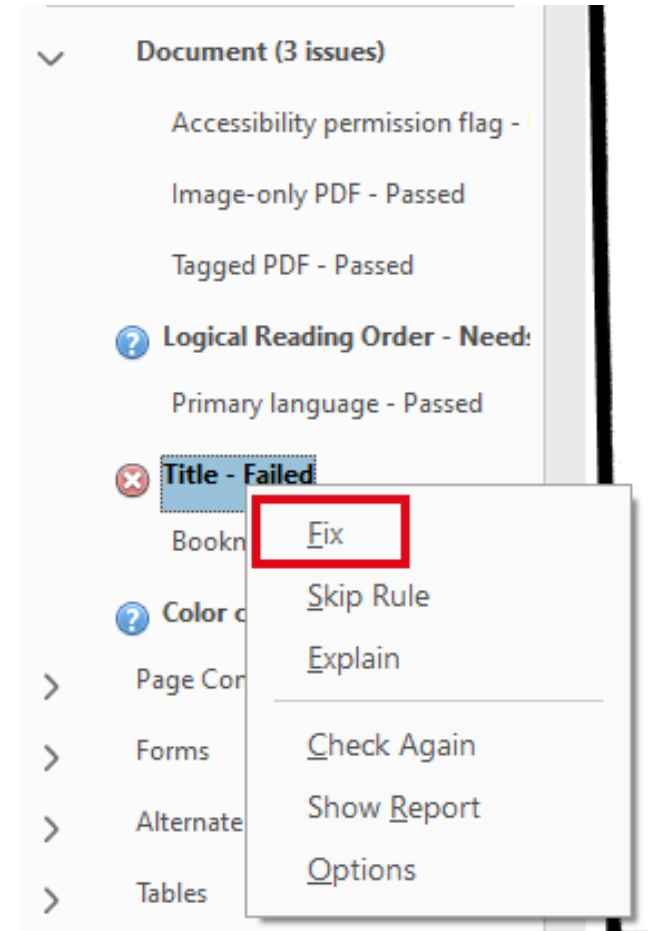


Issue 2: Bookmarks

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.



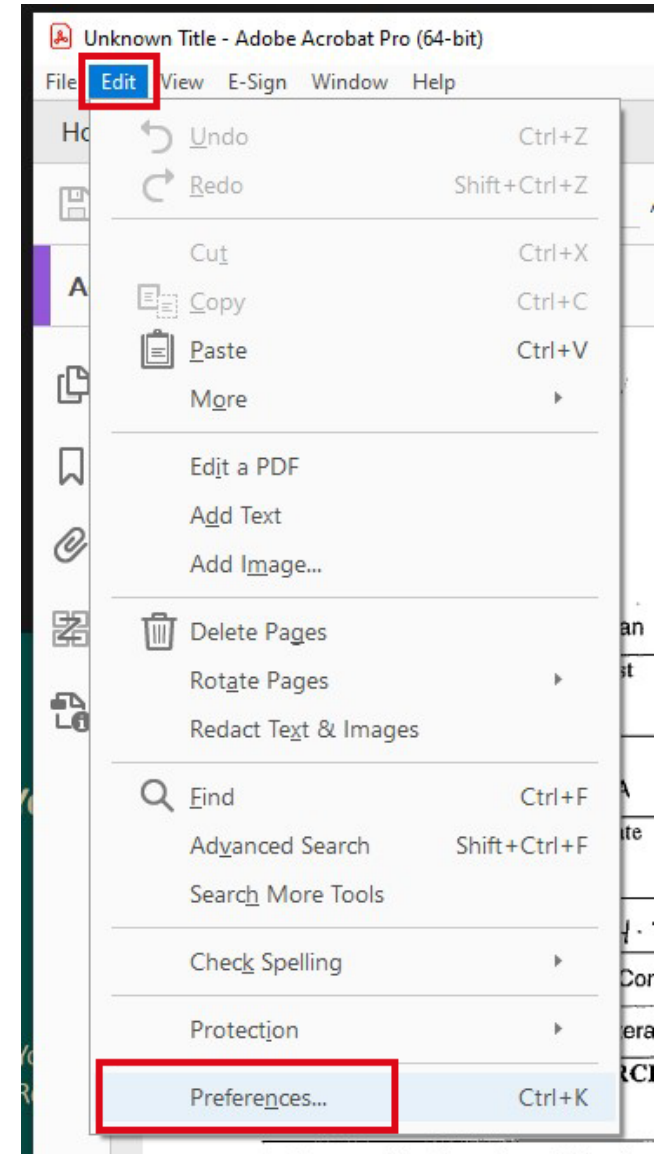
Issue 3: Color Contrast

This error will almost always 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

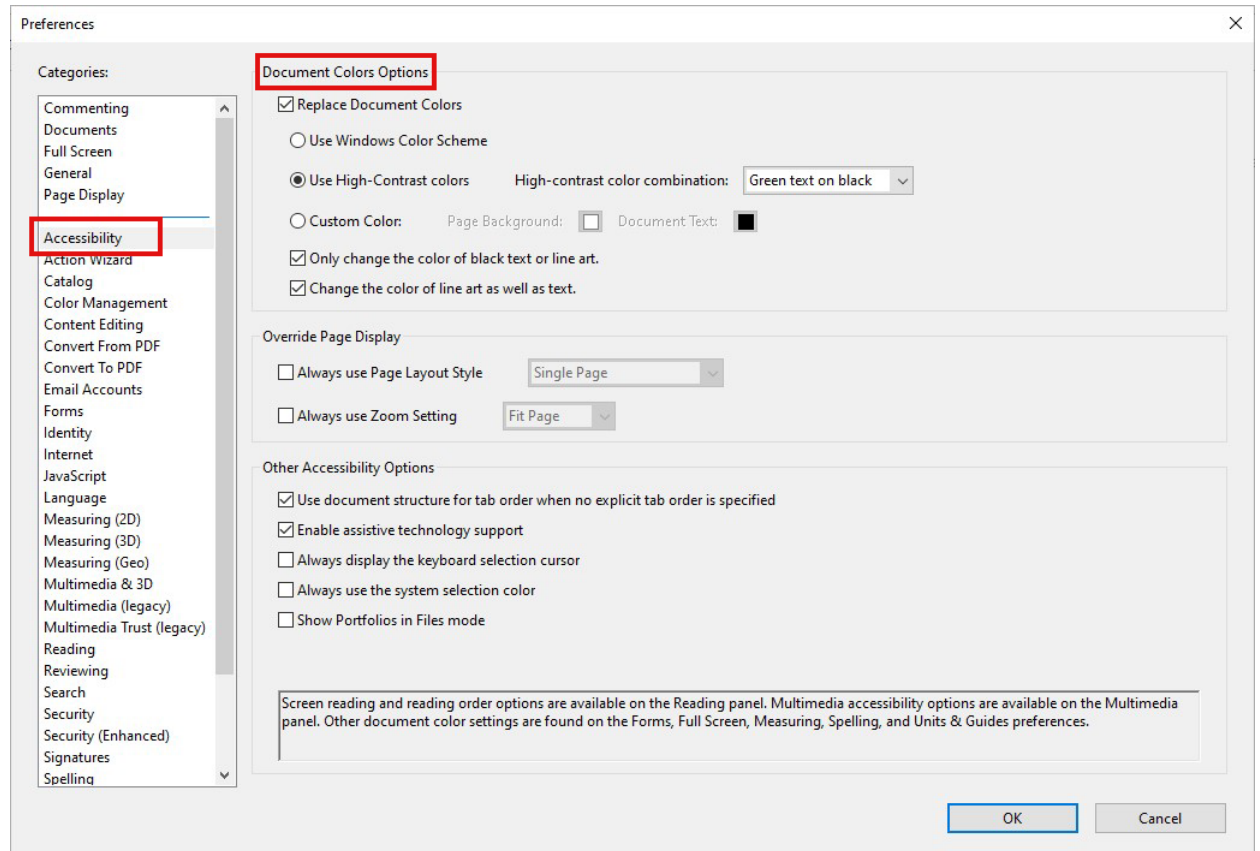
Then select "Preferences"



Color Contrast Cont.

Select “Accessibility” from the Categories section.

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

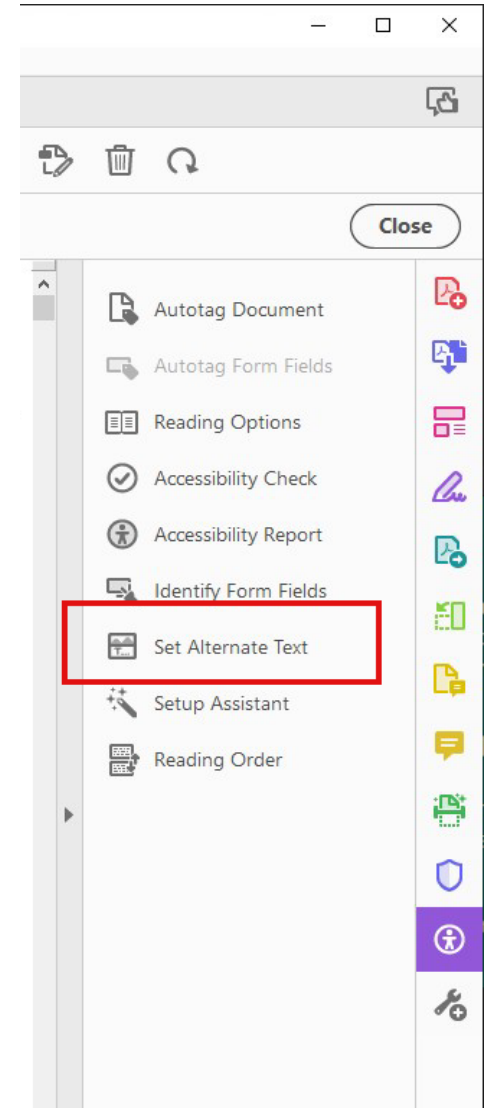


Adding Alt Text

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”



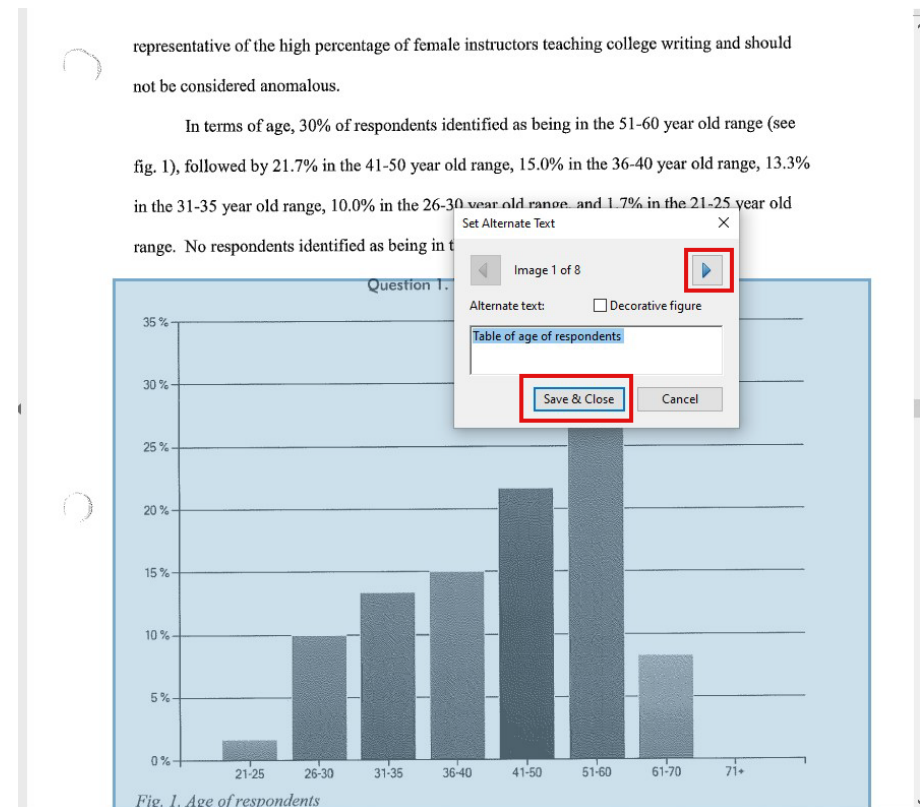
Alt Text Cont.

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



Adding Internal Links



Select Link from top menu bar

Select "Add/edit Web or Document Link"

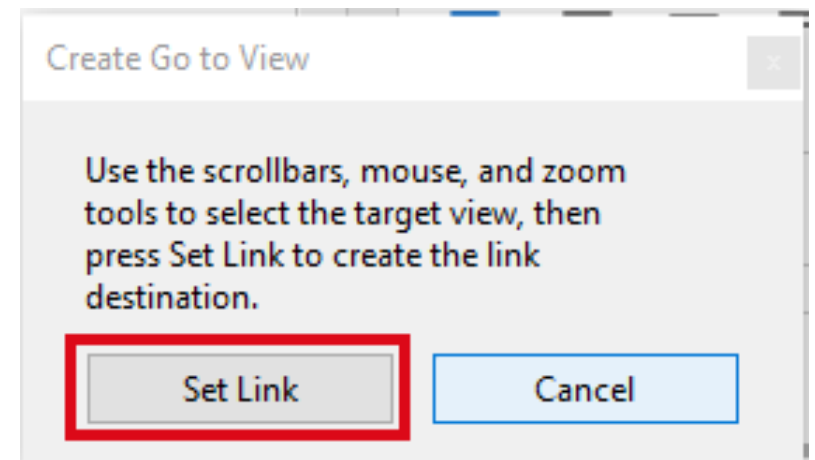
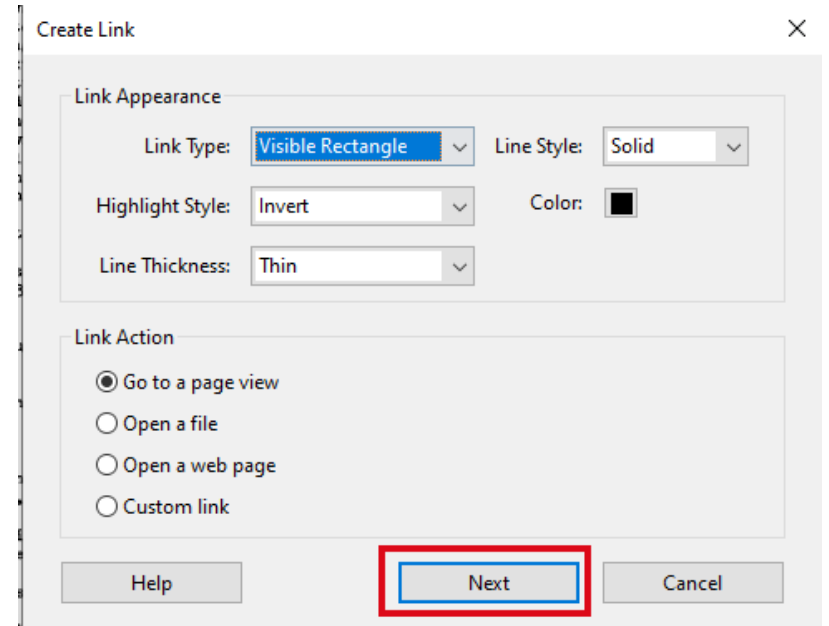
Your cursor will turn into a cross hair cursor, draw a box around the words you want to create the link for

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"



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

