A Picture can be Worth 1000 Words… Unless it's a PDF

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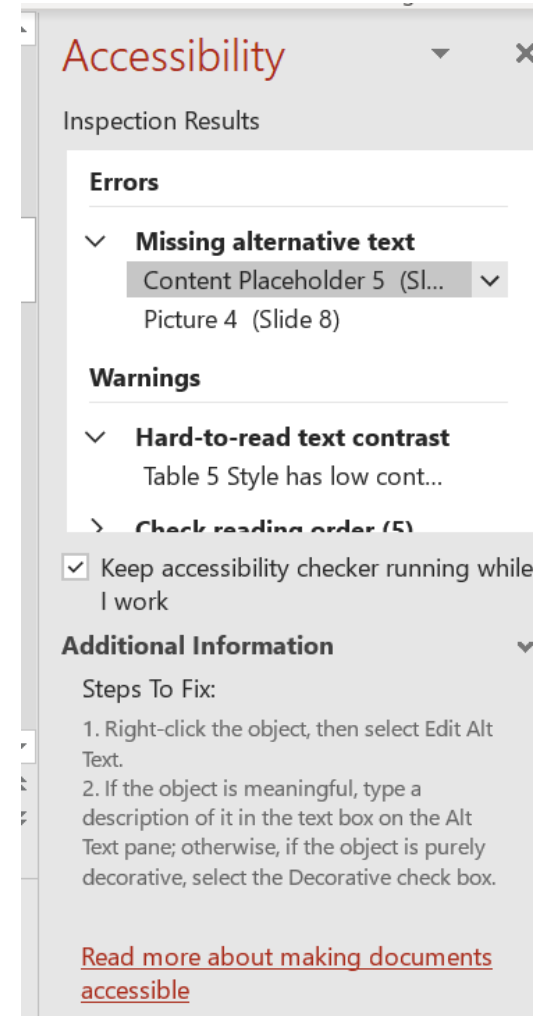SALTISE Conference, June 2, 2021

Choosing a File – Minimum Rrequirements

- Text must be very clear with good contrast

- No highlights or marks

- No text cut off

- Otherwise, <u>all students</u> are impacted

  - Files are hard to read visually

  - No tools such as search function, translation and dictionaries

- Students with disabilities most impacted

  - No assistive technology effective

Option 1: Word and PPT Accessibility

- When possible, create files in Word or PPT
- In <u>Review</u> tab, select <u>Check Accessibility</u>
- Select <u>Accessibility</u> from menu
- Review errors and warnings
  - Each error or warning will show
    - Why Fix
    - Steps to Fix
  - Follow directions to fix errors & review warnings

Option 1: Saving Word and PPT as PDF

- In <u>File</u>, select <u>Save As</u>
- Chose location ex: <u>This PC</u>
- Select <u>PDF</u> file type
- Click <u>Options</u> and
- Check <u>Document structure tags for accessibility</u>

Option 2: Accessibility in Adobe DC / PRO

- Open file in Adobe Acrobat DC (Pro)
- Go to Tools
- Under Protect and Standardize
- Find Accessibility and
- Click Open
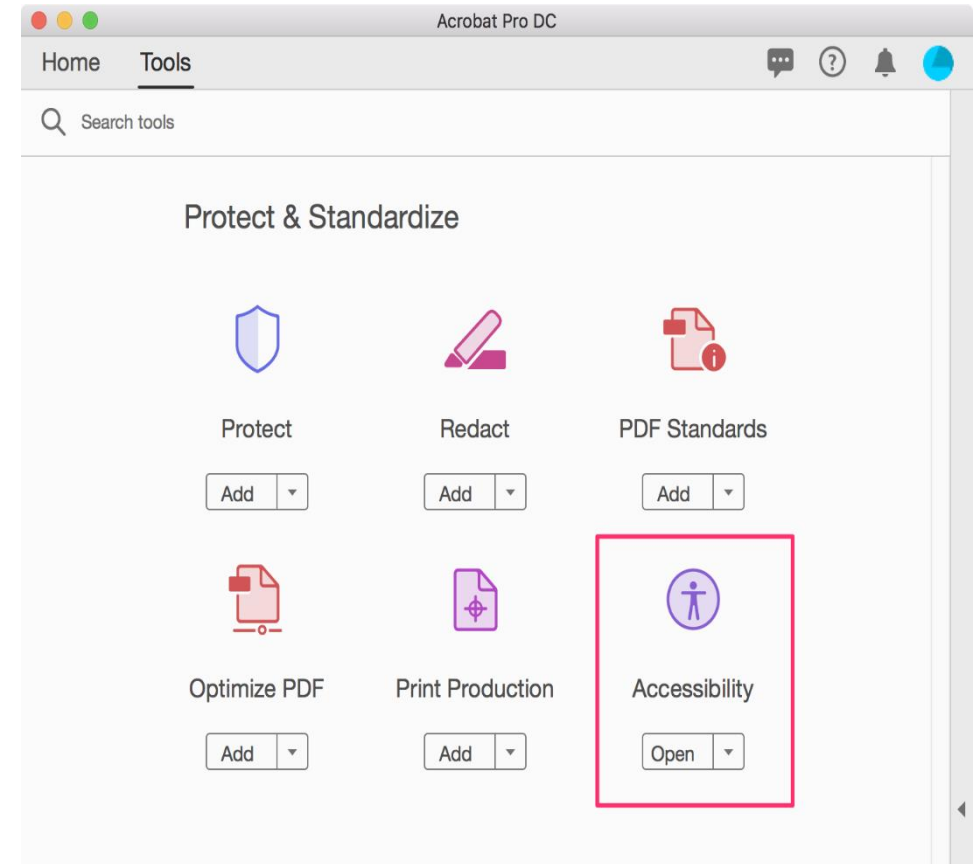
Option 2 : Adobe Acrobat DC

- Select <u>Accessibility Check</u>
- Select <u>Start Checking</u>
- Click/select side arrows to expand
- Choose an item
- Right click on <u>Fix</u> & follow prompts

Impact of Inaccessible PDF Elements

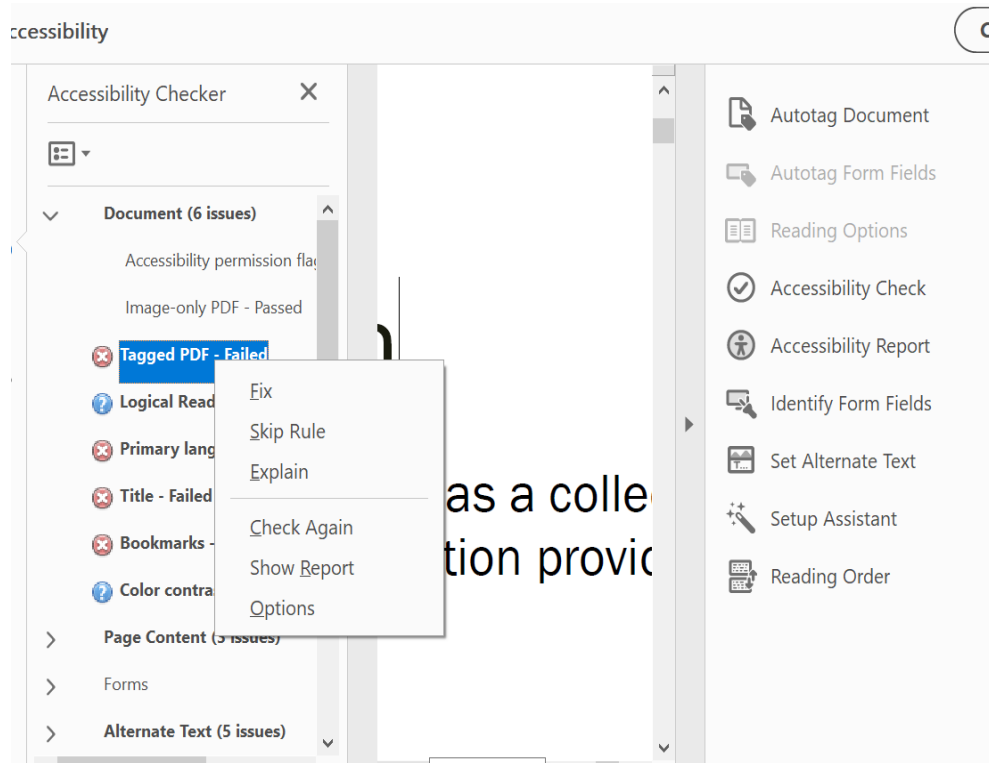| Elements	Students most impacted	Why is it important	How to Fix Individually
Selectable / not a photo	All who use text-to-speech All who use academic tools such as translation, quizlet etc.	Optical Character Recognition	OCR – Optical Character Recognition Saving Word and PPT correctly
Image / icon / charts / decorative object	All who use text-to-speech especially visually impaired, ADHD, mental health	Inaccessible information Distracting as student will hear image51828156815 for each visual element	Alt tag to add picture description or mark as decorative
Table	Visual impairment	Tables are read aloud one cell at a time Ex: row 2 column 5 content 7	Use header rows in table format in Design tab
Structure of document	All who use text-to-speech, especially those with visual impairment	Allows students to jump to specific section /heading	Use headings and format style in Word Enable doc. Structure tag when saving PDF in Word or PPT Use tag accessibility feature in Adobe
Reading order	All who use text-to-speech Especially visually impaired or with concentration difficulties	A page with tables, photos etc. on page, Text-to-speech can read text in wrong order.	Adobe: Reading order in accessibility toolbar / checker PPT: In Review, click Check Accessibility, then Reading Order pane

Resources

Video

- https://www.coursera.org/learn/inclusive-design#syllabus: Free online course with excellent bite size videos

- [Windows: Save Word / PPT as pdf](#)

- [Mac / online: Save Word / PPT as PDF](#)

- [From a pdf file with Adobe Acrobat DC (Pro):](#)

- [Screen reader demo of accessible pdf:](#)

Websites

- [Creating Accessible Documents | Accessible Technology (washington.edu)](#)

- [PDF Accessibility | California State University, Northridge (csun.edu)](#)

- [Create accessible Office documents (microsoft.com)](#)

- [Create accessible PDFs (microsoft.com)](#)

Concluding Thoughts

- When possible, use Word, PPT or EPUB instead of PDF
- When creating files in Word or PPT, use "Check Accessibility"
- Basic accessibility: Text is selectable, clear, free of marks
- Standard accessibility: Provide Alt Text, captions
  primary language, reading order and more
- PDF access is important for all students

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