Building Accessibility into Existing PDFs

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About Us

➢[Syracuse University Technology Accessibility](#)

➢[Accessible Technology Toolkit (Answers)](#)

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By the end of this session you will be able to:

➢ Tag an untagged PDF document

➢ Add alt text to images

➢ Create headings and bookmarks

➢ Add table headers

➢ Check and correcting read order

➢ Convert an image/scanned PDF to real text

Why? University Policy

Information and Communication Technology (ICT) Accessibility Policy

Effective January 1st 2018

"The University commits that Information and Communication Technology products and services acquired, adopted, developed or updated after the effective date of this policy, shall be accessible to individuals with disabilities."

Why? It applies to documents

This includes electronic documents:

"Any file that is posted or distributed electronically. These files usually are created, edited and viewed or otherwise encountered with desktop and cloud productivity software and can be saved in a local file format or stored online for collaboration and presentation purposes. Common examples of software used to create such files include Microsoft Office, Apple Pages, Numbers, Google Documents, Sheets, and Adobe Acrobat, Illustrator, and Designer products."

What is accessibility?

➢ The ability of users with visual or mobility impairments to **read** and **navigate** a document in an equivalent manner as a sighted user.

What makes a PDF accessible?

Title

Recognizable text

- ➢ Scanned documents are sometimes images, not text

- ➢ Optical character recognition (OCR) is required.

- ➢ Character recognition errors creep in

Proper Reading Order
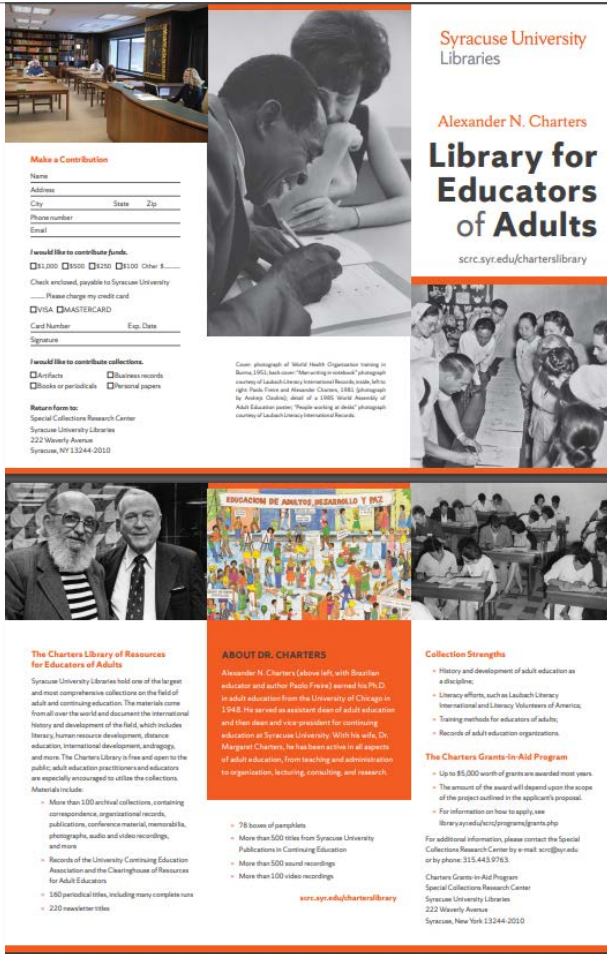
➢ Especially when the PDF comes from a brochure.

➢ This example is the PDF version of a trifold brochure.
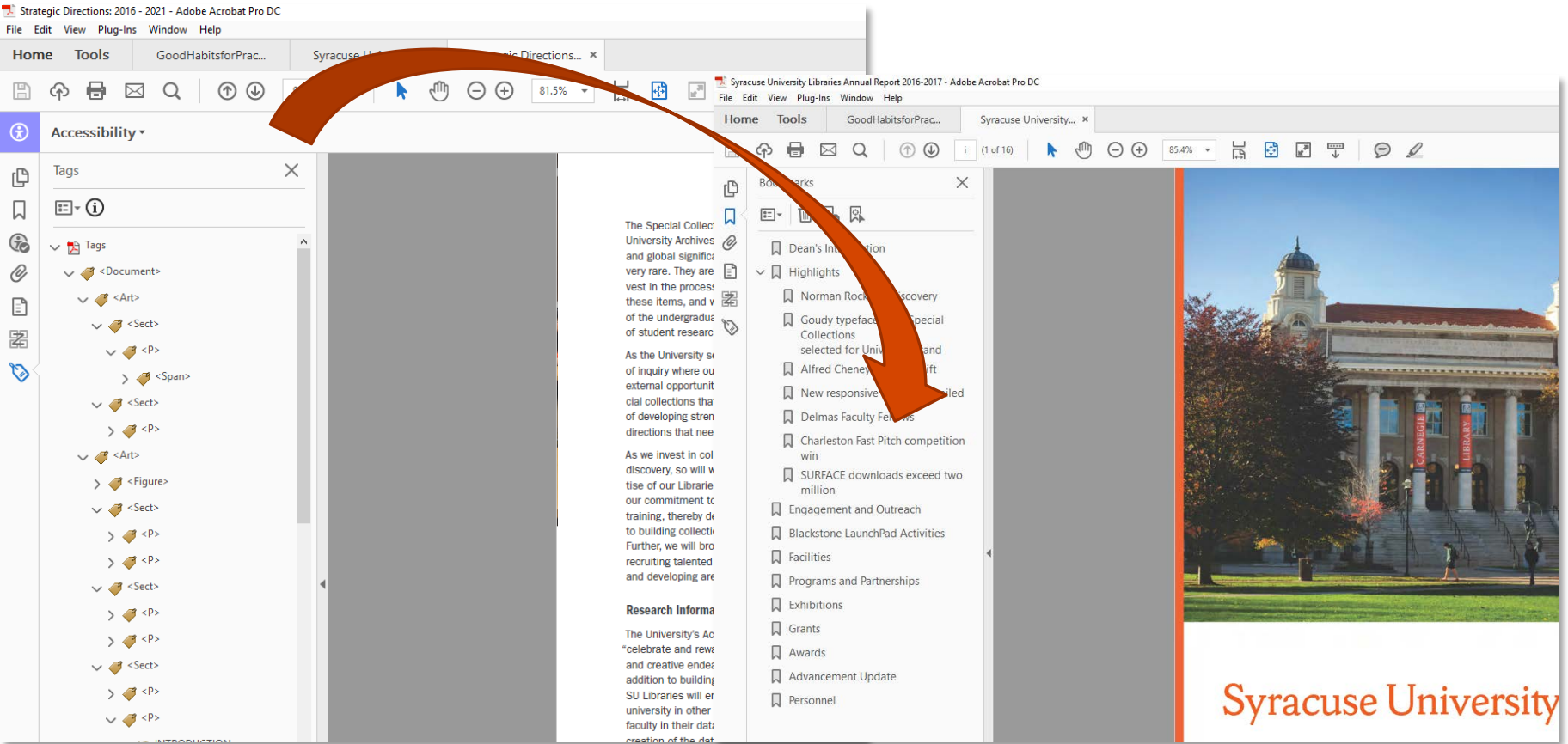
Alternative text on images

Heading tags and bookmarks

Properly formatted lists

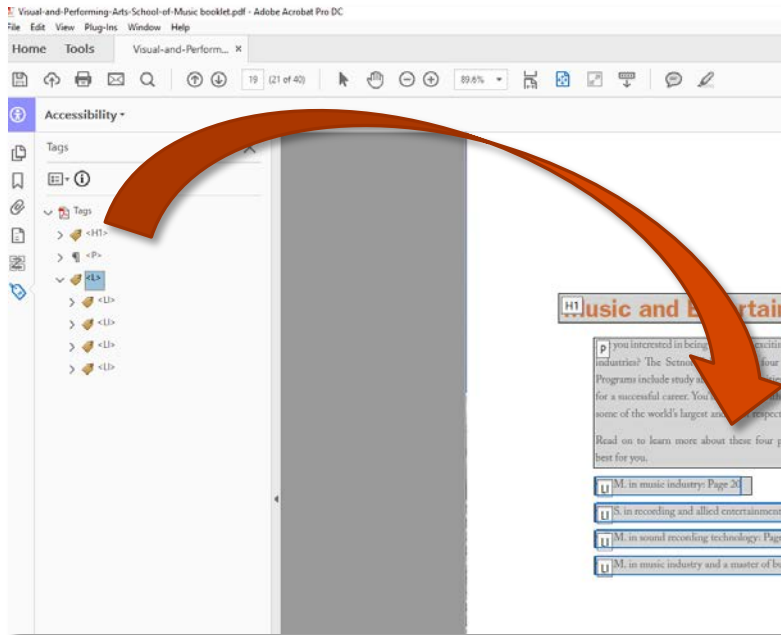➤ Lists require a specific markup using <L> and <LI> tags:

<L>
 <LI>
  <Label>
  <LIST OBJECT>
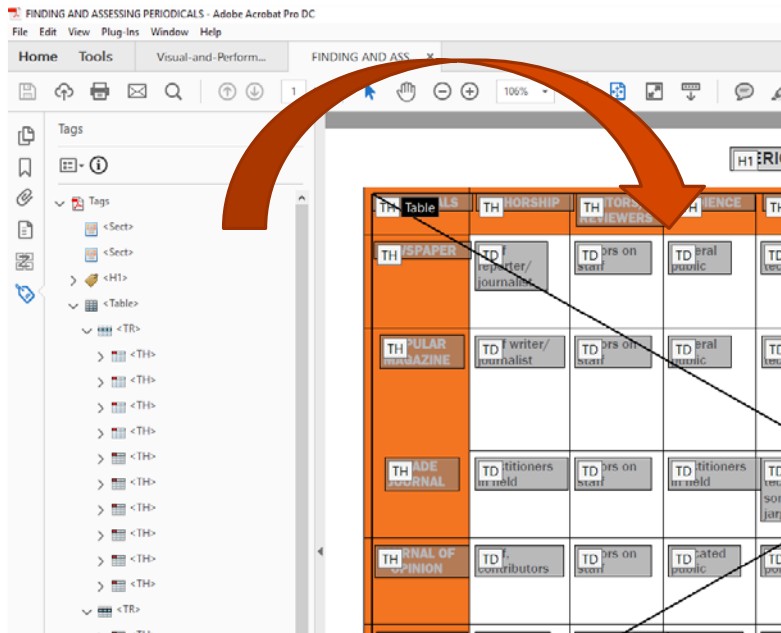 <LI>
  <Label>
  <List Object>
 <LI>
  <Label>
  <List Object>
etc.

Properly formatted tables

Tables must be uniform and contain proper markup including a header row:

<TABLE>

  <TR>

    <TH>

    <TH>

  <TR>

    <TD>

    <TD>

etc.

Interactive form fields

> Form fields require proper labels, tool tips, proper tab order, and good error handling.

Myths

➤ If my document "passes" it is accessible

➤ If some checkpoints "fail" my document is not accessible

➤ There is a "right way" to "do accessibility" in Adobe Acrobat
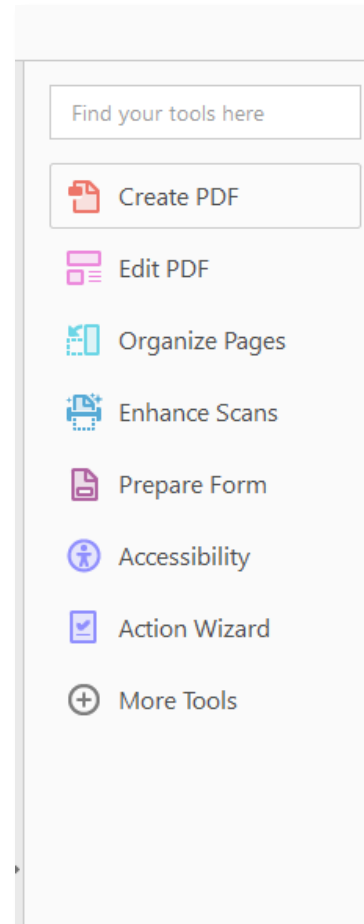
PDF Remediation Workflow

➢ Do you have the source document? If so, fix it there!

➢ Can you contact the original author to request a copy of the source document? If so , do it!

➢ If you don't have access to the original, roll up your sleeves and remediate in Adobe.
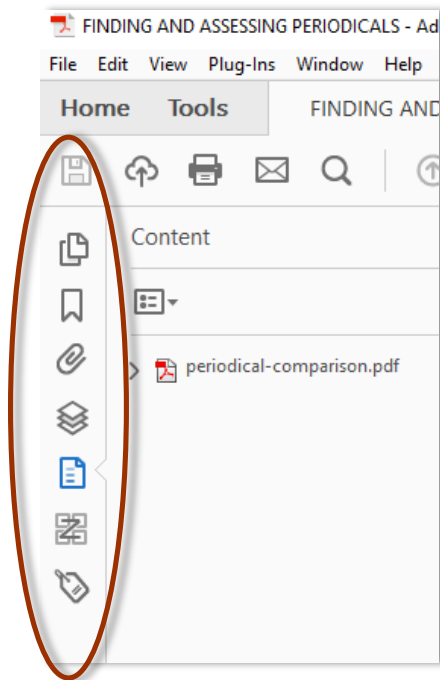
Gather your tools

Add:

➤ Accessibility tool

➤ Action Wizard

➤ Enhance Scans

➤ Prepare Form

*Get rid of stuff you don't use!

Find your tools here

Create PDF

Edit PDF

Organize Pages

Enhance Scans

Prepare Form

Accessibility

Action Wizard

More Tools

Gather your tools con't.

Add to the Navigation Pane:

➢Bookmarks

➢Content

➢Order

➢Tags