

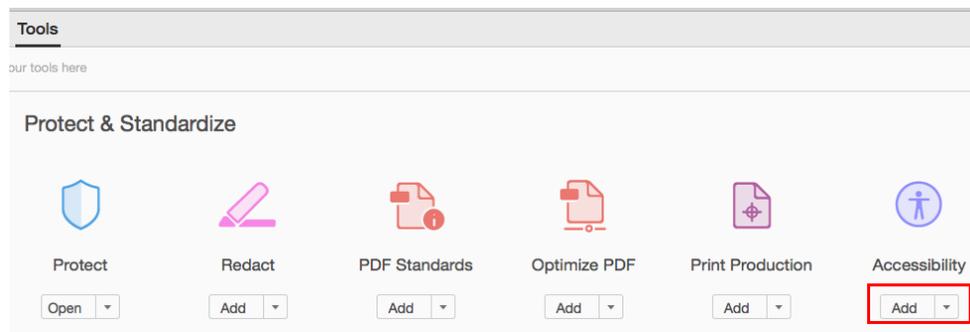
Accessible PDF Workshop

In this workshop, you will learn how to make accessible PDFs used in online classes. Three types of PDFs will be covered: PPTs converted into PDFs, Word documents converted into PDFs, and book chapters and articles as PDFs.

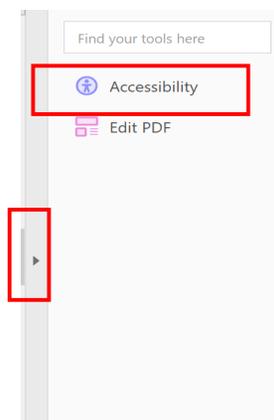
PPTs into PDFs

Once the document is converted into a PDF, make sure to add the “Accessibility” tool before you start editing the document. To do this click:

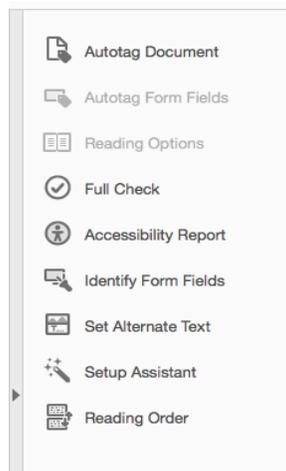
“Tools” > “Protect & Standardize” > Add “Accessibility”



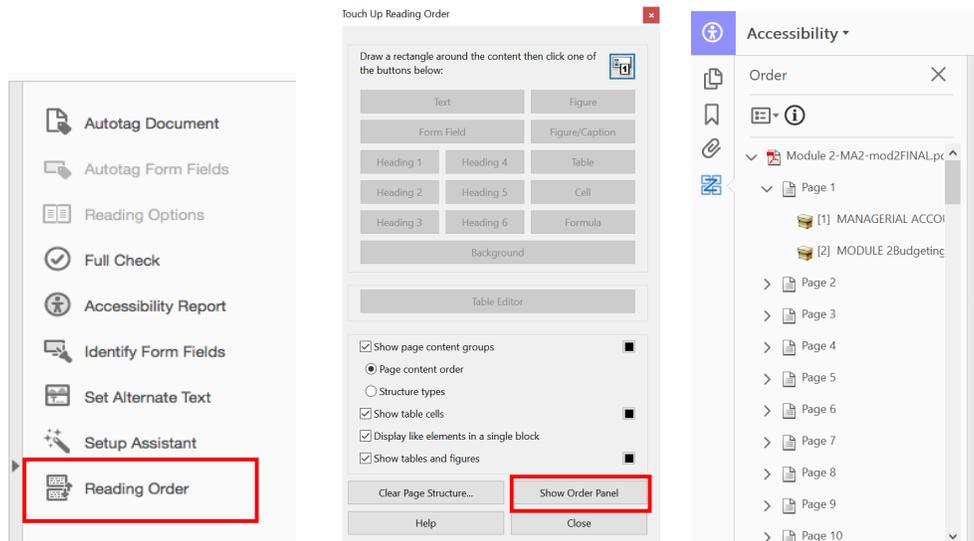
Once this tool is added, go back to the PDF document. The tool should appear on the right-hand panel. Like this:



Before starting to make the document more accessible, click the “Accessibility” tool. A list of features will appear like this:



Select the “Reading Order” icon, and a window will pop-up. In this window, click on the “Show order panel” icon and then close the window. This will open a left-hand panel with the order in which the information of each slide is tagged.

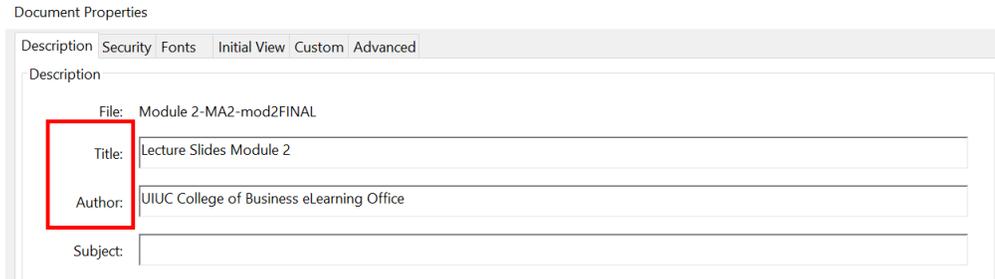


Now everything is set up to start creating an accessible document.

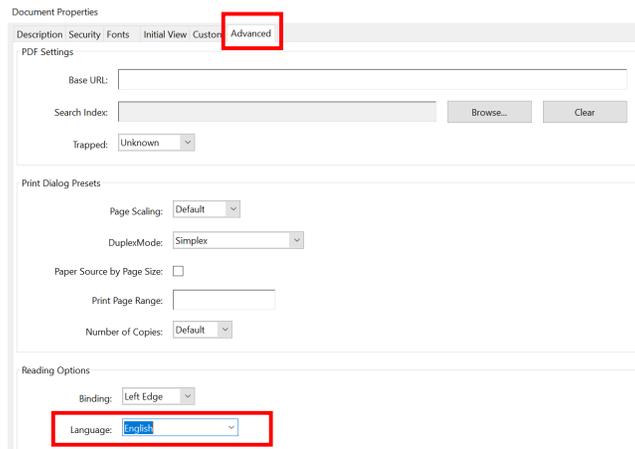
1. Add title and language.

Go to “File” > “Properties” and select “Description”

- a. Change the title (e.g. Lecture Slides Module 2)
- b. Change the author (e.g. UIUC College of Business eLearning Office)



- Select the “Advanced” tab
- c. Change the language to English.

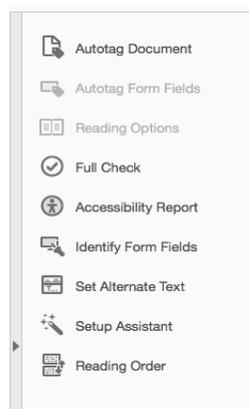


Save the document in the pertinent folder.

2. Tag and set reading order of the document content.

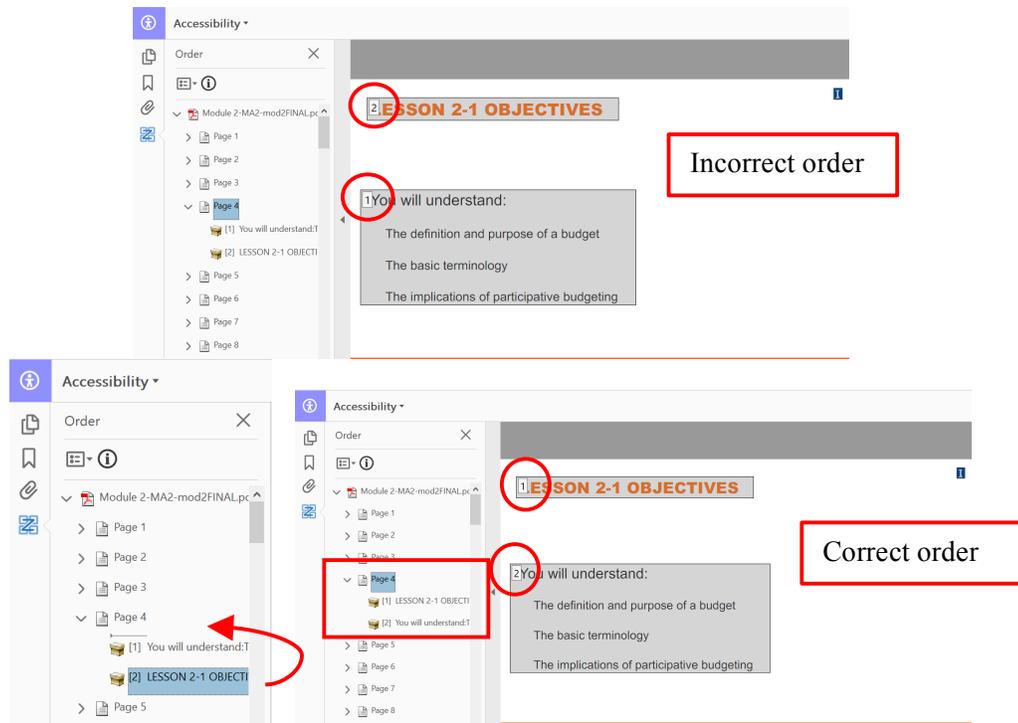
There are two ways to tag a document:

- a. Use the “Autotag Document” feature shown first on the list of features



This is an easy way to tag the document. However, most of the times PDFs fail tagging without creating errors. It often tags unnecessary contents and symbols. You can try Autotag first and review the document.

- If the document looks fine, review the reading order. If there are some items in a wrong order, look for the page number you are working on using the left-hand panel and drag the information in the correct order.



- If you find the document with too many errors, close the document without saving it and open it again. This means the document needs to be tagged manually.

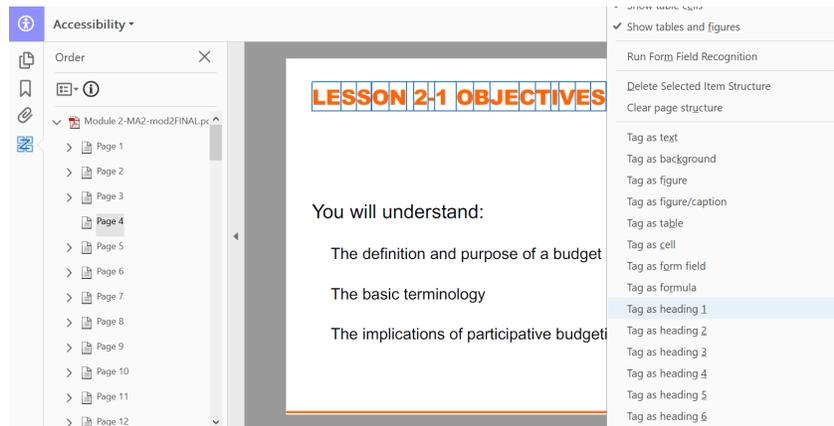
b. **Tag manually.**

Select the “Reading order” icon on the right-hand panel. When a window pops up, select “Show order panel” and close the window.

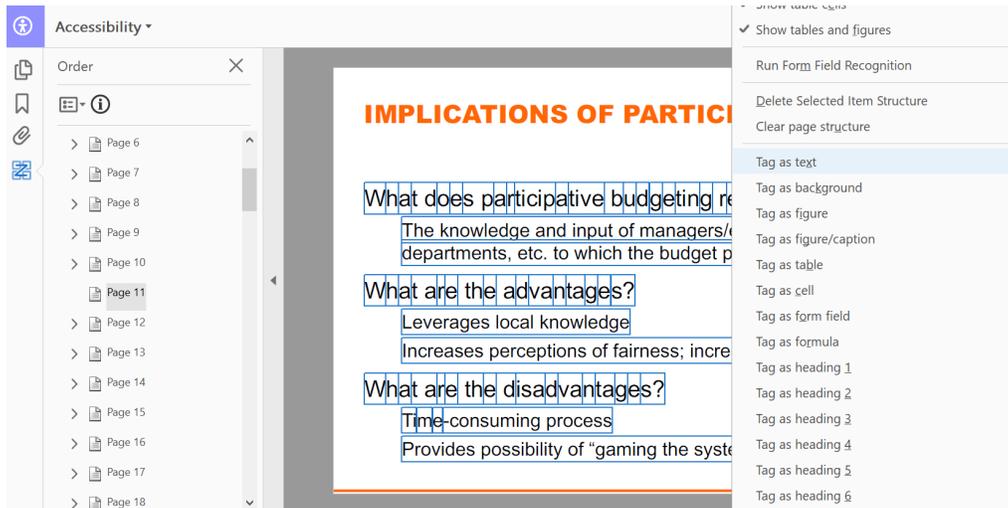
In each page, draw a rectangle around the content and make a right mouse click.

- For the module/lesson titles and slide title, select “Tag as Heading 1”

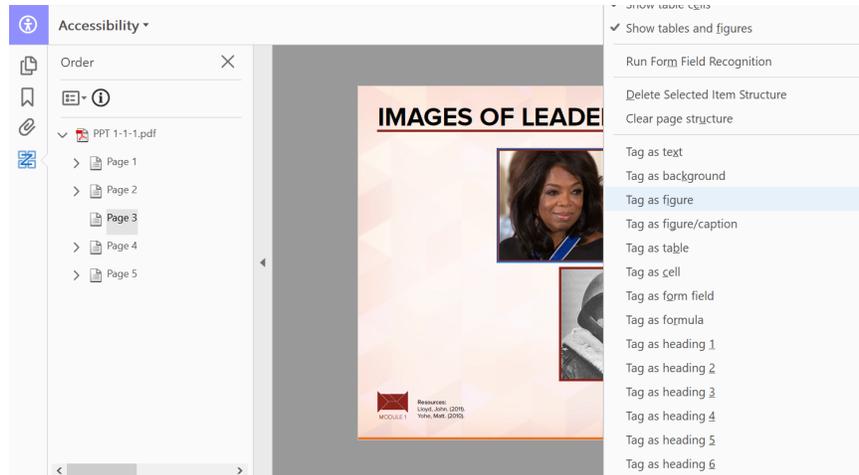




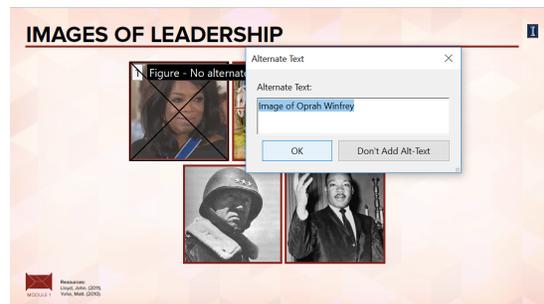
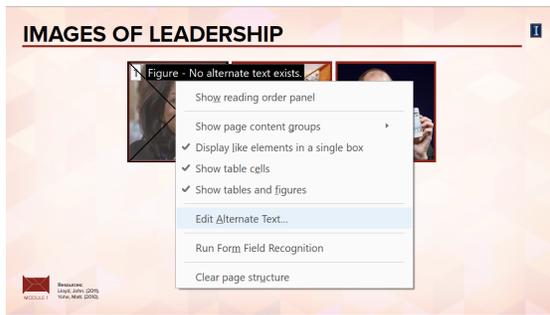
- For a regular text, select “Tag as text”



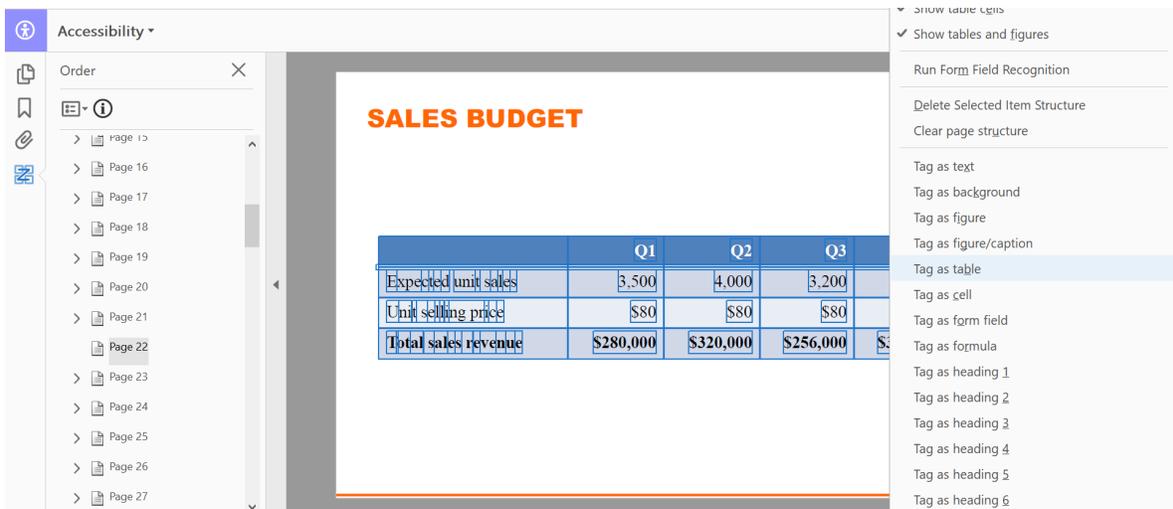
- For an image without text, select “Tag as figure” and for an image with pertinent information, select “Tag as figure/caption”



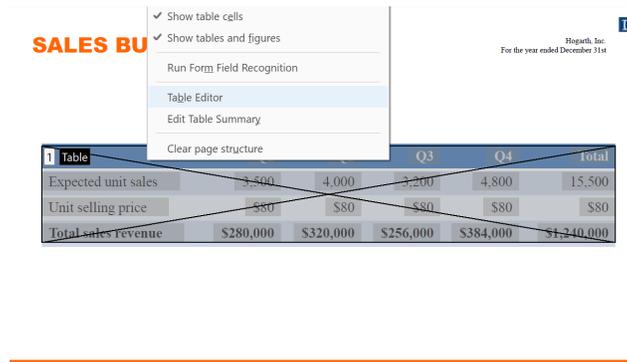
After tagging an image as a figure or figure/caption, right mouse click on the image and select “Edit alternate text.” A window will pop up. Add the pertinent information to describe the image and then click ok.



- For a table, select “Tag as table”



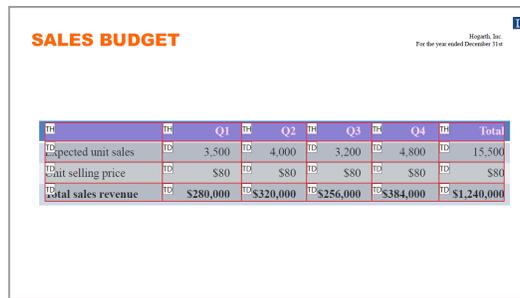
After tagging the table as a table, right mouse click on the table and select “Table editor.”



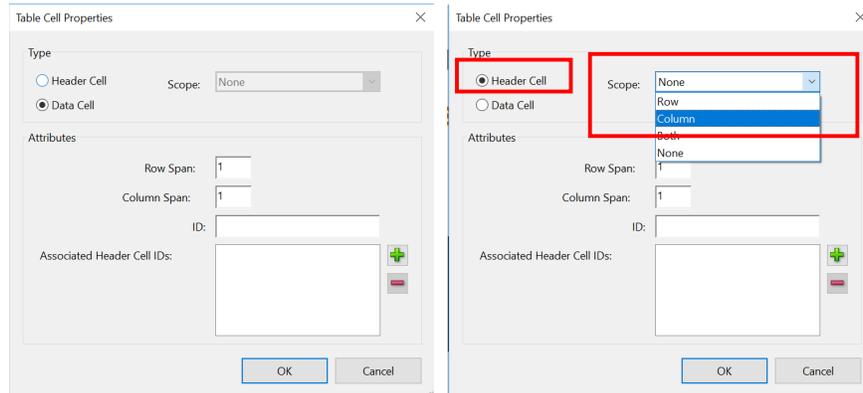
The program will automatically recognize the cells and will tag them as table headers or table data. However, most of the times PDFs fail tagging without creating errors. As a result, you need to carefully check each cell to determine whether there is an error or not.

In the following example, the first row is determined as a header, but not the first column. To make the first column as a header, select the whole column, right mouse click, and select “Table cell properties.” A window will pop up.

In the section Type, select “Header cell.” For this particular example, we need the first column as a header. So, click on Scope and select the “Column” option.

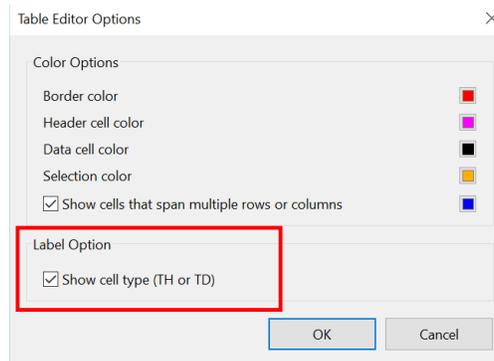


| TH | Q1 | Q2 | Q3 | Q4 | Total |
|---------------------|-----------|-----------|-----------|-------------|--------|
| Expected unit sales | 3,500 | 4,000 | 3,200 | 4,800 | 15,500 |
| Unit selling price | \$80 | \$80 | \$80 | \$80 | \$80 |
| Total sales | \$320,000 | \$256,000 | \$384,000 | \$1,240,000 | |



Note: For other tables, the header can be a single cell. In this case, you do not have to select the scope.

“Table Editor Options” gives the possibility to select different colors for differentiating the headers, rows and other aspects of the table. It also gives the option to choose to show the cells that are headers and the cells that are rows. I **STRONGLY** recommend marking this option to better arrange the table.



Sometimes the error that the PDF tags is more difficult to arrange because it does not show the correct cells. Like this:

SELLING & ADMINISTRATIVE BUDGET

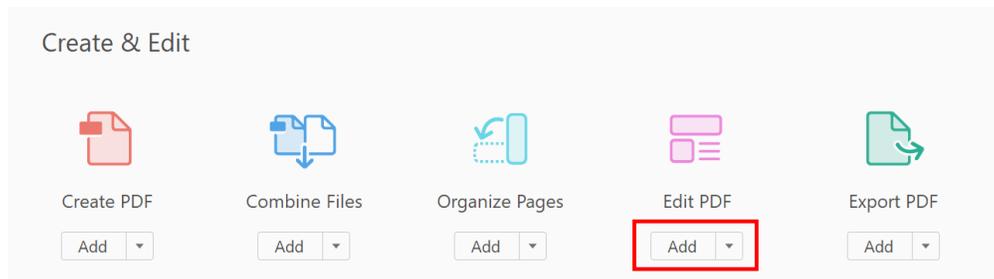
Hogarth, Inc.
For the year ended December 31st

| | Q1 | Q2 | Q3 | Q4 |
|--|-----------|----------|----------|----------|
| Budgeted sales (units) | 3,500 | 4,000 | 3,200 | 4,800 |
| Variable expenses | | | | |
| Commissions | \$10,500 | \$12,000 | \$9,600 | \$14,400 |
| Shipping | 3,500 | 4,000 | 3,200 | 4,800 |
| Total variable expenses | \$14,000 | \$16,000 | \$12,800 | \$19,200 |
| Fixed expenses | | | | |
| Marketing & advertising | 3,000 | 3,000 | 3,000 | 3,000 |
| Salaries | 12,000 | 12,000 | 12,000 | 12,000 |
| Other expenses | 11,000 | 11,000 | 11,000 | 11,000 |
| Total fixed expenses | \$26,000 | \$26,000 | \$26,000 | \$26,000 |
| Total selling & administrative expenses | \$40,000 | \$42,000 | \$38,800 | \$45,200 |
| Total annual selling & administrative expenses | \$166,000 | | | |

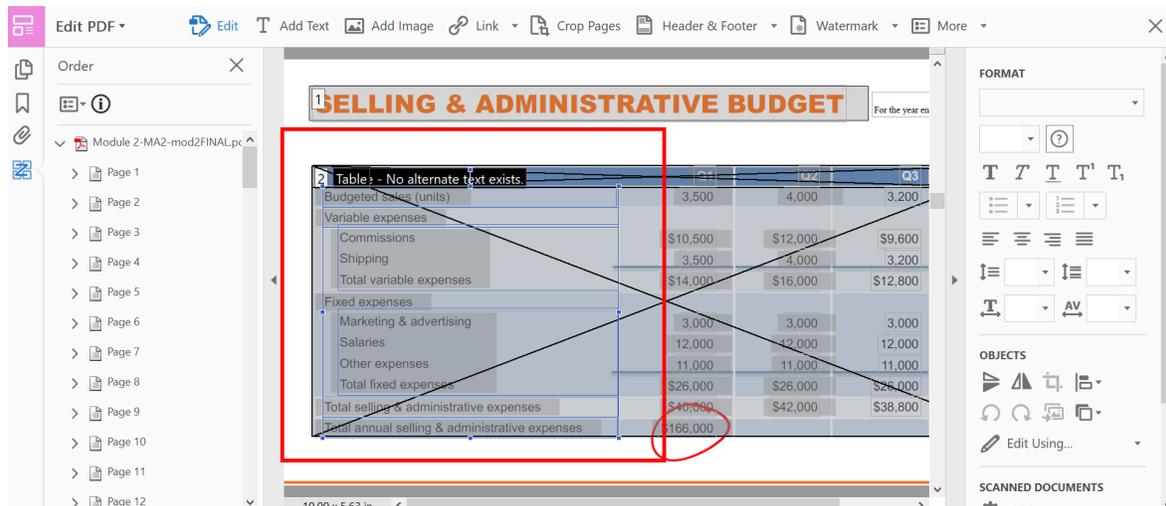
Although there is not a perfect formula to arrange these tables, use the “Edit PDF” tool to improve the way the table looks, so the program better recognizes the cells.

To add the “Edit PDF” tool. Click:

“Tools” > “Create and Edit” > Add “Edit PDF”



To improve the table in the following example, you can enlarge the length of the items on the first column. Then, go back to the “Accessibility” tool and see if this helps arranging the table. Improving this type of tables is a trial and error process.



SELLING & ADMINISTRATIVE BUDGET

Hogarth, Inc.
For the year ended December 31st

| | Q1 | Q2 | Q3 | Q4 |
|--|-----------|----------|----------|----------|
| Budgeted sales (units) | 3,500 | 4,000 | 3,200 | 4,800 |
| Variable expenses | | | | |
| Commissions | \$10,500 | \$12,000 | \$9,600 | \$14,400 |
| Shipping | 3,500 | 4,000 | 3,200 | 4,800 |
| Total variable expenses | \$14,000 | \$16,000 | \$12,800 | \$19,200 |
| Fixed expenses | | | | |
| Marketing & advertising | 3,000 | 3,000 | 3,000 | 3,000 |
| Salaries | 12,000 | 12,000 | 12,000 | 12,000 |
| Other expenses | 11,000 | 11,000 | 11,000 | 11,000 |
| Total fixed expenses | \$26,000 | \$26,000 | \$26,000 | \$26,000 |
| Total selling & administrative expenses | \$40,000 | \$42,000 | \$38,800 | \$45,200 |
| Total annual selling & administrative expenses | \$166,000 | | | |

Sometimes it helps to delete the tag and create it again. To do that, right mouse click on the table and select “Delete selected item structure.” Then, draw again a rectangle around the table, make a right mouse click, and select “Tag as Table”. You can start PLAYING with the table until it has the appropriate cells marked as headers or rows.

When you complete tagging all the slides, go back to the first page and review whether you missed anything. Make sure to ALWAYS review the reading order of each slide.

Recommendation: click “Save” as many times as you can.

Word documents into PDF

For Word documents, the tagging process is the same as the one explained above. You can start by auto-tagging the document to see how it looks. If there are too many errors, you need to tag manually. For these documents:

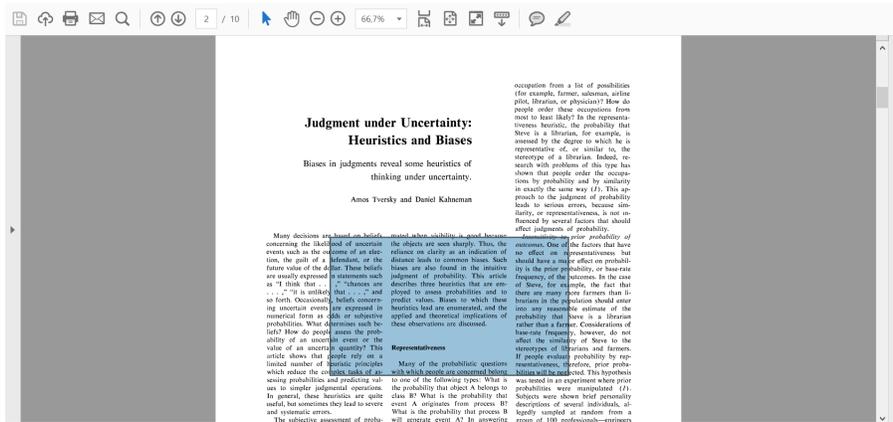
- For Titles, select “Tag as heading 1”
- For Subtitles, select other headings depending on the amount of levels.
- For regular text, select “Tag as text”
- For images, select “Tag as figure” and provide the pertinent description or information of the figure (alt text).
- For tables, select “Tag as table” and make the appropriate arrangements as explained above.

Make sure to **ALWAYS** review the reading order.

Book Chapters and Articles as PDF

The first step is to determine if the article is readable or not. To do this, try to select the information inside the articles. If every word is selected, it means it is readable. If it looks like a picture and does not allow you to select the information, it is not readable.

Example of not readable PDF:

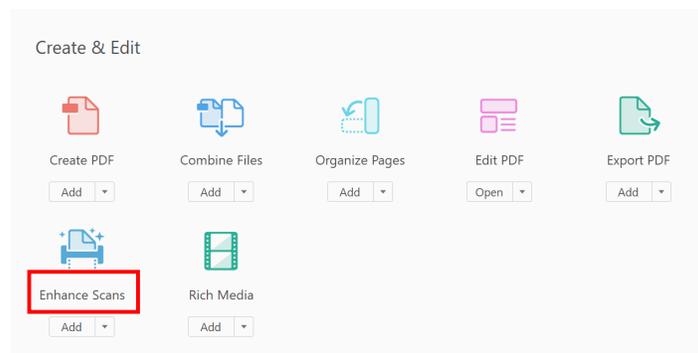


If it is readable you can start tagging as explained above.

- For Titles, select “Tag as heading 1”
- For Subtitles, select other headings depending on the amount of levels.
- For regular text, select “Tag as text”
- For images, select “Tag as figure” and provide the pertinent alt text.
- For tables, select “Tag as table” and make the appropriate arrangements as explained above.

If it is not readable, click:

“Tools” > “Create and Edit” > Add “Enhance Scans”



A tab will appear at the top of the document. Select “Recognize text” and choose the option “In this file.”

