

PDF Scanned & Optical Character Recognition (OCR)



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Adobe Creative Cloud for Faculty & Staff





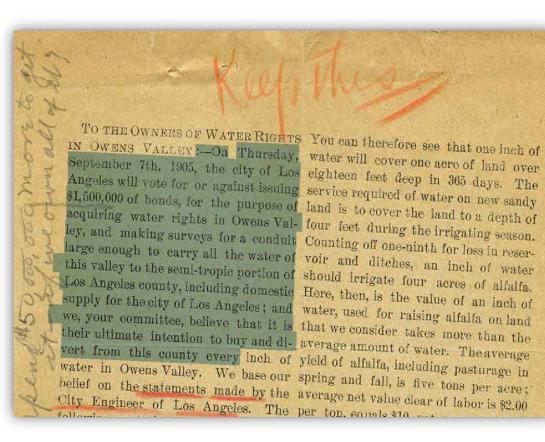
Adobe Acrobat DC

- Adobe Creative Cloud software is now available for use (at no additional charge) on all faculty and staff university-owned computers, labs and classroom devices, and for all students.
- Please note that this deployment of Adobe software is not available for use on personally-owned faculty and staff devices at this time.
- Learn more about Adobe Creative Cloud for Faculty & Staff
- Adobe Reader is for viewing, printing, signing, sharing, and annotating PDFs. Adobe Reader doesn't have Accessibility checking tool.





Scanned Documents



- Screen readers or other assistive technology are unable to convert images scanned into text.
- Scanned documents, especially poor quality scans or handwriting, can be difficult to read for everyone.
- Scanned documents should be **avoided** as much as possible.
- If the document can be found in the library, a reference to the library item can be provided.
- Benefits of having digital copy
 - Can be searched
 - Can copy and paste text



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Scanned Documents - OCR

- Success is highly dependent upon:
 - The quality of the scan depends on the device
 - The quality of the OCR engine
- Some Gotchas
 - Colored backgrounds
 - Handwritten text
 - Poor quality scan depends on the device
- After improving the quality of the scan document, next step is tagging **PDF accessibility markup**.



<H1-H6>

<Figure> <Link> <Table> <Sect> <Artifact>

<P>

< >

Live or Real Text

- To check if the text is "live" or "real," try to select the text with your cursor. If you're unable to highlight/select it then it is not real text, and therefore not accessible for all users.
- Live text is searchable; this allows users to use search functions like
 CTRL + F to look for specific terms and find what they need quickly or to copy/paste text.

Univ	versal Design Center
Acces	sibility ensures everyone can perceive, understand, engage, navigate, and interact with
techn	ology regardless of device, software, or product without barriers.
A	sibility is not about disability it's actually about ability. It's about making easy for
every	sibility is not about disability it's actually about ability. It's about making easy for
every	Easy to get
	Easy to understand
•	
	Easy to use

Tools Pane Set Up

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If this is your **first time** setting up Adobe Acrobat software...

Select **Tools** Tab and Add Shortcut to the right pane

- Accessibility
- Action Wizard
- Scan & OCR

Adobe Acrobat Pro DC						
Edit View Window Classifications	Help					
lome Tools						
Search tools						
Create & Edit					3	
	Ę					
Create PDF	Combine Files	Organize Pages	Edit PDF	Export PDF	Scan & OCR	
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		index	_	JavaScript		
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PDF Tagging Phase – Accessibility Check

First run the Accessibility Full Check at the beginning and at the end

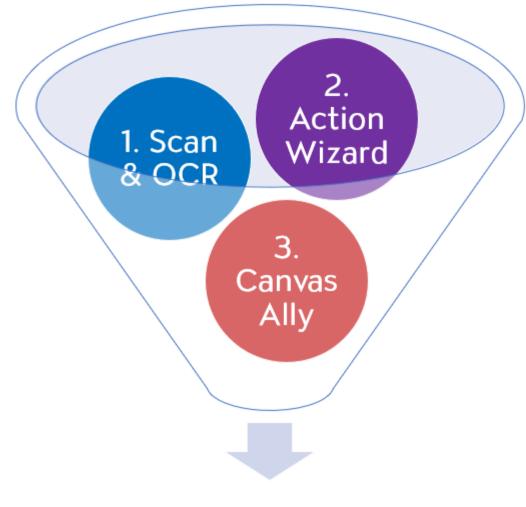
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			0- 0-] -		-	: •
	Accessibility Checker Options	~ @	~	Document (4 issues)	G	100 C 100 C	 Document (2 issues) Accessibility permission flag - Passed
Autotag Document	Create accessibility report Folder: C:\Users\sem72178\Documents Choose	e		🥪 Image-only PDF - Passed	Ć	2	 Image-only PDF - Passed Tagged PDF - Passed
Autotag Form Fields	Page Range	Ē		Tagged PDF - Failed Ogical Reading Order - Needs manua			Primary language - Passed
Reading Options Full Check	All pages in document Pages from to Checking Options (31 of 32 in all categories)			 Primary language - Passed Title - Failed 			 Title - Passed Bookmarks - Passed
Accessibility Report	Category: Document	>		Bookmarks - Passed		9	(2) Color contrast - Needs manual check
Identify Form Fields	Accessibility permission flag is set Document is not image-only PDF Document is tagged PDF		>	 Color contrast - Needs manual check Page Content (2 issues) 		5	 Page Content Tagged content - Passed
Set Alternate Text	Document structure provides a logical reading order Text language is specified		>	Forms Alternate Text (5 issues)			✓ Tagged annotations - Passed ✓ Tab order - Passed
Setup Assistant	 Document title is showing in title bar Bookmarks are present in large documents 		, in the second	S Figures alternate text - Failed			 Character encoding - Passed Tagged multimedia - Passed
Reading Order	Document has appropriate color contrast			 Nested alternate text - Failed Associated with content - Failed 			 Screen flicker - Passed Scripts - Passed
	Select All Clear All Clear All Show this dialog when the Checker starts			 Hides annotation - Failed Other elements alternate text - Failer 			 Timed responses - Passed Navigation links - Passed
	Help Start Checking Cancel		>	Tables (4 issues)			> Forms
			>	Lists (2 issues) Headings (1 issue)			Alternate Text Tables

Appropriate nesting - Failed

Lists

Headings

THREE ways to convert scan document to OCR



Review and Correct Tags

Review and Correct Tags

Make sure all items have appropriate tags

- Run Initial Accessibility Check
 - Regular Text: Text/Paragraph
 - Headers: Heading 1 6
 - Images: Figure
 - Links: Link + OBJR
 - Form Fields: Form
 - **Decorative Content** (e.g. Lines, text boxes, etc.): Background/Artifact
- Add Document Title and Language
- Verify Reading Order
- Verify Color Contrast
- Run Final Accessibility Check

Text Recognition

Scan & OCR

Insert • 🚓 Enhance • 🗛 Recognize Text •

🖬 🖬 Bates Numbering 🔻

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面 Ω

- Need to conduct **O**ptical **C**haracter **R**ecognition (OCR)
- Text Recognition Types:
 - Searchable Image Ο
 - Searchable Image (exact) Ο
 - **Editable Text and Images** \bigcirc

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Pages Current Page 🔻	Language English (US)	🔹 🔅 Settings	Recognize Text	Cancel
Overview Accessible PDF way to develop Accessible Wor a PDF. Headings Headings are s 1 to 6. The title	Settings Document Language	to 1 English (US) Editable Text and Images Searchable Image (Exact) Editable Text and Images OK Cancel	× versal ign iter best ng an vert to eadings cument	
Lists		Links		



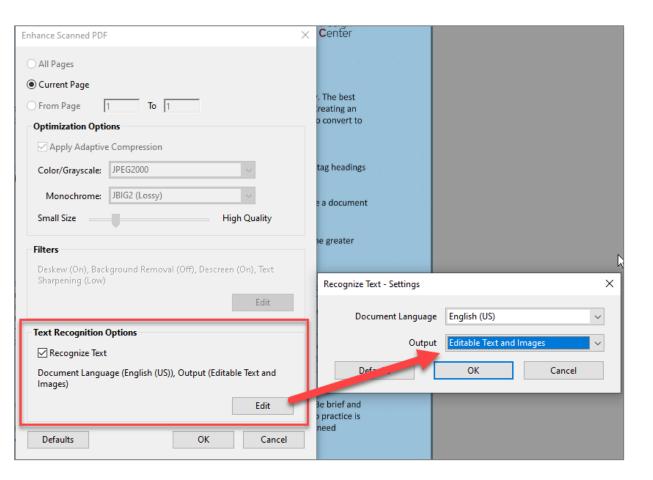


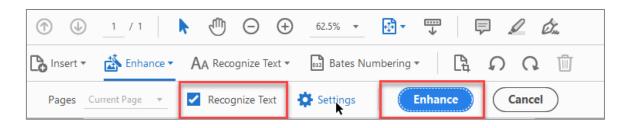
Option 1: Scan & OCR Steps, 1 of 2

- 1. Open Scanned PDF
- 2. Run **Scan & OCR** Tool
- 3. Enhance "Scanned Document" (Recognize Text Checked)
- 4. Multiple runs of **Enhance** to improve the quality of the scan

Search tools	
 Accessibility 	Linsert ▼ Linhance ▼ AA Recognize Text ▼ 💀 Bates Numbering ▼ 🖳 Ω Q 🔟
Z Action Wizard	Camera Image
Scan & OCR	
Organize Pages	
Create PDF	$\textcircled{1} 1 1 \mathbf{k} \textcircled{1} \mathbf{k} \mathbf{k} \mathbf{k} \mathbf{k} \mathbf{k} \mathbf{k} \mathbf{k} k$
Edit PDF	🔥 Insert 🔹 🖄 Enhance 🔹 🗛 Recognize Text 🔹 📾 Bates Numbering 🔹 📴 🏠 🎧 🖓
Export PDF	Pages Current Page Recognize Text

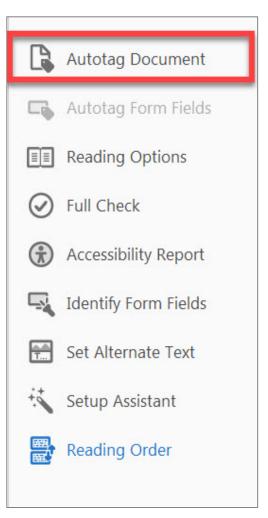
Scan & OCR Steps, 2 of 2





Now Live text should be searchable; this allows users to use search functions like CTRL + F to look for specific terms and find what they need quickly or to copy/paste text.

Scan & OCR Steps - Tagging Phase: Autotag Document



Review and Correct Tags

Make sure all items have appropriate tags

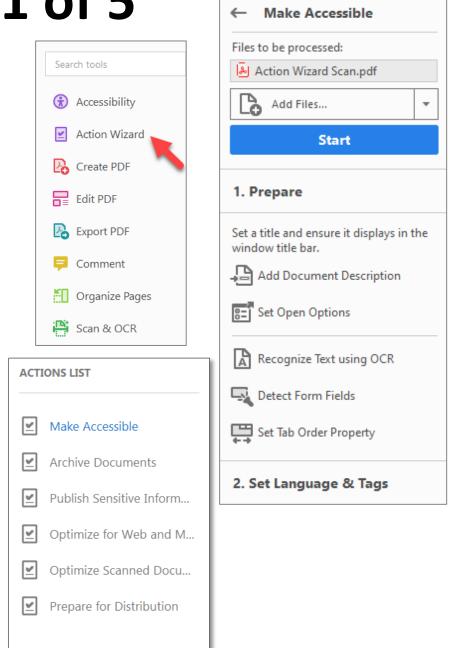
Run Initial Accessibility Check

- Regular Text: Text/Paragraph
- Headers: Heading 1 6
- Images: Figure
- Links: Link + OBJR
- Form Fields: Form
- **Decorative Content** (e.g. Lines, text boxes, etc.): Background/Artifact
- Add Document Title and Language
- Verify Reading Order
- Verify Color Contrast
- Run Final Accessibility Check

Option 2: Action Wizard Steps, 1 of 5

- The **Make Accessible** feature of the Action Wizard is designed to crawl through a PDF to detect headings, images, tags, reading order, etc.
- The easy prompts will guide a user through the process of making the PDF accessible.
- It **should not** be the only tool used to check a PDF's accessibility. User still need to go through **Full Check** for accessibility mark up.

Step 1: Open Scanned Document
Step 2: Select Action Wizard Tool
Step 3: Select Make Accessible
Step 4: Start button

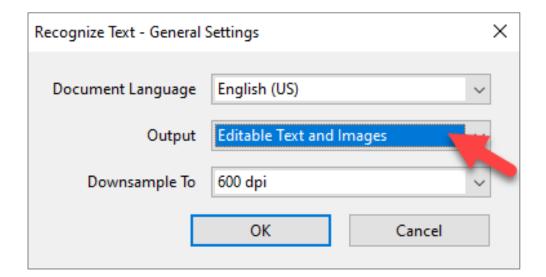


Action Wizard Steps, 2 of 5

De	scription		×
	Title:	Leave As Is	
	Subject:	✓ Leave As Is	
	Author:	☑ Leave As Is	
	Keywords:	∠ Leave As Is	
		OK Cancel	

Step 5: The document description gives the document a proper title to be recognized by assistive technology. Uncheck the **Leave As Is** box and provide a title to the document.

Step 6: The recognized text option will scan the document using the selected language. Select the desired **Language** and Output **Editable Text and Images.**



Action Wizard, 3 of 5

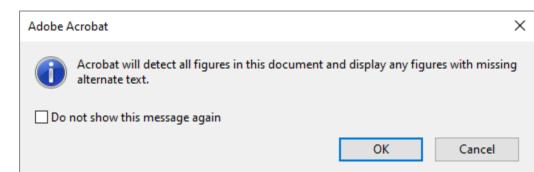
Step 7: Detect Form Fields. The Wizard will automatically detect form fields on the PDF. If the document has space boxes for form fields, select **Yes, Detect Form Fields**. If not, select **No, Skip this Step**.

Adobe A	Acrobat	×
i	Is this document intended to be used as a fillable form? If so, choose yes to detect form fields.	
	Yes, Detect Form Fields No, Skip this Step Cancel	

Step 9: The Action Wizard can be set up to always detect for any image present in the document. Select **OK** to scan the PDF for missing alternate texts.

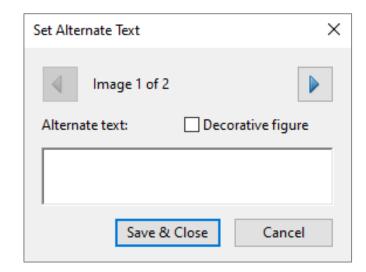
Step 8: Click the desired **Reading Language** and select **OK**.

Set Reading Langua	age X
Language: Engl	ish 🗸 🗸
ОК	Cancel



Action Wizard, 4 of 5

Step 10: If alternative text is missing, a window will appear to set the alternative text for each image. Type the description of each image in the box and toggle between images using the right and left arrow buttons. Select **Save & Close** when all images have proper descriptions.



Step 11: Run Accessibility Full Check. The Accessibility Full Checker will run a full scan for accessibility. Select **Start Checking** to complete the scan. The results will display on the screen.

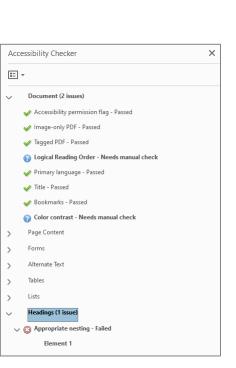
Accessibility Ch	ecker Options			×				
Report Optic	ins							
Create a	✓ Create accessibility report Folder: C:\Users\hbecs137\Documents Choose							
Attach re	Attach report to document							
Page Range								
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Checking Op	otions (31 of 32 in all o	categories)						
Category:	Document			~				
Docume Docume Docume Text lang Docume	 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 							
	nt has appropriate co							
✓ Show this d	lialog when the Chec	ker starts						
Help			Start Checking	Cancel				

Action Wizard, 5 of 5

Step 12: Accessibility Issues

After running the final step in the Action Wizard with the Accessibility Checker, the results are prompted on screen for review. The Accessibility Checker will detect and prompt any remaining issues. These issues are identified using specific icons to represent each type of issue: Passed (green check mark), Needs Manual Check (question mark), and Failed (X).

- *Important:* any issue with a **Needs Manual Check** or **Failed** will need to be fixed before the document can be considered accessible.
- Select the X in the right-hand pane to close the Action Wizard.



Review and Correct Tags

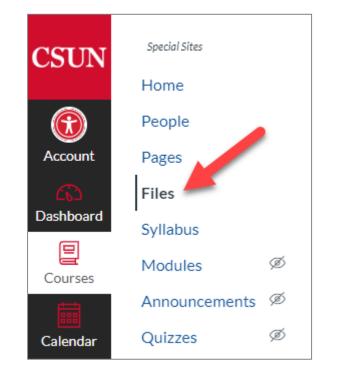
Make sure all items have appropriate tags

• Run Initial Accessibility Check

- Regular Text: Text/Paragraph
- Headers: Heading 1 6
- Images: Figure
- Links: Link + OBJR
- Form Fields: Form
- **Decorative Content** (e.g. Lines, text boxes, etc.): Background/Artifact
- Add Document Title and Language
- Verify Reading Order
- Verify Color Contrast
- Run Final Accessibility Check

Option 3: Canvas Ally Course Steps, 1 of 2

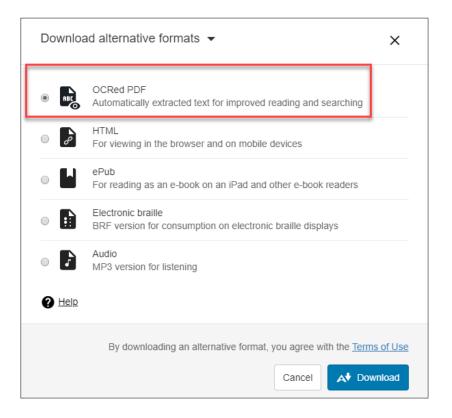
Upload your image scanned document (without OCR) in Canvas Ally Course **Files** folder



Select three vertical dots icon menu Select **Alternative Formats**

Name 🔺	Date Created	Date Modified	Modified By	Size	Accessibility		
Action Wizard Worksheet.pdf	Monday	Monday	Van Nguyen	176 KB	0	0	
UDC Documents.pdf	Monday	Monday	Van Nguyen	1.1 MB	\$	0	:
					Downloa	ad	
					Alternati	ive for	mats
					Rename		
					Move		
					Delete		
					Share to	Comm	ions

Canvas Ally Course Steps, 2 of 2



Ally Attempts To

- Improve the quality of the scan
- OCRed PDF with Searchable Text

Review and Correct Tags

Make sure all items have appropriate tags

- Run Initial Accessibility Check
 - Regular Text: Text/Paragraph
 - Headers: Heading 1 6
 - Images: Figure
 - Links: Link + OBJR
 - Form Fields: Form
 - **Decorative Content** (e.g. Lines, text boxes, etc.): Background/Artifact
- Add Document Title and Language
- Verify Reading Order
- Verify Color Contrast
- Run Final Accessibility Check

• Tag it

Canvas Ally Course - Scanned Comparison

Original Quality – No tags available

Ally Quality – Improved and tags

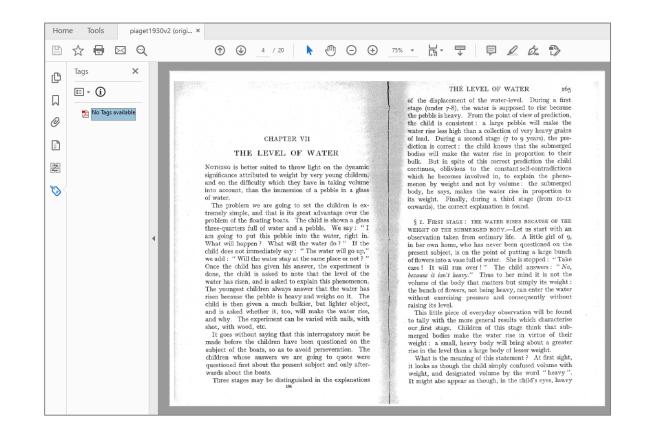


 Image: A set of the submerged in the phase in taking volume into account, than the immersion of a pebble in a galas of water. Image: A set of the submerged into account, than the immersion of a pebble in a galas of water. 	Ho	me Tools	piaget1930v2 (Ally) 🗙	
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$\langle P \rangle$ $\langle P \rangle$ The problem we are going to set the children is two functions is to the value of the problem of the floating boats. The child is shown a glass § i. First stage : the water rises because of the	□ □ ② 副 器	Tags E < 1 > 9	X NonStruct> P> > P> H2> CSpan> THE LEVEL O P>	<page-header><section-header><section-header><section-header><text><text><text><text></text></text></text></text></section-header></section-header></section-header></page-header>



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Adobe Scan on Mobile App

- Free Adobe Scan on iOS or Android
- Scans Documents into PDFs
- Automatically Recognizes Text
- See Adobe Scan Mobile App in action









Option A: No Source Document? Export Options

In case you can't find the source documents, you can export PDFs to different file formats, including Microsoft Word, Excel, PowerPoint, etc.

Note: Need to verify format, alignment, unrecognized characters, punctuation, spelling, etc.

File Edit View Window Help	
Open Ctrl+O	le.pdf ×
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Re <u>v</u> ert	Microsoft PowerPoin <u>t</u> Presentation <u>I</u> mage
<u>C</u> lose Ctrl+W	<u>H</u> TML Web Page
Prop <u>e</u> rties Ctrl+D	
Print Ctrl+P	<u>R</u> ich Text Format
View All Recent <u>F</u> iles	E <u>n</u> capsulated PostScript <u>P</u> ostScript
Exit Ctrl+Q	Text (A <u>c</u> cessible)
	<u>T</u> ext (Plain)
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Apply Word Document using Styles Pane Formatting

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	Direct	t Form	natting									Styles	Pane				

Direct Formatting

- Not accessible to any assistive technology such as screen readers
- Can't create a Table of Contents
- Can't create navigation to different sections in a document
- Huge barriers!

Styles Pane Formatting

- Provide structure and make document accessible
- Easier to modify existing formatting
- Accessible to screen readers
- Create and update a Table of Contents
- Quicker navigation to different sections in a document
- Retain document structure when export to PDF
- Save time and save lives!

Option B: Edit Original PDF Documents

- Allows you to add and edit text and content within your PDF
- Benefits
 - \circ Saves Time
 - \odot Helpful if you converted from inaccessible files
- Drawback
 - \circ If you have extensive edits, may need to retag your document.



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Review from PDF Tools Training

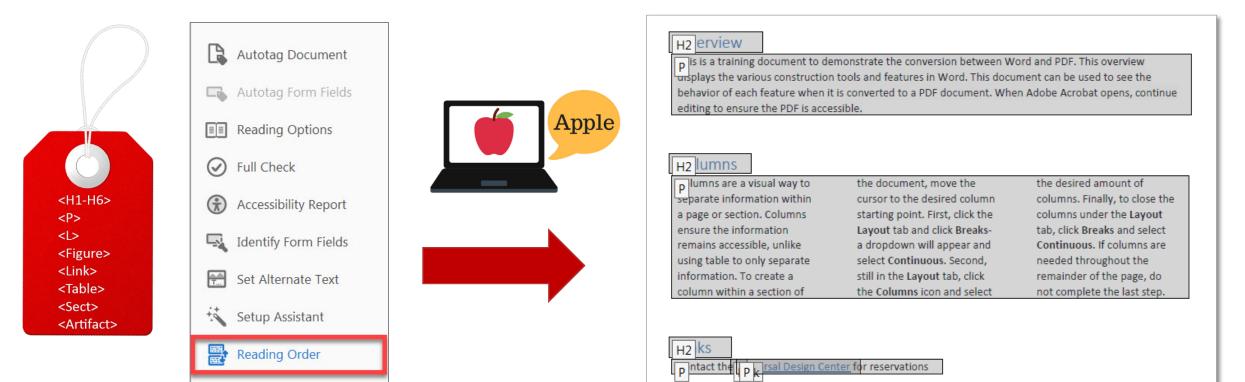






What are PDF Tags?

TAGS are the HTML accessibility markup all of the document text, images, etc. Tags are invisible identifiers that will tell **screen readers and other assistive technology** (AT) an object is an image <figure>, header <H1-H6>, paragraph <P>, table data cell <TD>, list item , and so forth.

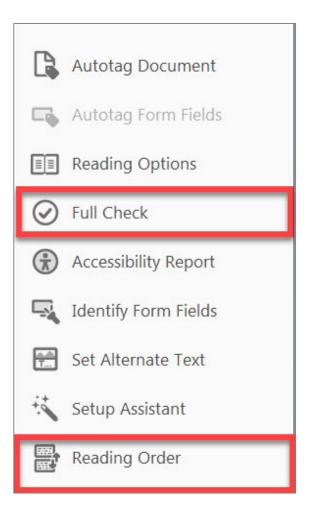


Accessibility Tool





Contains settings to build accessible PDFs and to support the reading of accessible PDFs







Accessibility Tools

TOOLS / FEATURES	PURPOSE	ICON
ACCESSIBILITY	Encompasses all tools and features needed to create accessible documents	Accessibility
FULL CHECK	Acrobat Built-in Accessibility Checker	Several Full Check
TAGS	Accessibility markup and structure to document	
ORDER	Defines logical reading order of the document	22
CONTENT	List of all content in your PDF	



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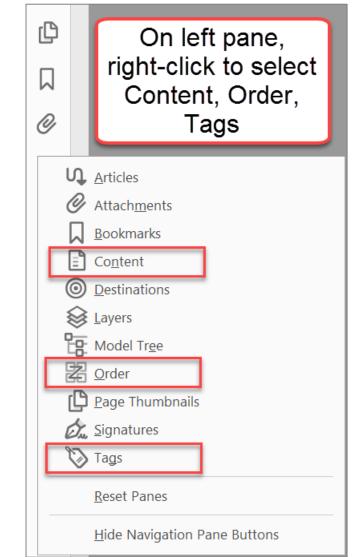
Navigation Pane

These are the primary tools needed to create an accessible PDF

View > Show/Hide > Navigation

• Tags Panel, Content Panel, Order Panel

Home	Rotate <u>V</u> iew	+	
B (Page <u>N</u> avigation	•	⑦ ④ 1 / 46 ⑦ ● ⊕ 82.7
	<u>P</u> age Display		
C	<u>Z</u> oom	۲	
	Tools	•	
0	<u>S</u> how/Hide	×	Navigation Panes
	Display T <u>h</u> eme	•	✓ <u>I</u> ools Pane Shift+F4
	Rea <u>d</u> Mode	Ctrl+H	
-	Eull Screen Mode	Ctrl+L	Page Controls → E Content ✓ Menu Bar F9 Destinations
若	Trac <u>k</u> er		Button Labels
	Re <u>a</u> d Out Loud	•	Rulers & Grids
\Diamond	<u>C</u> ompare Files		Cursor Coordinates
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4			🔊 Tags
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			<u>R</u> eset Panes



Tags Panel

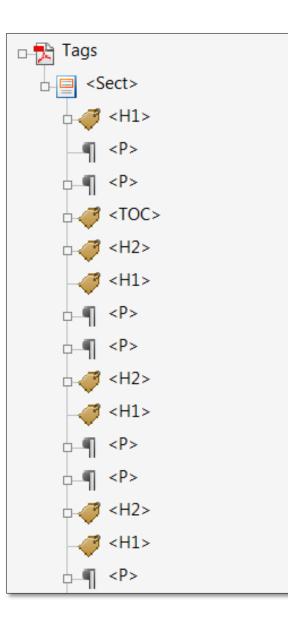
<H1-H6> <P> <L> <Figure> <Link> <Table> <Sect> <Artifact>

Why is the Tags Panel known as tag tree important?

TAGS are the HTML accessibility markup all of the document text, images, etc. Tags are invisible identifiers that will tell **screen readers and other assistive technology** (AT) an object is an image <figure>, header <H1-H6>, paragraph <P>, table data cell <TD>, list item , and so forth.

Ensure the tags tree are in the correct logical order to match the document.





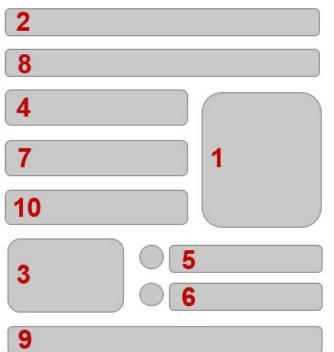


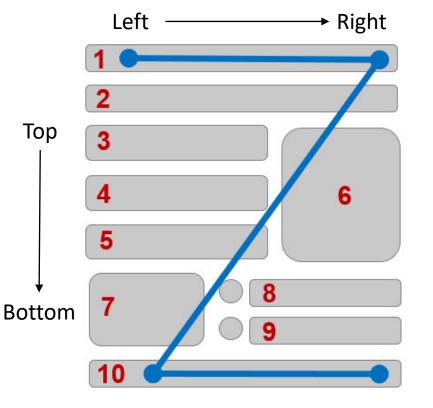


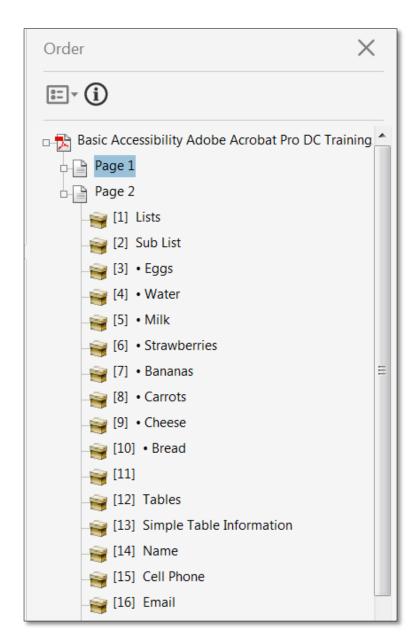
Order Panel

Screen readers read a document from left-to-right and top-to-bottom. That means reading order is important for users with visual impairments. When content, tables, images or charts are out of order or a document is poorly organized, the reader can become confused as to the meaning of the information.

out of order

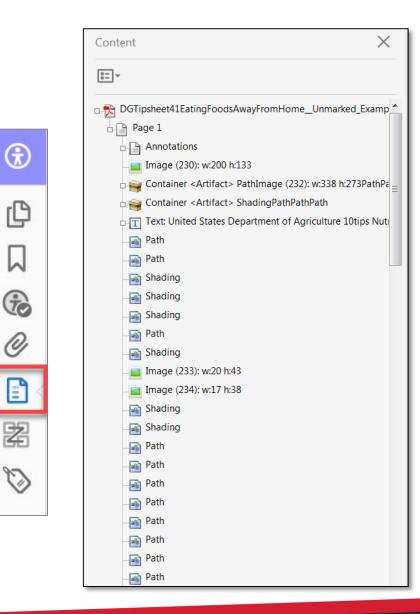






Content Panel

- List of all content in your PDF
- You can add and delete information within content panel. However, the content panel can be difficult to navigate because it is not properly organized.
- Editing your contents panel is most helpful when you have PDFs with lots of graphics or overlapping information. If content is hidden in your PDF, you can go to the content panel to find it and reorganize to find the missing info.



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Common tags use to create an accessible document

TAG	ICON	HOW TO TAG														
Headers 1 - 6	<i>₹</i> <u><h1></h1></u>	Reading Order, Tag Preferences														
Paragraph / Text	¶ <p></p>	Reading Order, Tag Preferences														
Images	<i>. ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓</i>	Reading Order, Tag Preferences														
Tables	<pre><table> </table></pre> <tr> <tr> <th> <td></td><td>Reading Order, Tag Preferences</td></th></tr><tr><td>Links</td><td><pre> <link/></pre></td><td>Reading Order, Tags Panel, right-click Properties, dropdown list "Type" to change tag preferences</td></tr><tr><td>List</td><td><pre></pre></td><td>Reading Order, Tags Panel, right-click Properties, dropdown list "Type" to change tag preferences</td></tr><tr><td>Background/Artifact</td><td><artifact></artifact></td><td>Reading Order, Tag Preferences</td></tr><tr><td>Section</td><td>Sect></td><td>Reading Order, Tags Panel, right-click Properties, dropdown list "Type" to change tag preferences</td></tr></tr>	<td></td> <td>Reading Order, Tag Preferences</td>		Reading Order, Tag Preferences	Links	<pre> <link/></pre>	Reading Order, Tags Panel, right-click Properties, dropdown list "Type" to change tag preferences	List	<pre></pre>	Reading Order, Tags Panel, right-click Properties, dropdown list "Type" to change tag preferences	Background/Artifact	<artifact></artifact>	Reading Order, Tag Preferences	Section	Sect>	Reading Order, Tags Panel, right-click Properties, dropdown list "Type" to change tag preferences
<td></td> <td>Reading Order, Tag Preferences</td>		Reading Order, Tag Preferences	Links	<pre> <link/></pre>	Reading Order, Tags Panel, right-click Properties, dropdown list "Type" to change tag preferences	List	<pre></pre>	Reading Order, Tags Panel, right-click Properties, dropdown list "Type" to change tag preferences	Background/Artifact	<artifact></artifact>	Reading Order, Tag Preferences	Section	Sect>	Reading Order, Tags Panel, right-click Properties, dropdown list "Type" to change tag preferences		
<td></td> <td>Reading Order, Tag Preferences</td>		Reading Order, Tag Preferences														
Links	<pre> <link/></pre>	Reading Order, Tags Panel, right-click Properties, dropdown list "Type" to change tag preferences														
List	<pre></pre>	Reading Order, Tags Panel, right-click Properties, dropdown list "Type" to change tag preferences														
Background/Artifact	<artifact></artifact>	Reading Order, Tag Preferences														
Section	Sect>	Reading Order, Tags Panel, right-click Properties, dropdown list "Type" to change tag preferences														

Adding Tags (1)

Headers

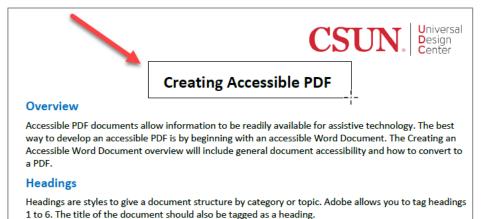
oraw a rectangle of the buttons bel		ent then click one	
Text/Par	agraph	Figure	
Form	Field	Figure/Caption	
Heading 1	Heading 4	Table	
Heading 2	Heading 5	Cell	
Heading 3	Heading 6	Formula	

Text (regular text / paragraph)

Read	ling Order			X
	Draw a rectangle a of the buttons bel		nt then click one	
	Text/Par	agraph	Figure	
	Form	Field	Figure/Caption	
	Heading 1 Heading 4		Table	
	Heading 2	Heading 5	Cell	
	Heading 3	Heading 6	Formula	
	Reference (q)	Note (z)	Background/Artifact	

How to tag document?

- 1. Open Accessibility, Reading Order Tool
- 2. Draw a rectangle around the content or double-click the content then click one of Reading Order buttons
- 3. Proceed step #2 to tag the rest of the content

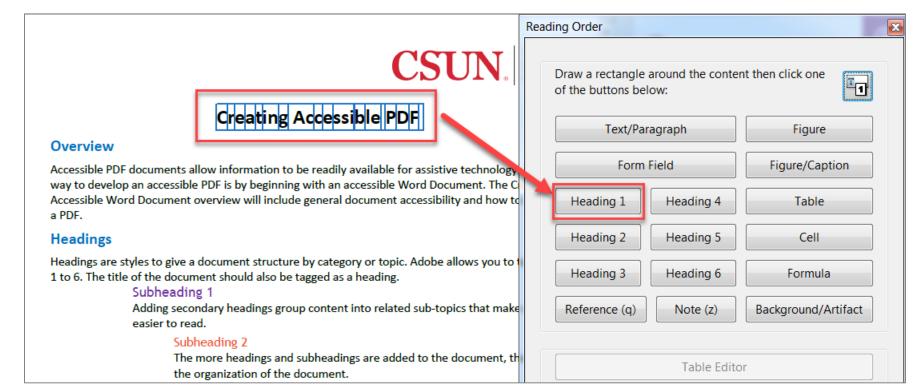


Subheading 1

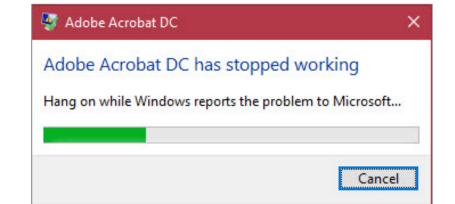
Adding secondary headings group content into related sub-topics that make a document easier to read.

Subheading 2

The more headings and subheadings are added to the document, the greater the organization of the document.



Always SAVE your PDF as you add TAGS accessibility markup



Save it OFTEN to avoid Adobe **unpredictable crashes**!





Adding Tags (2)

f the buttons bel		nt then click one	
Text/Par	ragraph	Figure	
Form	Field	Figure/Caption	
Heading 1	Heading 4	Table	
Heading 2	Heading 5	Cell	
Heading 3	Heading 6	Formula	

Images

- Images are tagged as "Figure"
- Or images with short text underneath as "Figure/Caption"
- Decorative images, lines or shapes can be tagged as "Background/Artifact". This will ignore by assistive technology.

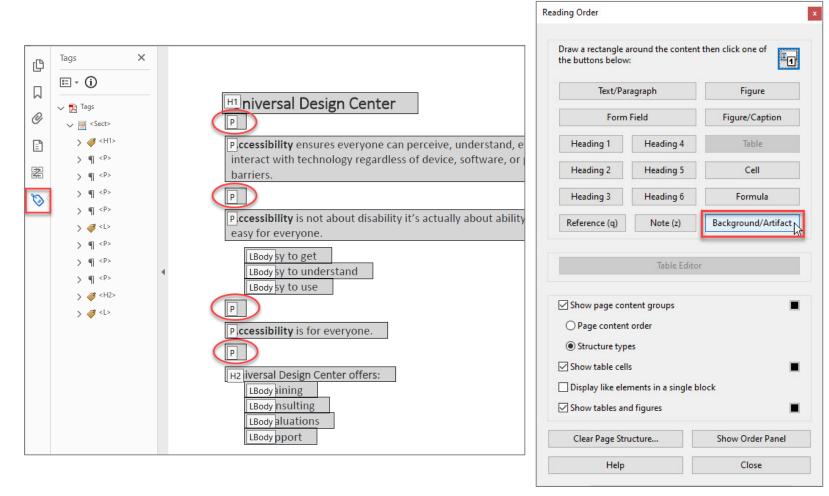




Background/Artifact

An artifact is content that does not provide meaningful information such as **decorative images**, **lines**, or shapes. Artifacts should not be present in the Tag Tree. <Artifact> list in Content Panel ignore by assistive technology.

- Select the empty <P> tag
- Select Background/Artifact button from Reading Order tool.
- Empty <P> tag is now gone
- OR you can delete empty tags.







Document Properties: Title & Language

Document Properties

Description File: C

Description Securi

Keywords

Created: 1

Modified: 1/

Application: A

PDF Producer PDF Version Location

> File Size Page Size

Tagged PDF:

Help

Title: Author: Subject:

The document description gives the document a proper title and language to be recognized by assistive technology.

- Select File menu > Properties
- **Description** tab, enter **Title** box is document title or main content heading/title.
 - Application box showing the source document created from Word to PDF.
- Initial View tab, Window Options to select Document Title instead of File name.
- Advanced tab, select a language from the Language menu in the Reading Options.

y Fonts Initial View Custom Advanced	
eating Accessible Documents_Hand_Out.pdf	
niversal Design Center 11/2019 11:47:41 AM Additional Metadata 11/2019 11:47:43 AM robat PDFMaker 19 for Word	Document Properties 1 Description Security Fonts Initial View Custom Advanced 3 Layout and Magnification Navigation tab: Page Only Page layout: Single Page Continuous Magnification: Default Value Custom Advanced 3
Adobe PDF Library 19.10.96	Open to page: 1 of 3
1.6 (Acrobat 7.x) C<\Users\hbecs137\Desktop\ 213.54 KB (218,662 Bytes) 8.50 x 11.00 in Number of Pages: 5 Yes Fast Web View: Yes	Window Options Resize window to initial page Center window on screen Open in Full Screen mode Show: Document Title 2
OK Cancel	User Interface Options Hide menu bar Hide tool bars Hide window controls
	4

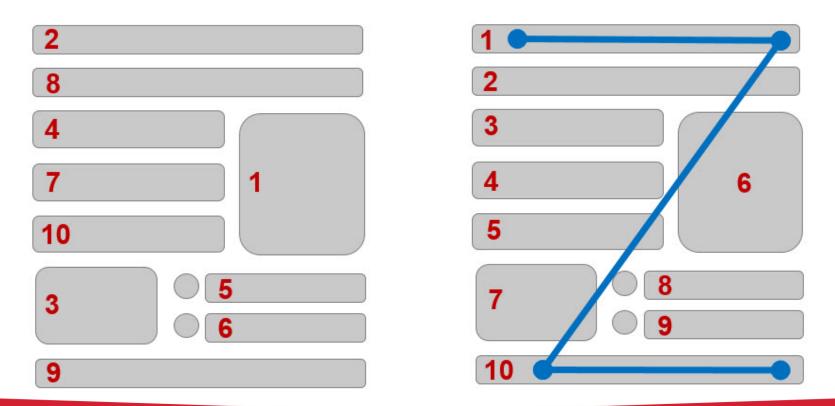
Help

OK

Cancel

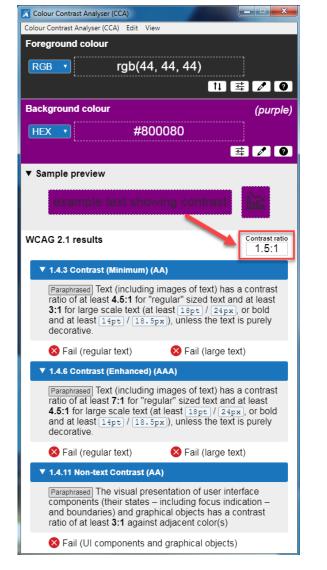
Verify Logical Reading Order

Ensure the tags tree are in the correct logical order to match the document. Manual rearrange tags as needed in the TAGS panel. After making these adjustments, start from the top of the tags tree and move through the tags panel sequentially using the down arrow key. A logical reading order start from left to right, top to bottom as illustrated.

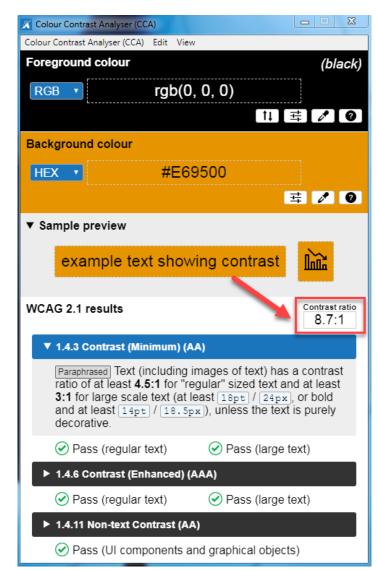




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People who have low vision or colorblind could encounter some difficulty distinguishing text color from a background color if the contrast is insufficient contrast ratio 1.5:1.



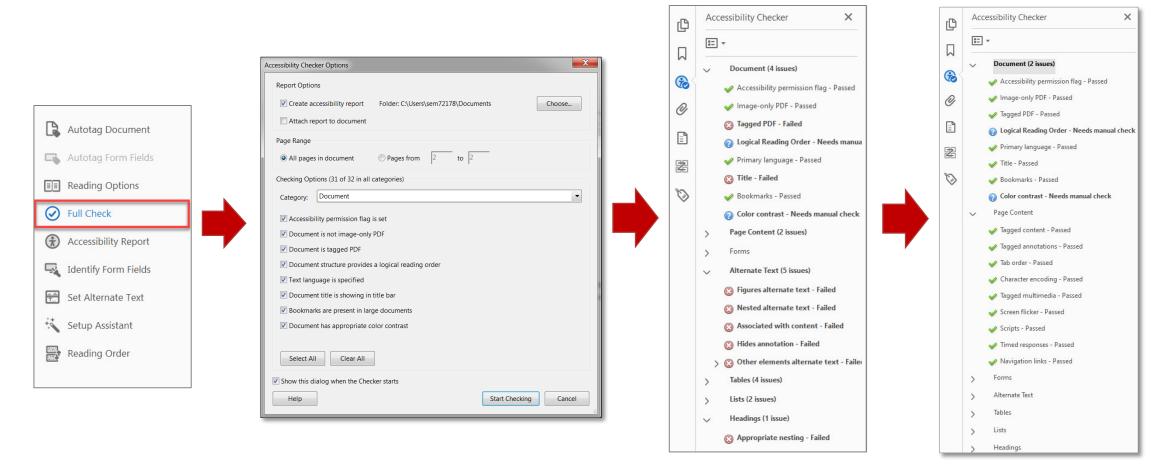
This example has a great color contrast ratio of 8.7:1. The contrast is sufficient for those who have color deficiencies

Verify Color Contrast

Bad Examples	Good Examples
Red on black is bad	Yellow on black is good
Blue on orange is bad	Black on orange is ok
Red on green is bad	White on green is good
Grey on purple is bad	Aqua on purple is ok

- Download <u>Colour Contrast Analyser</u> onto your computer (PC/Mac) to ensure accessible contrast or use an online contrast checker from <u>WebAIM</u>.
- WCAG Level AA requires a contrast ratio of at least 4.5:1 for regular sized text (12 or 14 pt. font) and 3:1 for large text (18 pt. font).
- <u>Coblis Color Blindness Simulator</u>

Final Accessibility Check



- Conduct manual or visual checks on Logical Reading Order and Color Contrast.
- Two question marks ③ will always stay in **Document (2 issues)** section even if you right-click and select **Pass**. It just there as a reminder to conduct manual check.

Use screen reader to finalize your document accessibility features

Do not use Adobe Acrobats built-in 'Read Out Lout' tool as a screen reader. This tool is NOT a screen reader and will not capture the same information as screen readers below.





Microsoft Windows NVDA screen reader that allows blind and visually impaired users to read the screen either with a text-to-speech output or by a refreshable Braille display. NVDA can be **downloaded free of charge** by anyone.

nvaccess.org



niversal Design Center

Apple VoiceOver built-in provides auditory descriptions of each onscreen element using gestures, a keyboard, or a braille display.



Accessibility Tips





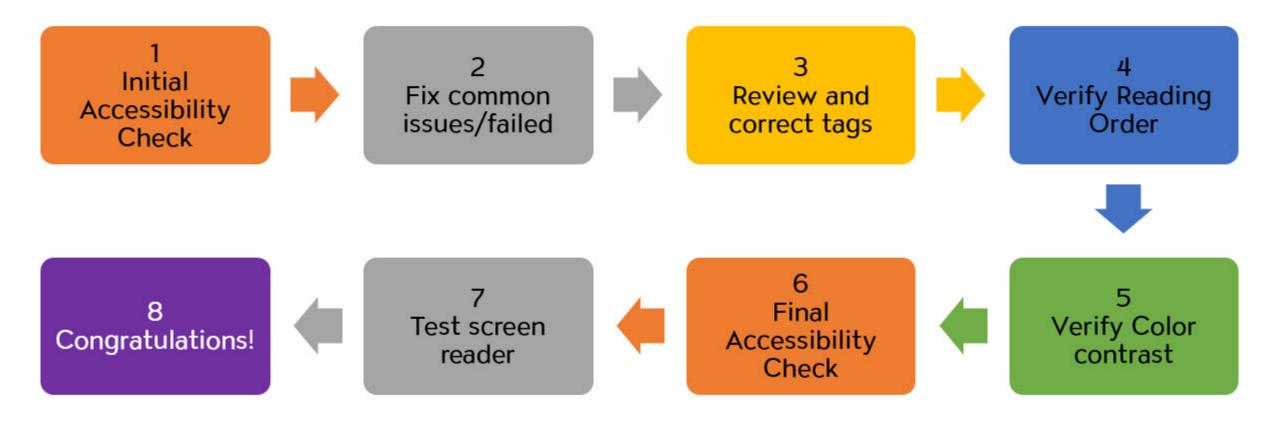
Accessibility Tips

- Always save your PDF as you add accessibility markup
- When modifying extensive content in reading order, drag content down not up
- Remove empty tags
- Header, footer, and page numbers, decorative lines or shapes tag as "Background/artifact"



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PDF Accessibility Iterative Process



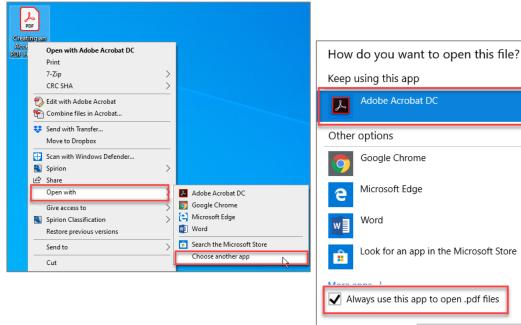




Open PDF files from Adobe Acrobat not Web Browser by default

Windows

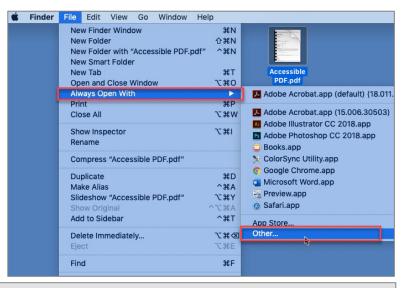
- Save PDF files on desktop
- Right-click on PDF file, select Open with, Choose another app



OK

Mac

- Save PDF files on Desktop
- Select PDF (not double click)
- File tab, Always Open with, Other



Choose an ap	plication to open the document "Accessible PD	F.pdf".
	Adobe Acrobat DC	Q Search
Favorites Image: Adobe Acrobat 2015 Image: Box Sync Image: Adobe Acrobat DC Image: Box Sync Image: Adobe Acrobat DC Image: Box Sync Image: Adobe Acrobat DC Image: Adobe Acrobat DC Image: Adobe Acrobat DC Image: Adobe A	Image: Constant of the second seco	3
Options	ble: Recommended Applications ᅌ	Cancel Open

How can we help you make a difference?



Universal Design means design for everyone

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Universal Design Center Offers

- Online, self-paced training
- In-person training each semester
- Consultations
- Tools and Services

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