



NORMANDALE
COMMUNITY COLLEGE

CAMPUS ACCESS: A MANUAL FOR UNIVERSAL DESIGN

Microsoft Word 2010

Microsoft PowerPoint 2010

Microsoft Excel 2010

Adobe Acrobat 9 Pro

NORMANDALE COMMUNITY COLLEGE
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THE ELECTRONIC CURB CUT

The Americans with Disabilities Act (ADA) and the term “reasonable accommodation” provides the legal foundation for providing accessible technology. Accessibility and accommodation are words often used interchangeably, but they have two different meanings. An example of an accommodation is changing a cubicle setup to accommodate an employee in a wheelchair. An accommodation is focused on the individual. Accessibility, on the other hand is focused on the technology used by everyone. Everyone, regardless of their disability status uses the same technology (hardware or software) and has access to the same information.

A curb cut makes a great example of an accessible adaptation to the sidewalk. Curb cuts were installed to accommodate accessible hardware, but are used by bicyclists and parents with strollers or shopping carts. What was once considered an accommodation is now viewed as a standard for sidewalks. Accessible transcripts or closed captioning is used by hearing impaired persons so they can understand corresponding audio or video files, but people use closed captions on videos at work so they don't disturb their co-workers while they're watching a research tutorial, or that people may like to use their keyboard for everything rather than using a mouse. People who are color deficient need information conveyed without the use of color alone to convey contextual meaning. Accessibility is the feature that allows not only screen readers, but screen magnification, speech recognition and other assistive technologies to interpret data and display it in multiple fashions.

CHECKLIST

In 2009, the Minnesota Legislature passed, and the governor signed into law, a statute and funding to advance the accessibility of State of Minnesota information technology systems used by both citizens and employees ([3.302 LEGISLATIVE REFERENCE LIBRARY](#)). The State of Minnesota Office of Enterprise Technology has developed a number of excellent accessibility resources. One such resource is the accessibility checklist link provided in the next paragraph. The checklist is a quick resource tool that can serve as a guideline for creating accessible documents and spreadsheets.

The following hyperlink is a [CHECKLIST FOR ACCESSIBLE WORD AND PDF DOCUMENTS](#).

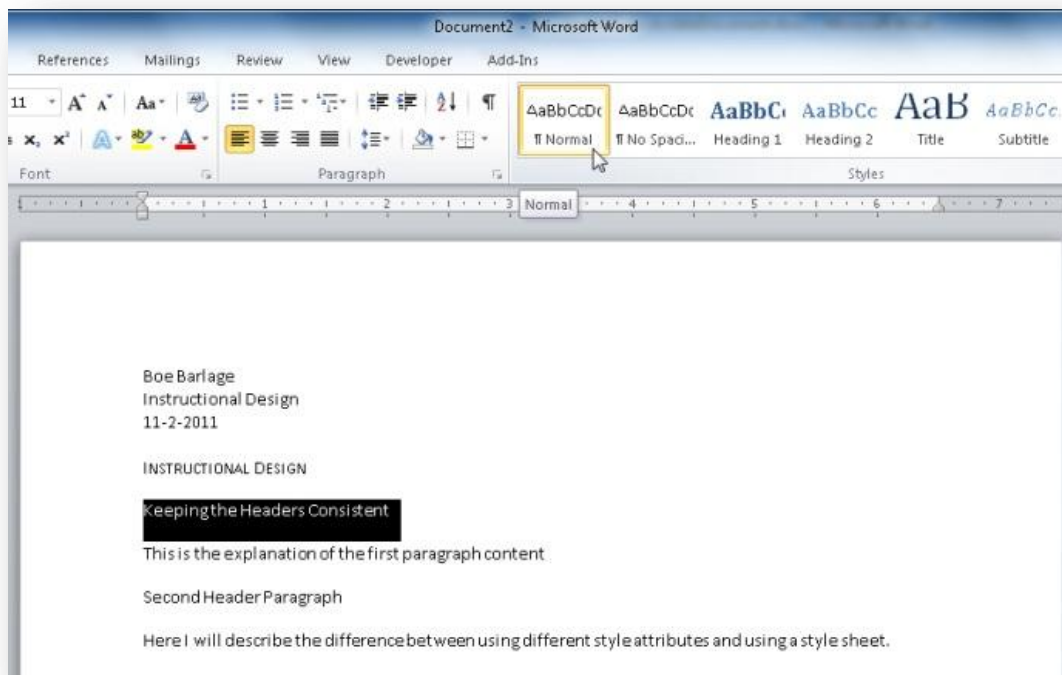
TECHNIQUES FOR CREATING ACCESSIBLE MICROSOFT OFFICE 2010 DOCUMENTS

Creating accessible documents does not mean that your document has to be boring and look the same as everyone else's. It simply means you have to give your document more structure so that assistive technologies can access the content and interpret it to the user as it was intended to be read. Here are some best practices that will keep your documents accessible and will make them easier to read.

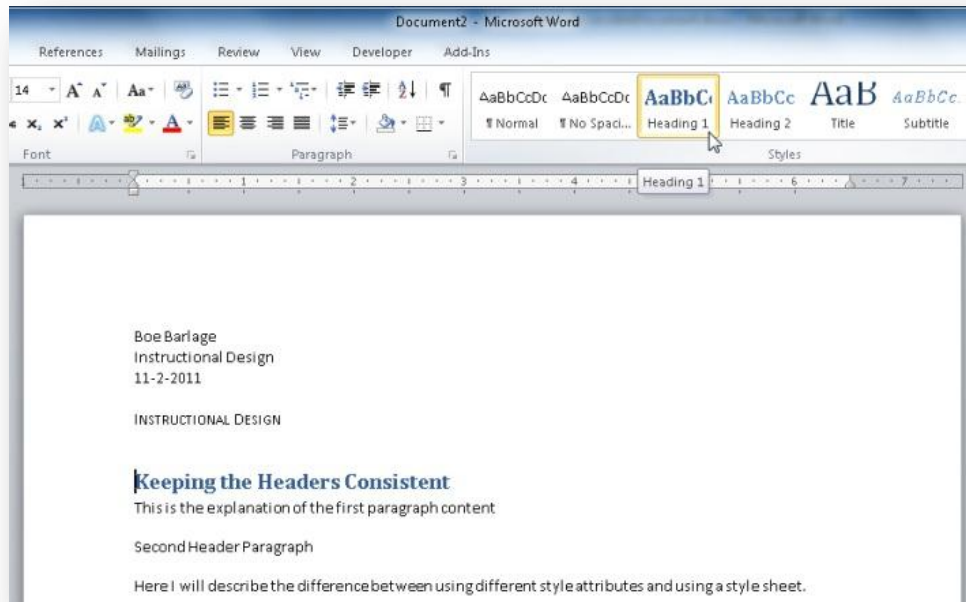
STYLES AND HEADINGS

Styles and headings are used by screen readers to quickly navigate a document and are the most important item in making a document accessible. They are also used to create table of contents quickly.

- Open your document
- Highlight the text you want as the first heading on your page (see the styles dialog box located in the ribbon). The example image shows a **Normal** Style applied to the text selected.



- Open the style dialog box and click **heading 1**. The style applied to the text will preview immediately.



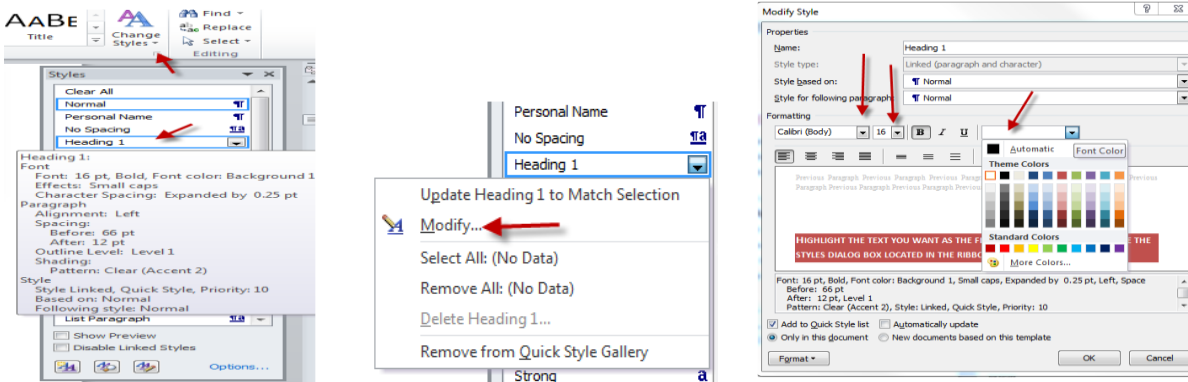
You should apply styles to all headings throughout your document for easier navigation.



Tip: Microsoft has preconfigured the styles template. If you don't want to use the preconfigured settings or if you want to develop a template with your own settings, follow these steps:

- Click on the **Styles** dialog box on the home tab on the ribbon.
- Right click on **Heading 1**.

- Click on **Modify**.
- Change the Font Type, Font Size, and Font Color.



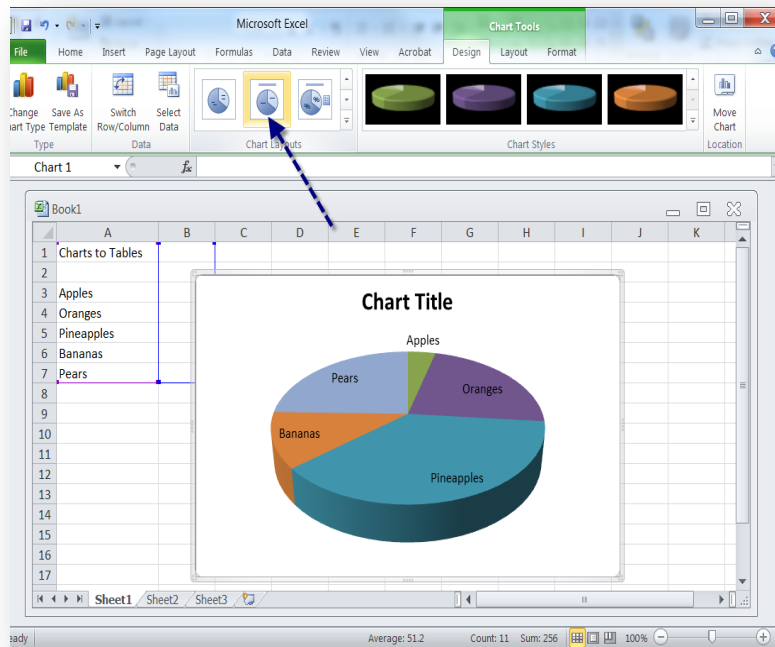
USE OF TABLES

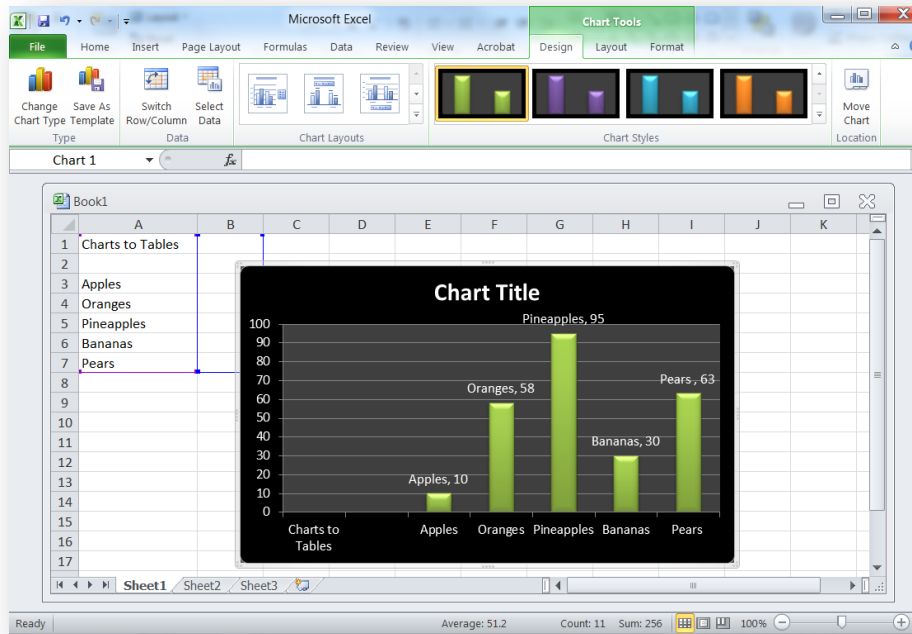
A text box is not easily accessible by a screen reader or other assistive technology, but a table is more accessible and you can still have content that looks appealing. You can achieve the same look and feel of a text box by creating a 1 x 1 table and using the borders and background color.

COLOR TO DIFFERENTIATE

The use of color in your documents can add interest, but for those who experience color deficiency, it is impossible to understand. Using color alone to convey context is to be avoided when creating accessible documents, but don't be afraid to use color. Instead of using red and green to differentiate two objects in a chart, use words and color or use a different contrast and alternative text to describe.

Look at these three charts and determine which is easier to read. The first is an example of an inaccessible chart and the next two pie and bar charts are examples of how to use text and color to convey the meaning for anyone using the chart.

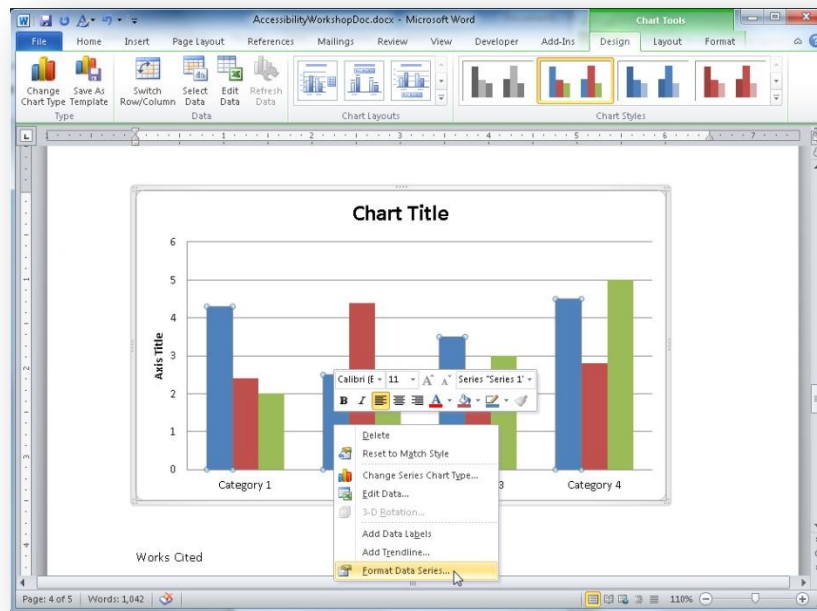




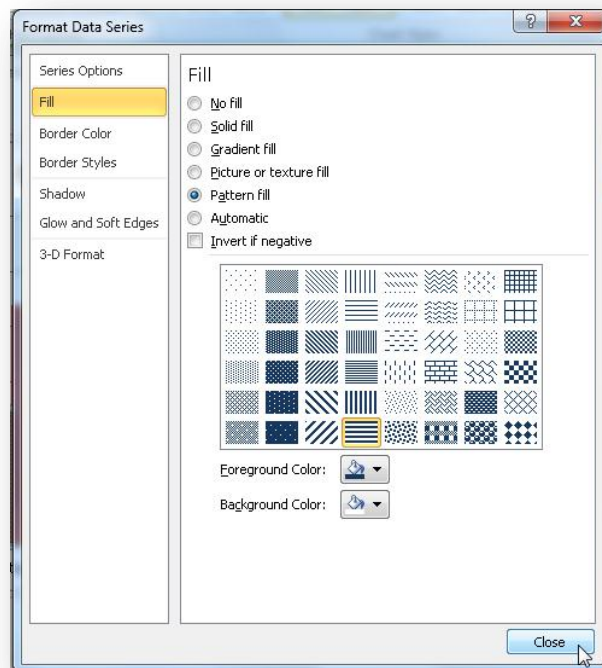
ADDING PATTERN FILL TO CHART DATA

Using the pre-defined chart styles in Microsoft word is a great practice. However, it doesn't always have the chart you're looking for. This is how you can easily change the look of chart items to display a pattern of your choice.

- 1) Right-Click on a chart item and select **Format Data Series**.



- 2) Click on **Fill**, in the left pane of the pop up window.
- 3) Click the Radio button for **Pattern Fill**, in the right pane.
- 4) Select the pattern you want.
- 5) Click **Close**.



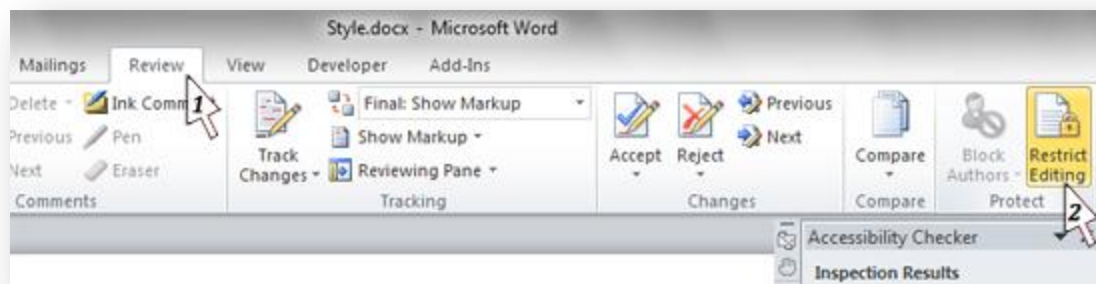
GRAPHS AND CHARTS ARE IMAGES

When a graph or chart is used in a Word document or a .pdf, it is interpreted by a screen reader as an image. So, if use a graph/chart to display content in your document, be sure to present all of the information you would like a user to learn from it, in an alternative method. For example, if a chart shows that 60% of men surveyed like apples and 40% like oranges, you should either describe that concept in a paragraph leading up to the graph/chart or put that information in the alternative description text.

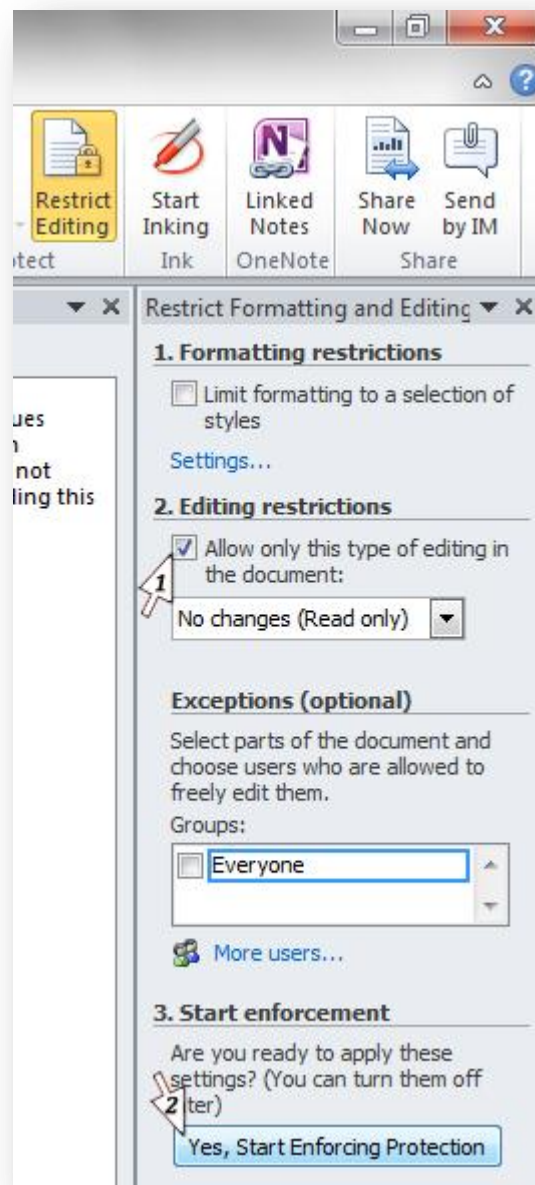
DOCUMENT PROTECTION

To assure that your document is not tampered with after you have made it accessible; you should restrict the editing of your document. This also makes it easier for someone using a screen reader to navigate your document.

- 1) Click the **Review** Tab.
- 2) Click **Restrict Editing** on the far right side of the ribbon.



- 3) **Restrict Editing** pane is on the right side of the ribbon of the **Protect** dialog box.
- 4) Number 2. **Editing restrictions**, check the **Allow only this type of editing in the document**, and make sure the drop down box is set to No changes (Read only).
- 5) Under 3. Start enforcement.
- 6) Click Yes, Start Enforcing Protection.

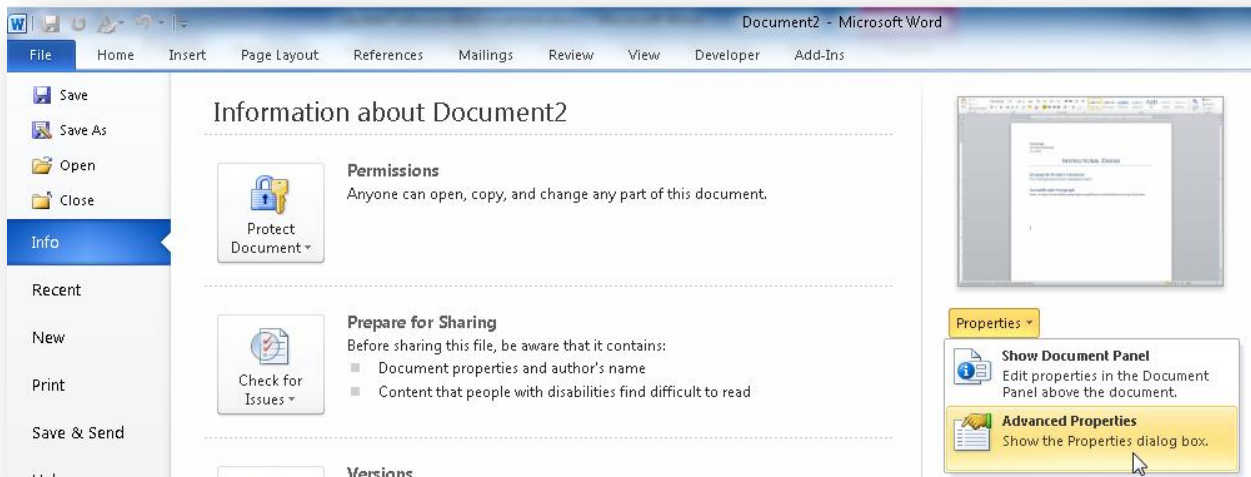


- 7) Choose to either enter a password or leave it blank. A password would make it very inconvenient to access your document, so it is discouraged.
- 8) Click **OK**.

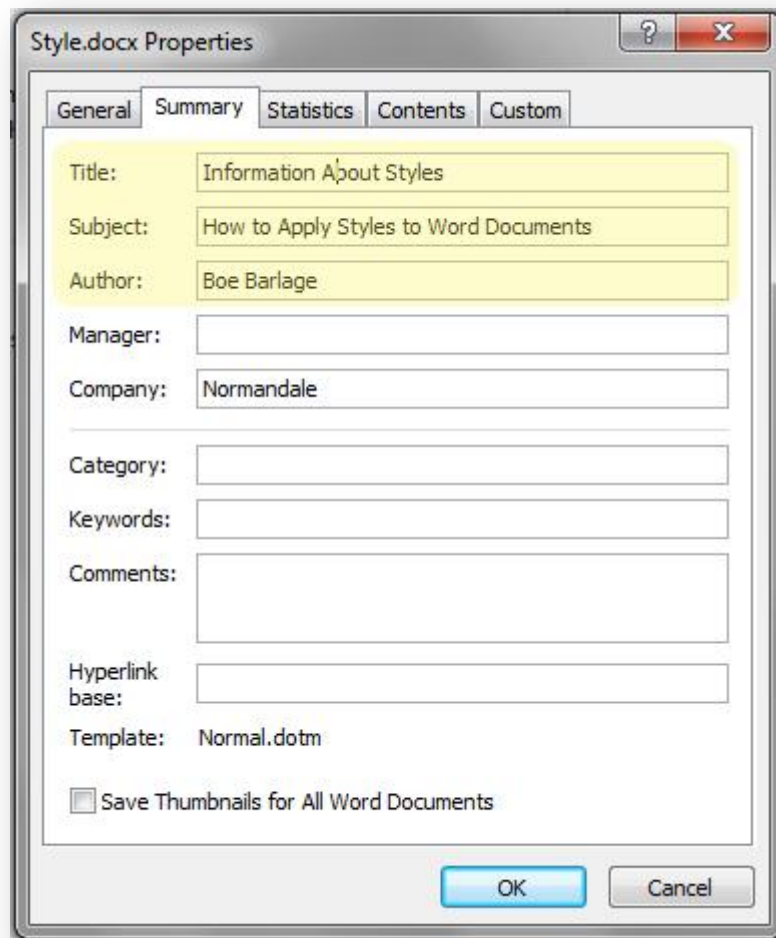
PROPERTY SETTINGS

The properties of your document are what will let a screen reader know the title, subject and author of your document. It is a best practice to always include this for your intellectual property rights for both personal and institutional reasons.

- 1) Click the **File**.
- 2) Click **Info**.
- 3) Then go over to the far right and click **Properties**
- 4) Click **Advanced Properties** from the drop down menu.



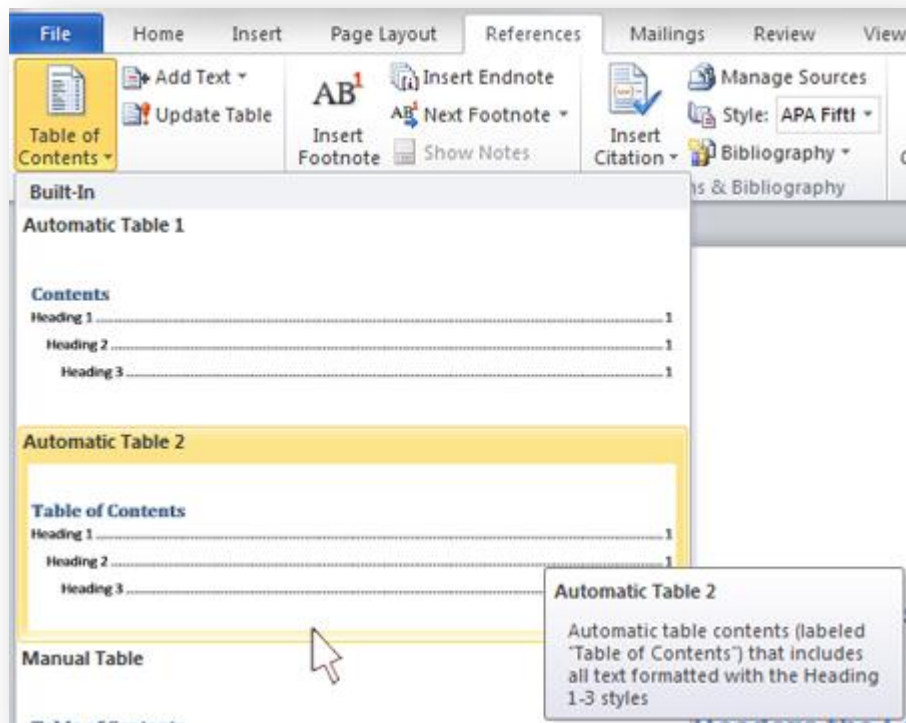
- 5) Click the **Summary** tab.
- 6) Fill in the Title, Subject and Author.
- 7) Click **OK**.



CREATING A TABLE OF CONTENTS

You no longer need to manually type a chapter name, followed by a series of periods and then the page number. A screen reader would read every period you placed in the line! Using the styles technique, you will be able to create a **Table of Contents** with the click of the button!

- 1) Click the **References** tab.
- 2) Click the **Table of Contents**, in the far left dialog box.
- 3) Choose a style of **Table of Contents** from the drop down menu.



USE OF HEADER AND FOOTER

Important text in your header or footer sections should be somewhere in the content area too because screen readers ignore these sections. A screen reader would not read the address and important information you had perhaps included in a header or footer, so include a reference page or the same content in the body of your text. You can see that in the example below the title was in the header and also was included in the body of the document.



CHECKING YOUR DOCUMENTS FOR ACCESSIBILITY

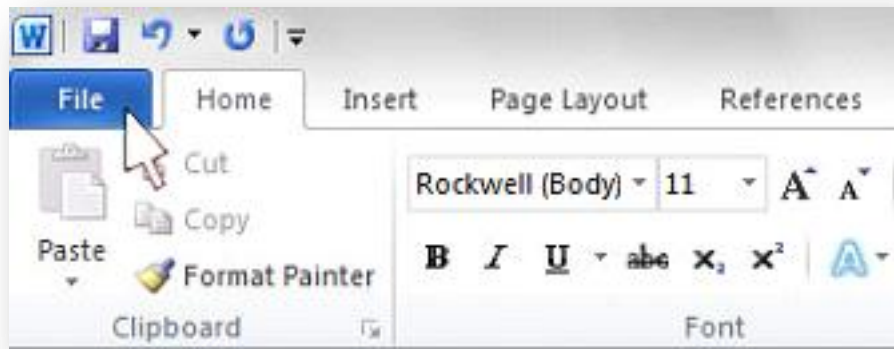
Thanks to Microsoft Office 2010 and Adobe Acrobat 9 Pro, checking documents for accessibility is easy. The next section will walk you through how to run the accessibility checker in Microsoft Word, PowerPoint and Excel 2010, as well as Adobe Acrobat 9 Pro. You will see examples of the common errors that may occur when you run the accessibility checker and how to fix these problems.

ACCESSIBILITY CHECKER IN MICROSOFT OFFICE 2010

Microsoft Office 2010 now comes with its own accessibility checker. You won't want to use this as your sole method for determining if a document is accessible, but it is an effective tool and is easy to use. The following

information applies to Microsoft Word, PowerPoint and Excel. In addition, Adobe Acrobat Pro 9 has an accessibility check feature for checking your PDF's.

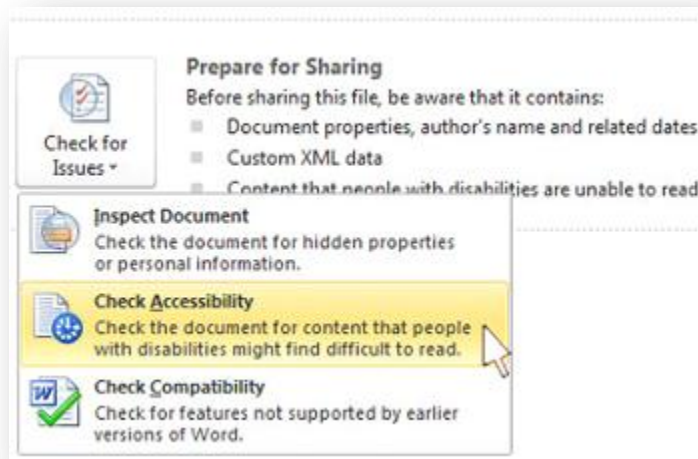
- 1) First you must save your Document.
- 2) Click **File**.



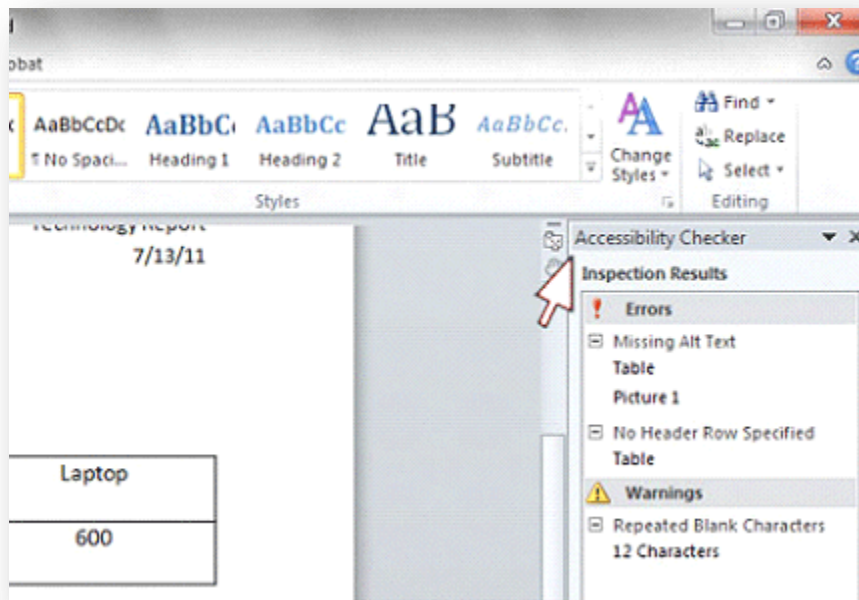
- 3) Click **Check for Issues button**. (Located in the middle column).



- 4) Click **Check Accessibility**.



- 5) The **Accessibility Checker** opens on the right hand side of the document. Notice how in the image the Inspection Results shows Errors and lists Missing Alt Text and then it identifies where in your document the error occurs. **Table**, **Picture 1** and **No Header Row Specified** are listed as errors. The **Accessibility Checker** also identified warnings and listed **Repeated Blank Characters**. You click on the listed item and fix the error.



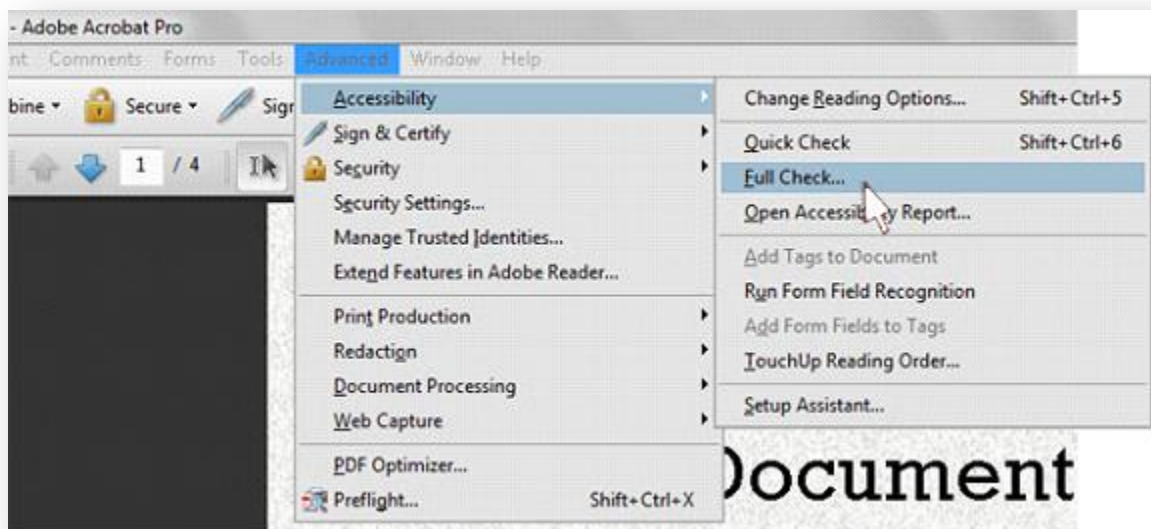
ACCESSIBILITY CHECKER REPORT IN MICROSOFT OFFICE 2010

After you have run the accessibility checker, the accessibility report will provide a few different types of responses to let you know how accessible your document is. The accessibility report responses you may see are; No accessibility issues found, Error, Warning and Tip. Below I have listed the accessibility report responses and what they mean to you.

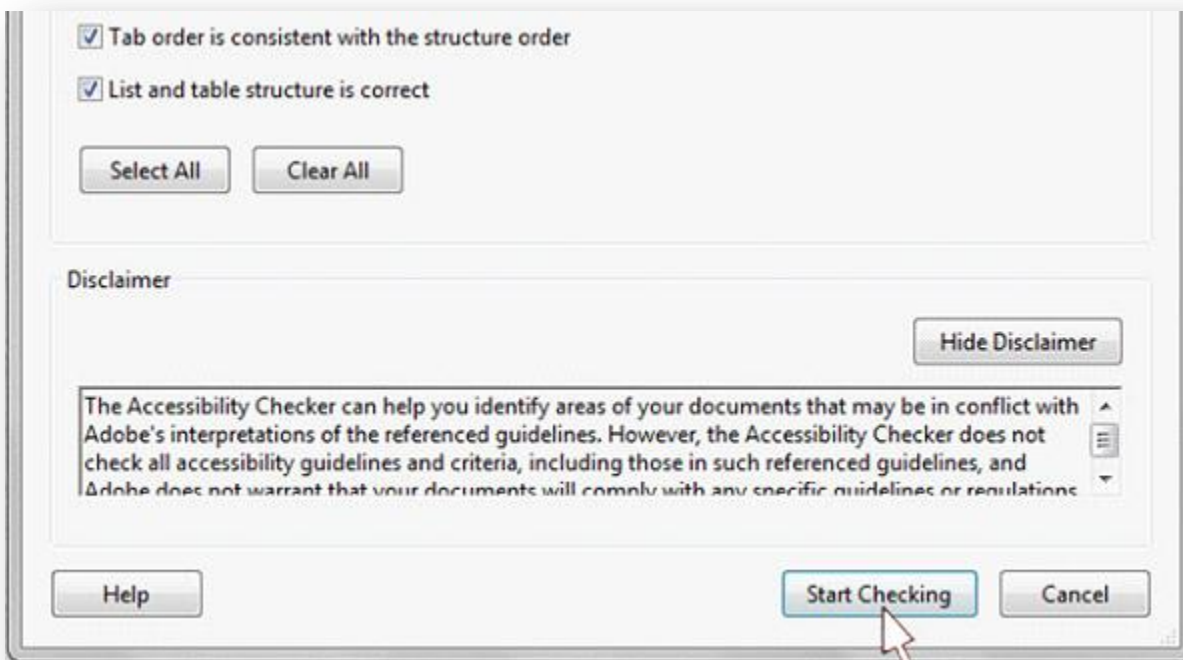
- 1) **No accessibility issues found** – The document is considered accessible by the checker tool.
- 2) **Error** – This document contains some content that may make the document in accessible for some users.
- 3) **Warning** – This document contains some content that in most (but not all) cases, will make it difficult to navigate.
- 4) **Tip** – This document contains some content that would be fully accessible presented in an alternative way for an optimal experience.

ACCESSIBILITY CHECKER IN ADOBE ACROBAT 9 PRO

- 1) Click **Advanced**.
- 2) Hover over **Accessibility**.
- 3) Follow the arrow to the right of **Accessibility** to get to the next drop down menu.
- 4) Click **Full Check**. (Skip the **Quick Check** option).

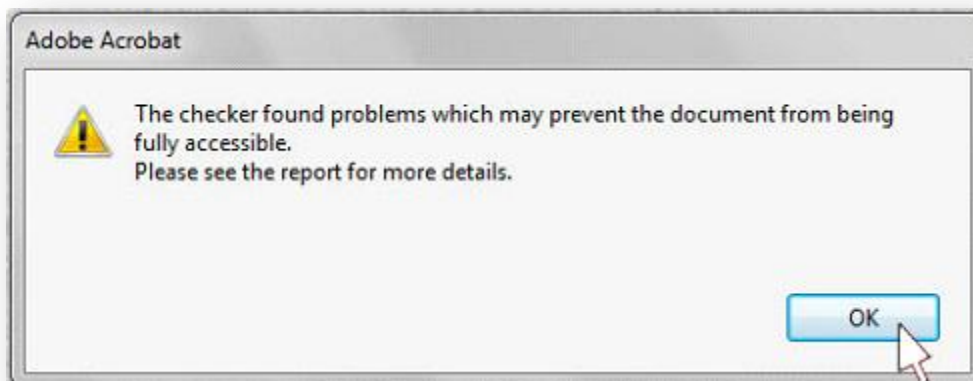


- 5) Click **Start Checking** on the popup window (leave all options as they are listed).

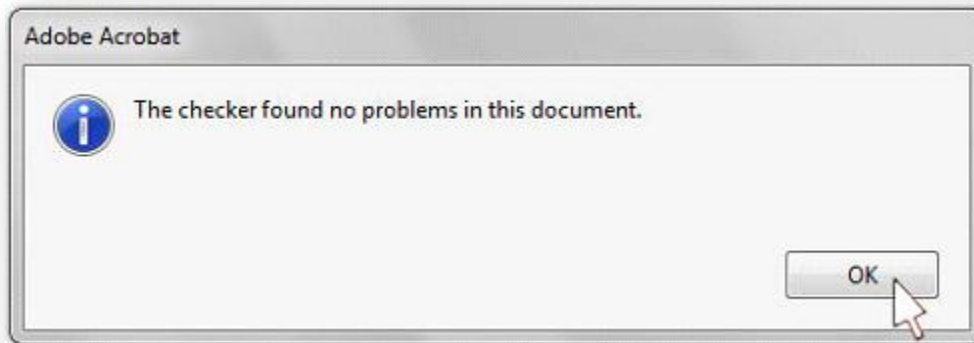


- 6) Next you will be prompted with one of the following two dialog boxes.

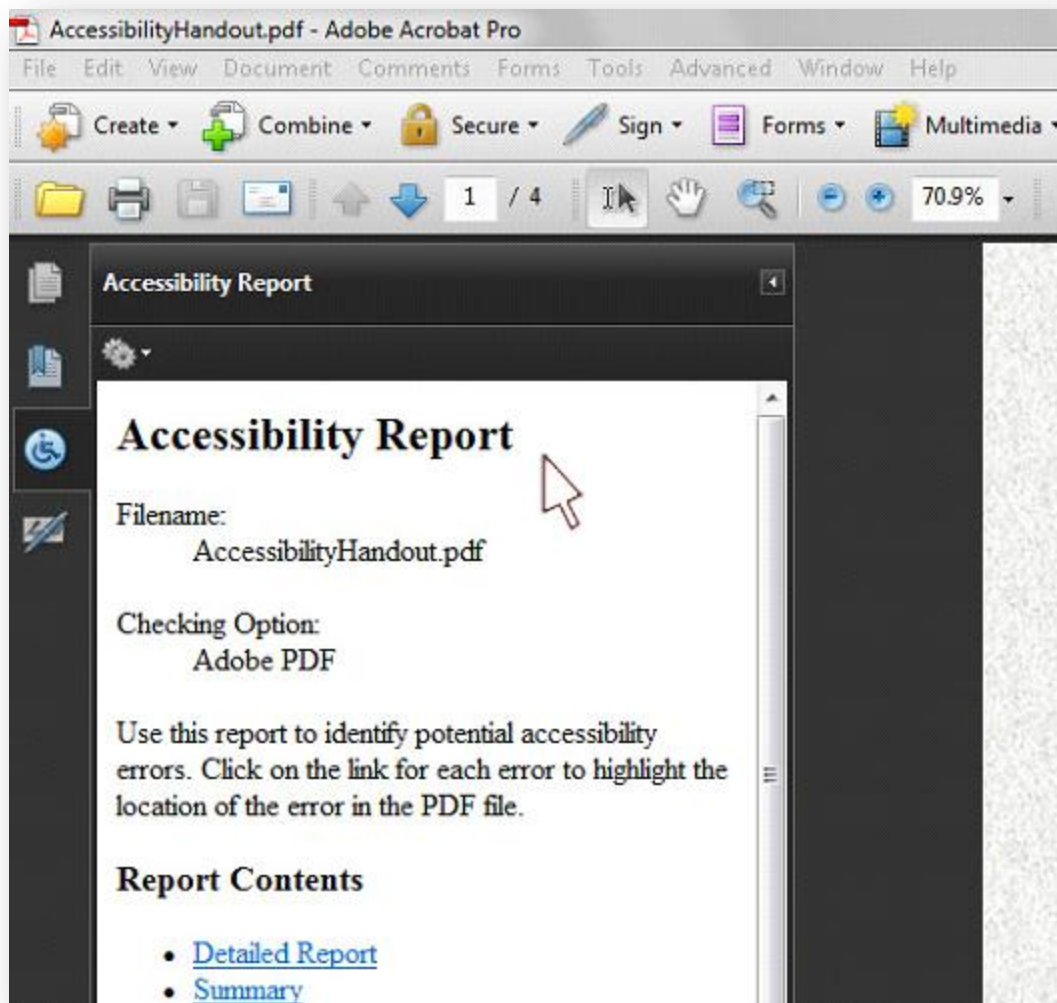
- A) If your document has accessibility errors. Click **OK** and make corrections stated in the **Accessibility Report**.



B) If your document doesn't have any accessibility errors. Click **OK** and you can close the **Accessibility Report**



7) Next you will see the **Accessibility Report** open on the left hand side of the report screen.



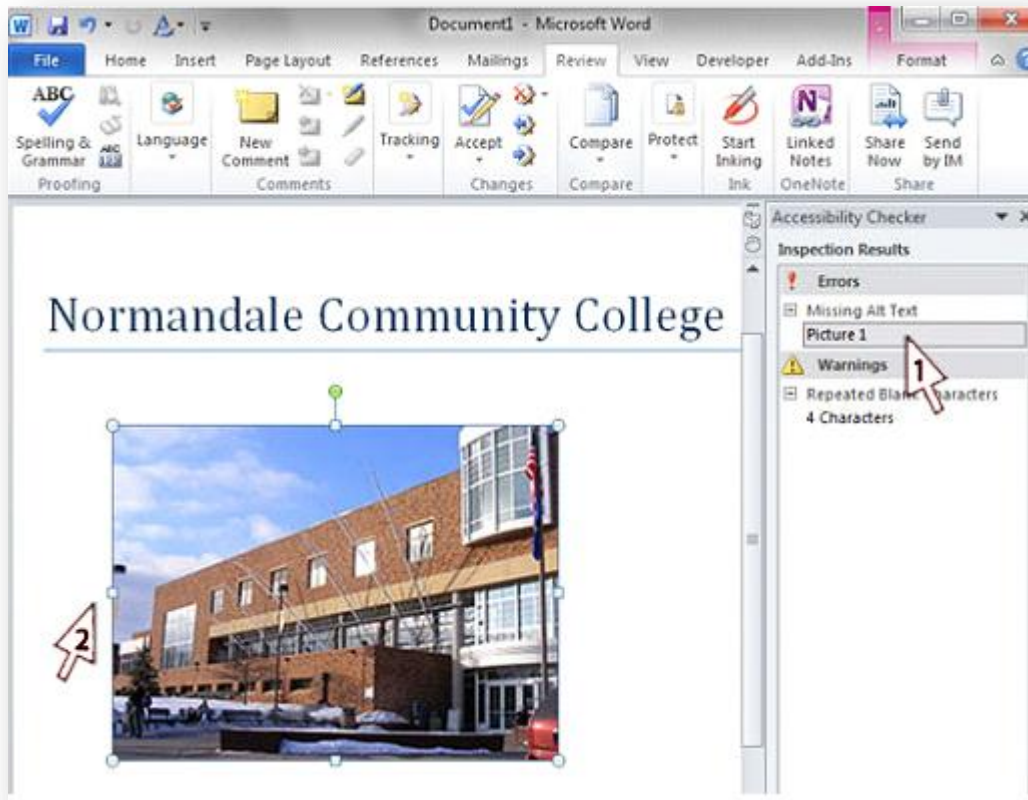
ACCESSIBILITY ERRORS IN MICROSOFT OFFICE 2010

When you are fixing errors in Microsoft Office, you can simply click on an error in the Accessibility checker pane, and it will automatically highlight what is causing the error.

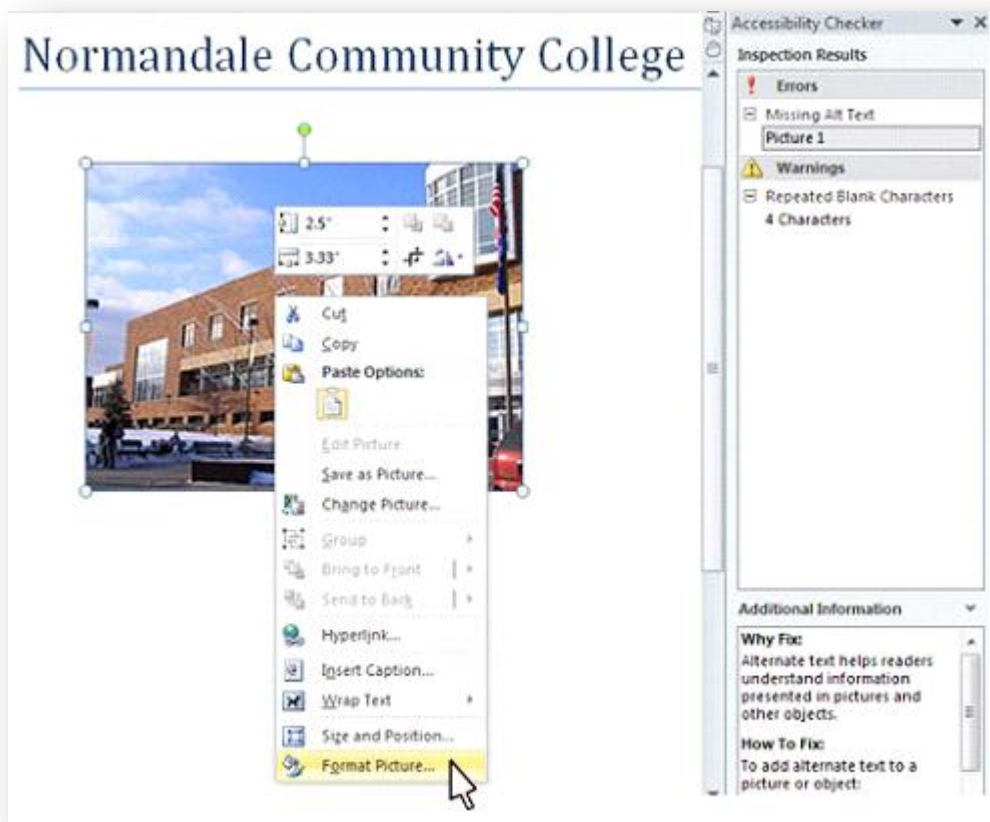
APPLYING ALTERNATIVE TEXT

If you have run the accessibility checker and received the error that says **Missing Alt Text**, then you will need to add the alternative text to describe the image, chart or object in your document.

- 1) Click **Picture 1** to select the image, or you can manually select an image.



- 2) Right-Click the selected image.
- 3) Click **Format Picture** for an image, **Table Properties** for a table, and **Format Chart Area** for a Chart or other object.



4) Image: Click **Alt Text** in the left pane of the popup window.

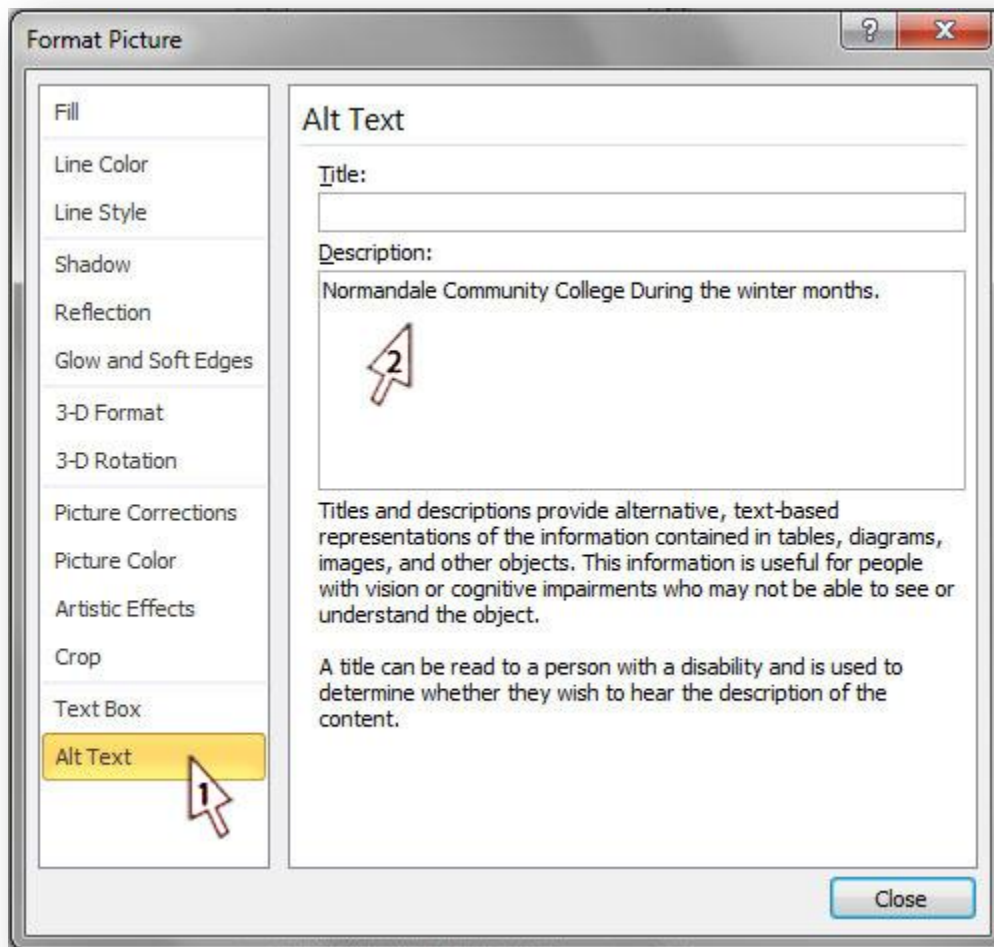
Table: Click **Alt Text** tab on the top right of the popup window.

Chart: Click **Alt Text** in the left pane of the popup window.

5) Type a brief description of your image in the **Description** box and add a title.

TIP: The data within a chart is not read by a screen reader, so any information you want your user to take away from viewing your chart, you must put in the alt description.

TIP: Use a title if your description is detailed, but avoid using the title field to replace a description so your document is better navigated by screen readers.

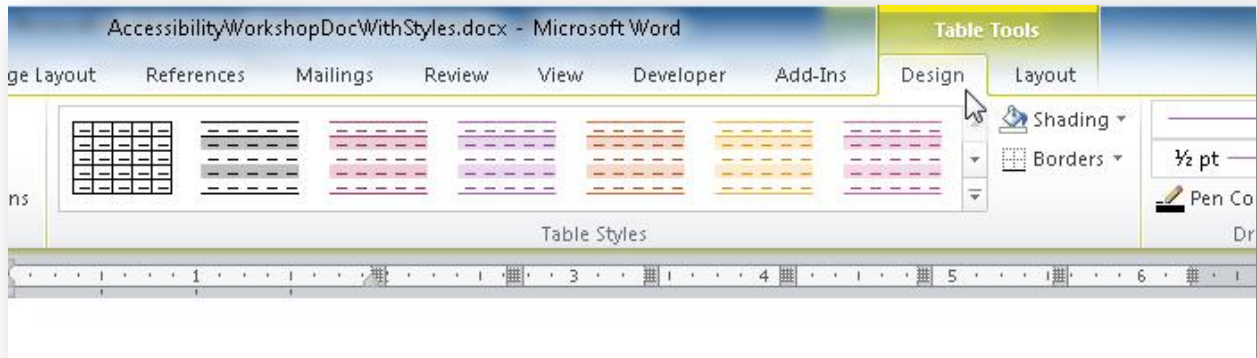


6) Click **Close**.

CHECK READING ORDER OF TABLE

If you have a table in your document, you may receive a tip from the accessibility checker to, "Check Reading Order". This is very easy to fix and it will also make your document look more professional. The reason this is an accessibility tip and not an error, is because if you are using a table just to organize your content structure, this method will not benefit that specific use of a table. You only need to use a table style if you're using your table to display data.

1) Highlight **Table** and click the **Design** tab from the **Table Tools** menu in the Microsoft Ribbon



2) Select a table **Style**.

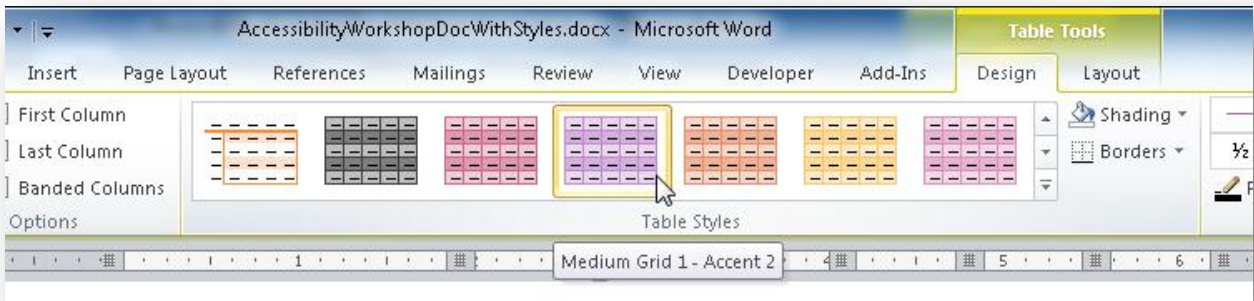
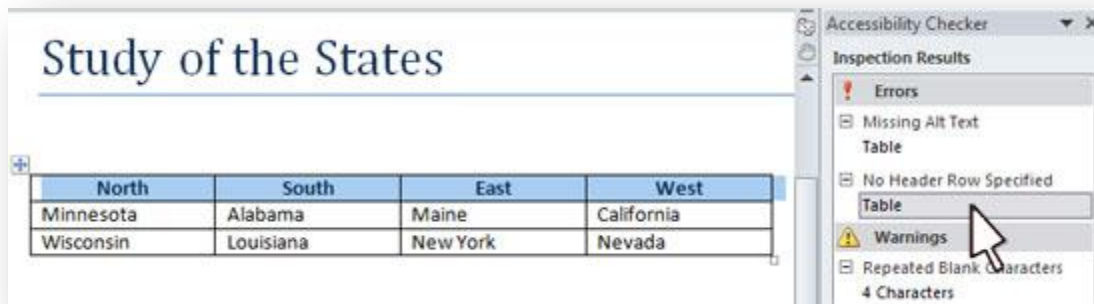
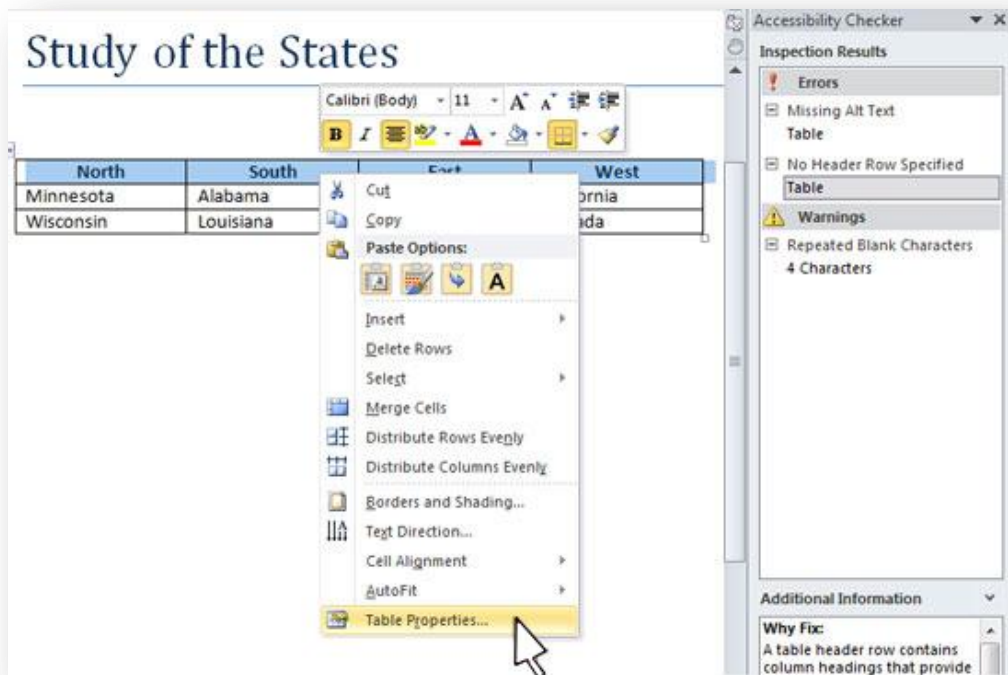


TABLE HEADER ROWS SPECIFIED

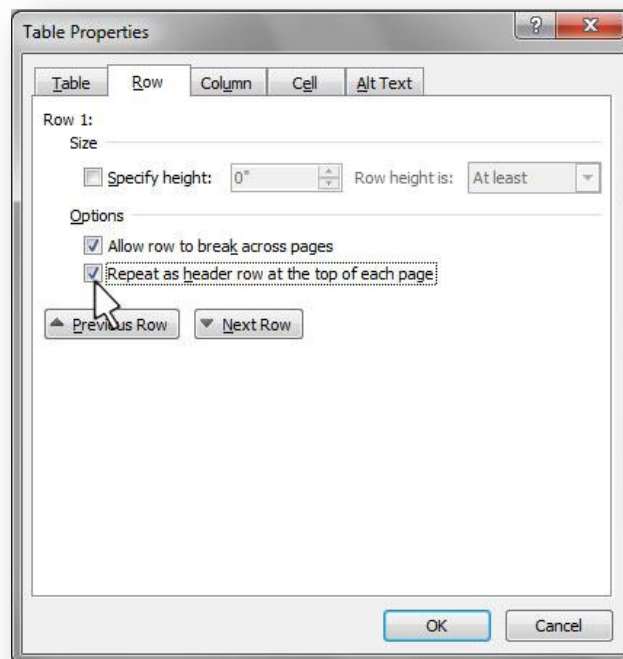
1) Click **Table** in the **Accessibility Checker** to highlight the error(s).



2) Right click the highlighted text and select **Table Properties**.



3) Check Repeat as header row at the top of each page.

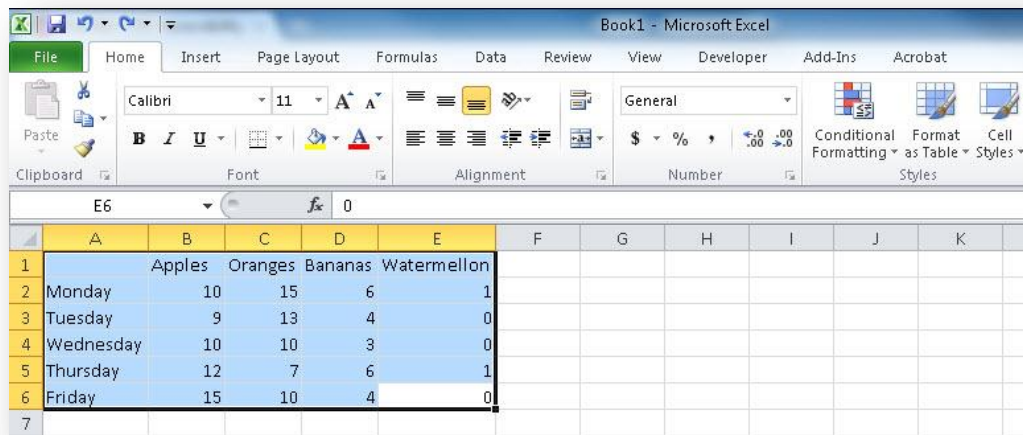


4) Click **OK**.

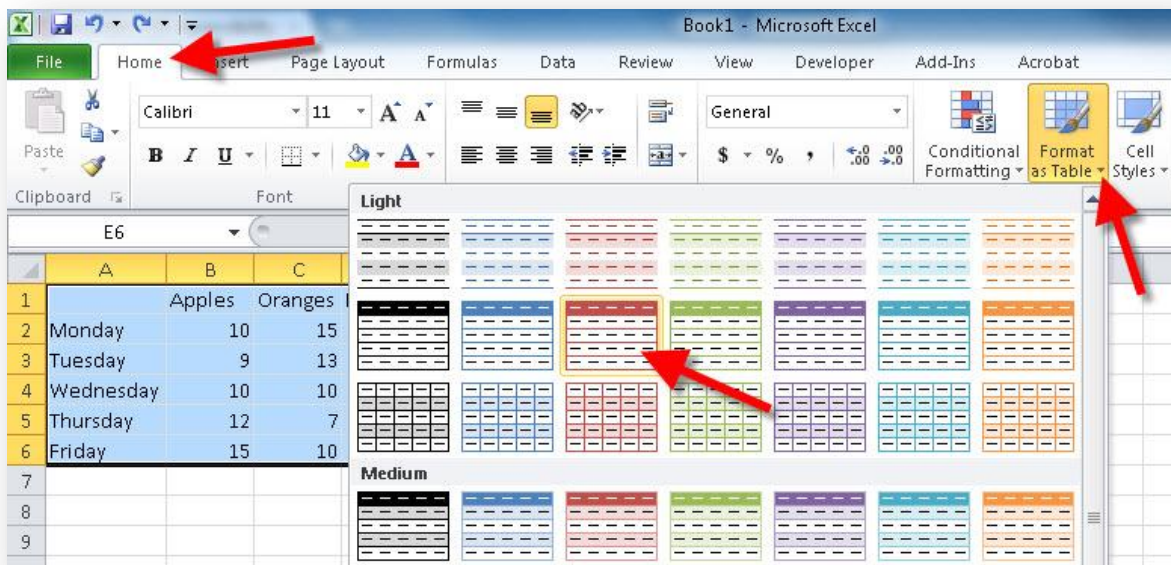
HEADER ROWS IN EXCEL

In order for a table to be accessible, it must have a header row specified. In Excel, the best way to do this is by applying a table style.

- 1) Highlight your table.



- 2) Click the **Home** tab.
- 3) Click Format as Table.
- 4) Choose a style.



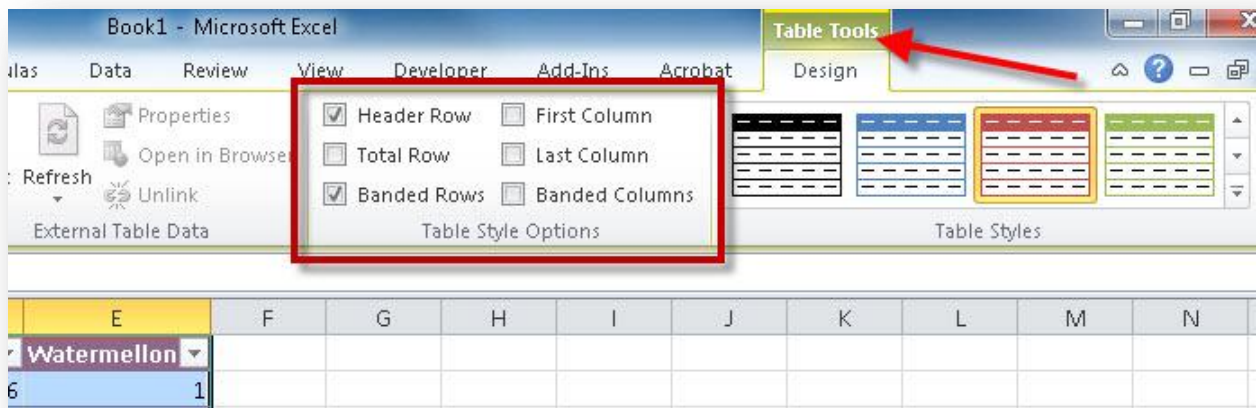
5) Make Sure **My table has headers** is checked.



6) Click **OK**.

7) While your table is highlighted, you now have a **Table Tools** tab in the ribbon.

8) Click on **Table Tools**, and make sure that the **Header Row** checkbox is checked.



TIP: If you put a check in the Total Row checkbox, a neat separator will be added to your table between the table data and a total row. Here is how the other checkboxes will format your table.

First Column & Last Column – Will Bold all of the text in the first and last columns.

Banded Rows & Banded Columns – Will format all the even rows and columns differently from the odd rows and columns so that there is a clear division between the cells.

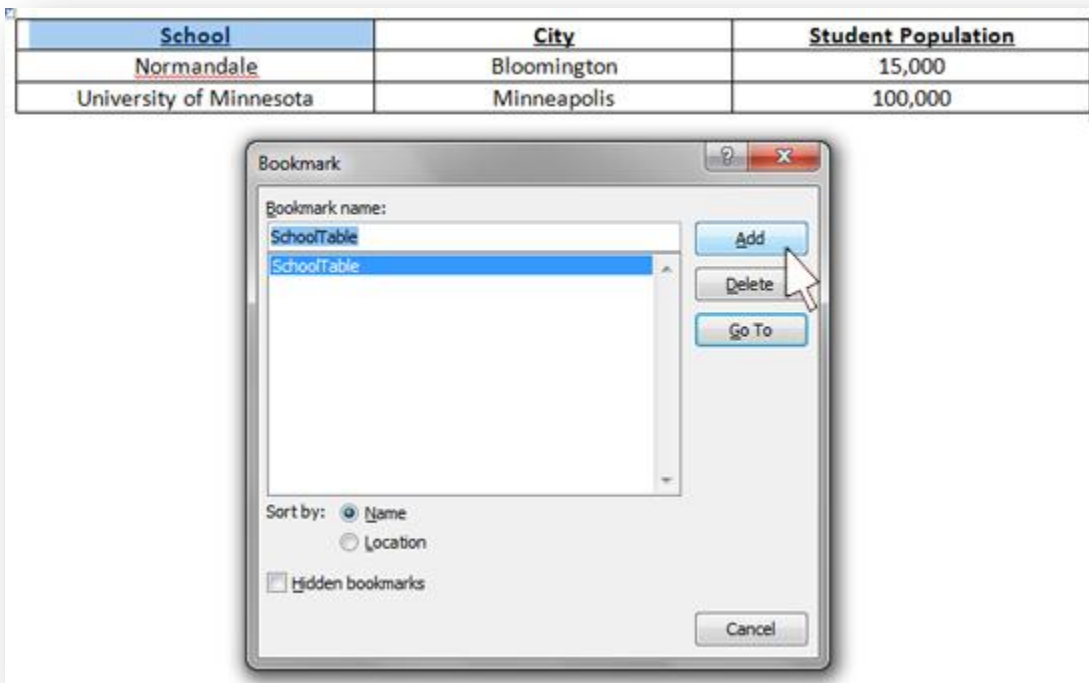
BOOKMARK THE TOP LEFT TABLE CELL

By bookmarking the top left cell in your table, you create a reference point for a screen reader. This is so the screen reader can return to the beginning of the table, at any point, while viewing the document. You can bookmark text or objects in your Word document to create a reference points by using this method; it is a good practice to book mark the top left cell in all tables.

- 1) Highlight the top left cell in your table.
- 2) Click **Insert** Tab.
- 3) Click **Bookmark**.



- 4) When the **Bookmark** window opens, Type in a **Bookmark** name.
- 5) Click **Add**.



INSERT A PAGE BREAK

If you would like the paragraph in your document to start on a new page, you can use the page break feature in Microsoft Word. A page break will insert blank space that will not be read by a screen reader. To insert a page break, follow the directions below.

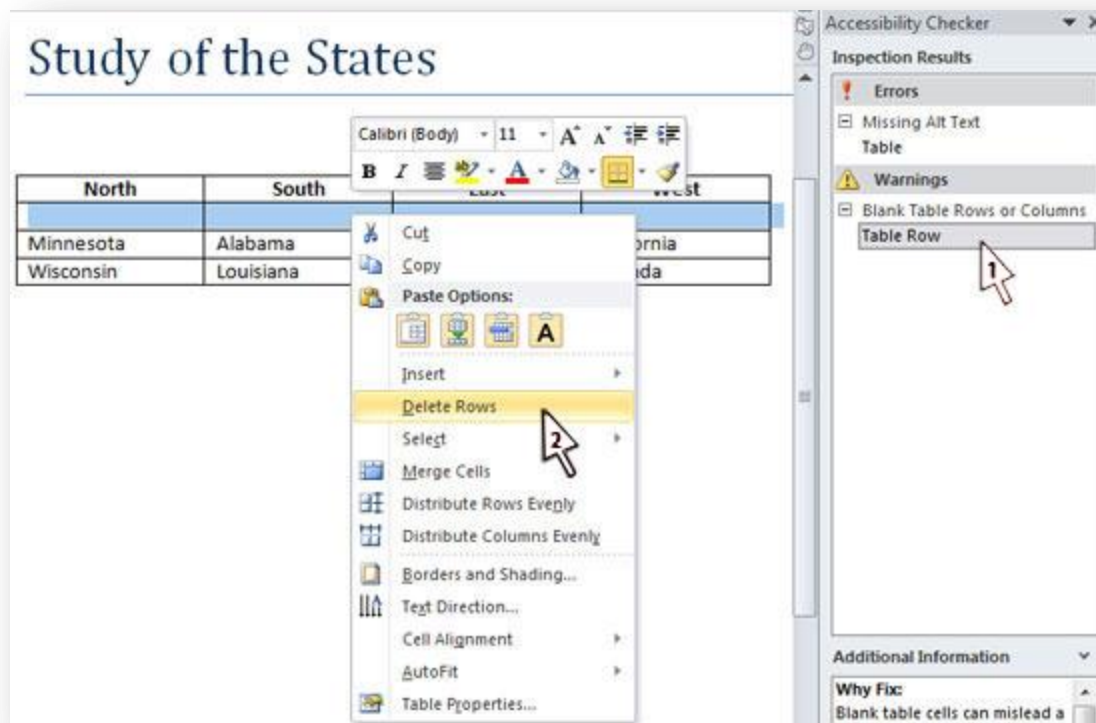
- 1) Place your cursor in front of the text you want to insert a page break.
- 2) Click on the **Insert** tab on the Microsoft ribbon.
- 3) Click **Page Break**, which is towards the left hand side of the ribbon.



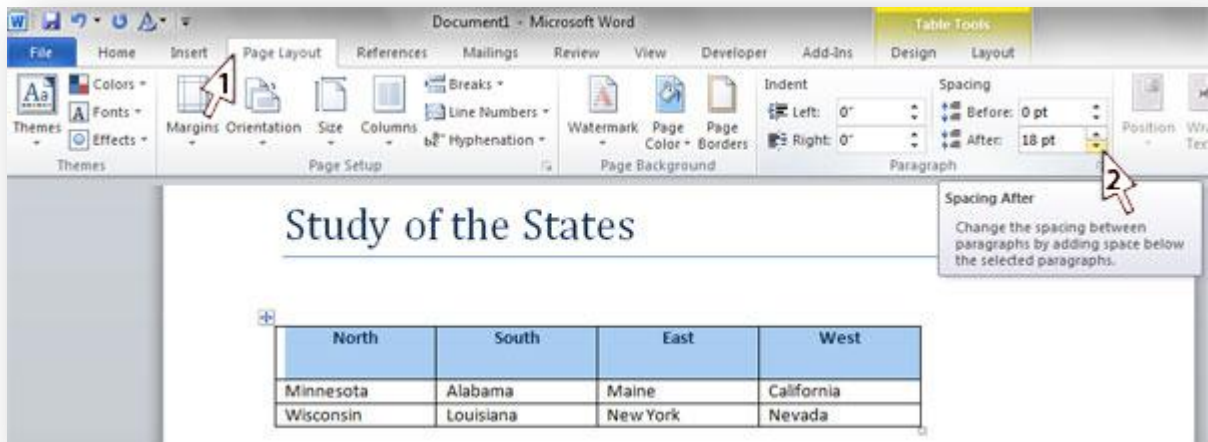
USING BLANK SPACE

Blank table rows, columns and characters are not easily read. A blank space or line is not read by a screen reader and you will want to avoid the use of space in your document. You will receive an accessibility error if you are using spaces ineffectively in your document. If you want or need to use spacing in between or below cells in tables, use space before or space after feature.

- 1) Click **Table Row** in the **Accessibility Checker** to highlight the error, or manually highlight all blank rows/columns/characters.
- 2) Right-Click highlighted cells / blank characters in table.
- 3) Click Delete Rows.

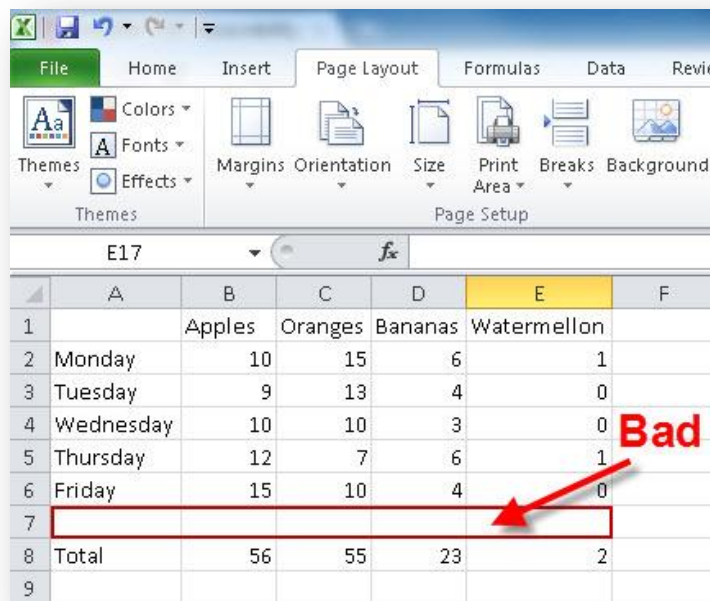


- 4) Highlight the cells that you want to add space.
- 5) Click the **Page Layout**.
- 6) Click arrows up/ down to add or remove spacing around highlighted text.



FORMATTING TABLE CELLS IN EXCEL

Empty cells create another obstacle for people using screen readers because users are unable to recognize the difference between the end of a table and a blank cell between categories. So you should never use an empty cell to format a table.



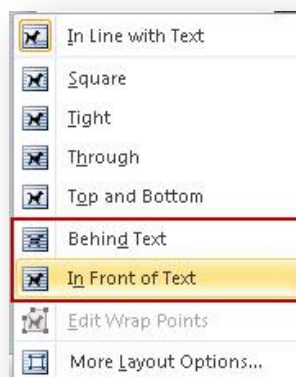
	A	B	C	D	E	F
1	Column1	Apples	Oranges	Bananas	Watermellon	
2	Monday	10	15	6		1
3	Tuesday	9	13	4		0
4	Wednesday	10	10	3		0
5	Thursday	12	7	6		0
6	Friday	15	10	4		0
7	Total	56	55	23		2
8						

TIP: The *Total Row* in the image above, was styled by highlighting the table > Clicking on the **Table Tools** tab > Put a check in the **Total Row Checkbox**. (See Excel Spreadsheets must have a Header Row if more details are needed).

HIDE DECORATIVE IMAGES IN WORD

If an image in a Microsoft Word document is strictly for decorative purposes, you should either hide the image in front of or behind text. This way the image will not get recognized by a screen reader (the alt text will not be read). However, if you save that same Word document as a pdf. The image will then be recognized and the alt text will be read by the screen reader.

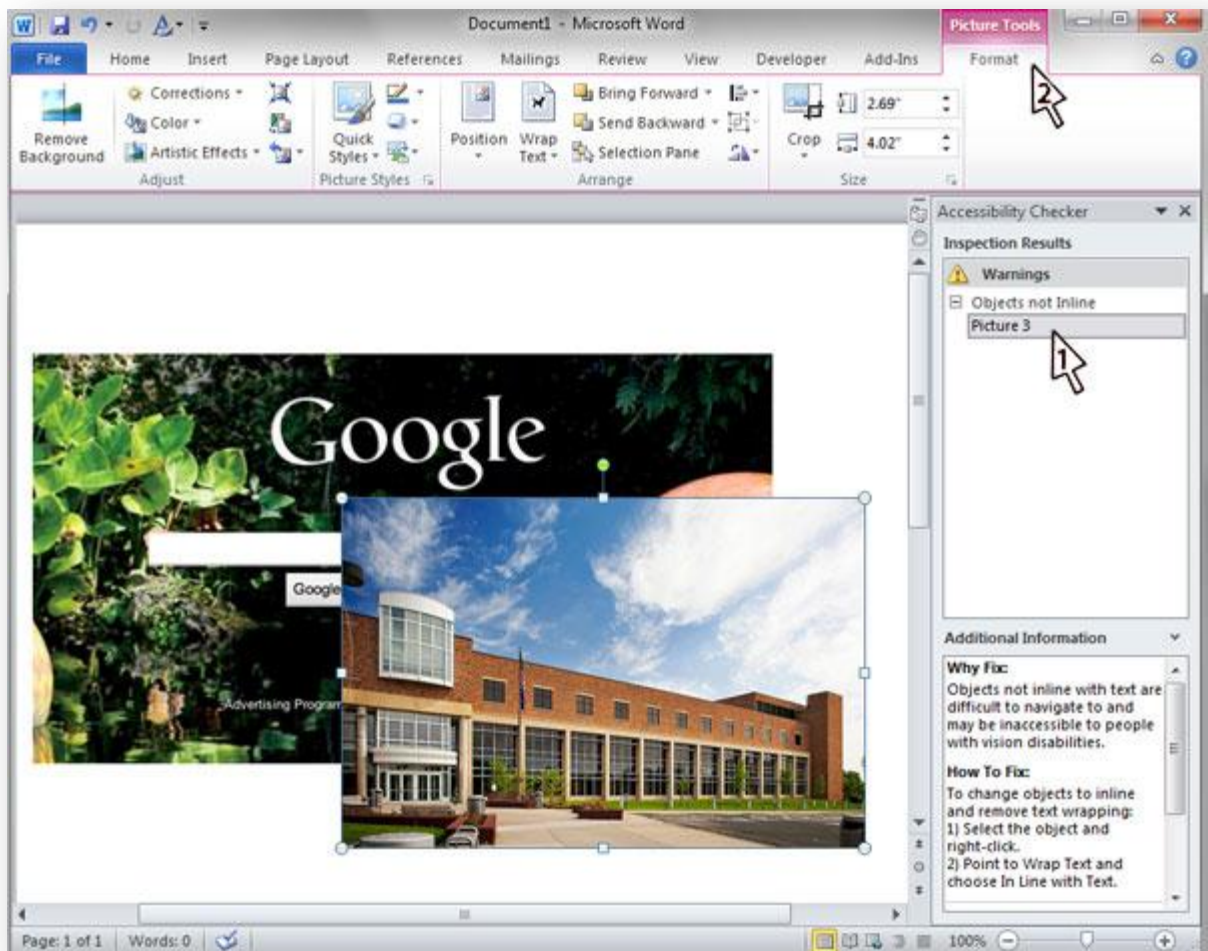
- Right-click on your image.
- Click either Behind Text or In Front of Text.



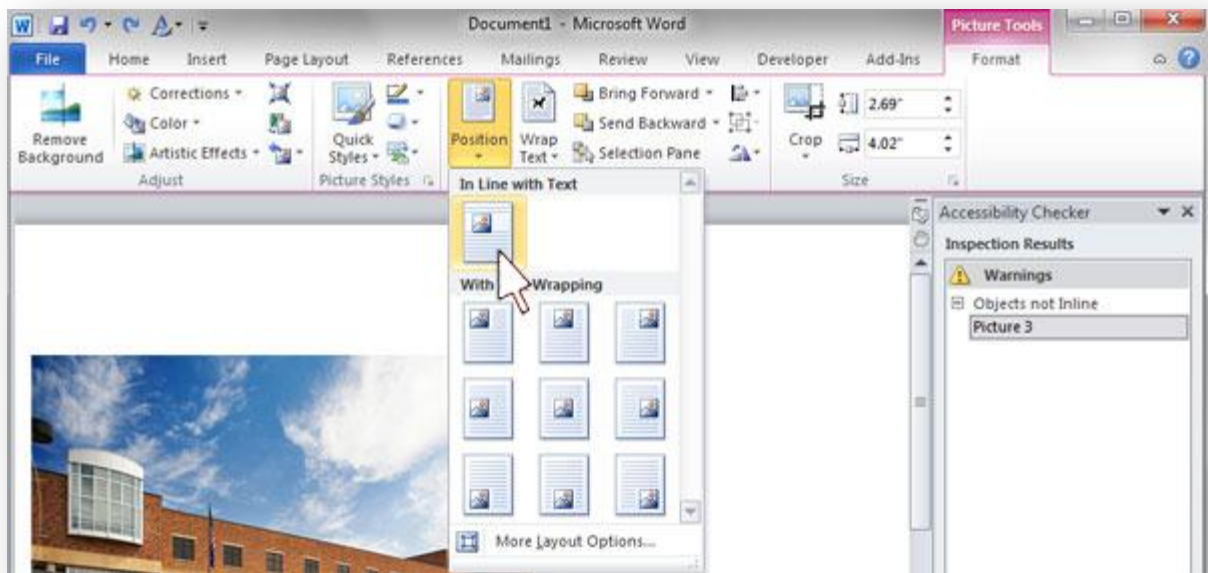
FLOATING IMAGES

If you want to achieve the look of one photo over another, photo over text, etc., you can use a photo editing software (Photoshop or Gimp is a great FREE tool) to merge the two photos/objects into one photo and then paste the new merged photo back into MS Word. Floating images are not read by screen readers and if these images are conveying important context to your document, you will want to recreate the effect accessibly.

- 1) Click on the error in the **Accessibility Checker** or manually click on the picture that is floating to highlight it.
- 2) Click **Format**.

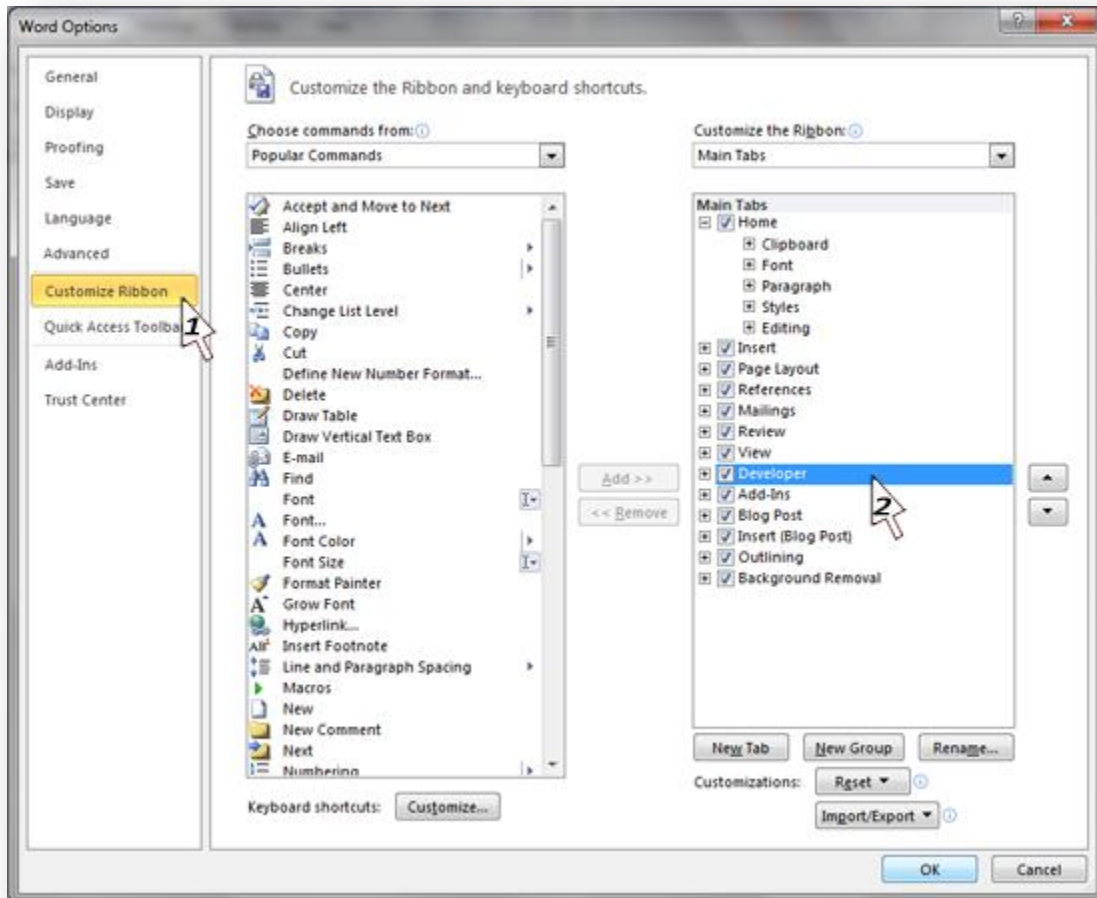


- 3) Click **Position**.
- 4) Click **In Line with Text** (will allow a screen reader to recognize the picture).

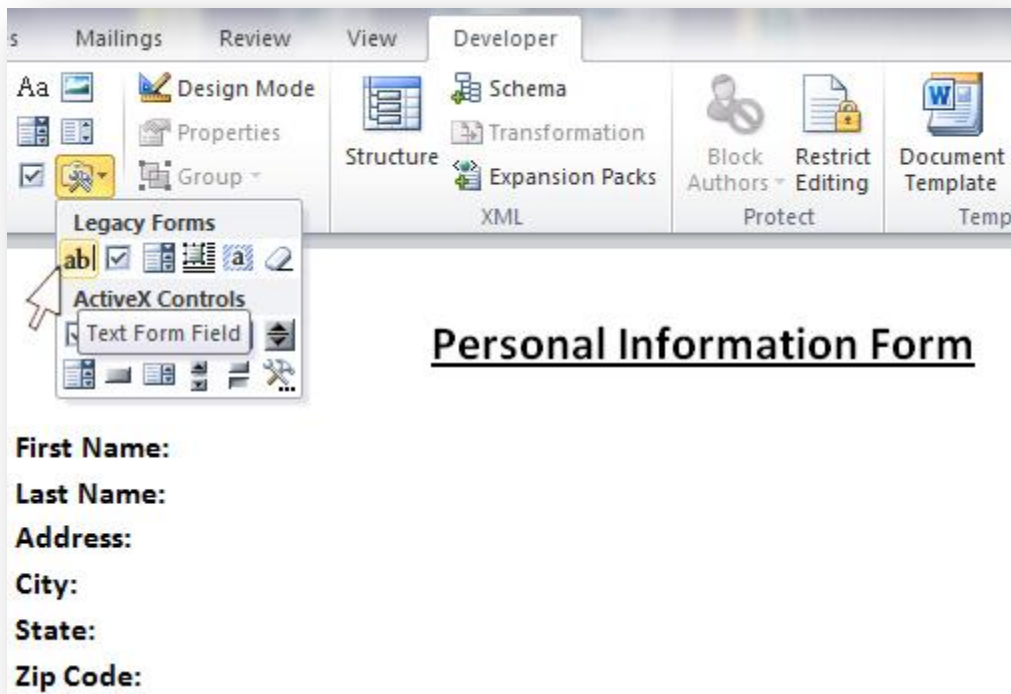


CREATING ACCESSIBLE FORMS IN MICROSOFT WORD 2010

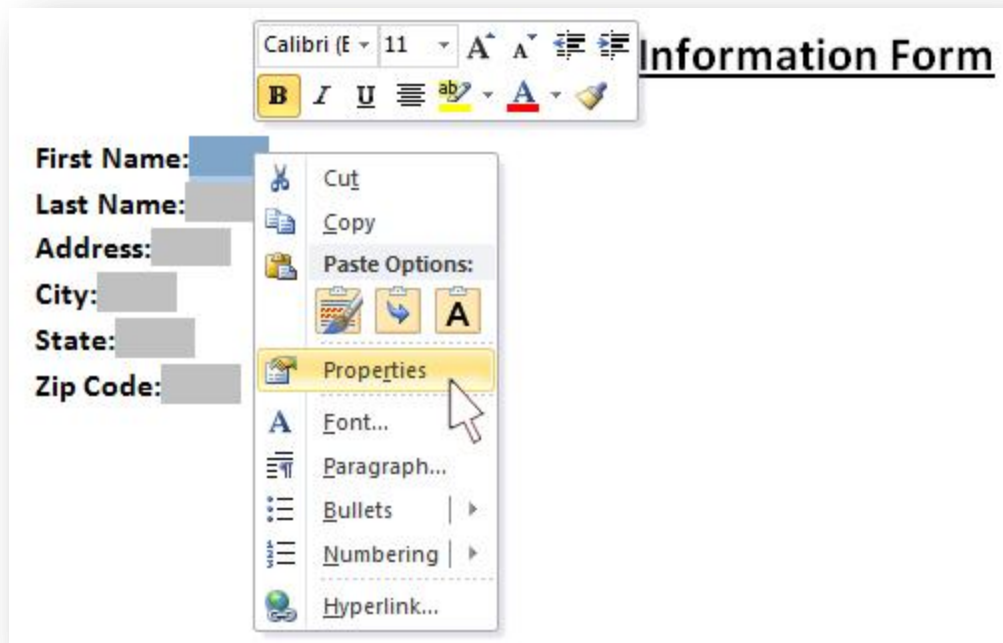
- 1) If you have the **Developer** Tab in your Microsoft Word Ribbon, skip to step 7, otherwise continue on to step 2.
- 2) Click **File**.
- 3) Click **Options** (bottom left column).
- 4) Click **Customize**.



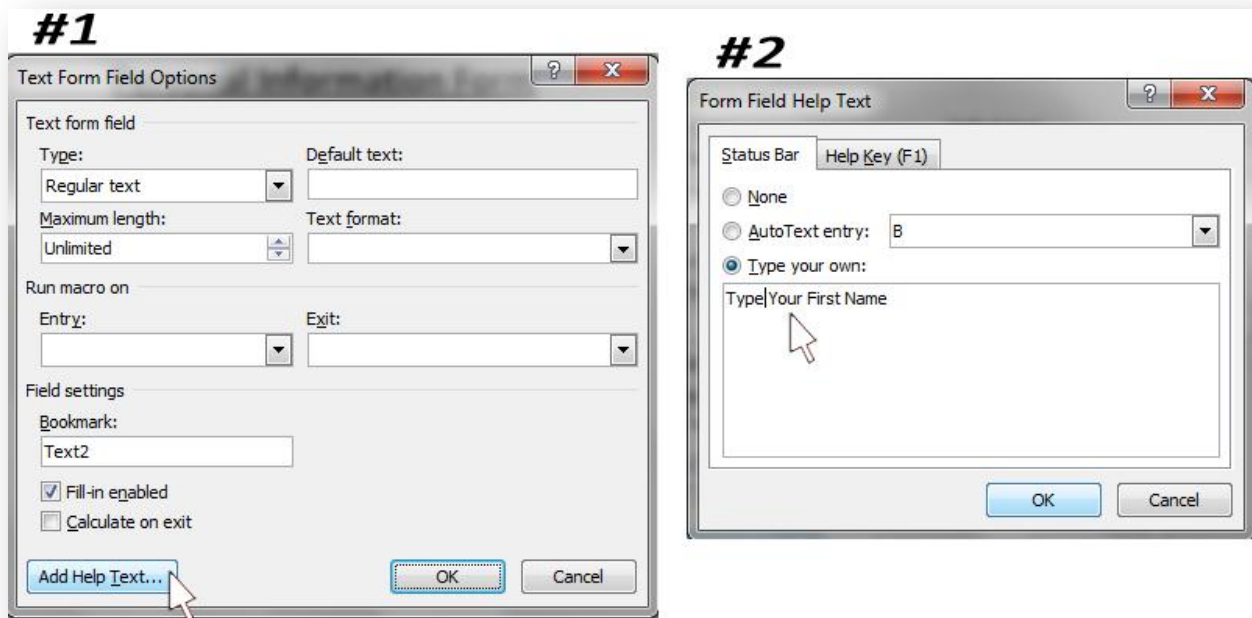
- 5) Click Developer.
- 6) Click **OK**.
- 7) Click a spot on your document and put the cursor where you want a **text field** input box to appear.
- 8) Click **Legacy Forms**, see next image (looks like a folder with a hammer and wrench crossed in front of it).
- 9) Click **Text Form Field** (looks like this, "ab|").
- 10) Repeat steps 8-10 until all text fields have been added to the document.



- 11) Right-click on a **text field**.
- 12) Click Properties.



- 13) Click **Add Help Text**, in the dialog options box.
- 14) Click **Status Bar**, in the Form Field Help Text dialog box.
- 15) Click in the **Type your own** dialog box.
- 16) In the box, enter the text that you want read to the user when they tab or click onto the text field.

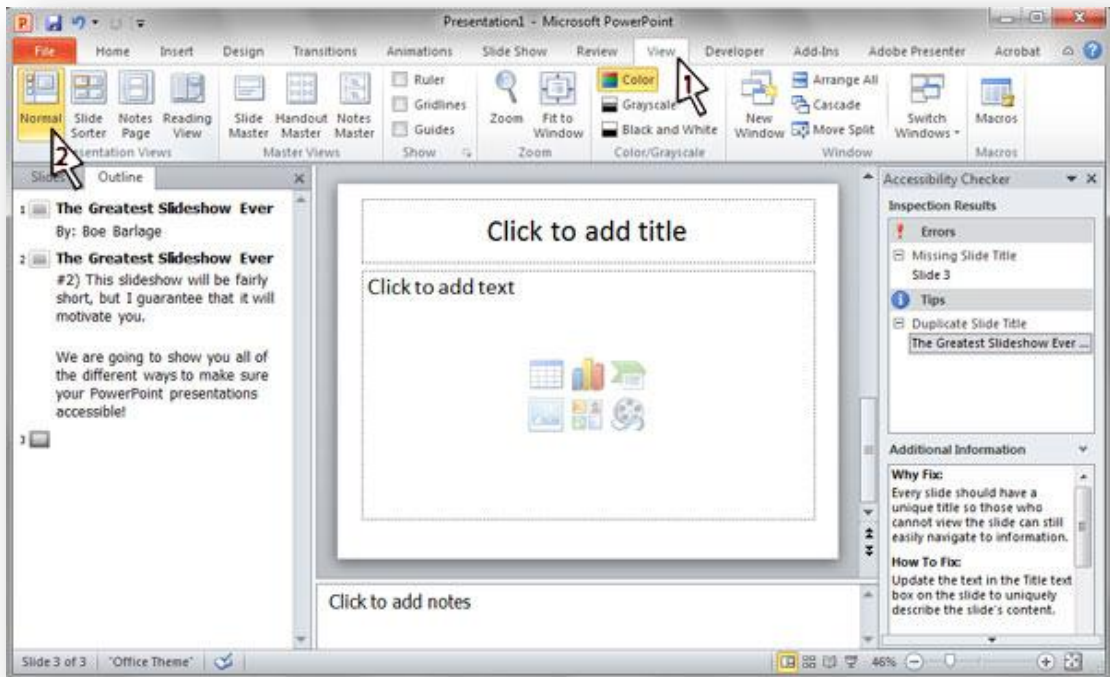


- 17) Click **OK** on the form field help text.
- 18) Click **OK** on the text form field options.

POWERPOINT SLIDE TITLES

In PowerPoint, all slides should have titles and each title should be a unique name in order to better navigate your presentation. If you always choose the template that has a title and text format, you can avoid time spent later creating unique titles for each slide. You need to be in Normal view to see the outline titles of each slide. Steps two and three will show you how to get into the Normal view so that if you didn't include a title or need to change the title, you may follow these steps.

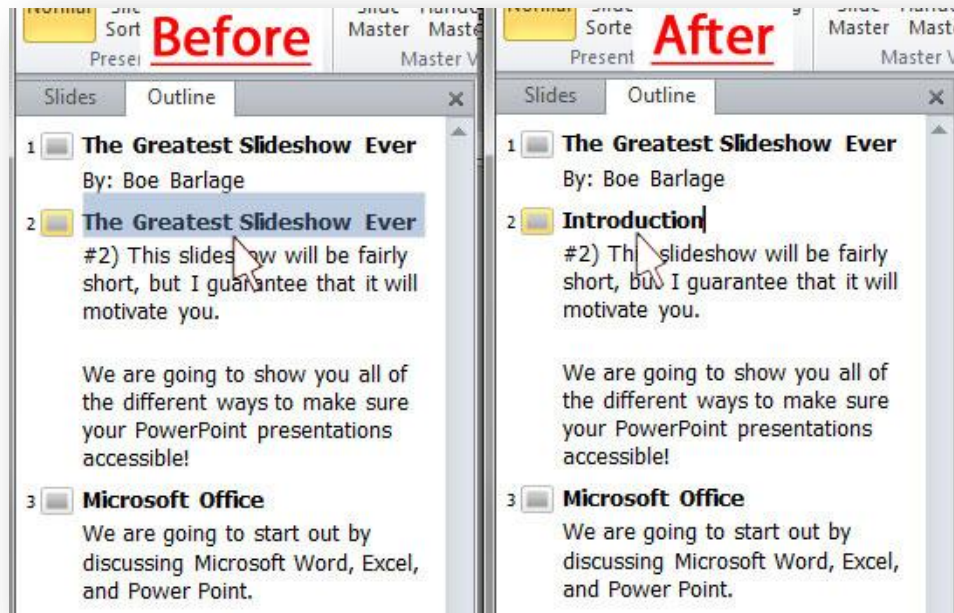
- 1) If you do not see a **Slides** or **Outline** view on the left hand side of the page, do steps 2 & 3. If you do see these views, skip to step 4.
- 2) Click **View**.
- 3) Click **Normal** (on the left).



4) In **Outline** mode you can click beside an empty slide and type your title for that slide. Slide 3 was empty and there was an error for a missing title.



- 5) To fix the **Duplicate Slide Title** warning, highlight one of the duplicate titles in the **Outline** that you would like to change.
- 6) Then type in a new unique title.



ACCESSIBILITY WARNINGS IN MICROSOFT OFFICE 2010

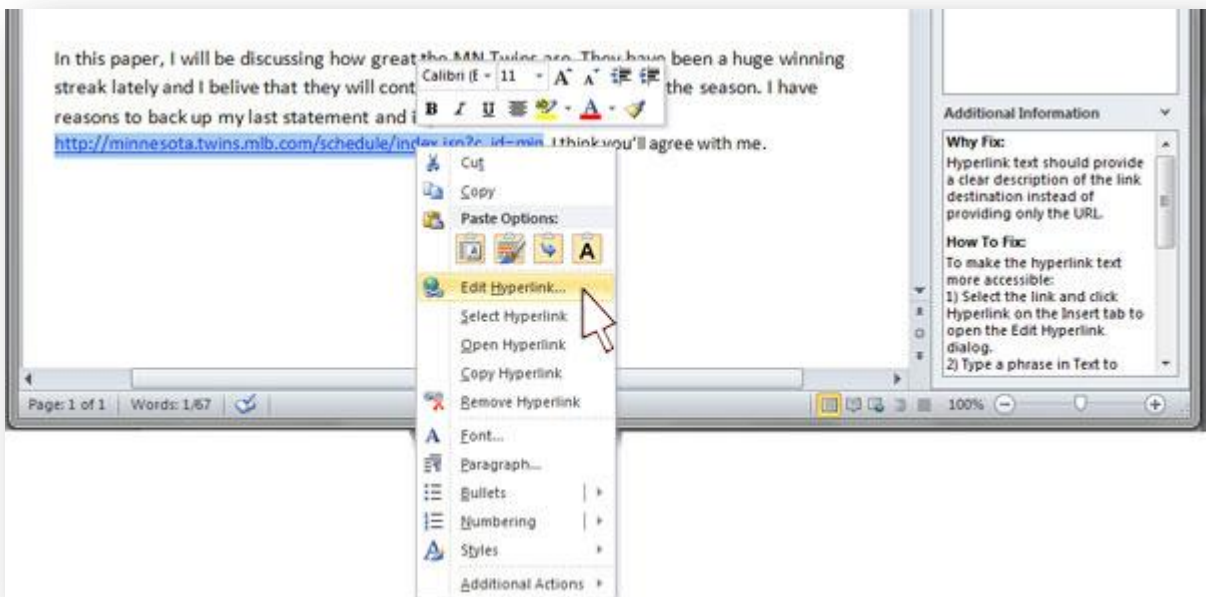
As demonstrated with accessibility errors, you will occasionally find accessibility warnings generated by the **Accessibility Checker**. It is important to remember how your document will be read or presented to the user and that is why warnings occur. An accessibility warning simply means that in most, but not all cases, the document may not be accessible for all persons. An error means it won't be viewed and a warning means it may not be accessible.

HYPERLINKS HAVE TEXT DISPLAYED

If you have a hyperlink in a document, the screen reader will read that URL as if it were an English word. You should replace the link text with English words that represent the

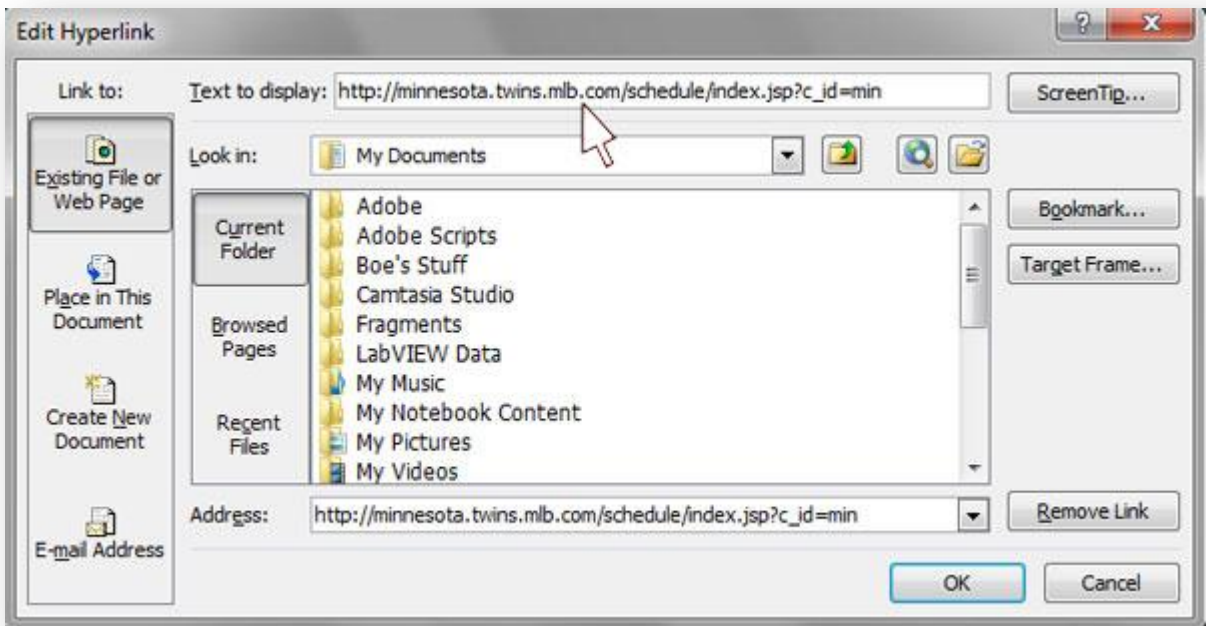
link so the user can better understand what is being read on the screen. You also could have text preceding the link so that the reader knows the link is next and why s/he should follow the link.

- 1) Click hyperlink error in the **Accessibility Checker** or manually highlight the entire URL you want to replace with text.
- 2) Right-Click on the highlighted text.
- 3) Click on **Edit Hyperlink** in the drop down menu.

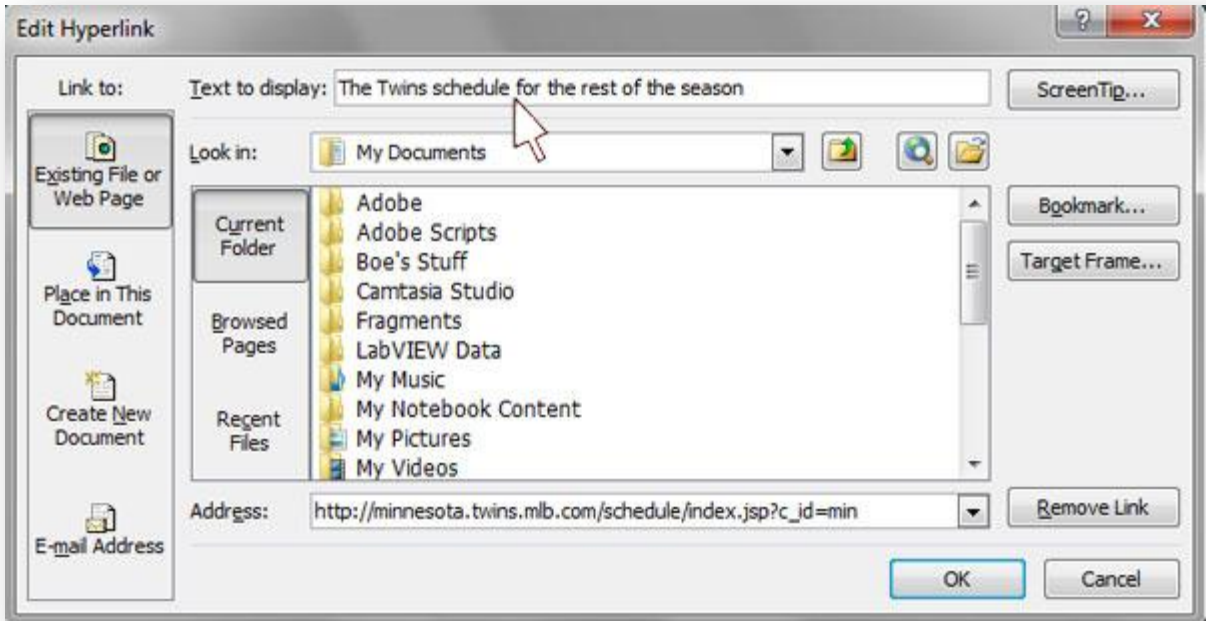


- 4) In the **Text to display** box, delete the URL address and type the text you would like displayed.

The next picture shows an image before the text is changed.



Picture below is after the text was changed.



5) Click **OK**.

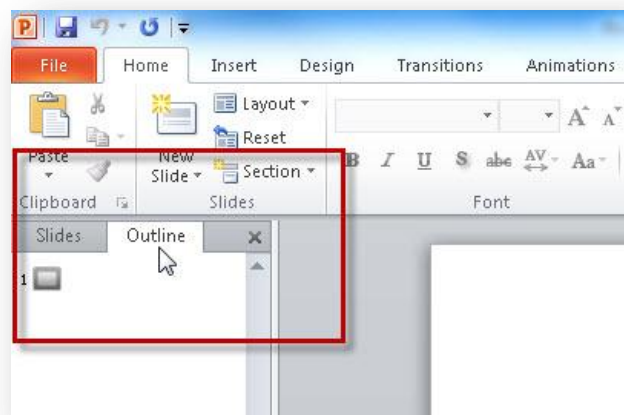
Below is an in-text example that shows what a new link will look like after you have made the changes.

In this paper, I will discuss the MN Twins season. I have a site for you to check out the [Twins Schedule for the rest of the season](#). The link would have text that explains what the reader would click on the link and expect to see by going to that link.

USE THE OUTLINE PANE IN POWERPOINT

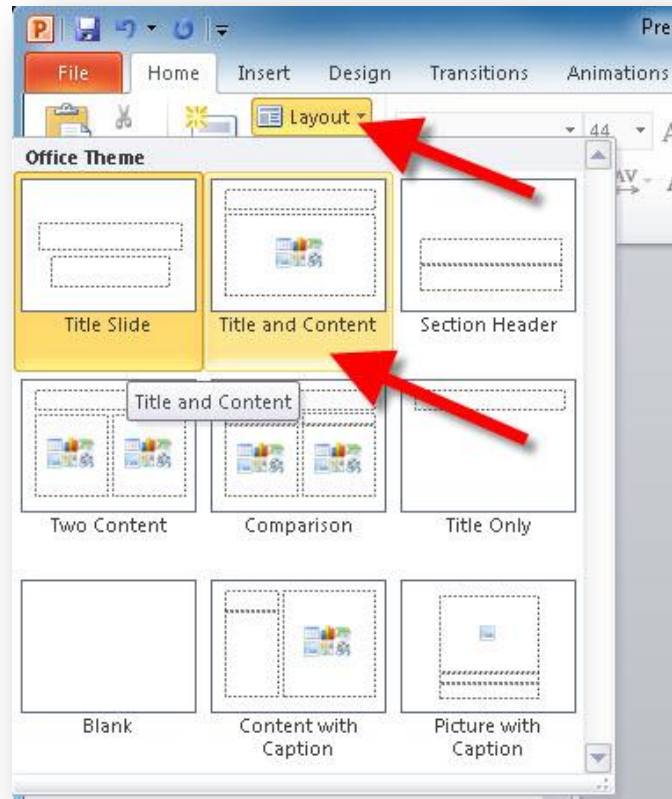
People with disabilities often prefer to use text versions of PowerPoint presentations because it makes navigating them so much easier with a screen reader. This is why it is necessary to use the Outline pane when creating an Accessible PowerPoint presentation. To find out how to use the Outline pane correctly, see the instructions below.

- 1) Open up a new PowerPoint presentation.
- 2) Click on the **Outline** tab on the left.



- Type your text into the highlighted field on the presentation canvas. (**CTL + Enter**, is a shortcut that will put your cursor inside the first input box.) Tip: You can hit **CTL + Enter** multiple times to tab through the different input boxes on the presentation page and also to add a new slide on the outline pane.
- If you wanted to use a different slide layout, rather than the default click on the **Home** tab.

- Click the **Layout** button.
- Then click the slide **layout** in that you would like to use in your presentation.



TIP: The Text within Text Boxes will not be seen on the **Outline Tab**. Slide Layouts must be used or you can create your own slide layouts. (See **Create New Slide Layouts**)

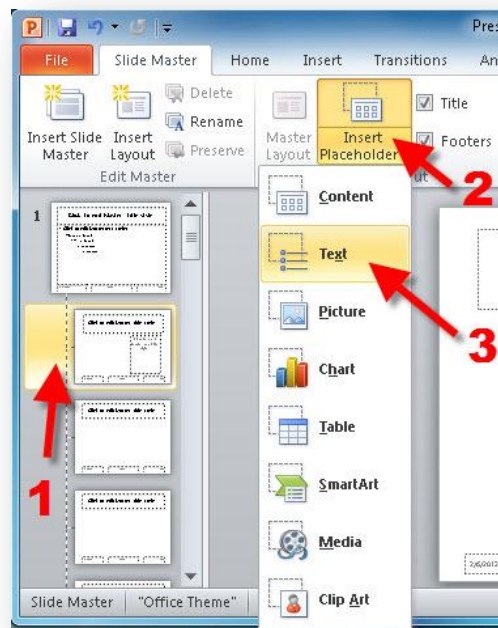
CREATE NEW SLIDE LAYOUTS IN POWERPOINT

In PowerPoint Presentations all text entered into layout input boxes will be added to the outline pane. However, if we don't like any of the slide layouts, we will have to create our own customized layout. DO NOT USE A TEXTBOX TO DO THIS! If you were to insert a text box on your slide, none of the text that you type into it will show up in the outline pane. So the proper method of customizing slides is to insert placeholders on the Slide Master tab.

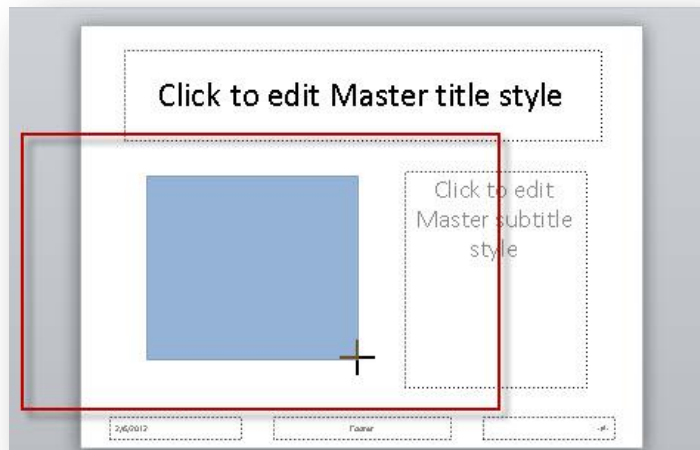
- Click the **View** tab.
- Click Slide Master.



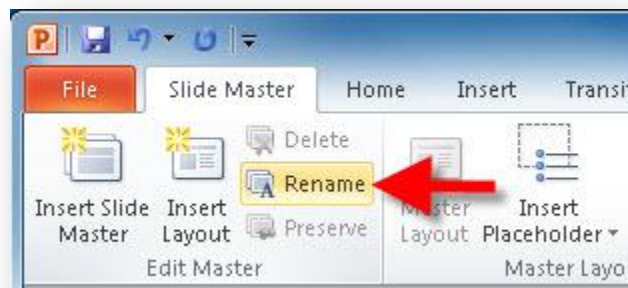
- Select a slide template.
- Click **Insert Placeholder** on the top ribbon.
- Click **Text** from the dropdown menu.



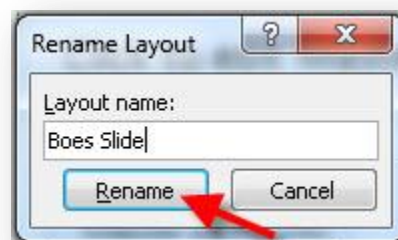
- Then your cursor will change into cross hairs. Click your cursor and drag the highlighted box the size of the input box which you would like have in your layout.



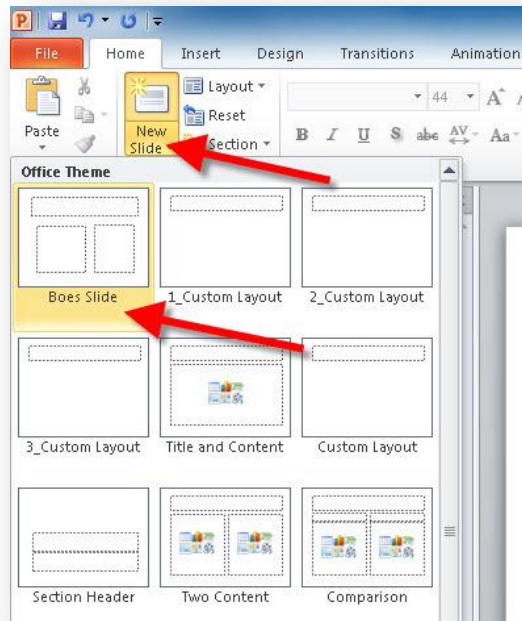
- With that slide still selected and on the stage, Click **Rename** in the ribbon.



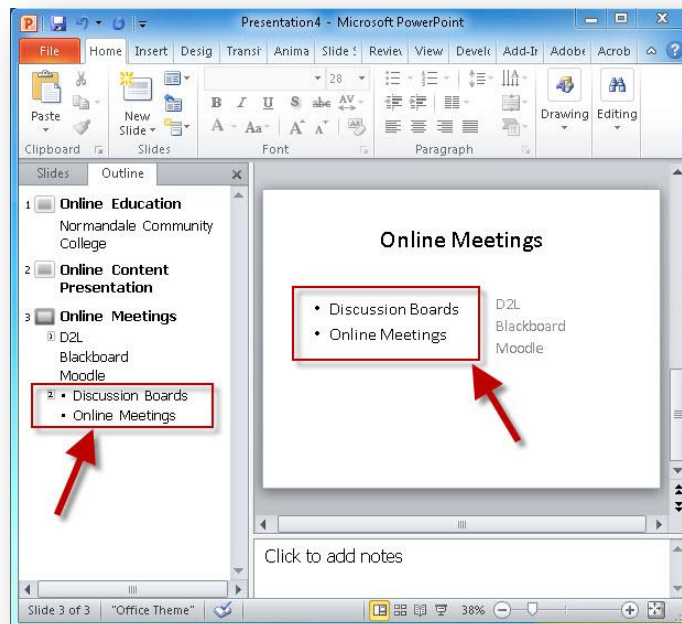
- Type in a name you will recognize for your slide and click **Rename**.



- Click **Close Master View** on the right side of the ribbon.
- Click **New Slide** in the ribbon.
- Then click on the slide that you just created from the drop down menu.

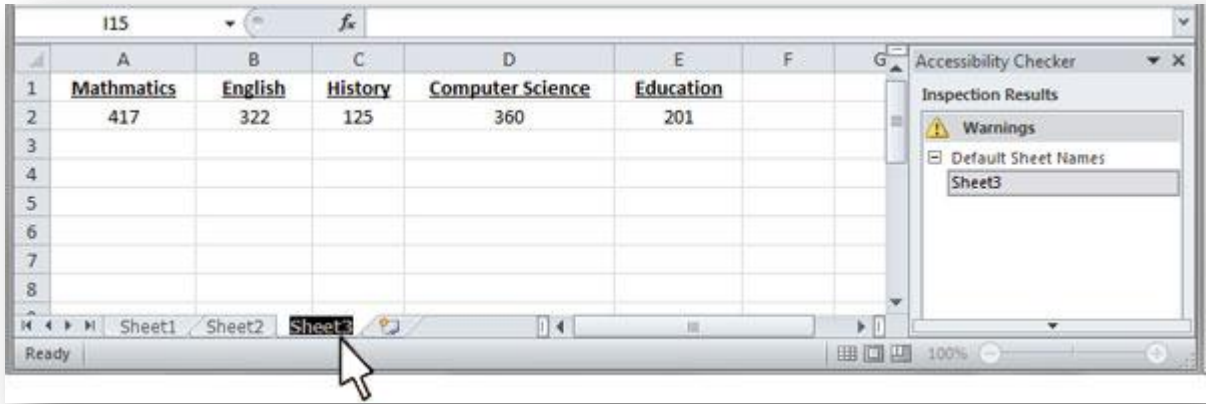


- Now notice that the text you type into this input box will be represented on the **Outline** pane.

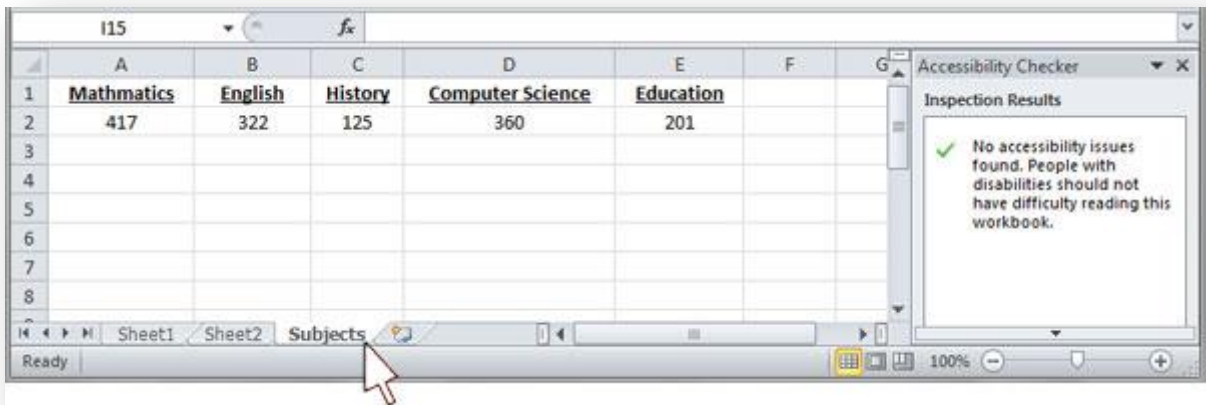


NAMING ALL SHEETS IN EXCEL

- 1) To fix the default **sheet** names warning, Double-Click a worksheet name to highlight it.



- 2) Then type in a unique worksheet title. A descriptive title makes the workbook more navigable.



ADDITIONAL TIPS

The **accessibility checker** also gives you tips on how you could organize your content to maximize the best possible way to display content so that it is accessible. You also should always keep in mind these additional tips to making your documents accessible.

- 1) Make sure your videos have closed captions or a transcript provided.

- 2) If you have audio files, be sure to include a transcript version.

CHOOSE .DOCX OVER .RTF

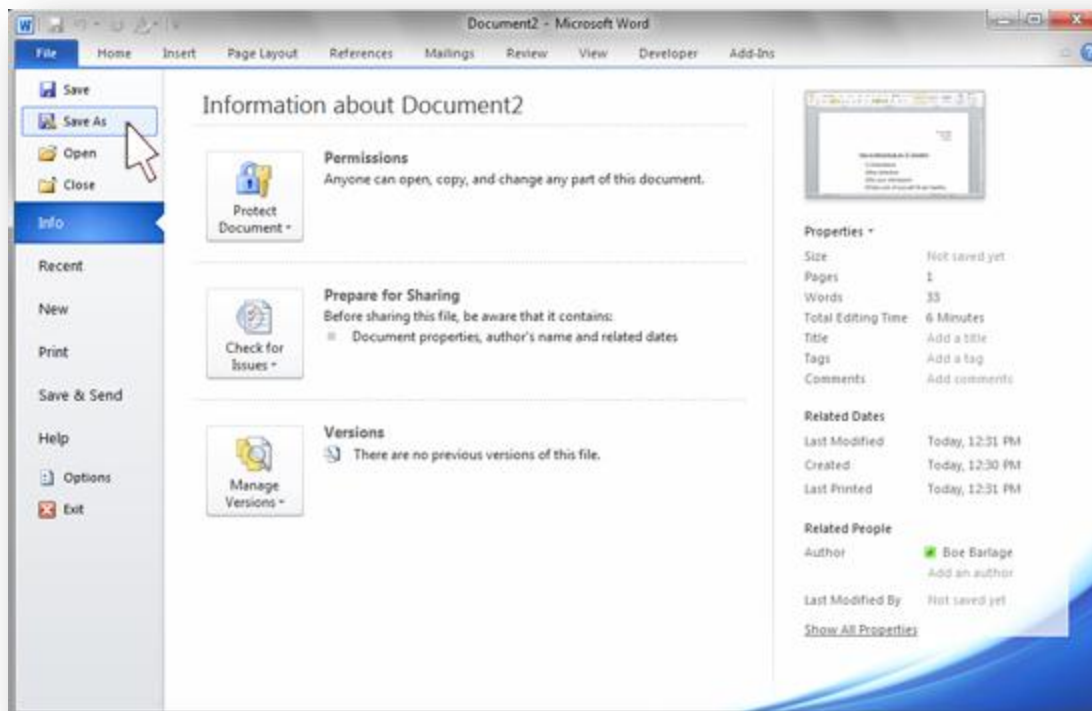
If you save a Word Document as an .rtf (rich text file) the formatting and styles will stay the same. However, you will be unable to run the **Microsoft Word Accessibility Checker** on an .rtf file. In addition, if you had previously checked your document for accessibility and it passed, as soon as you save it as an .rtf, the alt tags on your tables will be removed so it is a better idea to keep your files in the .docx format.

HOW TO CREATE AN ACCESSIBLE PDF

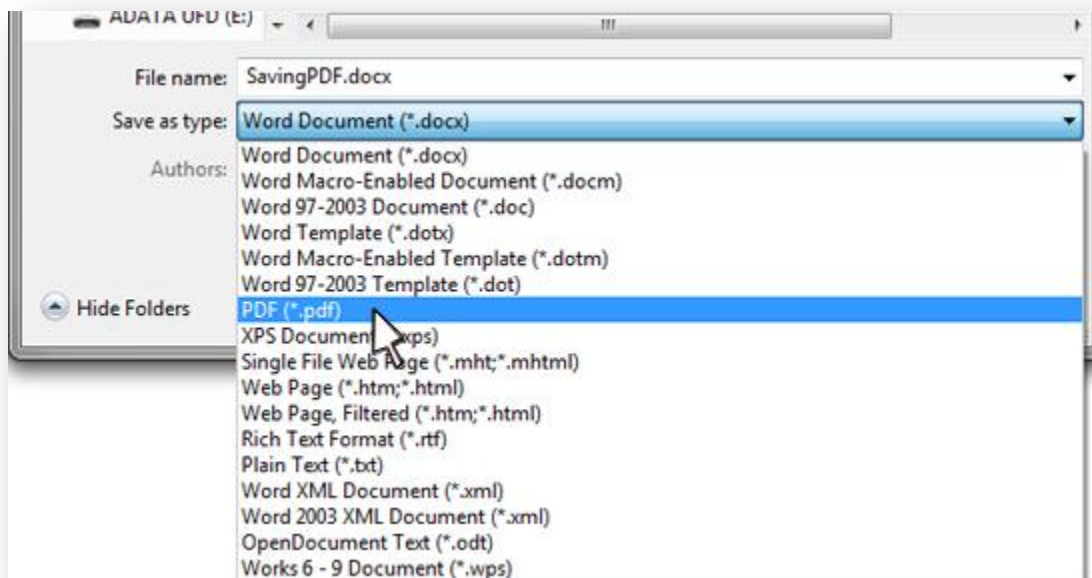
It is important to save your document as a PDF and not to use the print as a PDF option. Be sure you save first and don't print a file into a PDF. By doing this, there are some file configurations that do not get transferred over into the PDF correctly and your document will not be accessible! **TIP-** By saving your accessible Word document as a PDF, your document will maintain all of the proper structure tags for accessibility. However, this does not guarantee that the reading order of the PDF will be correct. Always check the reading order of your PDF's with either Adobe Acrobat's [Read Out Loud](#) feature or the [Touchup Reading Order tool](#).

SAVING YOUR DOCUMENT AS A PDF

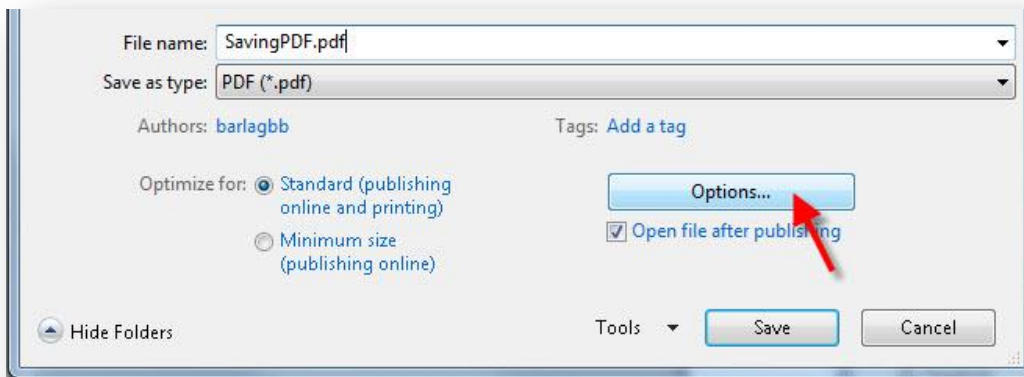
- 1) Click **File**.
- 2) Click **Save As**.



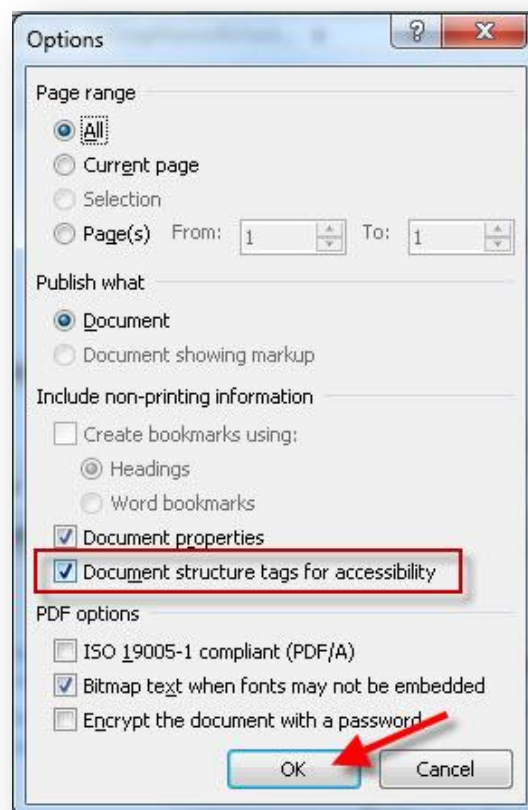
- 3) Click into the **Save as type** from the drop down menu, and select **PDF (*.pdf)**.
- 4) Name your file in the **File name**.



- 5) Click on the **Options** button

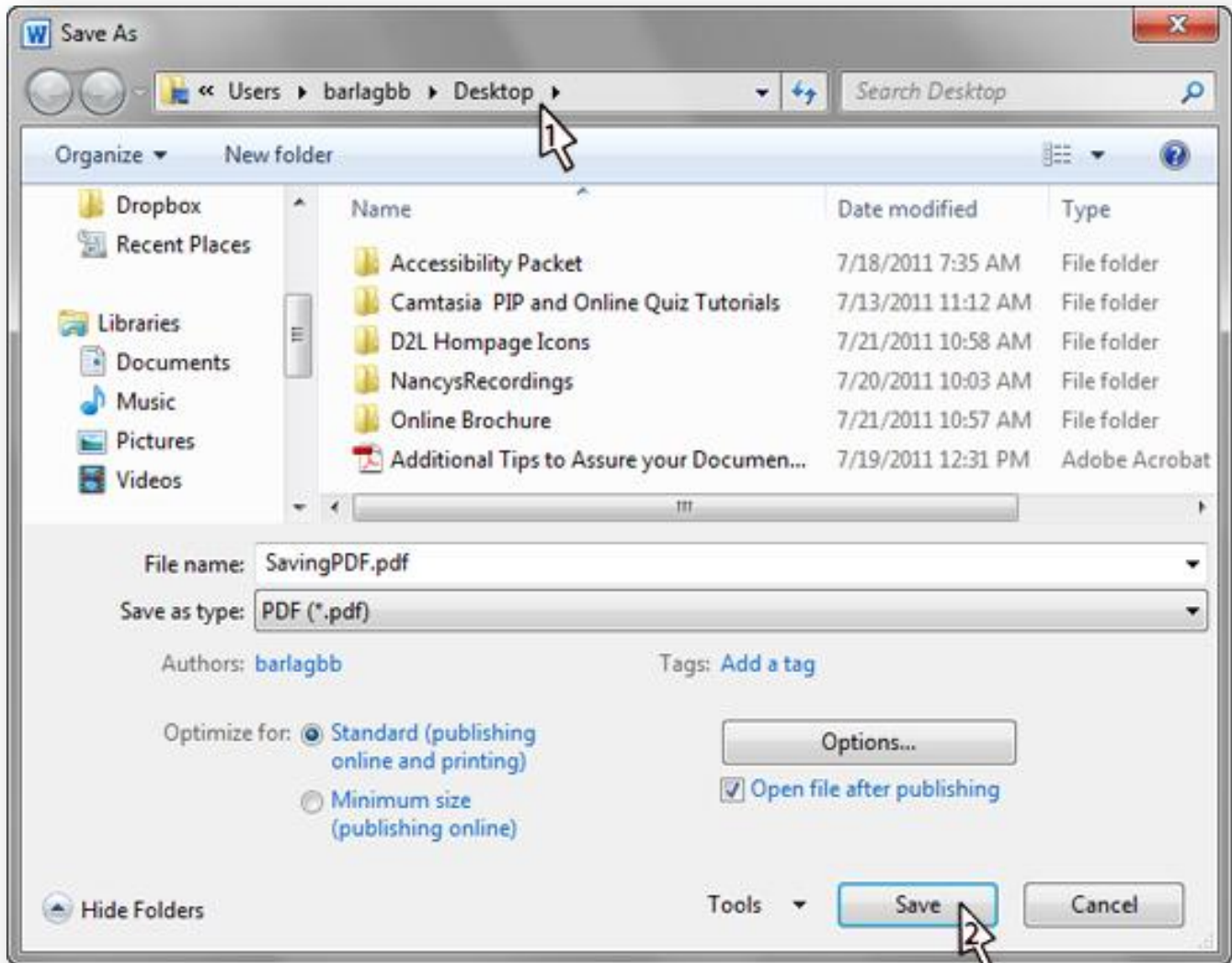


6) Make sure that the Document structure tags for accessibility is checked.



7) Click **OK**.

- 8) Make sure you look again at the file path on the top of the **Save As** dialog box to see where your **PDF (*.pdf)** is going to be saved.
- 9) Click **Save**.



TIP: It is a great practice to check the reading order of your newly created pdf's. This is because even though your document will be readable, the reading order may have gotten skewed. More images contained in a Word document, increases the likelihood that when saved as a pdf, the reading order of the document will not be correct.

CONVERTING YOUR DOCUMENT TO ACCESSIBLE HTML

Before you attempt to convert your Accessible Word Document into HTML, you should review this section to ensure you do it properly. By converting your document the wrong way, you can produce an inaccessible document, and undo all of the hard work you did to make your document accessible in the first place.

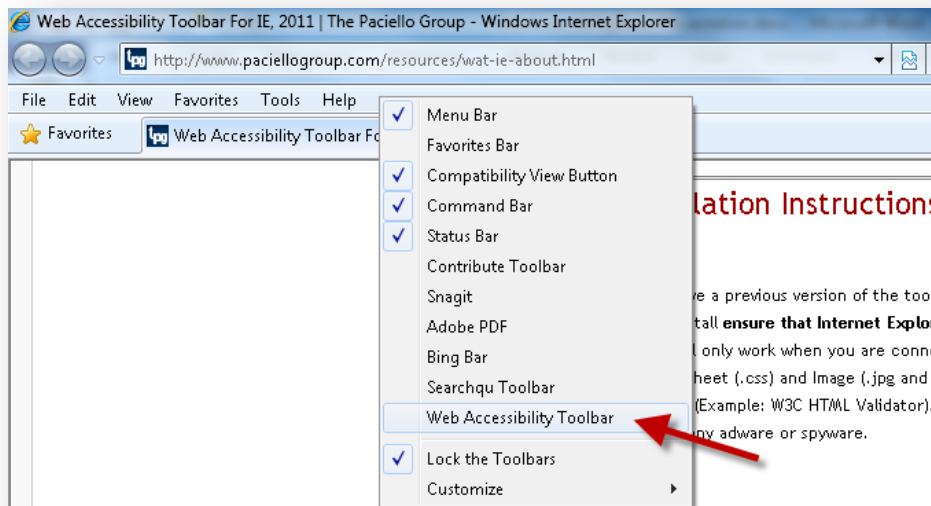
CHECK YOUR WEB PAGE FOR ACCESSIBILITY

In order to check your HTML page for accessibility, the first thing that you will need to do is download the Internet Explorer Web Accessibility Toolbar. You will find the web address to download toolbar in the instructions below.

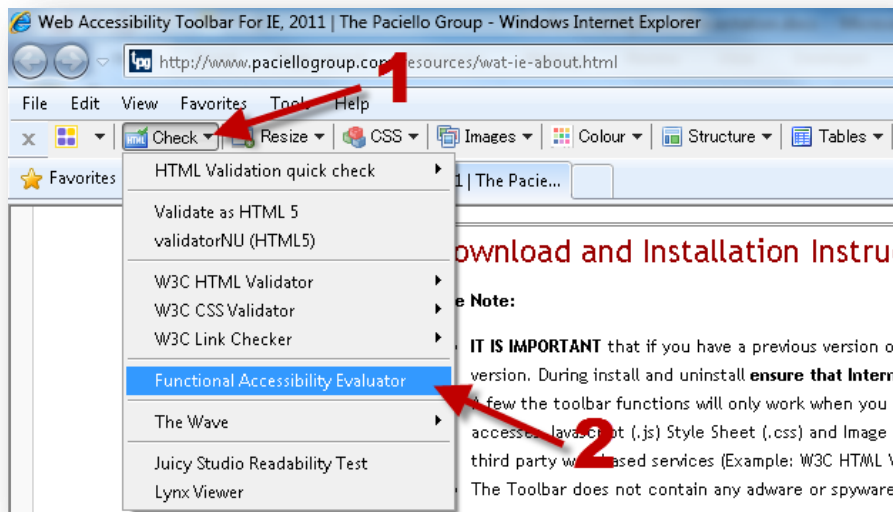
- 1) To download the Internet Explorer **Web Accessibility Toolbar**, go to Paciello Group's Accessibility website - (<http://www.paciellogroup.com/resources/wat-ie-about.html>)
- 2) Scroll down to the bottom of the page and it is the first link under "Download".



- 3) Once you have the Internet Explorer Accessibility Toolbar downloaded and installed, open up Internet explorer.
- 4) Go to the URL of the web page you would like to check for accessibility
- 5) Right-click in the toolbar (just below the address bar) and select **the Web Accessibility Toolbar** to enable it.



- 6) Once the toolbar opens, Click on the **Check** button
- 7) Then click on **Functional Accessibility Evaluator**



- 8) The report of the web page will open up in the same browser window. There is an example picture below.

fae Functional Accessibility Evaluator 1.1
University of Illinois at Urbana-Champaign

Summary Report

DHTML Report
DHTML: Y Ruleset: 1011-1 (current)
URL: Unspecified

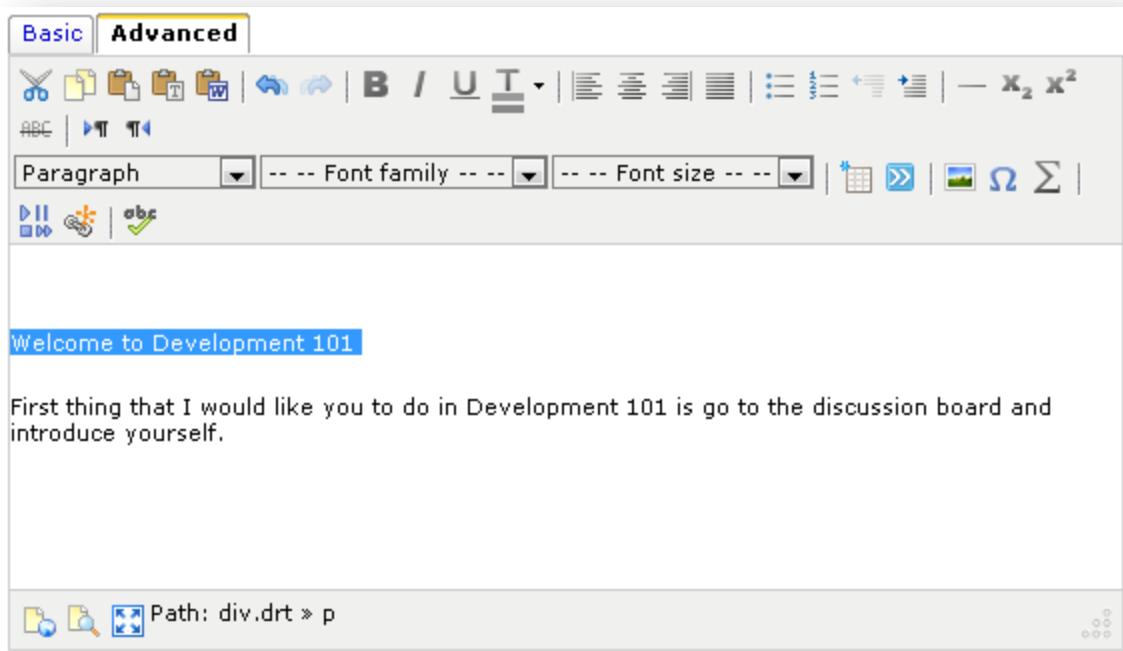
Category	Status ¹	% Pass	% Warn	% Fail
Navigation & Orientation	Almost Complete	96	3	0
Text Equivalents	Almost Complete	75	25	0
Scripting	Complete	100	0	0
Styling	Complete	100	0	0
HTML Standards	Complete	100	0	0

Note: % Pass includes N/A results.

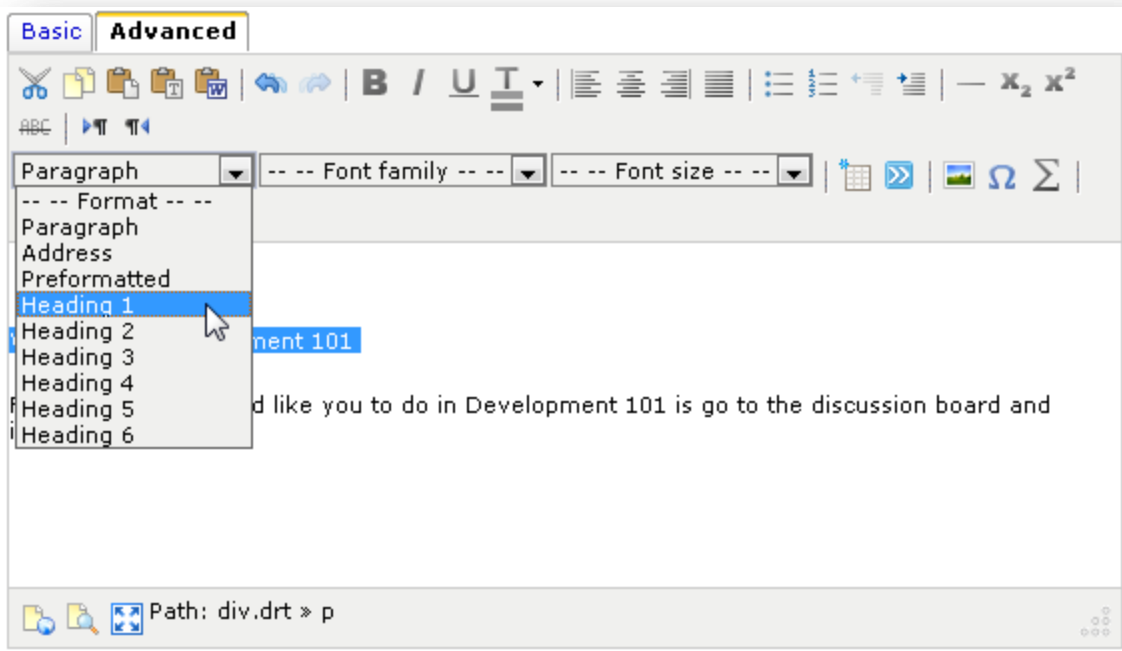
ADDING HEADINGS TO YOUR CONTENT IN D2L

It's very important to identify and label the headings in your content/documents because this provides reference points for screen readers. A person navigating a page/document with headings applied, would be able to simply hit the, "H" key on their keyboard and jump from heading to heading. This saves a lot of time because you can very easily search a document for the content that you looking for. Anywhere in D2L that you enter content in a text editor (like the one below), you should be adding headings, and there are six different levels of headings that you can use to structure your document.

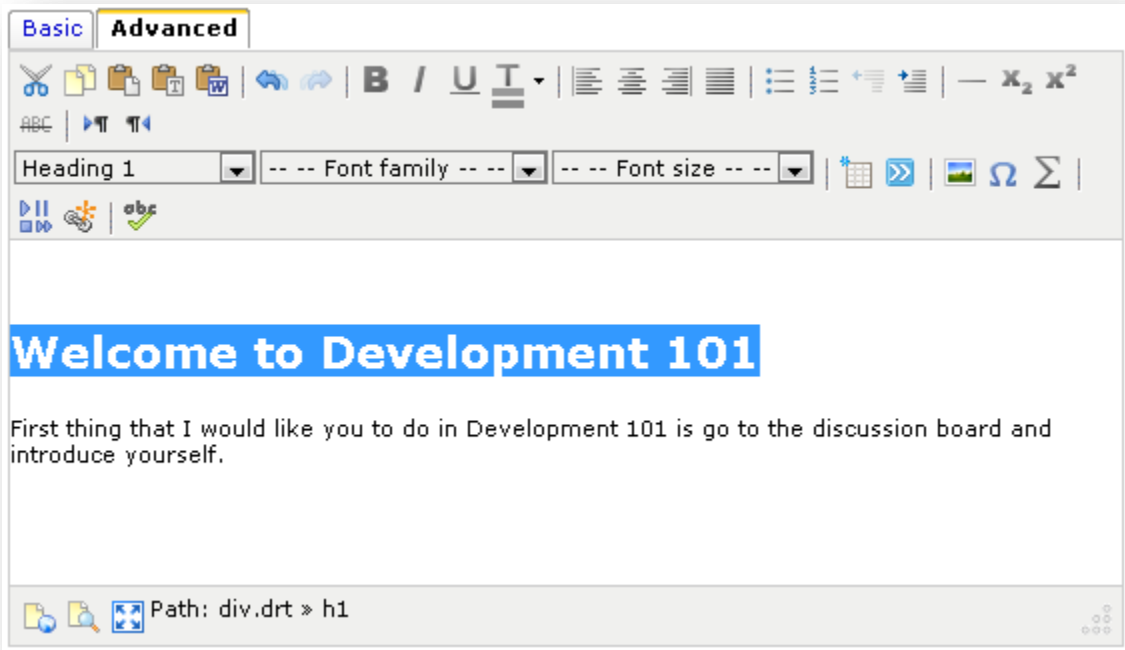
- 1) Highlight the text that you want to be identified as a heading.



- 2) Click on the far left drop down box in the tool area (labeled as paragraph).
- 3) From the drop down menu, click on, “**heading 1**” (or the appropriate heading level you desire). Heading levels correspond with font sizes. **Heading 1** is the largest and heading 6 is the smallest. The Heading levels correspond to creating your **table of contents** and document navigation levels, but you may change the font size.



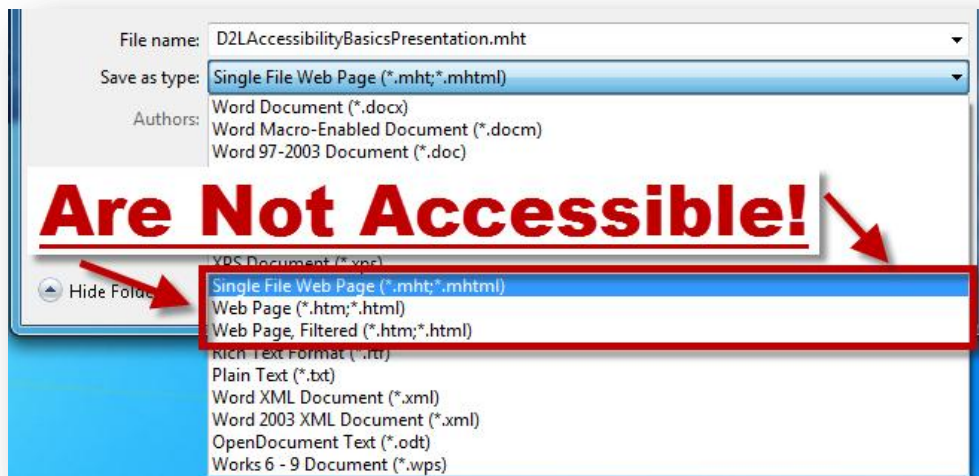
- 4) You now have a heading applied to your document and you can continue entering your content.



ACCESSIBILITY ISSUES CONVERTING WORD DOCUMENTS TO WEB PAGES

Microsoft Word has features to save a document as a single file web page, a web page, and a web page (filtered). You should never use the Save as a **Web Page** or **Single File Web Page** options because there are many HTML tags that will not get converted, and are necessary for accessibility. Your document may even look fine and be functional in internet explorer, but the HTML flaws will be evident when viewing your document in some of the other major web browsers like Mozilla Firefox and Google Chrome.

However, you may use the Save as a **Web Page, Filtered** option WITH CAUTION. When you use the web page filtered option, most of the HTML tags will get converted into accessible HTML (if you have applied heading tags and followed all of the other accessibility principals). The reason I say most of the HTML tags will get converted is because all of the heading tags, alt tags, and table tags will get converted into accessible HTML, but if you used a form or list in your document, those HTML tags would not get converted correctly.

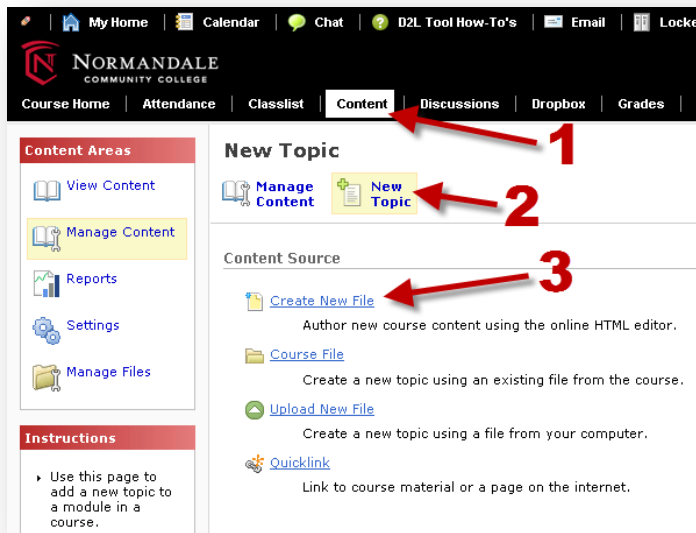


CONVERT YOUR ACCESSIBLE WORD DOCUMENT TO HTML IN D2L

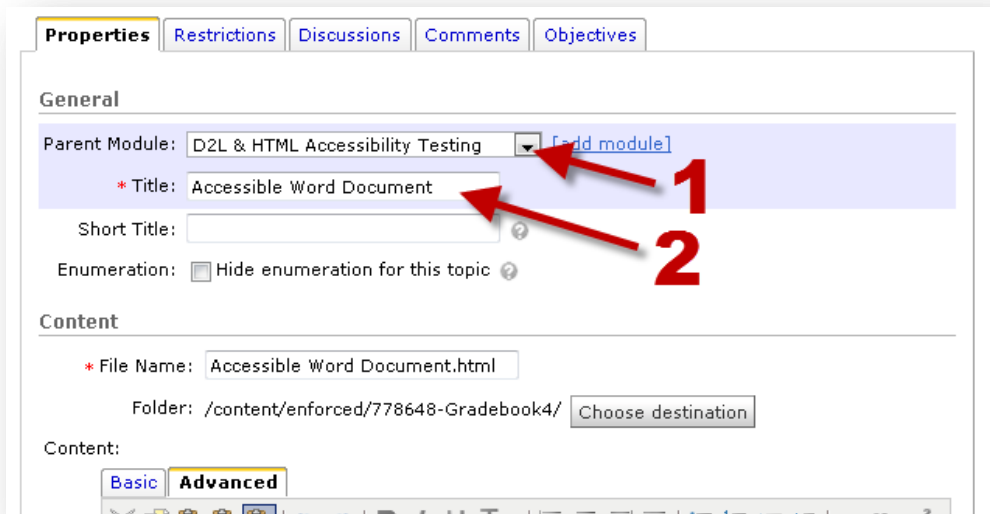
D2L has created an easy method to convert your accessible word documents into accessible HTML. If your document has passed Microsoft Word's Accessibility Checker

and you copy your document into D2L by following these steps, it will be converted into accessible HTML.

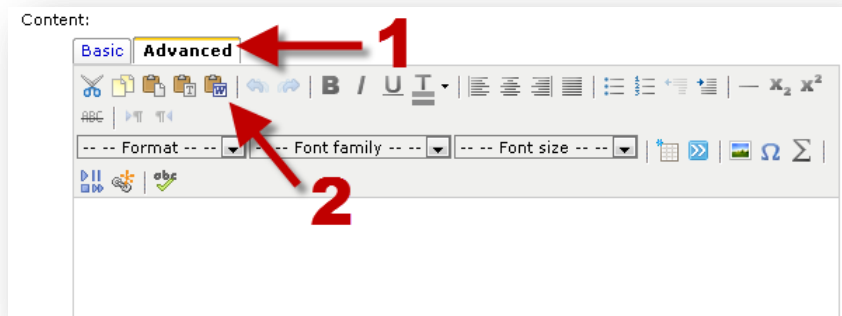
- 1) Go to the **Content** section
- 2) Click on **New topic**
- 3) Then click on **Create New File**



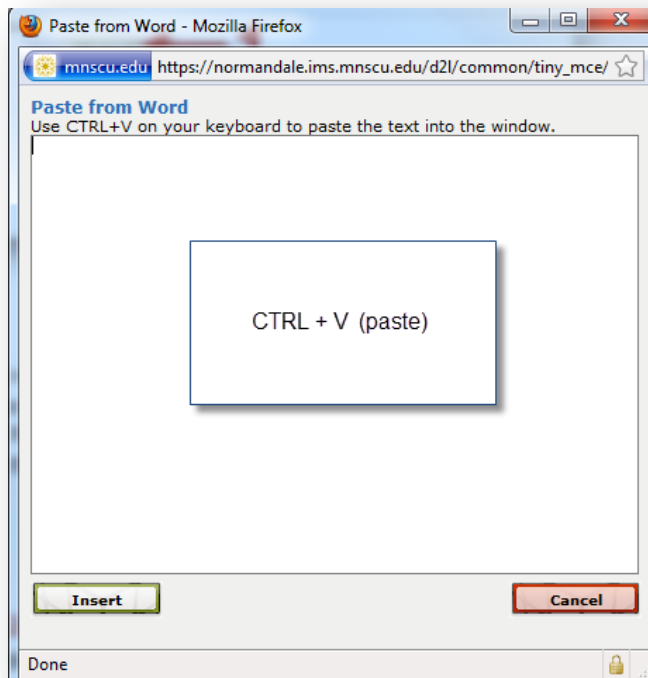
- 4) Select a **Parent Module** or **Add a Module** if there are none
- 5) Type in a **Title** for your document



- 6) Now you will need to minimize your D2L window and open up your Word document that has already passed the **Accessibility Checker**.
- 7) Highlight all of the content in your document, Right-click on it and select **copy**
- 8) Then go back to the D2L window to the item you just created(Content tab > New Topic), scroll down to the text input area and Click on the **Advanced tab**
- 9) Click on the little folder icon with the Word logo on it



- 10) A popup window will open, Right-click in the text area and **Paste** your content into the popup window.



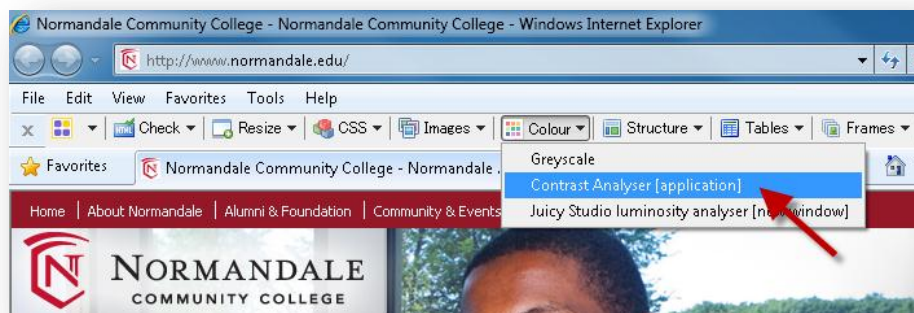
- 11) Click the **Insert** button in the lower left corner.

12) Click the **Save** button and you're finished.

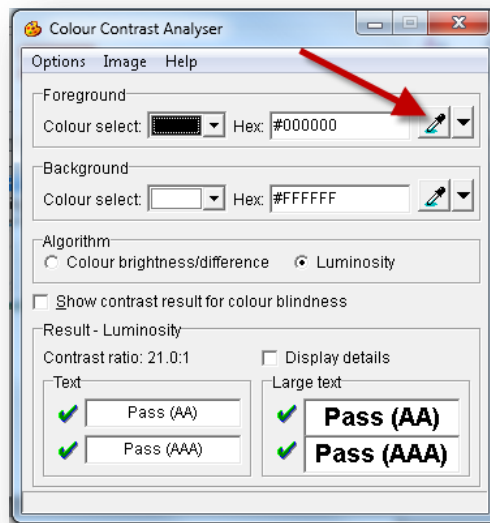
CHECK YOUR COLOR CONTRAST

Contrast is the difference between two colors. The foreground and background colors in your webpage should be high contrast, especially your text. Black and white is the highest contrast available, but sometimes you like to use colors. You can check the contrast of your colors to make sure they are accessible with the **Colour Checker** on the Internet Explorer Web Accessibility Toolbar.

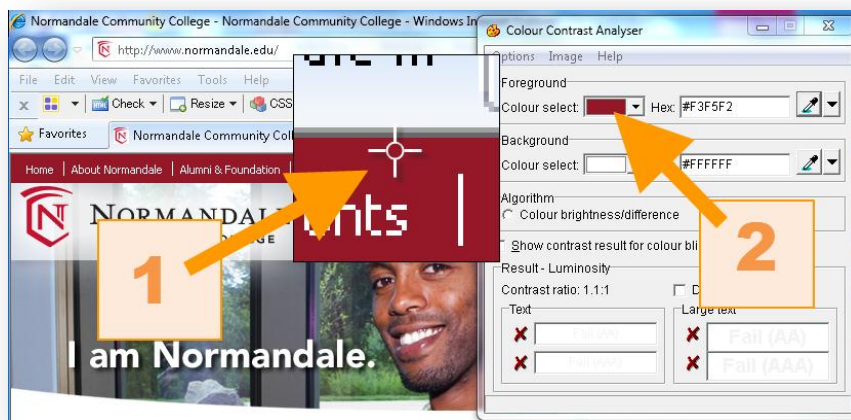
- 1) If you have the Internet explorer **Web Accessibility Toolbar** installed proceed to step 2. If not, please see the previous section on how to check your web page for accessibility.
- 2) Open up Internet Explorer.
- 3) Enable the Web Accessibility Toolbar.
- 4) Click on the **Colour** Button and select **Contrast Analyzer** [application].



- 5) In the popup window, select the eye dropper tool button next to the **Foreground Colour select** option.

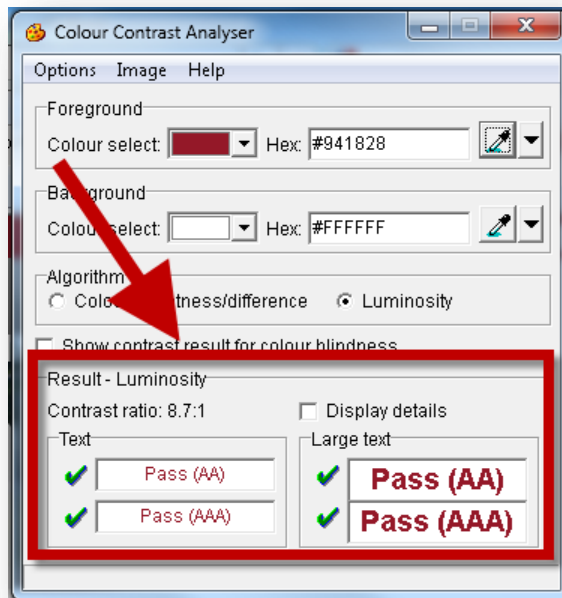


- 6) Your cursor will turn into a magnifying glass (square).
- 7) Hover the magnifying glass over the color of the foreground in which you would like to check and left click on the mouse.



- 8) Now click the eye dropper tool for the **Background Colour Select** and choose your next color.
- 9) After you have your foreground and background colors selected, the accessibility results will be displayed in the bottom of the **Colour Contrast Analyzer** window.
- 10) Notice that there are results for regular sized text and large text at two different levels (AA & AAA).
- 11) Minnesota State law requires your colors to be accessible at the AA level, but encourage accessibility at the AAA level.

12) In order to meet Minnesota state law, you must have a, “Pass (AA)” in the text, and large text fields in the Colour Contrast Checker.



ACCESSIBILITY ERRORS IN ADOBE ACROBAT PRO 9

When you have an existing PDF file that is not accessible and you do not have the original document, it is a little more tedious to correct your accessibility errors in Adobe Acrobat Pro, but possible. If you do have the original Microsoft Word or other Office document, I recommend that you open up that file, run the accessibility checker, correct your accessibility errors in the Microsoft Office Suite and then re-save your file as a PDF. One great reason for making the corrections in the original file is the fact that if you need to create another.pdf of that file later on, your document will still be accessible. If you had just corrected your errors in the PDF, you would need to make the same corrections over and over again when you create new PDF's from that file.

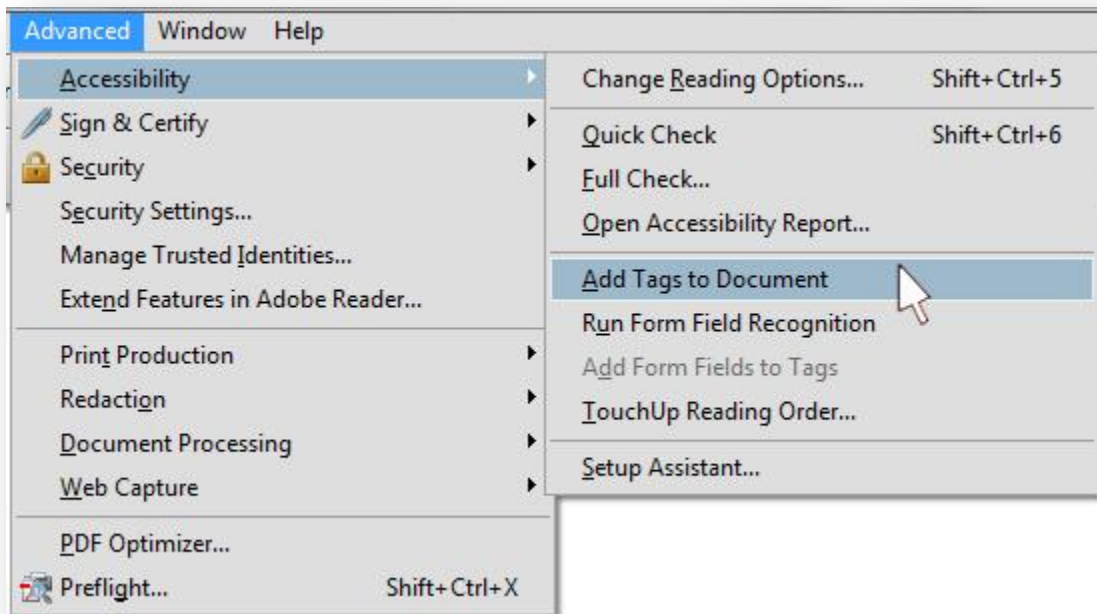
However, we're not always fortunate enough to have the original document, so here are some tips to help you correct your accessibility errors using Adobe Acrobat Pro 9. In this next section, I am going to discuss some common PDF fixes you may need to make in order to have your document accessible. This next section will discuss adding tags, alt

text, deleting hidden text boxes, read order, labeling, table headers, scanned documents, and fillable forms.

ADDING TAGS

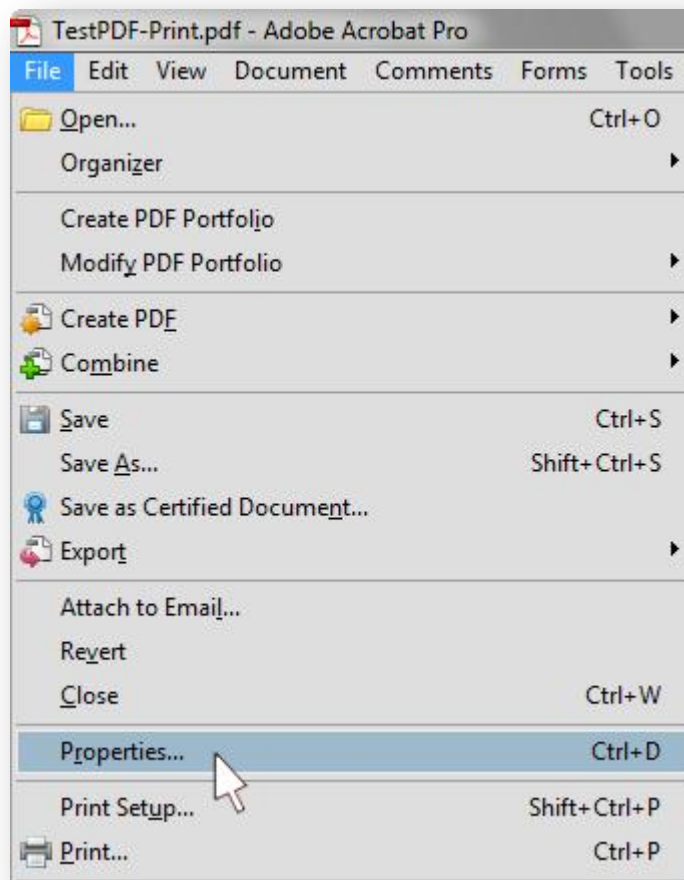
It is an important first step to make sure that your document has tags. Tags are used to put structure into your document and help screen reading programs interpret how text should be read on any given page.

- 1) Click **Advanced**.
- 2) Hover **Accessibility** in the drop down and follow the arrow to navigate to the right.
- 3) Click **Add Tags to Document** from the drop down menu on the right.

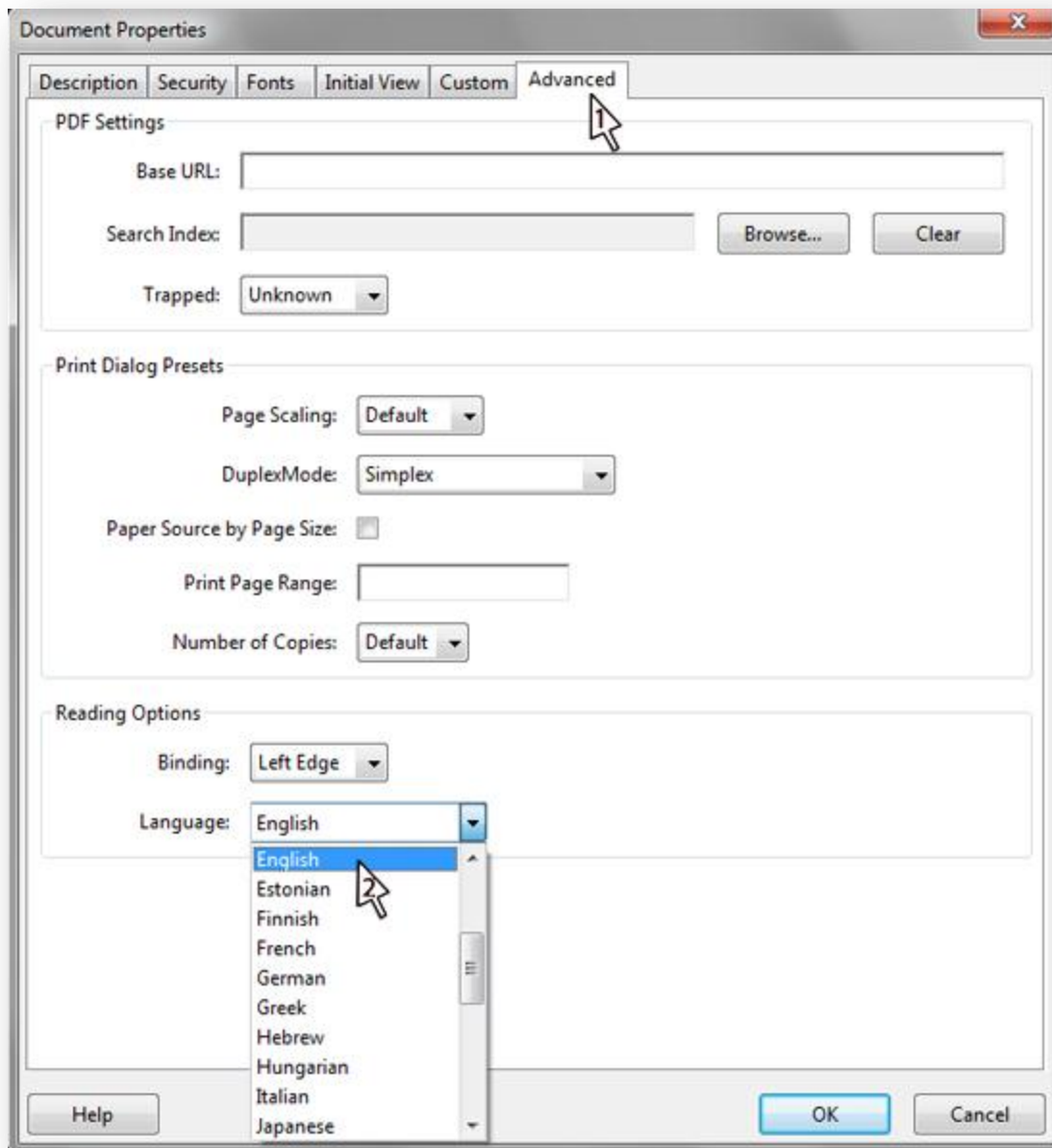


ADDING A LANGUAGE ATTRIBUTE

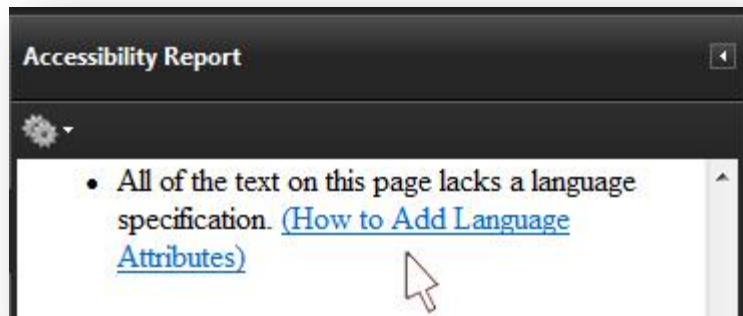
- 1) Click **File**.
- 2) Click **Properties**.



- 3) Click Advanced.
- 4) Select your desired **language** from the drop down menu.

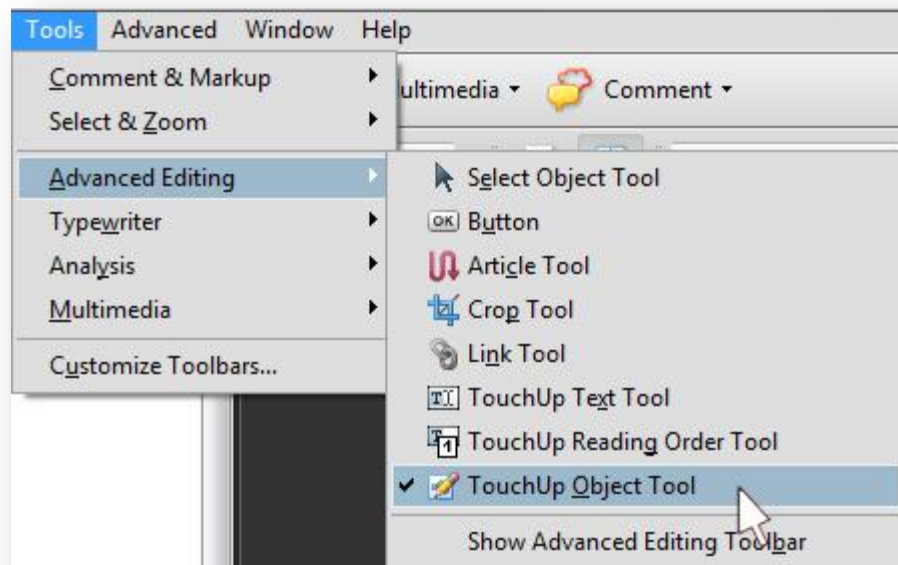


5) Click **OK**.

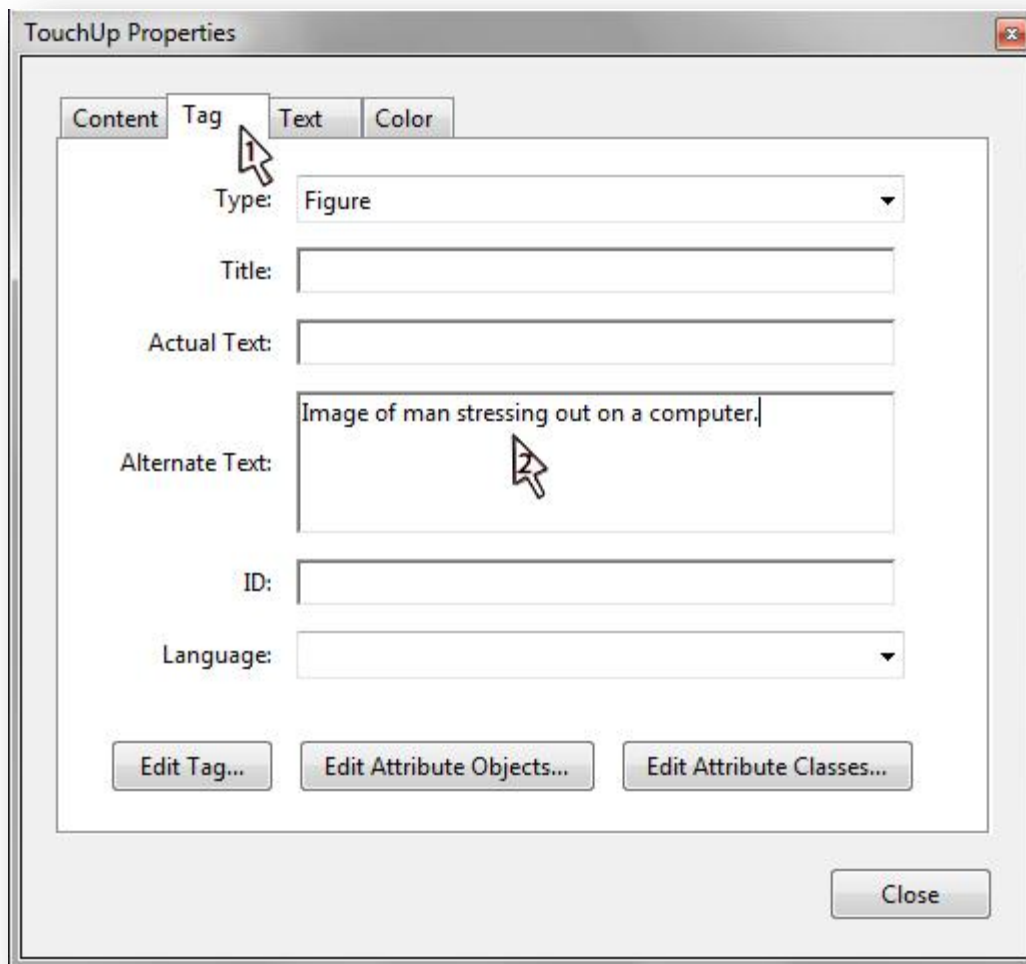


ADDING ALT TEXT TO AN IMAGE

- 1) Click **Tools**.
- 2) Hover over **Advanced Editing** and follow the arrow on the right to the next drop down menu.
- 3) Click on **TouchUp Object Tool** so that there is a check mark next to it.



- 4) Left-Click somewhere on the image to select it.
- 5) Right-Click that same image and click on **Properties** from the drop down menu.



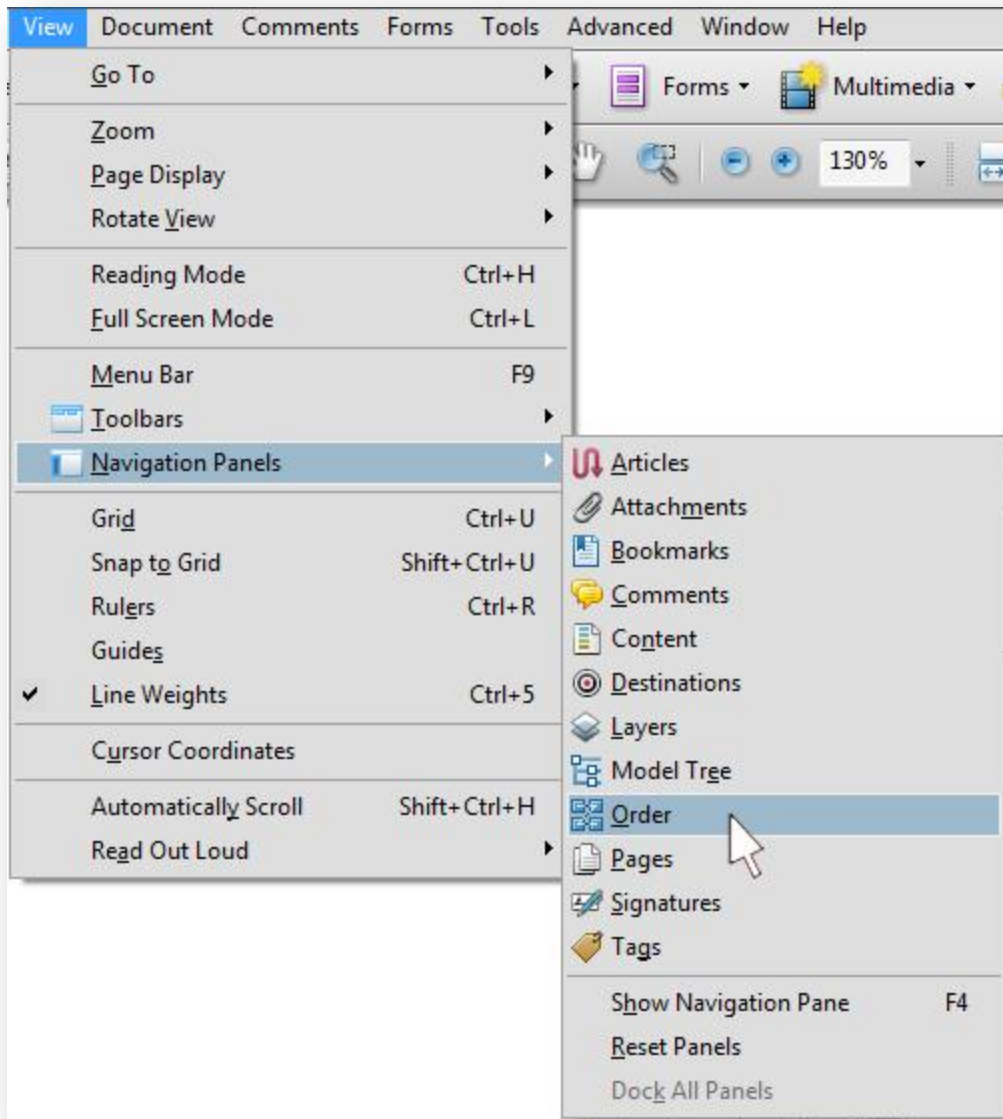
- 6) Click **Tag**.
- 7) Click to add a **Title**.
- 8) Then type your description into the **Alternative Text** box. This is what will be read to help someone who can't see your image.
- 9) Click **Close**.

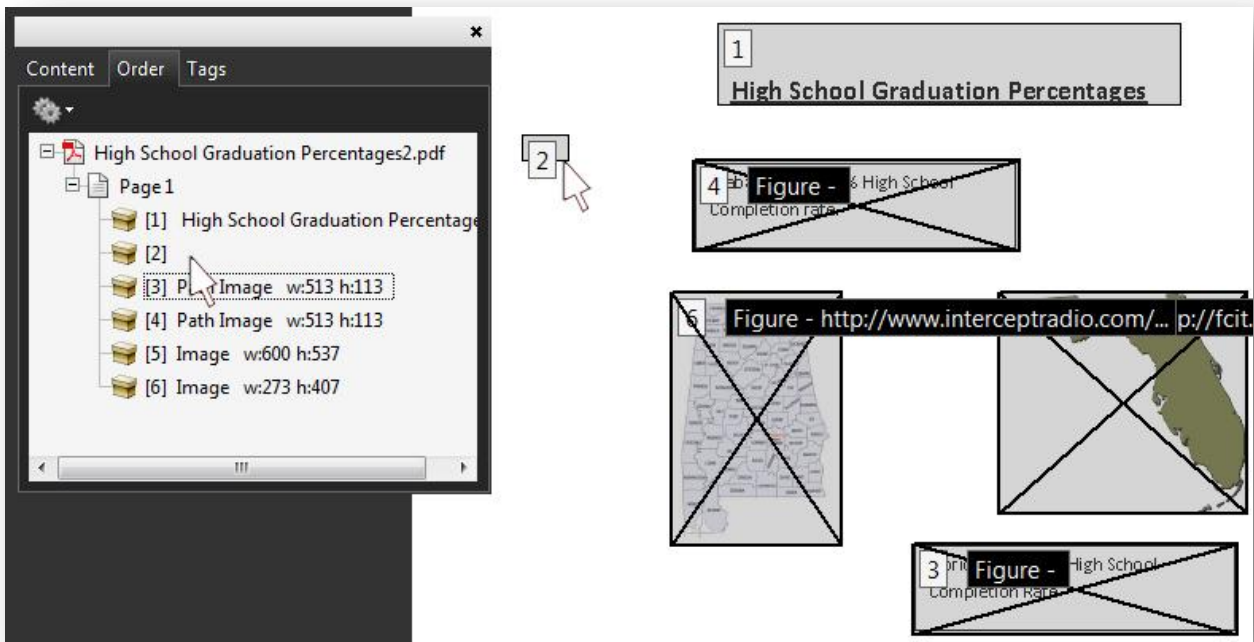
DELETING HIDDEN TEXT BOXES

You might receive an accessibility error that indicates missing the **Alt Text** to an object when you know you added one to every object on the PDF. This could be because there is an empty text box that had just gotten overlooked before you created the PDF. Although locating this problem can sometimes be difficult, it is simple to fix.

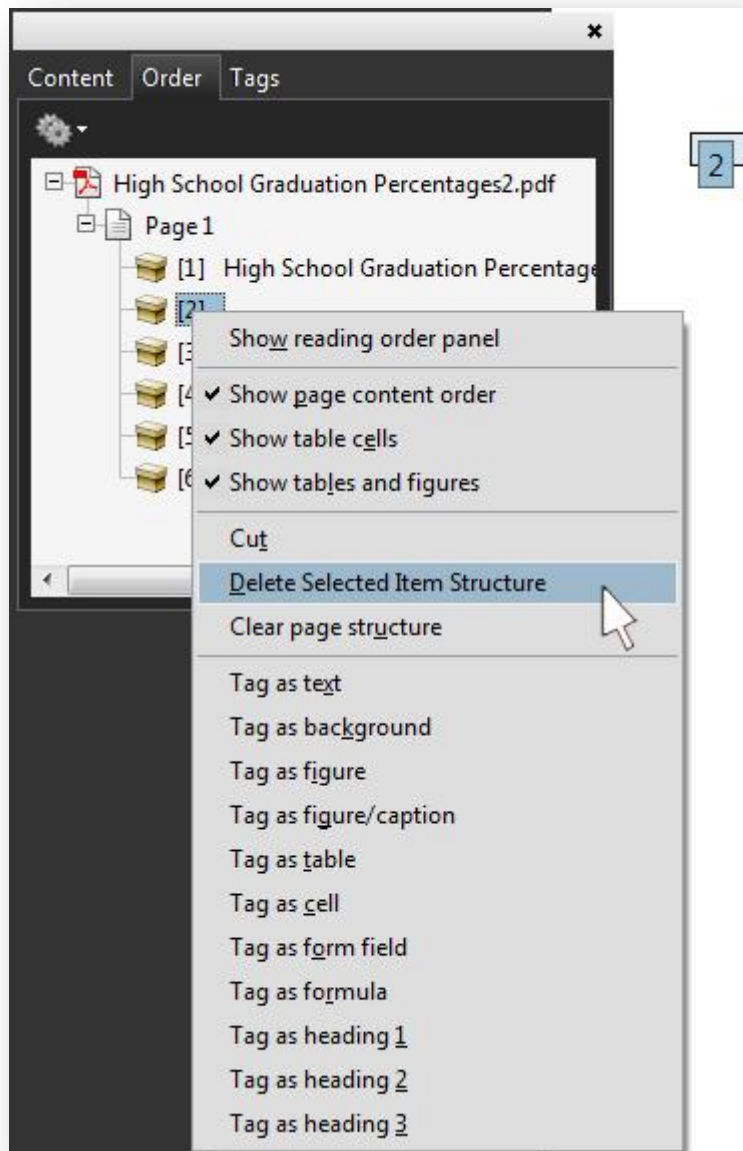
- 1) Click **View**.

- 2) Hover over **Navigation Panels** and move to the right.
- 3) Click **Order** from the drop down menu.





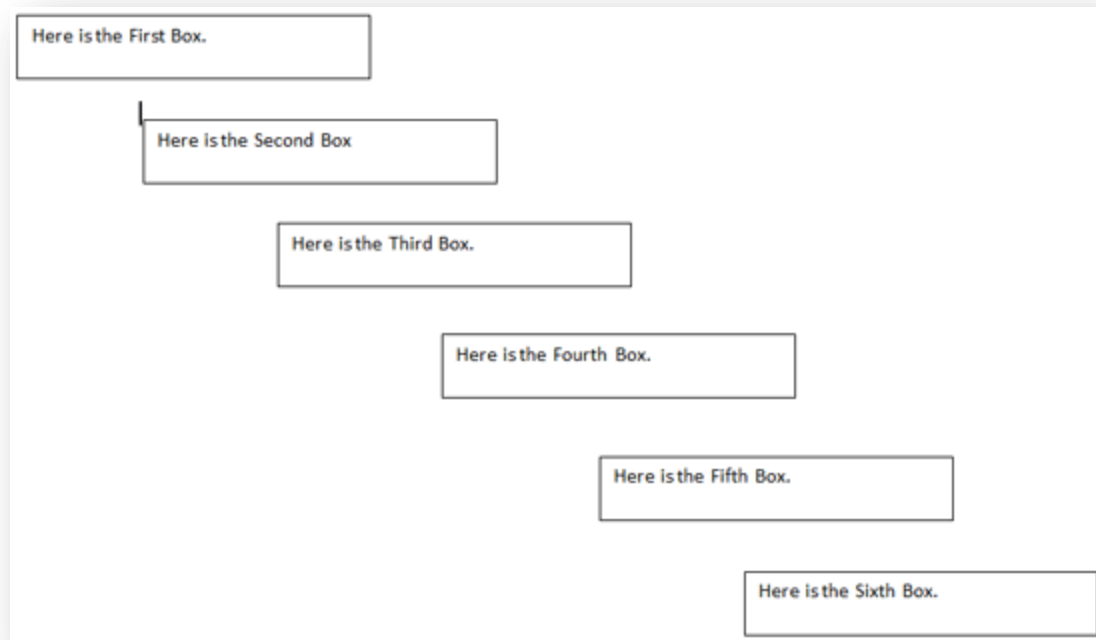
- 4) In the Navigation Panel popup window, under the **Order** tab. Right-Click the number representing the empty element.
- 5) Click Delete Selected Item Structure.



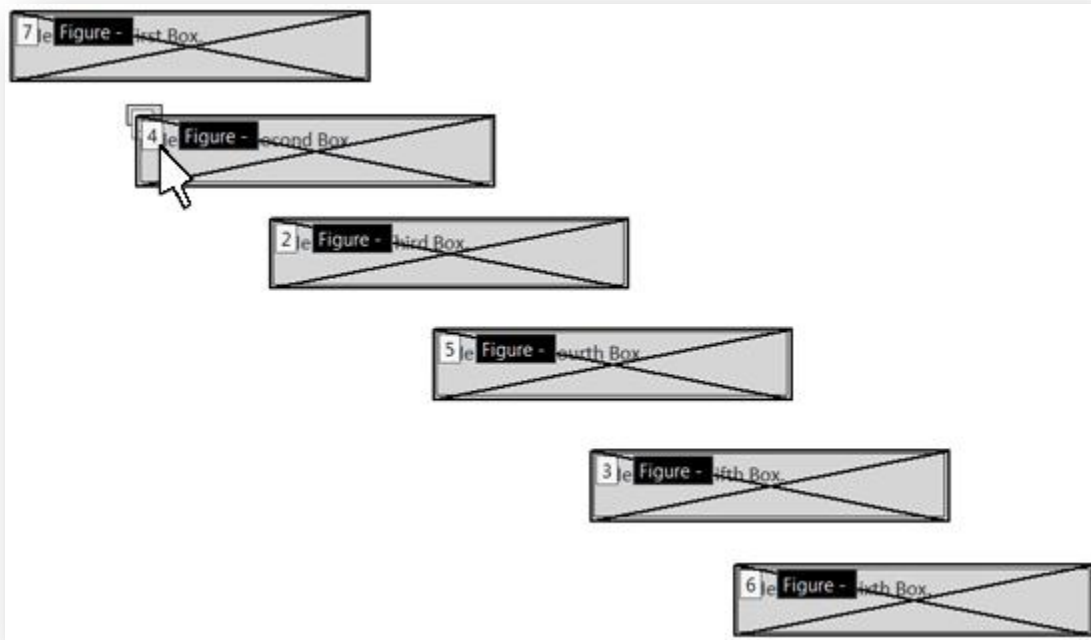
READ ORDER

We are accustomed to reading from left to right, top to bottom, and you might think that computers could read it the same way. Well, computers and software read text a little differently. In the example below you will see that when we created our document in MS Word, our document seemed to be in order. However, after creating a PDF of this document we realize they are not in read order.

Documents that are designed with objects or elements scattered across a document are difficult for people with vision impairment to navigate. Although the technique of dragging boxes or tables through a document seems more visually appealing, always keep your audience in mind when creating your documents. What may look great may not be read logically or in order.



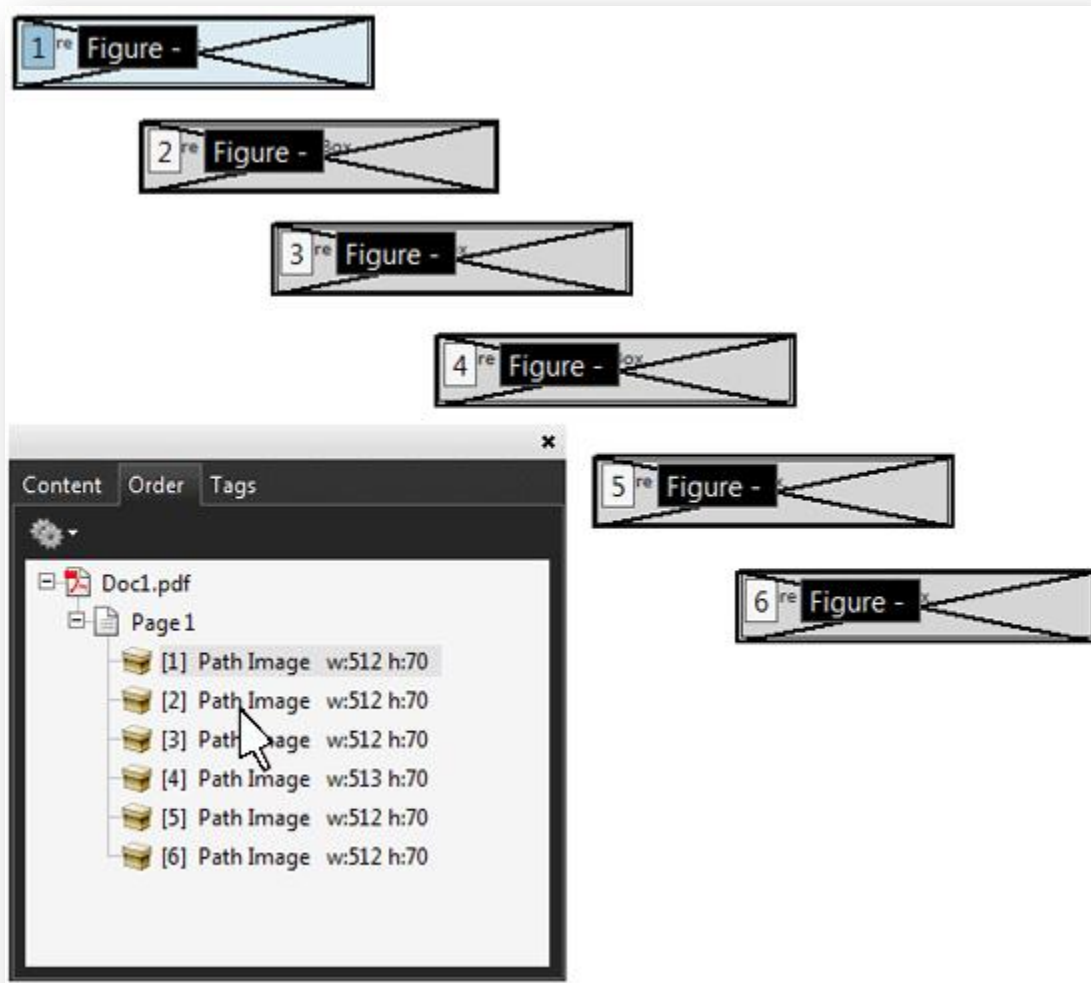
These objects may look the same once created into a PDF, but may read out of order. When you open the Order tool in Adobe Acrobat Pro, you will see the numbers on your boxes which represent the order in which a screen reader will read them. You want to order these boxes so they are read correctly. In the example, the boxes look like they are in order, but when you go into the order tool, you notice they are in different number order and seven is being read first.



To fix this problem, you first open the **Order** tool.

- 1) Click **View**.
- 2) Hover over **Navigation Panels** and follow the arrow over to the right.
- 3) Click **Order** from the drop down menu.
- 4) Once the Order Panel opens, Click on the **Order**.
- 5) Click and drag a **Path Image** into the desired position.

This will not move the actual elements on the document; it will only change the order in which the elements are read by a screen reader.



- 6) Pay attention to the numbers in the figure elements when you're moving the **Path Images** in the **Order** tab. This makes it easy to maneuver your elements into the proper position.

LISTEN TO HOW YOUR PDF WILL BE READ

Adobe Acrobat 9 Pro enables you to listen to a screen reader read your document so that you can know it will be interpreted correctly.

- 1) Click **View**.
- 2) Hover over **Read Out Loud**, and follow the arrow to the right.
- 3) Click **Activate Read Out Loud**.
- 4) Click **View** again.

- 5) Hover over **Read Out Loud**, and follow the arrow to the right.
- 6) Click Read this Page Only or Read To End of Document.

Another Great Way to Check the Reading Order of Your PDF is by exporting a Text (.txt) Version of Your PDF. After you have done this you can open up the text file and view it to see if the text is in the order you intended it to be read.

- 1) Click **File**.
- 2) Click **Save As**.
- 3) Type a name for your file.
- 4) Select Text (Accessible) (*.txt) in the Save as type.

(Make sure to notice the Destination in the **Save In** option so that you know where your file will be saved.)

- 5) Click **Save**.

FIXING OBJECTS LABELED INCORRECTLY

If objects in your document have been labeled incorrectly, it can sometimes cause screen readers to read the elements on your page out of order too. So, if you preview your document and it isn't being read correctly, some of your objects may be labeled incorrectly.

For example, if you are using an image for your document background, the screen reader read the alt tag of the image along with the rest of the document. So, you need to change the label of the object to "background". This way the blue background would be understood and the reader wouldn't think s/he was missing important content.

Here is a picture of the document in Microsoft Word. Once you create a PDF and preview it with a screen reader, you may realize that some of the objects need to be re-labeled.

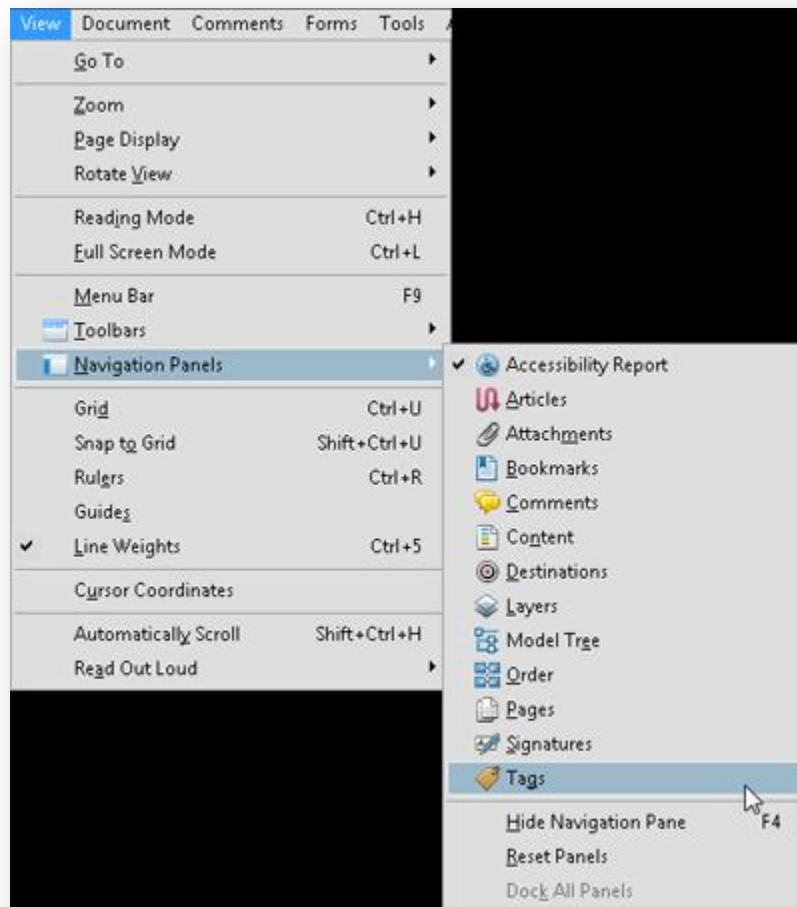
Accessibility in Computing

- 1) Click **Tools**.
- 2) Hover over **Advanced Editing** and follow the arrow to the next drop down on the right.
- 3) Click TouchUp Reading Order Tool.
- 4) To change the label of an object, click on the number in the upper left corner of the object.
- 5) Click the desired label in the **TouchUp Reading Order Tool** menu.

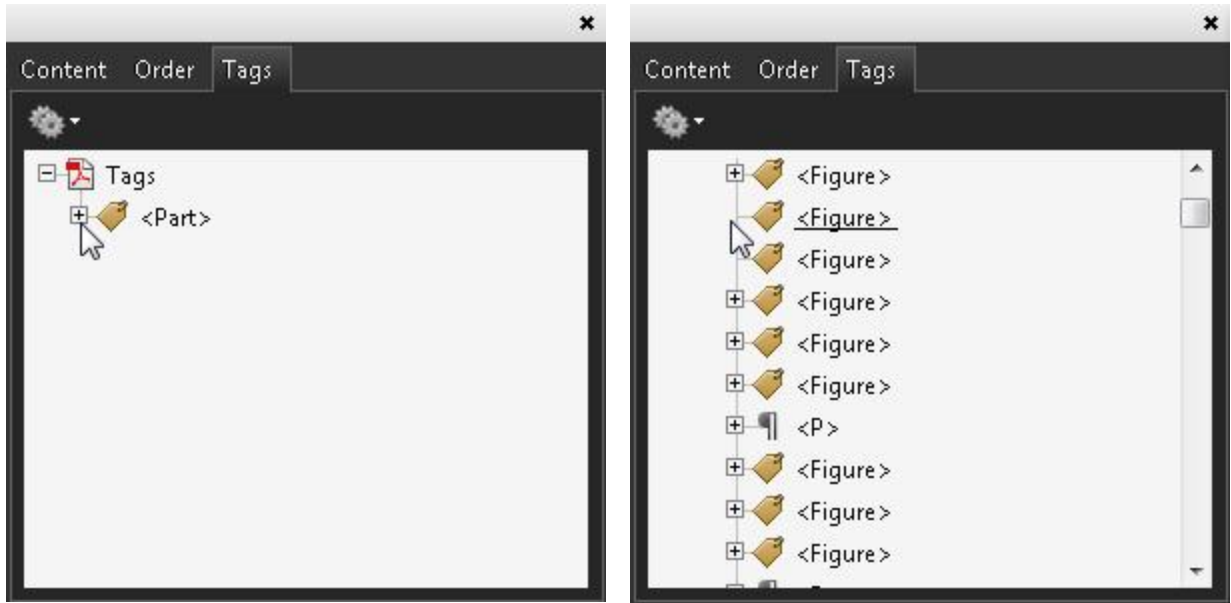


FIXING ELEMENTS WITH ALTERNATIVE TEXT BUT NO PAGE CONTENT

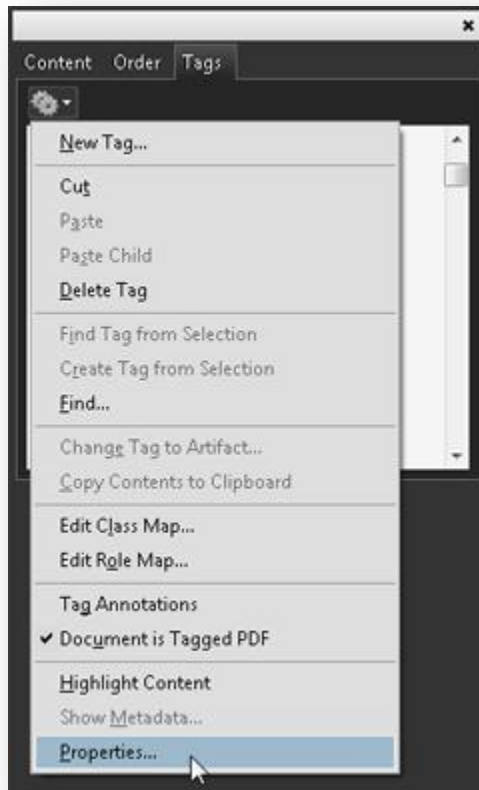
- 1) Click **View**
- 2) Go down to **Navigation Panels** and follow the arrow to the right to the next drop down menu
- 3) Click **Tags**



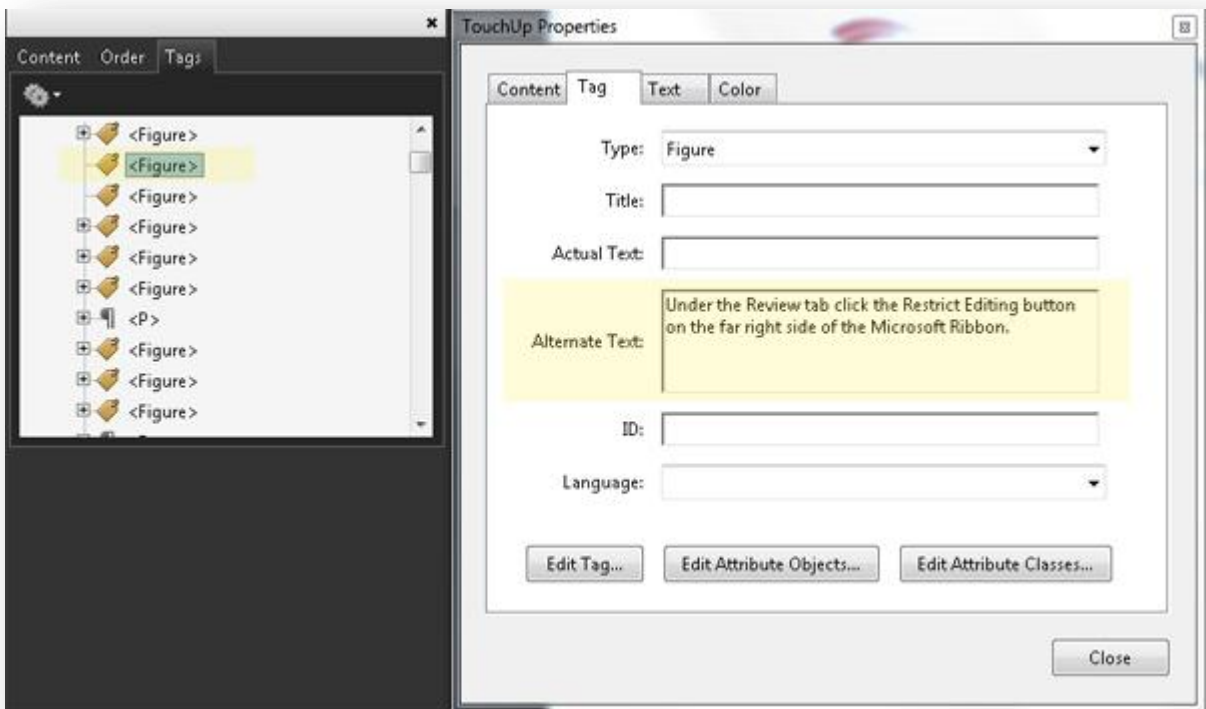
- 4) Click the plus sign next to the **Tags** and **<Part>** elements to expand all tags of the document. The **<Figure>** elements with no plus or minus sign next to them are most likely the culprits.



- 5) Click the little gears in the upper left corner of the **Tags** panel.
- 6) Click **Properties**, from the drop down menu.



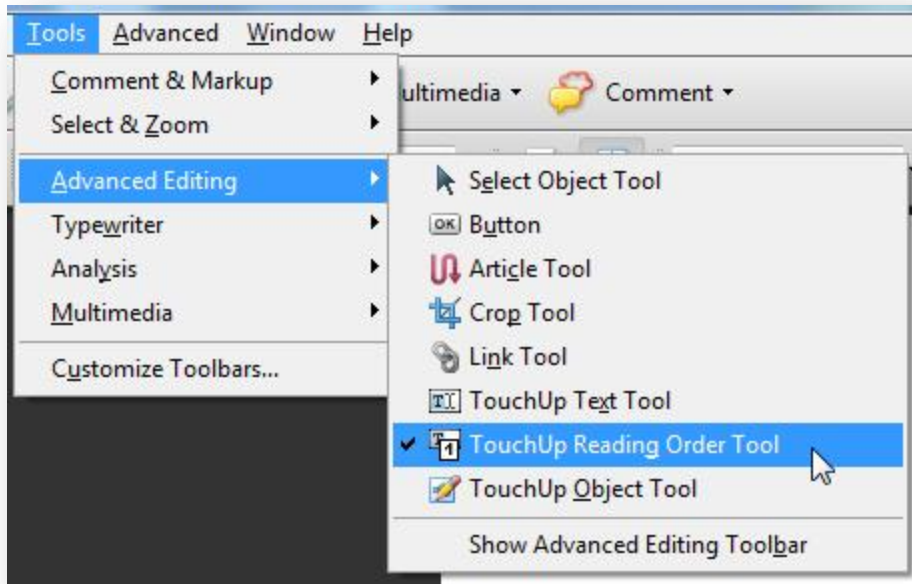
- 7) Place the **Tags** dialog box and the **TouchUp Properties** dialog box next to each other.



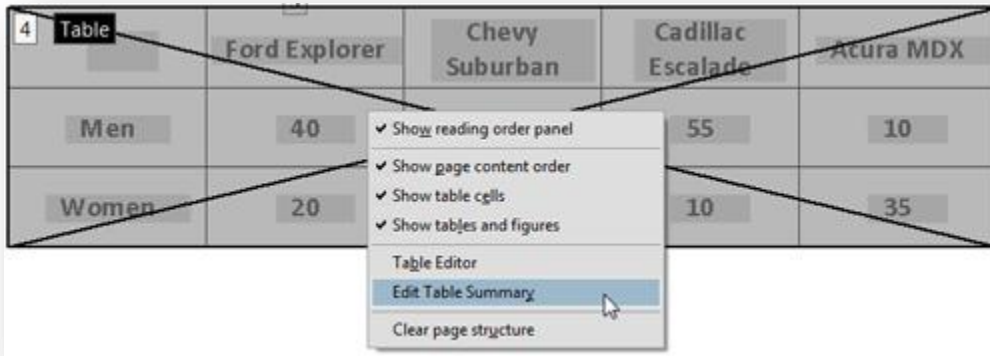
- 8) Select a **<Figure>** element with no plus/minus sign next to it.
9) If the Alternative Text field in the **TouchUp Properties** window maintains text.
10) Delete the empty **<Figure>** element in the Tags dialog window by selecting the item and pressing the **Delete** key on the keyboard.

ADDING A TABLE SUMMARY / ALT TEXT TO A TABLE IN A PDF

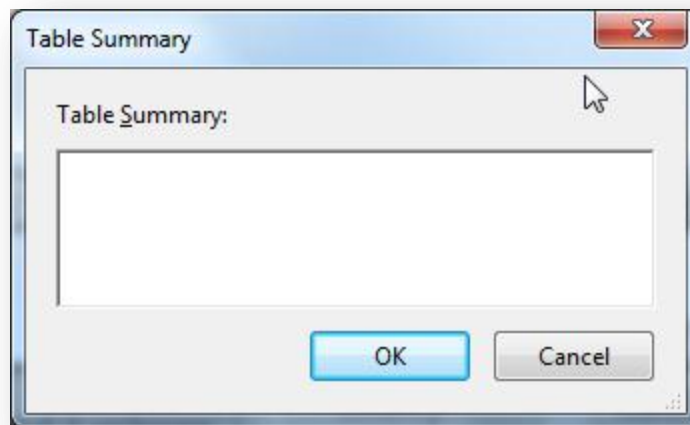
- 1) Click **Tools**
- 2) Hover over **Advanced Editing** and follow arrow on the right to drop down menu
- 3) Click TouchUp Reading Order tool



- 4) Right-Click on the table you want to add the table summary / alt text
- 5) Select **Edit Table Summary** from the drop down menu



- 6) Type your Description / Alt Text in the **Table Summary** Box

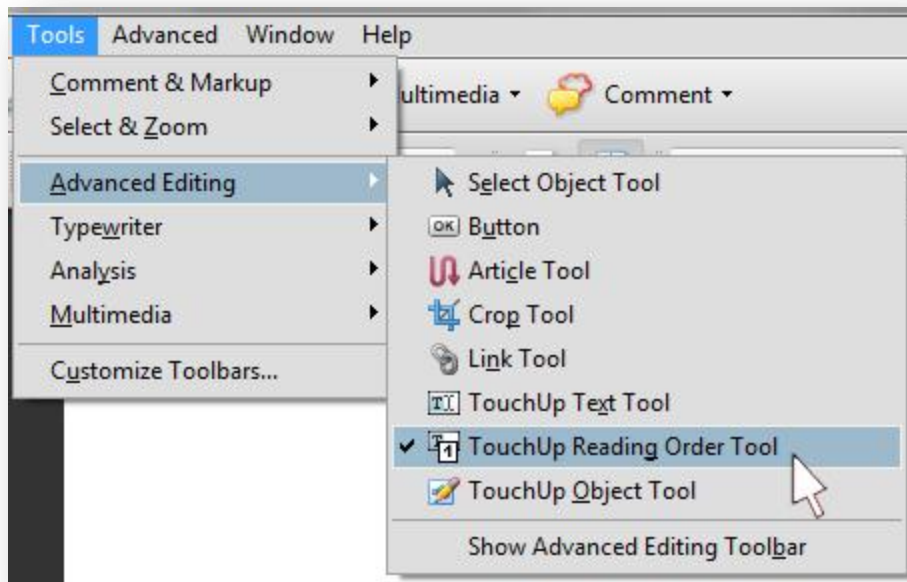


7) Click **Ok**

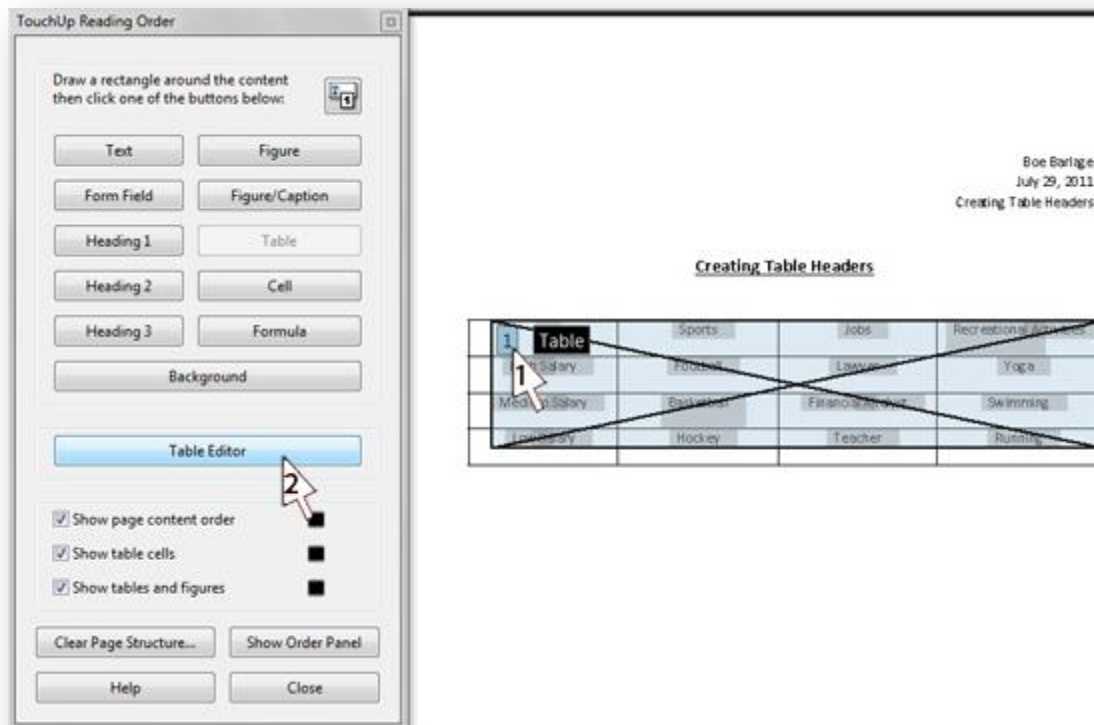
SPECIFYING TABLE HEADER COLUMNS AND ROWS

You can give your document better structure by specifying which cells in your table are headings. This is important because a well-structured document can be read much smoother by a screen reader by being able to determine the difference between a header cell and a data cell.

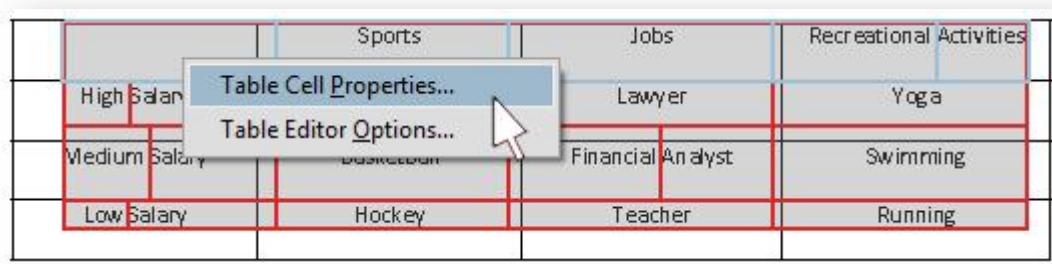
- 1) Click **Tools**.
- 2) Hover over **Advanced Editing** and follow the arrow to the next drop down menu on the right.
- 3) Click TouchUp Reading Order Tool.



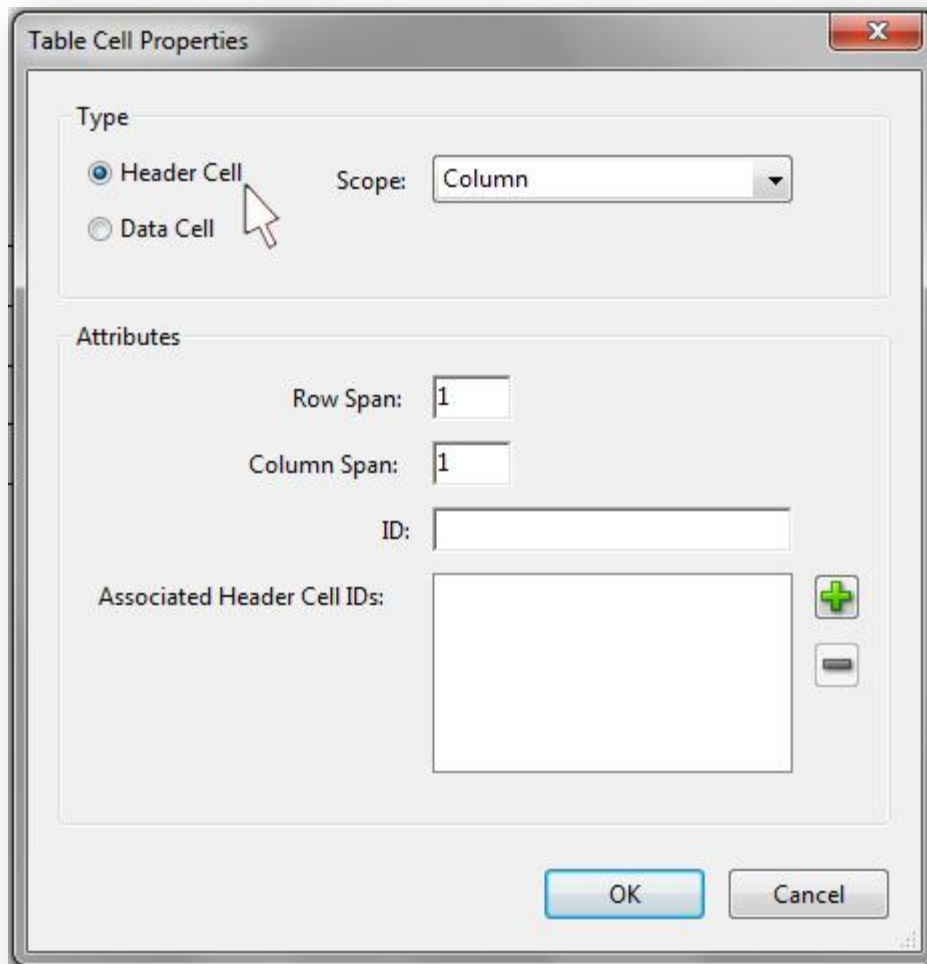
- 4) If the table does not show up with an X through it and a number in the upper left corner, then you will need to select the table by left-clicking and dragging a box around your table.
- 5) When the entire table is selected, click **Table**, in the **TouchUp Reading Order Tool**.
- 6) Click the number in the upper left hand side of the table to highlight the table.
- 7) Click Table Editor in the TouchUp Reading Order Tool.



- 8) Select all of the cells that are headings.
- 9) Right-Click and select **Table Cell Properties** from the drop down menu.



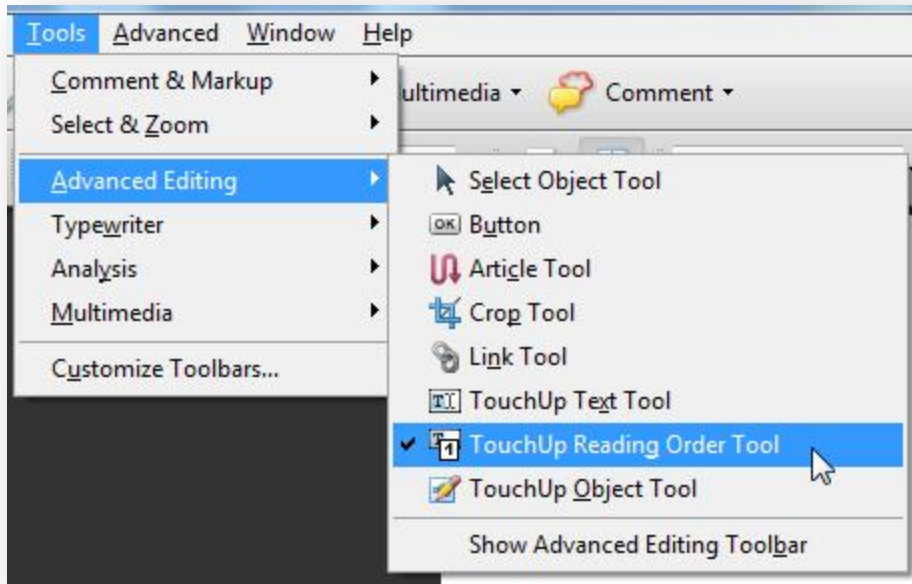
- 10) Select **Header Cell** if you are declaring header cells and or **Data Cell** if you are selecting data cells.
- 11) If you are declaring a **Header Cell**, you must select a **Scope** from the drop down menu, to the right of the Header Cell/Data cell radio buttons. Select **Column** if it is a column header, **Row**, if it is a row header or both if the cell is a row and a column header.
- 12) For the **Row Span** and **Column Span** options, make sure to type the number of **Rows** or **Columns** this header cell is spanning.



13) Click **OK**, and your **Header Cells** have now been declared.

ASSOCIATING TABLE CELLS WITH COLUMN AND ROW HEADERS

- 1) Click **Tools**
- 2) Hover over **Advanced Editing** and follow arrow on the right to drop down menu
- 3) Click TouchUp Reading Order Tool



- 4) Click TouchUp Reading Order Tool.
- 5) Find the table you want to associate Data cells with the header cells and **click on the number in the upper left corner of the table.**

	Table - This table contains data from ...	Chevy Suburban	Cadillac Escalade	Acura MDX
Men	40	20	55	10
Women	20	10	10	35

- 6) In the **TouchUp Reading Order** window, Click on the Table Editor Button.
- 7) All of the Cells in your table will then be highlighted.
- 8) Right-Click on a Column Header and select **Table Cell Properties**.

	Ford Explorer	Chevy Suburban	Cadillac Escalade	Acura MDX
Men	40		55	10
Women	20	10	10	35

- 9) Click on the Header Cell radio button to declare this cell as a Header.
- 10) Then type a unique name in the **ID** field to differentiate this cell from all of the other cells.
- 11) Click **OK**.

Table Cell Properties

Type

Header Cell Scope: None

Data Cell 1

Attributes

Row Span: 1

Column Span: 1

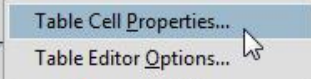
ID: h1 2

Associated Header Cell IDs:

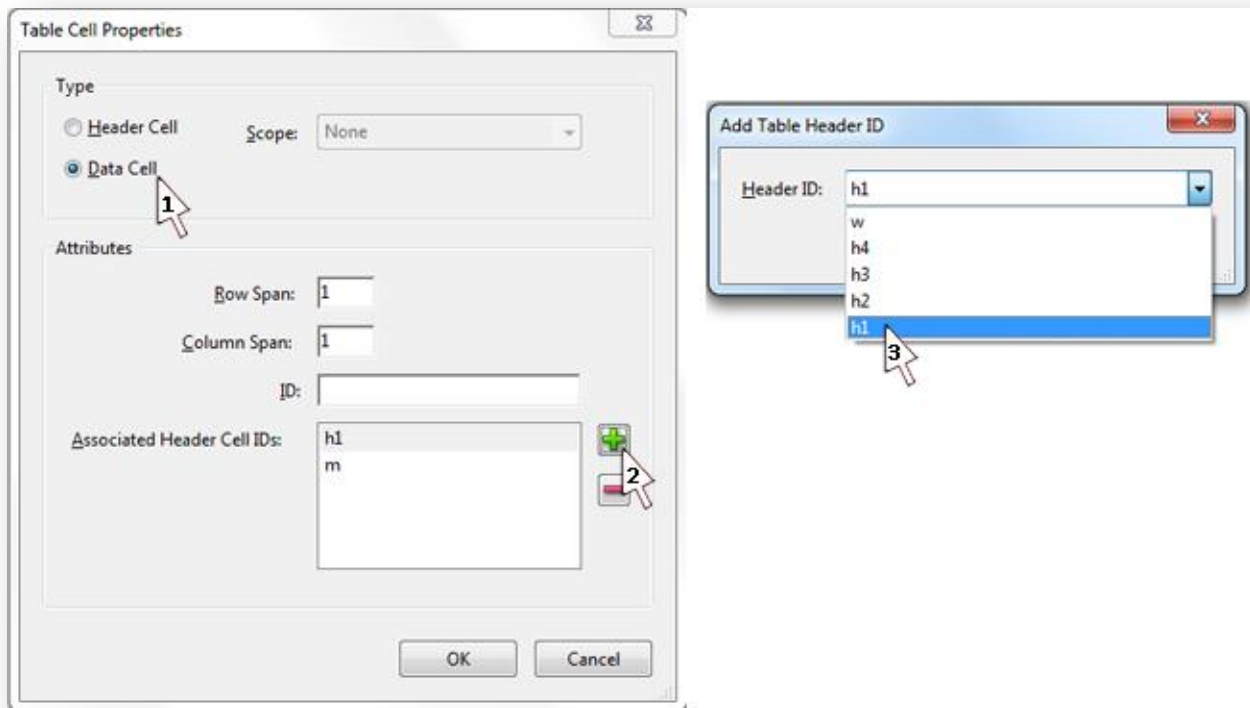
OK Cancel

- 12) You will now notice that the Header Cell turns a different color, and that is how you can tell the difference between data and header cells.
- 13) If there is also a **Row Header** for this data, Repeat steps 8-11 for the **Row Header**, and be sure to create a unique ID that is different than all of the other cells
- 14) Now, Right-Click on the data cell that is associated with this **Column Header/Row Header** and select **Table Cell Properties**.

	Ford Explorer	Chevy Suburban	Cadillac Escalade	Acura MDX
Men	40	20	55	10
Women	20	10	10	35



- 15) Click on the Data Cell radio button to declare this a Data Cell.
- 16) Then Click the Green addition plus sign next to the **Associated Header Cell ID's** textbox.
- 17) In the pop-up window, select the **Header Cell ID's** that you want to associate with this **Data Cell** and Click **OK**. *If there is a Row and a Column Header, there should be two ID's that get added*



18) After you click **OK** on the **Add Table Header ID** window, the Header you select will be linked to this data cell and The Header ID will now show up in the **Associated Header Cell ID's** Text box in the Table Cell Properties window.

19) Click **OK** on the **Table Cell Properties** window and you're done.

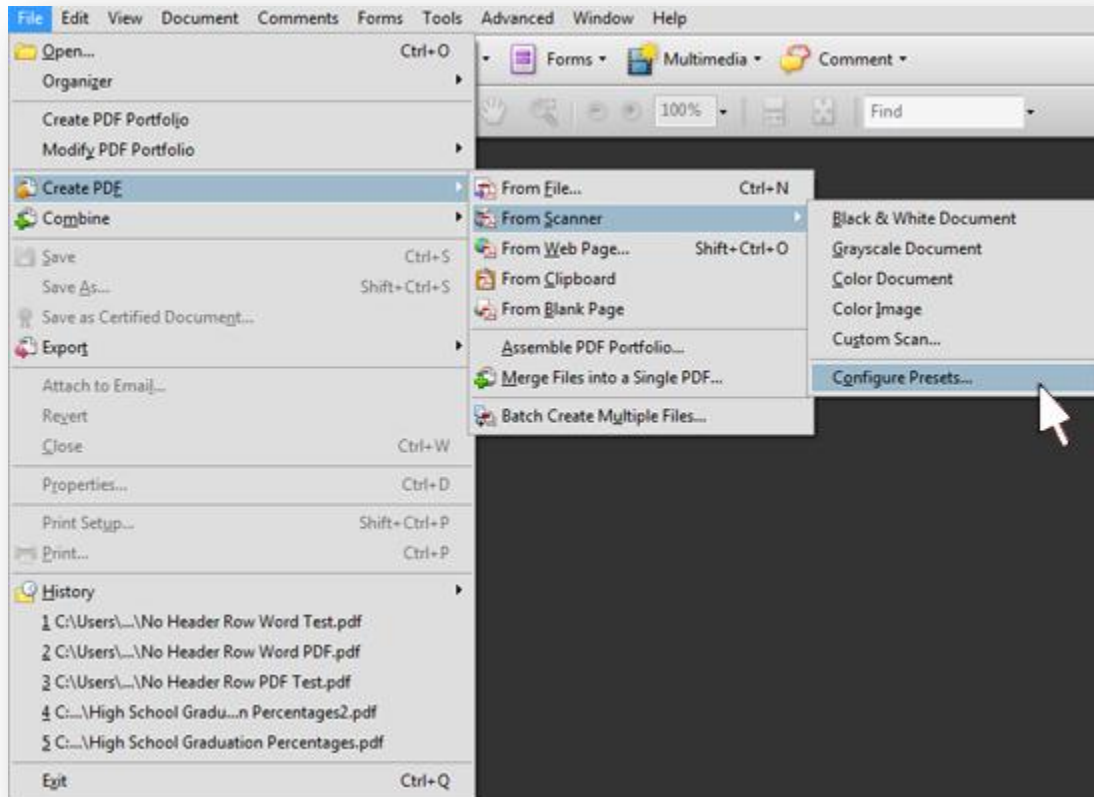
20) Repeat this process to associate all of the data cells to their own header cells.

CREATING AN ACCESSIBLE SCANNED PDF DOCUMENT

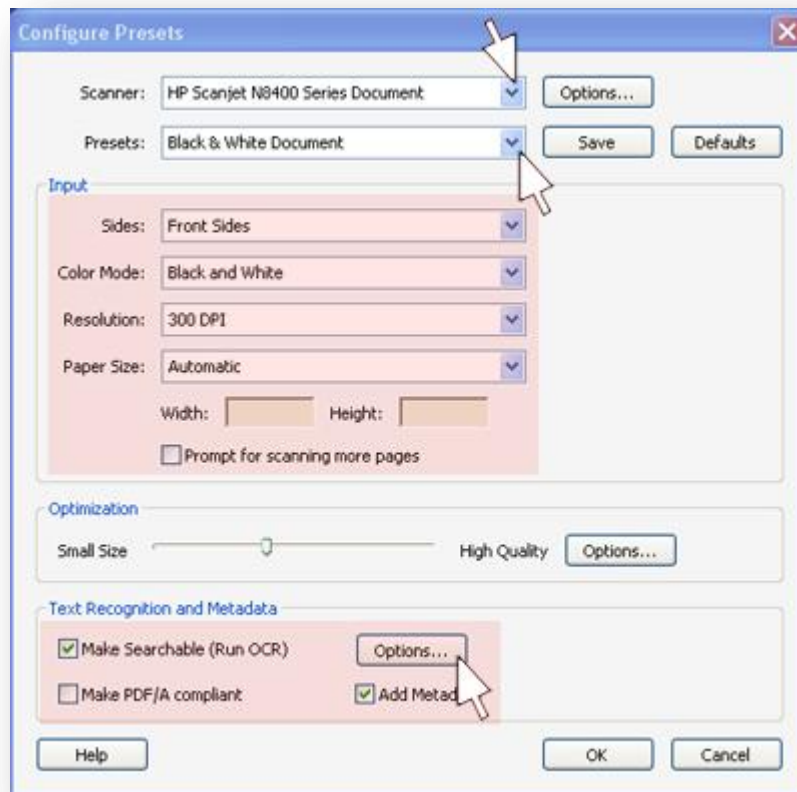
If you have a paper copy of a document and you scan it to get an electronic form. There are a few things that you need to do to have an accessible scanned document. Many times when a document is scanned, it is just turned into an image (.gif or .jpg) and is then copied into Microsoft Word. This method and an accessible document will look exactly the same, but a JPG (.jpg) or GIF (.gif) will not be accessible unless an **Alt Tag** is added. Depending upon the document scanned, it could be very confusing to write everything that is in the scanned document into an **Alt Tag** dialog box. The only difference is the text on an accessible document will be able to be read (accessed) by a screen reader for the visually impaired.

The First thing we need to do is configure our scanner to read the document.

- 1) Click **File**.
- 2) Hover over **Create PDF** and follow the arrow over to the next drop down.
- 3) Hover over **From Scanner** and follow the arrow to the next drop down.
- 4) Click **Configure Presets**.



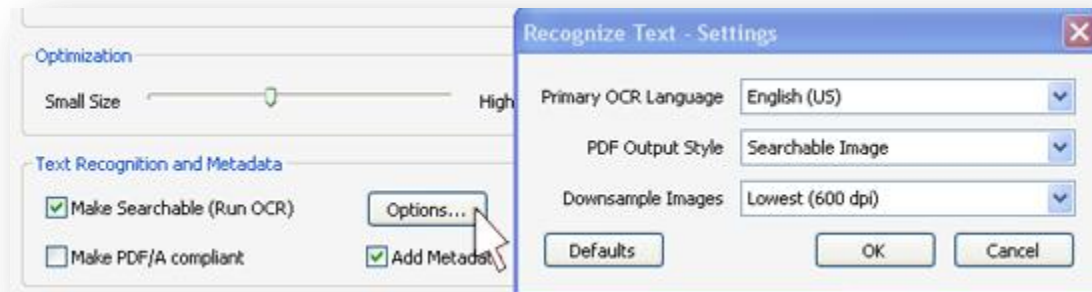
- 5) When the **Configure Preset** opens, there will be several settings that will need to be checked.



- 6) In the **Scanner** and **Options**, select the device which you will be using for this process (most likely your scanner).
- 7) In **Presets**, select the option suitable for your needs. For accessibility purposes, your selection should be Black and White Document, Gray scale Document or Color Document. *IMPORTANT* Remember which Preset you select because you'll need to know it later.
- 8) In the Input section you can change the **Sides**, **Color Mode**, **Resolution**, and **Paper Size** options to suit the needs of your document. (Also, if you are scanning more than one page, make sure to check the box, **prompt for scanning more pages**).
- 9) In the Text Recognition and Metadata section at the bottom, make sure that the, **Make Searchable (Run OCR)** and **Add Metadata** are both checked. (If there is currently no Metadata within the document, you will be prompted after the scan to add Metadata).
- 10) Click the **Options** to make **Searchable (Run OCR)** option.
- 11) Make sure the Primary OCR Language is set to English.
- 12) Make sure the **PDF Output Style** is set to **Searchable Image**. (This title is deceiving by being labeled an "Image". What this option does is when the

document is done being scanned it checks the converted text with an image of the scanned document to assure the text was converted correctly.)

- 13) Check your **Downsample Images** option, which is just the physical size of the document being scanned. For a normal sheet of printer paper (8 ½ x 11), Lowest (600 dpi) is the option you should select. If you need your document a different size for a special project or something in particular, you can make the selection necessary to fit your needs.

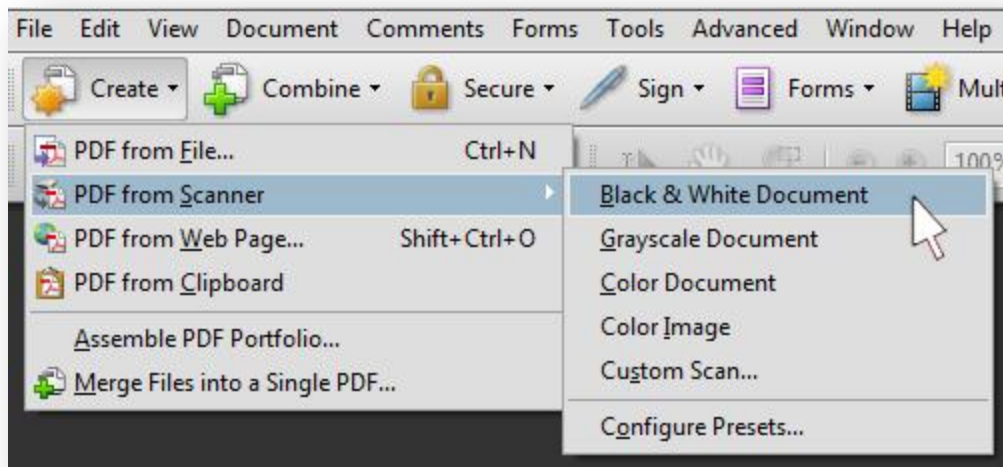


- 14) Click OK in Recognize Text-Settings.
- 15) Click OK in Configure Presets.
- 16) If you are prompted with a dialog box that reads, You have changed the Preset Values, Do you want to save your changes, click OK.

SCAN AN ACCESSIBLE PDF

- 1) Click **Create** button on the Toolbar.
- 2) Hover over **PDF from Scanner** and follow the arrow to the next drop down menu

IMPORTANT Select the same Preset as you selected earlier in the Configure Presets menu. **Black & White Document** was selected in the example.

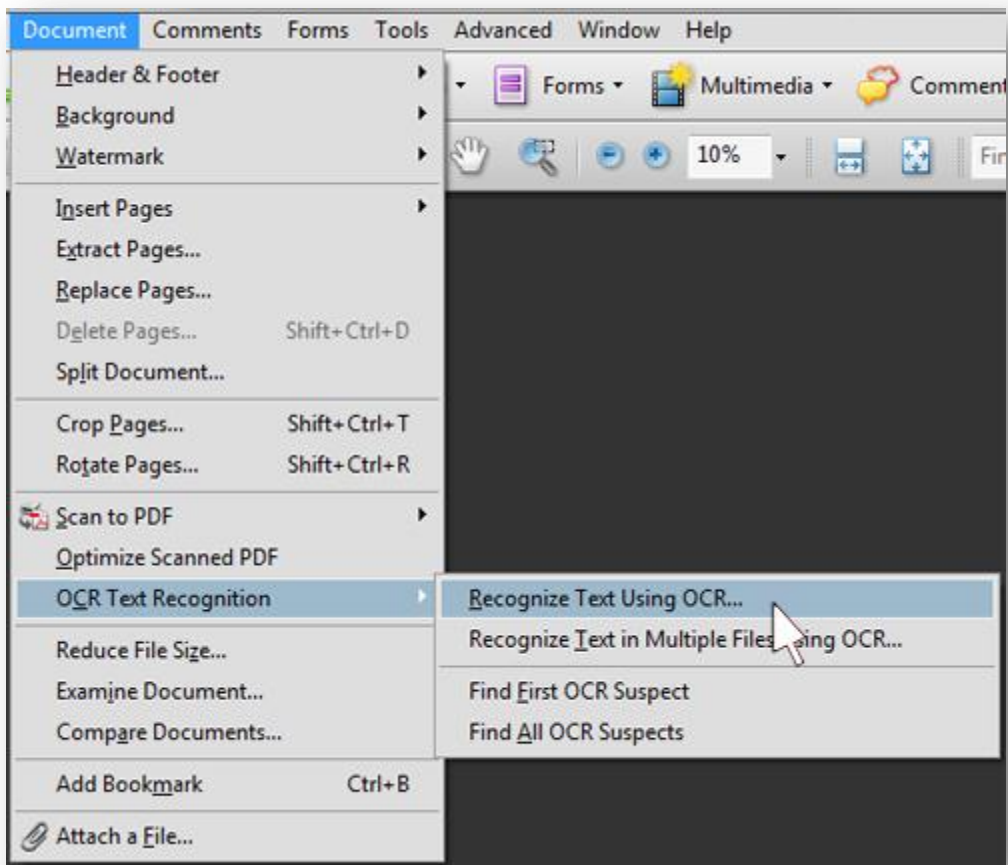


- 3) Now your document will start scanning. If you checked the box earlier that said you have multiple pages to scan, when your first page is completed being scanned, you will be prompted with a dialog box asking you to make a selection of either Scan more pages or scanning complete.
- 4) Select the option you need and click **OK**.
- 5) Your document will open up in Acrobat immediately when finished scanning.
- 6) If your document does not contain any Metadata, you will be prompted to enter that immediately as well. Fill in the **Title**, **Author**, **Subject**, and **Keywords** fields.
- 7) Do a **Full accessibility check**, make the minor changes necessary and save your document.

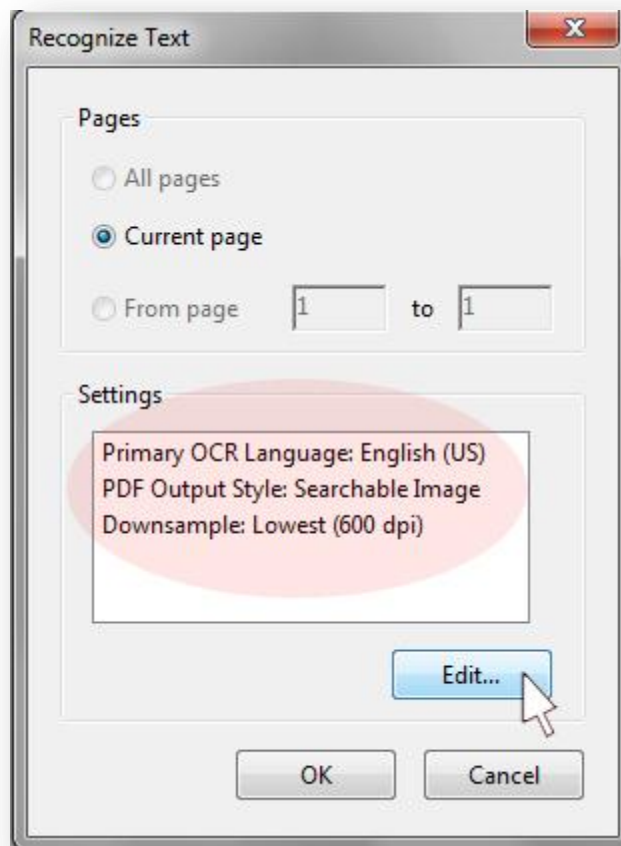
CREATING AN ACCESSIBLE DOCUMENT FROM A SCANNED PDF

If you already have an existing PDF that you received from a co-worker or you downloaded from the Internet and it's not accessible, you can still convert the PDF to recognizable text. When an image is scanned and converted into text, this process is known as Optical Character Recognition, OCR.

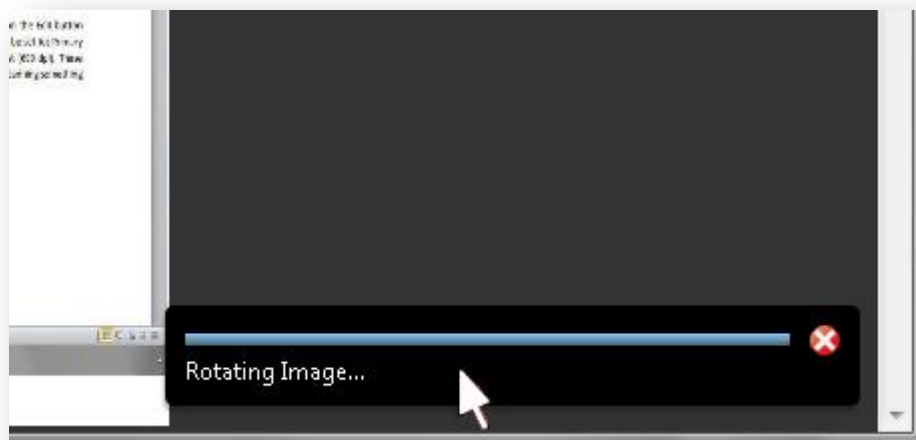
- 1) Open the PDF in Adobe Acrobat.
- 2) Click Document.
- 3) Hover over the **OCR Text Recognition** and follow the arrow on the right over to the next drop down menu.
- 4) Click Recognize Text Using OCR.



- 5) Click the radio button for the option of pages in which you want to be converted (**All Pages**, **Current Page** or **From Page - to -**, are your possible choices).
- 6) Directly below that option you'll see the settings which can be changed by clicking on **Edit**. Make sure your settings are correct. The three settings should be set to; **Primary OCR Language English (US)**, **PDF Output Style: Searchable Image**, **Downsample: Lowest (600 dpi)**. These are the most common settings for regular 8 ½ by 11 scanned documents. If you are scanning something other than this, you may need to modify these settings.



- 7) Click **OK**, then you will see the OCR Progress bar in the bottom right hand side of the screen.

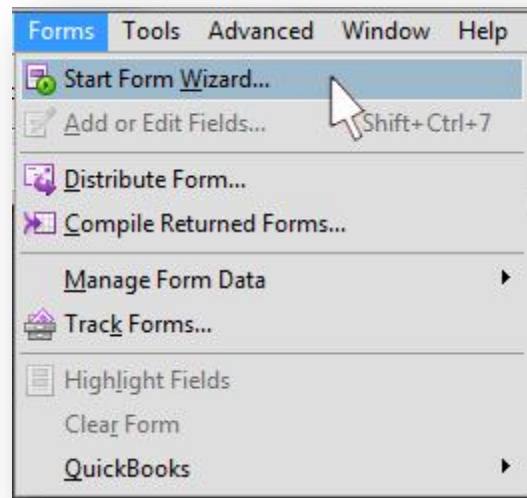


- 8) When the progress bar is finished and you do not see it anymore, your document has successfully been rendered.
- 9) Run the **Full Accessibility Check** and make any the minor adjustments.

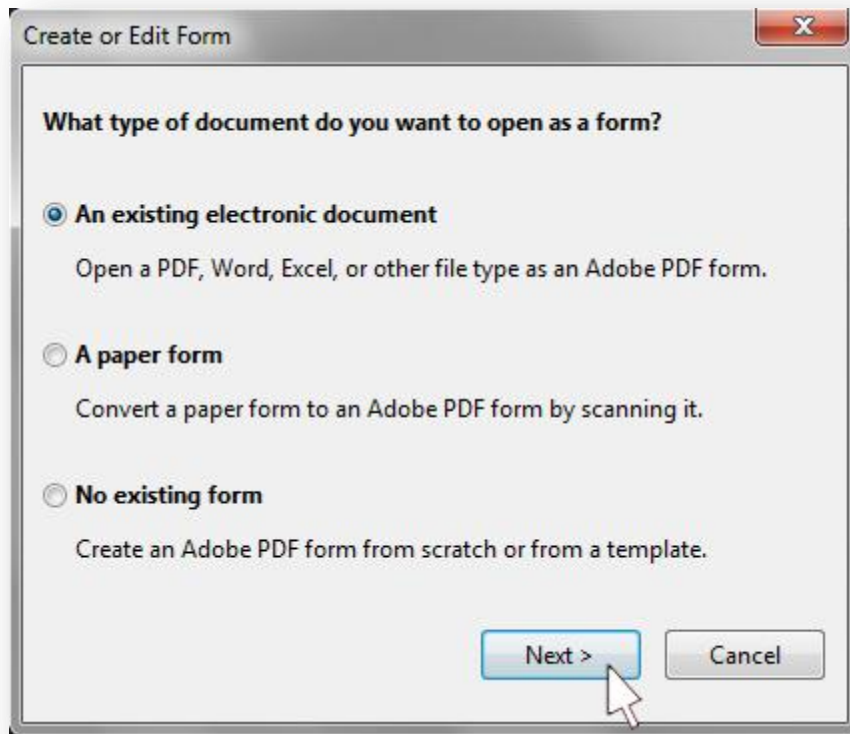
CREATING AN ACCESSIBLE FILLABLE FORM IN ADOBE PRO

It can be helpful to create a PDF with fields that you can type information into rather than having to print a copy, write the answers in pen/pencil and then scan the document. PDF fillable forms are also easy to create. Using the fields method simplifies the task of completing a form for people with visual impairments, and arthritis, plus the added benefit is less error interpreting the content of someone's handwriting. There are endless reasons why PDF Fillable Forms are a good practice, but the bottom line is that they are simple to create; they save time and just make things easier.

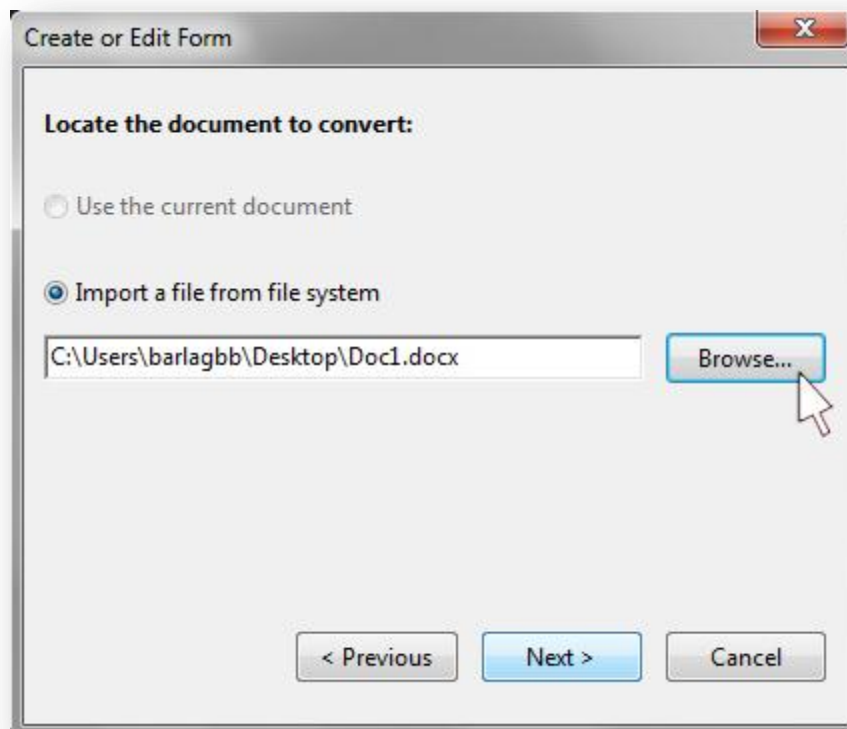
- 1) Open Adobe Acrobat.
- 2) Click **Forms**.
- 3) Click Start Form Wizard.



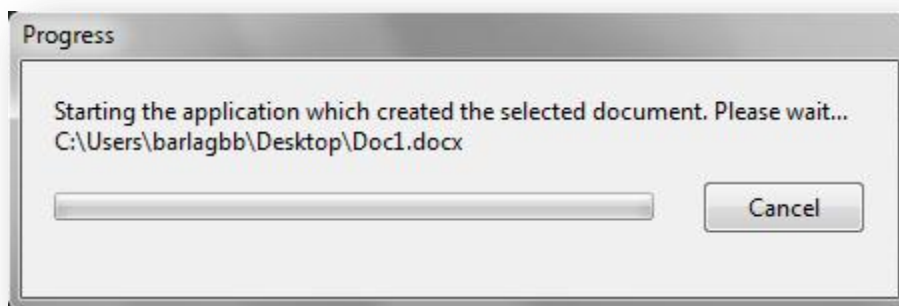
- 4) Make sure **an existing electronic document** is selected and click next.



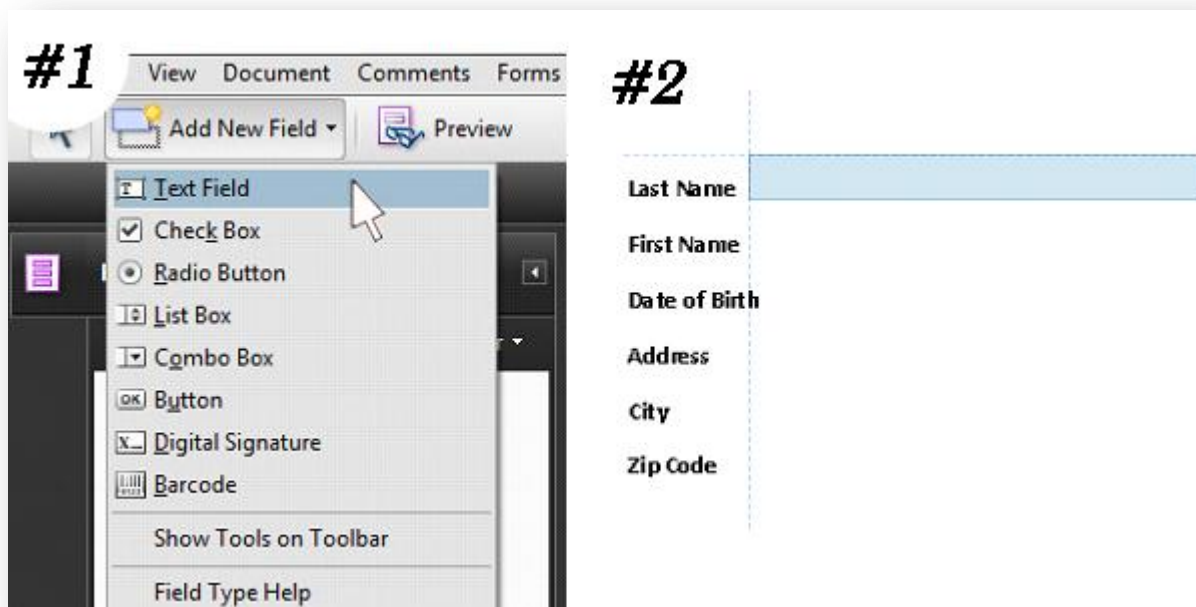
- 5) Click **Browse** and select the file you would like to convert to into form.
- 6) Click **Next**.



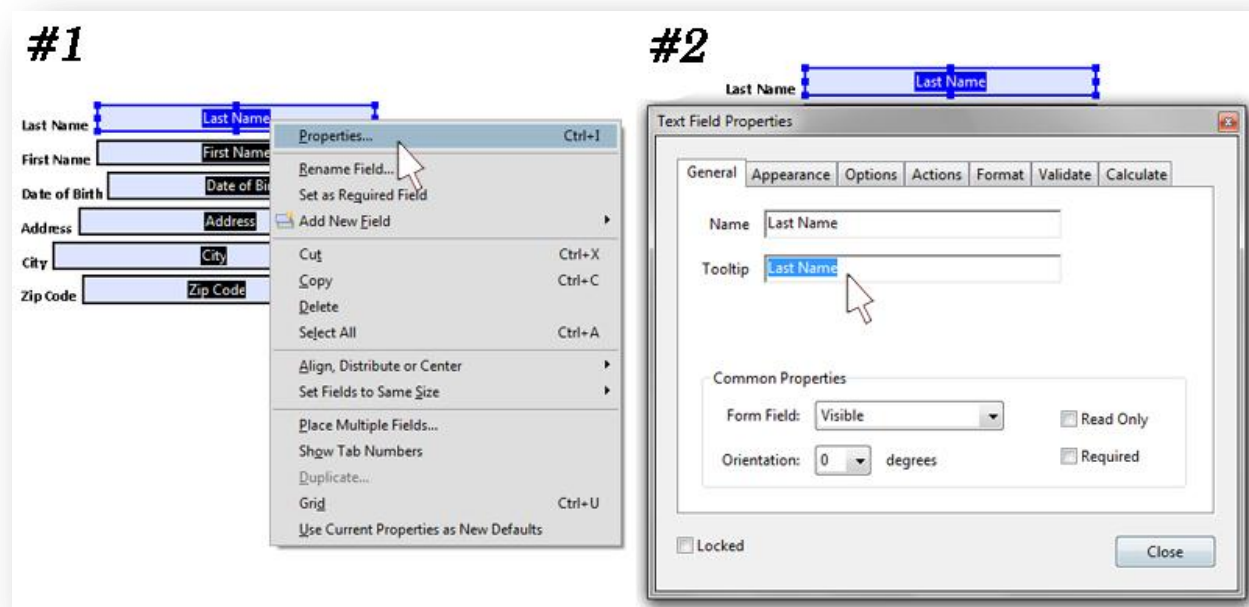
- 7) Adobe Acrobat will then start processing the form and will take about 15-20 seconds for conversion.



- 8) When the form is done being processed, you may get a popup box that reads, **No new form field annotations were detected**. If so, click **OK** and move on to next step.
- 9) Click Add New Field.
- 10) Select **Text Field** from the drop down menu.
- 11) Click where ever you want the user to type their data and drag a square to the appropriate size.



- 12) After you have created the text box, right-click on it.
- 13) Click **Properties** from the drop down menu.
- 14) Under **General Tab**, enter a label the **Name** and **Tooltip**. *You can use the same label in both text boxes but the **Tooltip** is what will be read to the user by a screen reader.*
- 15) Click **Close**.



- 16) Run a **Full Accessibility Check** and make minor corrections, as needed.
- 17) Save your document when you are finished.

This concludes the Microsoft Office 2010 and Adobe Acrobat Pro 9 Campus Access: A Manual for Universal Design. Feel free to contact us with questions about items in this manual. Thank you for taking the time to make your documents accessible.

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ADDITIONAL RESOURCES

In this final section, we will give you a list of State of Minnesota and other resources available for you to use.

- The State of Minnesota Office of Enterprise Technology website includes an Accessibility Implementation guide section to find a customizable Implementation plan, Communication Plan, and training plan to get started in your organization.
- The website includes a complete set of videos for accomplishing the tasks discussed in this manual. Project Management Office of Enterprise Technology, State of Minnesota 651.201.1056. Visit the [Minnesota Office of Enterprise Technology Accessibility Website](#).
- WebAIM's [8-Step Implementation Process](#).
- [Minnesota Learning Commons Website](#) is a site that houses the resources for K12, University of Minnesota, and Higher Education.
- [Minnesota Online Learning Website](#) is included as a resource for the initiative for accessible education in higher education.
- [University of Minnesota Accessibility Website](#) includes information for further research on accessible documents and individual page-website evaluation.
- Normandale Community College, Online Learning Department. onlineeducation@normandale.edu offers accessibility training and consultation on making your campus accessible.
- Watch the [Electronic Curb Cut Video](#) and you will see many reasons for making your content accessible.
- Using Microsoft Word 2010 to Create Accessible Documents – [Demonstration Video Modules](#).
- [In order for screen readers](#) to correctly read math information, that information must be composed in [MathML](#). Otherwise, graphics of math equations will not be accessible to screen readers or text readers. A number of commonly used screen readers can utilize MathML content when used with the [MathPlayer](#) plug-in. For example, the screen readers [JAWS](#), [Window-Eyes](#), and [HAL](#), as well as the text readers [Read&Write](#) and [BrowseAloud](#) all support MathML.
- [Tech-ease](#) has many video tutorials and other resources to help assure that your content for the web is accessible.
- Web-based video captioning services (Free). Create subtitles for your YouTube and other streamed videos without any downloads or installations at [Universal Subtitles](#) or create captions for your videos by uploading a file at [dotSUB](#). Both of these web sites provide the ability to download a .SRT file.
- Visit the Web Accessibility Workgroup's website for an [electronic copy of this manual](#).

