

CAMPUS ACCESS: A MANUAL FOR UNIVERSAL DESIGN

Microsoft Word 2010 Microsoft PowerPoint 2010 Microsoft Excel 2010 Adobe Acrobat 9 Pro

NORMANDALE COMMUNITY COLLEGE BLOOMINGTON, MN Online Learning Department

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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 (<u>3.302 LEGISLATIVE REFERENCE LIBRARY</u>). 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 <u>CHECKLIST FOR ACCESSIBLE WORD AND PDF</u> <u>DOCUMENTS</u>.

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.

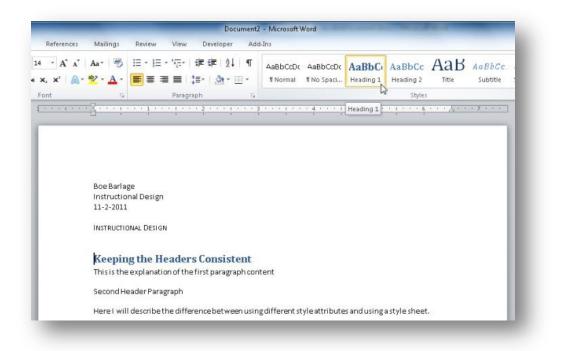
STYLES AND HEADINGS

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.

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	Boe Barlage Instructional Design 11-2-2011 INSTRUCTIONAL DESIGN
	Keeping the Headers Consistent This is the explanation of the first paragraph content Second Header Paragraph

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



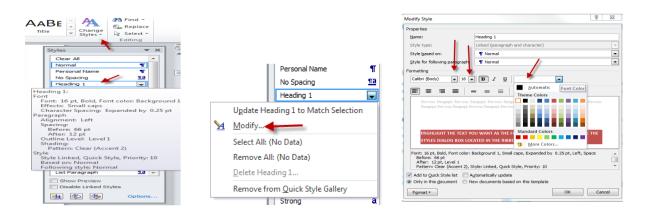
You should apply styles to all headings throughout your document for easier navigation.

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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.



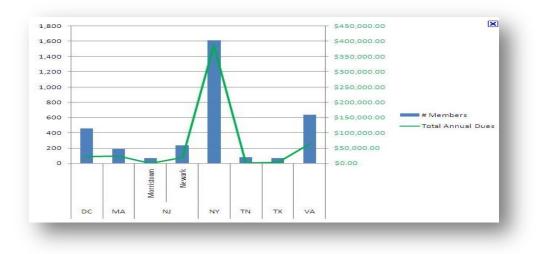
USE OF TABLES

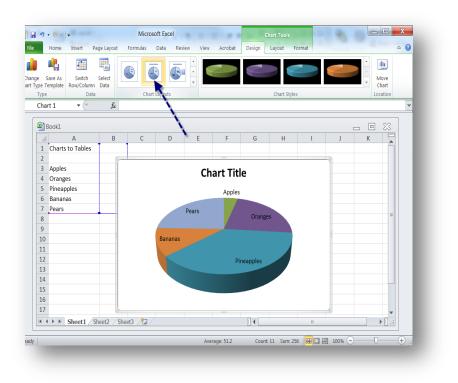
A text box is not easily accessible by a screen reader or other assistive technology, but a table is more accessible and you can still have content that looks appealing. You can achieve the same look and feel of a text box by creating a 1 x 1 table and using the borders and background color.

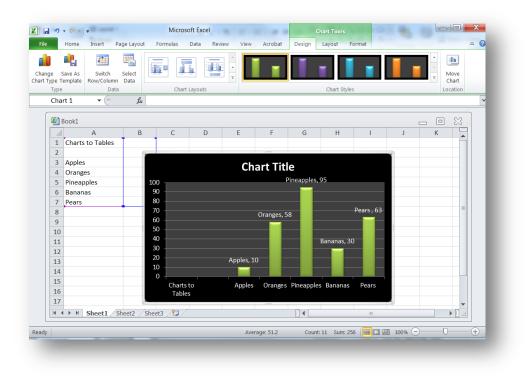
COLOR TO DIFFERENTIATE

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.



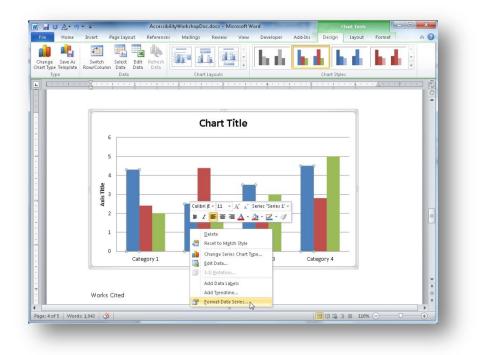




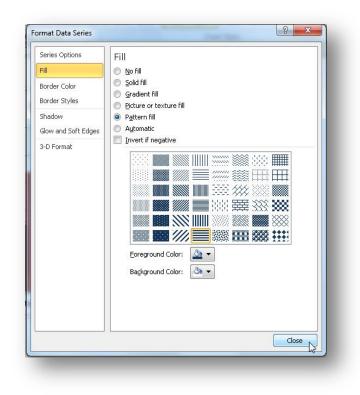
ADDING PATTERN FILL TO CHART DATA

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.

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Mailings Review	Style.docx - Microsoft Word View Developer Add-Ins				

- **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.

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- 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 a 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.

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Subject:	How to Apply Styles to Word Documents
Author:	Boe Barlage
Manager:	
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Save Thu	umbnails for All Word Documents
	OK Cancel

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.

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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.

Jer	 Name of Document Author / Authors
	Boe Barlage Instructional Design 11-2-2011
	INSTRUCTIONAL DESIGN
	Keeping the Headers Consistent This is the explanation of the first paragraph content
	Second Header Paragraph Here I will describe the difference between using different style attributes and using a style sheet.
er	
	 Copyright Information Creation Dates Version Numbers

CHECKING YOUR DOCUMENTS FOR ACCESSIBILITY

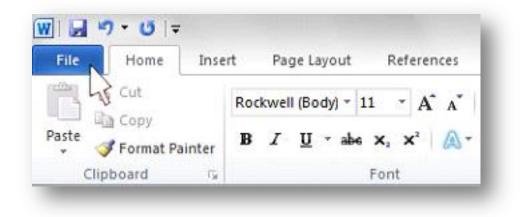
Thanks to Microsoft Office 2010 and Adobe Acrobat 9 Pro, checking documents for accessibility is easy. The next section will walk you through how to run the accessibility checker in Microsoft Word, PowerPoint and Excel 2010, as well as Adobe Acrobat 9 Pro. You will see examples of the common errors that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

ACCESSIBILITY CHECKER IN MICROSOFT OFFICE 2010

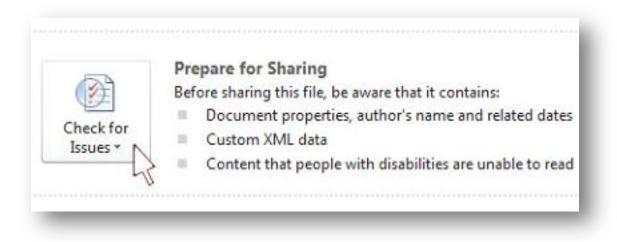
Microsoft Office 2010 now comes with its own accessibility checker. You won't want to use this as your sole method for determining if a document is accessible, but it is an effective tool and is easy to use. The following

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

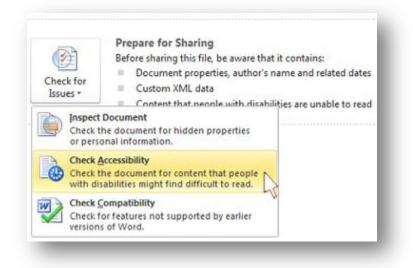
- 1) First you must save your Document.
- 2) Click File.



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.

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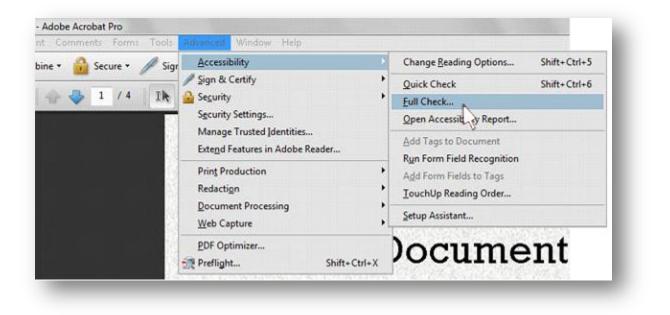
ACCESSIBILITY CHECKER REPORT IN MICROSOFT OFFICE 2010

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 accessiblity 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

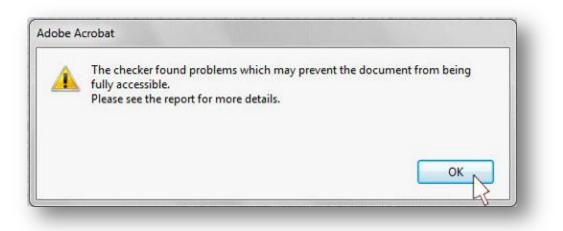
- 1) Click Advanced.
- 2) Hover over Accessibility.
- 3) Follow the arrow to the right of **Accessibility** to get to the next drop down menu.
- 4) Click Full Check. (Skip the Quick Check option).



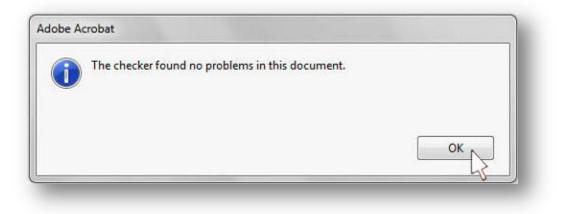
5) Click Start Checking on the popup window (leave all options as they are listed).

Hide Disclaimer he Accessibility Checker can help you identify areas of your documents that may be in conflict with dobe's interpretations of the referenced guidelines. However, the Accessibility Checker does not	Select All	Clear All			
he Accessibility Checker can help you identify areas of your documents that may be in conflict with dobe's interpretations of the referenced guidelines. However, the Accessibility Checker does not	isclaimer				
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heck all accessibility guidelines and criteria, including those in such referenced guidelines, and dobe does not warrant that your documents will comply with any specific guidelines or regulations		tions of the referenced guid	delines. However, the ncluding those in suc	Accessibility Checke h referenced guidel	r does not

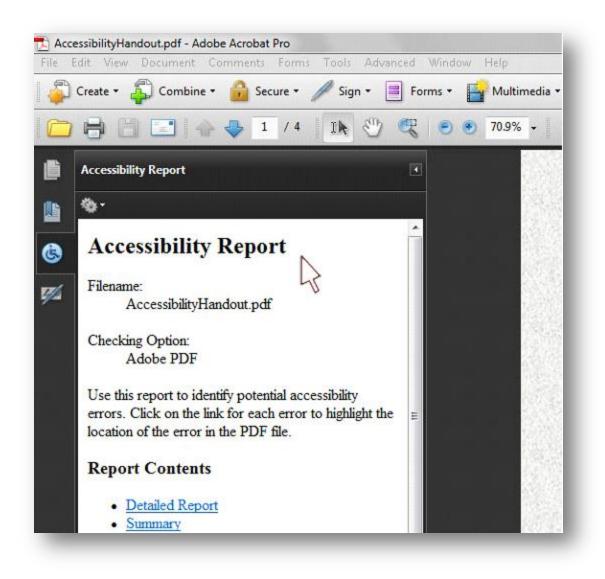
- 6) Next you will be prompted with one of the following two dialog boxes.
 - A) If your document has accessibility errors. Click **OK** and make corrections stated in the **Accessibility Report**.



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.



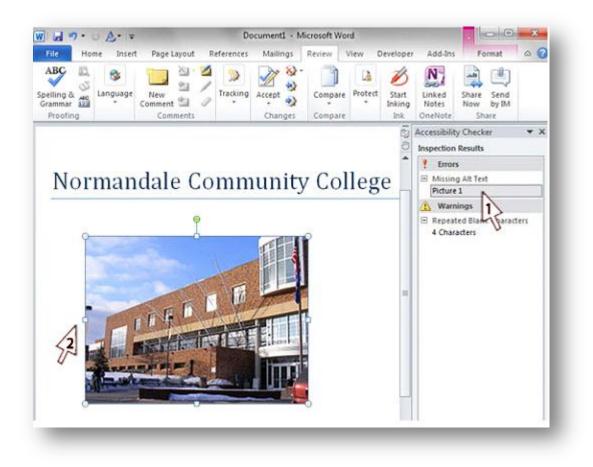
ACCESSIBILITY ERRORS IN MICROSOFT OFFICE 2010

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.

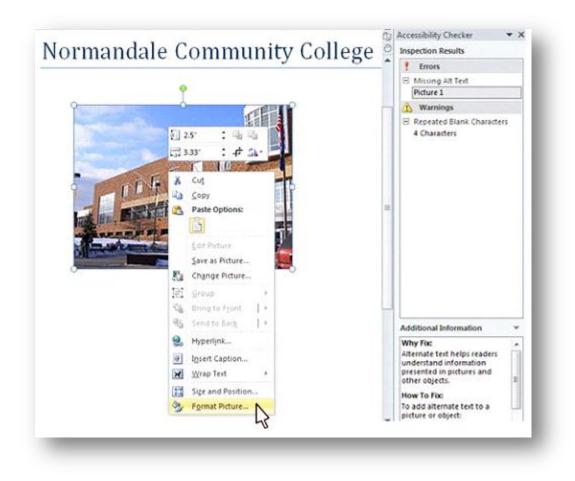
APPLYING ALTERNATIVE TEXT

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.
- 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.

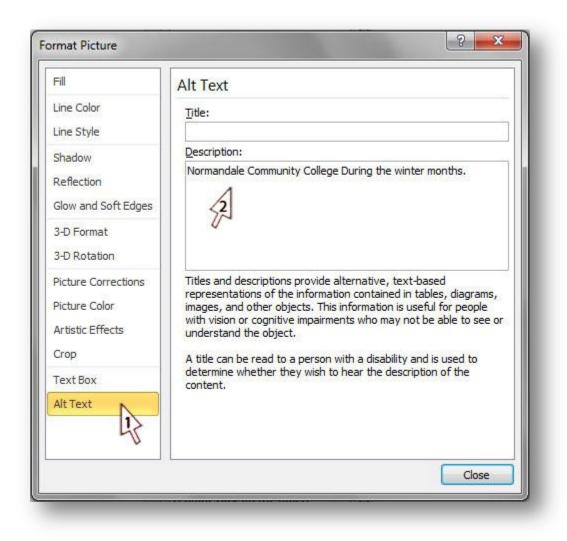
Table: Click Alt Text tab on the top right of the popup window.

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

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2) Select a table Style.

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TABLE HEADER ROWS SPECIFIED

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

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

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

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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.

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

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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.

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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.

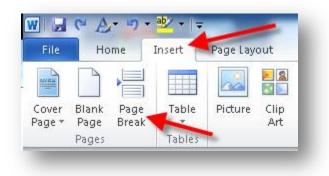
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- 4) When the **Bookmark** window opens, Type in a **Bookmark** name.
- 5) Click Add.

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.

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		Borders and Shading Text Direction Cell Alignment	
		AutoFit >	Additional Information V
		Table Properties	Why Fix: Blank table cells can mislead a

- 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.

	• •		Document1 - Micr	osoft Word		Tab			
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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.

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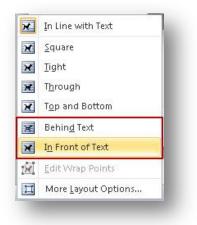
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3	Tuesday	9	13	4	0	Good
4	Wednesday	10	10	3	0	1
5	Thursday	12	7	6	1	
6	Friday	15	10	4	0	
7	Total	56	55	23	2	
8						

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.

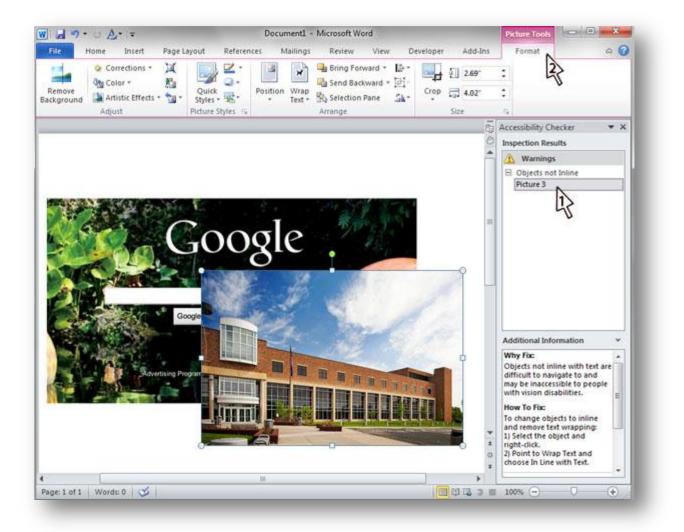
- Right-click on your image.
- Click either Behind Text or In Front of Text.



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).

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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.

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- 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.

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

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First Name: Last Name: Address: City:	Cut Copy Paste Options:
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- 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.

ext Form Field Options	8 ×	#2
Text form field Type: Regular text Maximum length: Unlimited Run macro on Entry:	Text format:	Form Field Help Text
Field settings Bookmark: Text2 Fill-in enabled Calculate on exit Add Help Text	OK Cancel	OK Cancel

- 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.

- 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).

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By: Boe Barlage	Click to add title	t Errors
The Greatest Slideshow Ever		Missing Slide Title Slide 3
#2) This slideshow will be fairly short, but I guarantee that it will	Click to add text	1 Tips
motivate you.		Duplicate Slide Title
We are going to show you all of the different ways to make sure your PowerPoint presentations accessible!		Additional Information +
		Why Fix:
		Every slide should have a unique title so those who cannot view the slide can still easily navigate to information.
	Click to add notes	 Update the text in the Title text box on the slide to uniquely describe the slide's content.
*		+ · · 1 ⊈ 46% ⊙ 0 · · ⊕ ⊠
ide 3 of 3 "Office Theme"		

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.

streak lately and I belive that they will o reasons to back up my last statement a	nd i B I U 🛎 👻 - 🛕 -	the season. I have	Additional Information	×
http://minnesota.twins.mlb.com/scheduk	Cut Cut Cut Cut Copy Paste Options:	u'll agree with me.	Why Fix: Hyperlink text should provide a clear description of the link destination instead of providing only the URL. How To Fix: To make the hyperlink text	
	Edit Hyperlink Select Hyperlink Open Hyperlink Copy Hyperlink	* * *	more accessible: 1) Select the link and click Hyperlink on the Insert tab to open the Edit Hyperlink. dialog. 2) Type a phrase in Text to	-
e:1 of 1 Words: 1/67 🥸	📉 🎇 Bemove Hyperlink		100% 🕤 🛛 🔿	(
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	A Styles +			
	Additional Actions +			

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.

Link to:	Text to displ	ay: http://minnesota.twins.mlb.com/schedule/index.jsp?c_id=min		ScreenTig
Existing File or	Look in:	My Documents	ک 🔎	
Web Page	Current Folder	Adobe Scripts	*	Bookmark
Place in This Document	Browsed Pages	Boe's Stuff Camtasia Studio Fragments LabVIEW Data	m	Target Frame
Create <u>N</u> ew Document	Regent Files	My Music My Notebook Content My Pictures My Videos	÷	
E-mail Address	Address:	http://minnesota.twins.mlb.com/schedule/index.jsp?c_id=min	•	Remove Link

Picture below is after the text was changed.

Link to:	Text to displ	ay: The Twins schedule for the rest of the season		ScreenTig
Existing File or	Look in:	My Documents	Q 💕	
Web Page	Current	Adobe	*	Bookmark
()	Folder	Adobe Scripts Boe's Stuff	=	Target Frame
Place in This Document	Browsed Pages	Camtasia Studio Fragments LabVIEW Data		7
Create <u>N</u> ew Document	Regent Files	My Music My Notebook Content My Pictures My Videos	÷	
	Address:	http://minnesota.twins.mlb.com/schedule/index.jsp?c_id=min	•	Remove Link
E-mail Address			ОК	Cancel

5) Click OK.

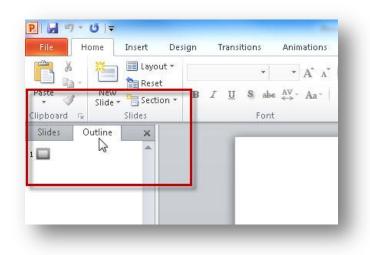
Below is an in-text example that shows what a new link will look like after you have made the changes.

In this paper, I will discuss the MN Twins season. I have a site for you to check out the <u>Twins Schedule for the rest of the season</u>. 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.

File Home	Insert Design	Transitions	Animations
A 💥	Layout 🛃	4	+ 44 + A
ffice Theme	_		AV
Title Slide	Title and Content	Section Header	
Title an	d Content		
Two Content	Comparison	Title Only	_
Blank	Content with Caption	Picture with Caption	

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**)

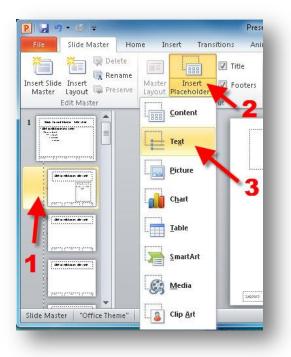
CREATE NEW SLIDE LAYOUTS IN POWERPOINT

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. <u>DO NOT USE A TEXTBOX TO DO THIS</u>! 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.

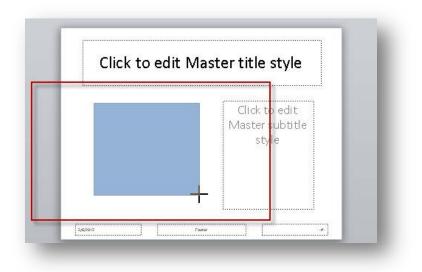
- Click the View tab.
- Click Slide Master.

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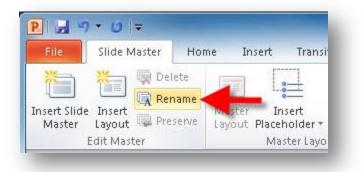
- Select a slide template.
- Click Insert Placeholder on the top ribbon.
- Click **Text** from the dropdown menu.



• 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**.

Rename Layout	
Layout name:	
Boes Slide	
Rename	Cancel

- 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.

File Home	Insert Desi	gn Transitions	Animations
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3_Custom Layout	Title and Content	Custom Layout	
	************************************	103400000000000000000000000000000000000	

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

Paste V Slide + + + A - Aa	Anima Slide ! Review View Develt AddJr Addobé Acrob A 3 * 28 * ::::::::::::::::::::::::::::::::::::
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2 Inline Content Presentation 3 Colline Meetings 3 D2L Blackboard Moodle 2 Discussion Boards • Online Meetings	 Discussion Boards Online Meetings D2L Blackboard Moodle
	Click to add notes
Slide 3 of 3 "Office Theme"	

NAMING ALL SHEETS IN EXCEL

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

A	A	В	C	D	E	F	G	Accessibility Checker 🛛 💌 🗙
1	Mathmatics	English	History	Computer Science	Education		1	Inspection Results
2	417	322	125	360	201		-	A Warnings
3								Default Sheet Names
4								Sheet3
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7								
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2) Then type in a unique worksheet title. A descriptive title makes the workbook more navigable.

1	A	В	C	D	E	F	G	Accessibility Checker 🛛 👻 🗙	
1	Mathmatics	English	History	Computer Science	Education		m	Inspection Results	
2	417	322	125	360	201		=	 No accessibility issues found. People with 	
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4							100	disabilities should not	
5								have difficulty reading this workbook.	
6								WORKDOOK.	
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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

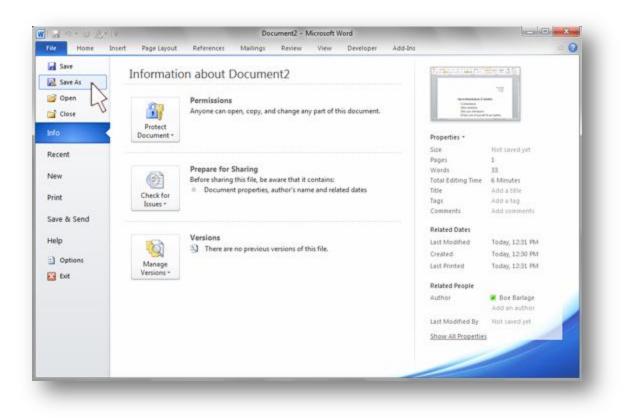
If you save a Word Document as an .rtf (rich text file) the formatting and styles will stay the same. However, you will be unable to run the **Microsoft Word Accessibility Checker** on an .rtf file. In addition, if you had previously checked your document for accessibility and it passed, as soon as you 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 <u>Read Out</u> Loud feature or the <u>Touchup Reading Order tool</u>.

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.

File name:	SavingPDF.docx	-
Save as type:	Word Document (*.docx)	-
Authors	Word Document (*.docx) Word Macro-Enabled Document (*.docm) Word 97-2003 Document (*.doc) Word Template (*.dotx) Word Macro-Enabled Template (*.dotm) Word 97-2003 Template (*.dot)	
Hide Folders	PDF (*,pdf) XPS Documen (xps) Single File Web Arge (*.mht;*.mhtml) Web Page (*.htm;*.html) Web Page, Filtered (*.htm;*.html) Rich Text Format (*.rtf) Plain Text (*.txt) Word XML Document (*.xml) Word 2003 XML Document (*.xml) OpenDocument Text (*.odt) Works 6 - 9 Document (*.wps)	

5) Click on the Options button

Save as type:	PDF (*.pdf)	
Authors:	Contract Sector	Tags: Add a tag
Optimize	for: Standard (publishing online and printing) Minimum size (publishing online)	Options Open file after publishing
Hide Folders		Tools 🔻 Save Cancel

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

Page range	
 All 	
Curr <u>e</u> nt	page
C Selection	1
Page(s)	From: 1 1
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O Documer	nt showing markup
Include non-p	rinting information
Create b	ookmarks using:
() Head	ings
🔘 Word	bookmarks
V Documer	nt properties
O Docu <u>m</u> er	nt structure tags for accessibility
PDF options	
ISO <u>1</u> 90	05-1 compliant (PDF/A)
📝 Bitmap te	ext when fonts may not be embedded
Encrypt	the document with a password

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.

Organize 👻 Ne	w folder		
 Dropbox Recent Places Libraries Documents Music Pictures Videos 	 Name Accessibility Packet Camtasia PIP and Online Quiz Tutorials D2L Hompage Icons NancysRecordings Online Brochure Additional Tips to Assure your Documen 	Date modified 7/18/2011 7:35 AM 7/13/2011 11:12 AM 7/21/2011 10:58 AM 7/20/2011 10:53 AM 7/21/2011 10:57 AM 7/19/2011 12:31 PM	Type File folder File folder File folder File folder Adobe Acroba
File name: Save as type:	SavingPDF.pdf PDF (*.pdf)		-
Authors: Optimize	for: Standard (publishing online and printing)	Options e after publishing	

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.

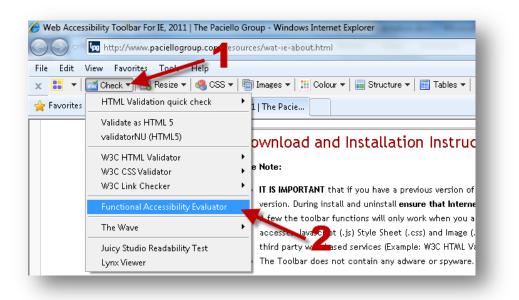
- To download the Internet Explorer Web Accessibility Toolbar, go to Paciello Group's Accessibility website - (http://www.paciellogroup.com/resources/wat-ieabout.html)
- 2) Scroll down to the bottom of the page and it is the first link under "Download".



- **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.

🔾 💭 🗢 🚺 http://www.paciellogroup.com/re	sources/wat-ie-about.html	- - - - - - - - - -
File Edit View Favorites Tools Help	Favorites Bar Compatibility View Button Command Bar Status Bar Contribute Toolbar Snagit Adobe PDF Bing Bar Searchqu Toolbar Web Accessibility Toolbar	e a previous version of the toolb tall ensure that Internet Explore only work when you are connec heet (.css) and Image (.jpg and .ş (Example: W3C HTML Validator). ny adware or spyware.

- 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.

					Ab		
un FAE	Summary Rep	ort					
ummary Report ┥							
age Report	URL: Unspecified						
age Report	URL: Unspecified	y Best Practices M	ain Categor	у			
age Report		y Best Practices M Status ¹	ain Categor % Pass	y % Warn	% Fail		
age Report	Evaluation Results b	-	-	-	% Fail 0		
age Report	Evaluation Results by Category	Status ¹	% Pass	% Warn			
age Report	Evaluation Results by Category Navigation & Orientation	Status ¹ Almost Complete	% Pass 96	% Warn 3	0		
age Report	Evaluation Results by Category Navigation & Orientation Text Equivalents	Status ¹ Almost Complete Almost Complete	% Pass 96 75	% Warn 3 25 4	0		

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.

Basic Advanced	
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ABC >¶ ¶4	
Paragraph → Font family ▼ Font size ▼ 🛅 ≥ 🔤 Ω ∑	
Welcome to Development 101	
First thing that I would like you to do in Development 101 is go to the discussion board and introduce yourself.	
🔥 📐 💽 Path: div.drt » p	

- 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.

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Paragraph	
Address Preformatted Heading 2 Heading 3 Heading 4 Heading 5 Heading 5 Heading 6	
🔁 🔁 Path: div.drt » p	000

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

Basic Advanced
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Welcome to Development 101
First thing that I would like you to do in Development 101 is go to the discussion board and introduce yourself.
🔁 🔁 Path: div.drt > h1 🔅

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 <u>WITH CAUTION</u>. 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.

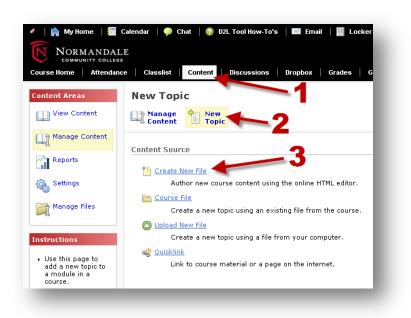


CONVERT YOUR ACCESSIBLE WORD DOCUMENT TO HTML IN D2L

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.

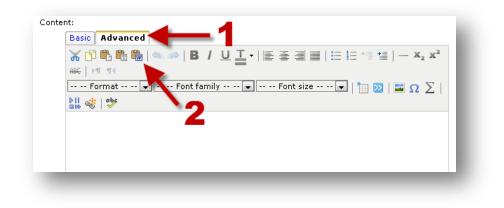
- 1) Go to the Content section
- 2) Click on New topic
- 3) Then click on Create New File



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

Properties	Restrictions Discussions Comments Objectives
General	
Parent Modul	e: D2L & HTML Accessibility Testing
* Titl	e: Accessible Word Document
Short Titl	e: 0
Enumeratio	n: 🔲 Hide enumeration for this topic 🥥
Content	
* File Na	me: Accessible Word Document.html
Fol	der: /content/enforced/778648-Gradebook4/ Choose destination
Fol Content:	der: /content/enforced/778648-Gradebook4/ Choose destination
Content:	der: /content/enforced/778648-Gradebook4/ Choose destination

- 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.

Paste from Word -	Mozilla Firefox	
🛞 mnscu.edu http	s://normandale.ims.mnscu.edu/d2l/co	ommon/tiny_mce/ 🏠
Paste from Word Use CTRL+V on you	ir keyboard to paste the text into th	e window.
	CTRL + V (paste)	
Insert		Cancel
Done		🔒

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.

Options In	nage Help		
Foregroun	lect:	Hex: #00000	
Backgrour Colour sel		Hex: #FFFFF	
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	intrast result for	colour blindne:	ss
Result - Li	uminosity atio: 21 0:1	🗖 Dienla	y details
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 ✓ 	Pass (AAA)	🖌 🖌 Р	ass (AAA)

- 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.

New Weight State S	ptions Image Help
Edit View Favorites Tools Help	Foreground
👪 💌 📶 Check 👻 🗔 Resize 👻 🖓 CSS	Colour select: Hex: #F3F5F2
avorites 🛛 🔞 Normandale Community Coll	Background
e About Normandale Alumni & Foundation	Colour select: 📃 📕 FFFFF 🖉 🖉 💌
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Je Miller	Show contrast result for colour bli
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	Contrast ratio: 1.1:1 C
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l am Normandale.	

- 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.

🍪 Colour Contrast Analyser	×
Options Image Help	
Foreground Colour select: Hex:	#941828
Barground Colour select: Hex:	#FFFFF
	C Luminosity
Show contrast result for colour	hlindness
-Result - Luminosity	
Contrast ratio: 8.7:1	Display details
	Large text
V Pass (AA)	🖌 Pass (AA)
Pass (AAA)	Pass (AAA)

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 an 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 <u>Accessibility</u> in the drop down and follow the arrow to navigate to the right.
- 3) Click <u>Add Tags to Document</u> from the drop down menu on the right.

Accessibility	Change <u>R</u> eading Options Shift+Ctrl+5
 Sign & Certify Security Security Settings Manage Trusted Identities Extend Features in Adobe Reader Print Production Redaction Document Processing 	Full Check Open Accessibility Report Add Tags to Document Run Form Field Recognition Add Form Fields to Tags TouchUp Reading Order
Web Capture	Setup Assistant
PDF Optimizer	-
Preflight Shift+Ctrl+X	

ADDING A LANGUAGE ATTRIBUTE

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

ile Edit	View	Document	Comments	Forms	Tools
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Organiz	er				•
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<u>Save</u>					Ctrl+S
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Save as	Certifie	d Docume <u>n</u> t.			
Expor <u>t</u>					,
Attach	to Emai	ļ			
Re <u>v</u> ert					
<u>C</u> lose				C	trl+W
P <u>r</u> opert	ies				Ctrl+D
Print Se	t <u>u</u> p l	2		Shift+	Ctrl+P
Print				(Ctrl+P

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

escription	Security	Fonts In	itial View	Custom	Advanced			
PDF Settin	gs				12			
В	ase URL:				- U			
10								
Searc	ch Index:					Brow	se	Clear
8	Trapped:	Unknown	•					
Print Dialo	g Presets							
	Pa	ige Scaling:	Default	•				
	Du	plexMode:	Simples	¢	-			
Pape	r Source by	Page Size:	27		111-154			
	Print P	age Range:	-					
	Numbe	r of Copies:	Default	-				
Reading O	ptions							
	Binding:	Left Edge	•					
L	anguage:	English		-				
		English		-				
		Estonian Finnish	公					
		French						
		German Greek						
		Hebrew						
		Hungariar Italian	١					

5) Click OK.



ADDING ALT TEXT TO AN IMAGE

- 1) Click Tools.
- 2) Hover over <u>Advanced Editing</u> 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.

<u>C</u> omment & Markup Select & <u>Z</u> oom	▶ ultimedia ▼ 🔗 Comment ▼
Advanced Editing	Select Object Tool
Type <u>w</u> riter	Button
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_	III TouchUp Text Tool
	দ্বি TouchUp Reading Order Tool
	✓
	Show Advanced Editing Toxibar

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

Content Tag To	ext Color
Type:	Figure 🝷
Title:	
Actual Text:	
Alternate Text:	Image of man stressing out on a computer.
ID:	
Language:	
Edit Tag	Edit Attribute Objects Edit Attribute Classes

- 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.

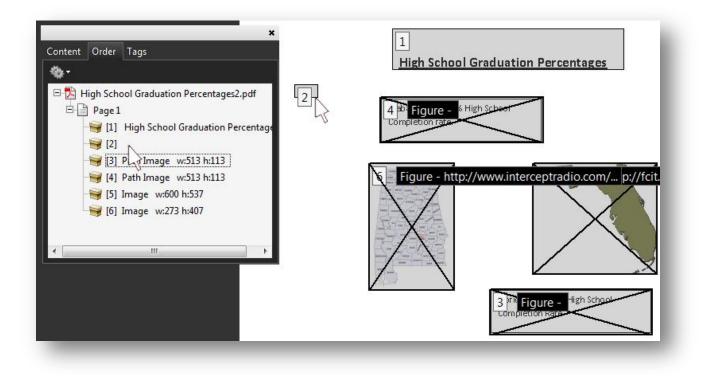
DELETING HIDDEN TEXT BOXES

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.

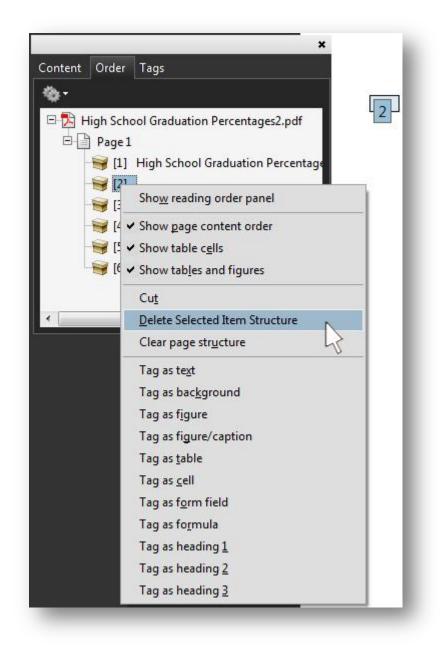
1) Click View.

- Hover over <u>Navigation Panels</u> and move to the right.
 Click <u>Order</u> from the drop down menu.

View	Document Comment	s Forms	Tools	Advanced	Window	Help
	<u>G</u> o To	Fo	rms 🕶 🧧	Multimedia 🝷		
	<u>Z</u> oom <u>P</u> age Display Rotate <u>V</u> iew		+ + +			130% -
	Read <u>i</u> ng Mode <u>F</u> ull Screen Mode		trl+H trl+L			
	<u>M</u> enu Bar <u>T</u> oolbars		F9	-		
τ	Navigation Panels		Þ	<mark>∬ A</mark> rticles		
~	Gri <u>d</u> Snap t <u>o</u> Grid Rul <u>e</u> rs Guide <u>s</u> Line Weights C <u>u</u> rsor Coordinates	Ctrl+U Shift+Ctrl+U Ctrl+R Ctrl+5	trl+U trl+R	J E Bookmarks R Gomments E Content O Destinations S Layers E Model Tree		
	Automaticall <u>y</u> Scroll Re <u>a</u> d Out Loud	Shift+Ct	trl+H ►	Order Order Pages Signatu ✓ Tags	ires	
				<u>R</u> eset P	lavigation F anels II Panels	Pane F4



- 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.



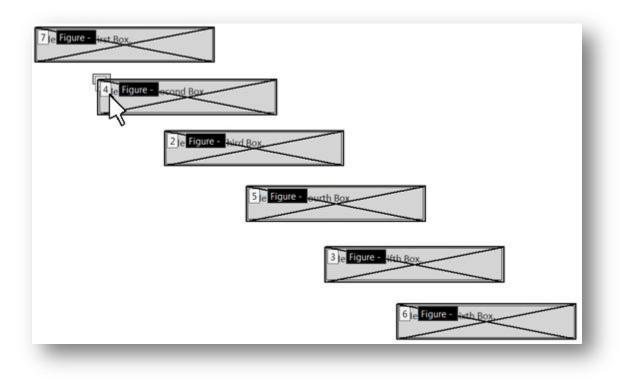
READ ORDER

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.

Here is the First Box.	
Here is the Se	cond Box
	Here is the Third Box.
	Here is the Fourth Box.
	Here Isthe Fifth Box.
	Here is the Sixth Box.

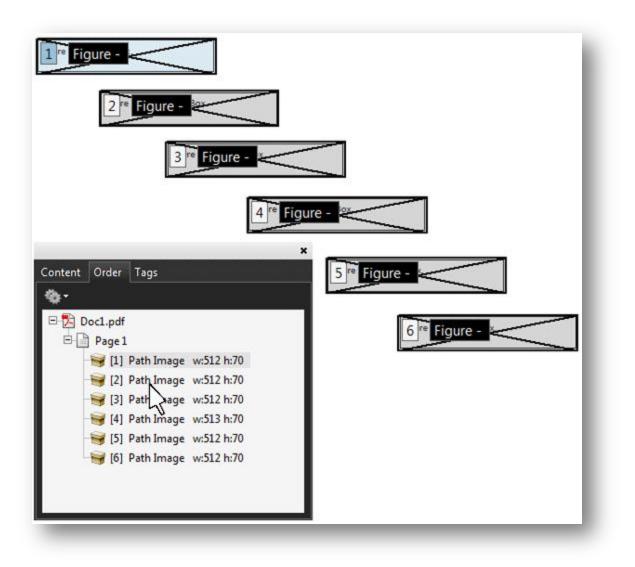
These objects may look the same once created into a PDF, but may read out of order. When you open the Order tool in Adobe Acrobat Pro, you will see the numbers on your boxes which represent the order in which a screen reader will read them. You want to order these boxes so they are read correctly. In 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 <u>Order</u> 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 **Orde**r 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.

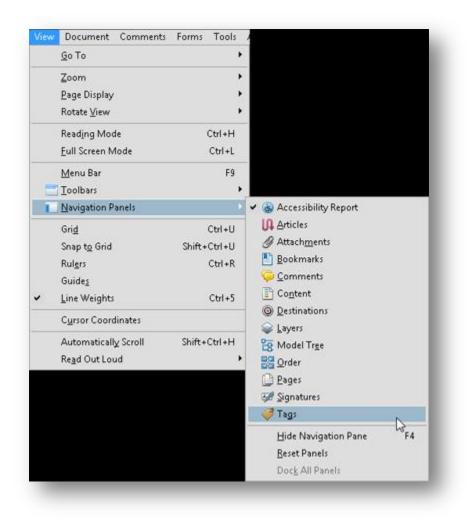


- 1) Click Tools.
- 2) Hover over **Advanced Editing** and follow the arrow to the next drop down on the right.
- 3) Click TouchUp Reading Order Tool.
- 4) To change the label of an object, click on the number in the upper left corner of the object.
- 5) Click the desired label in the TouchUp Reading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

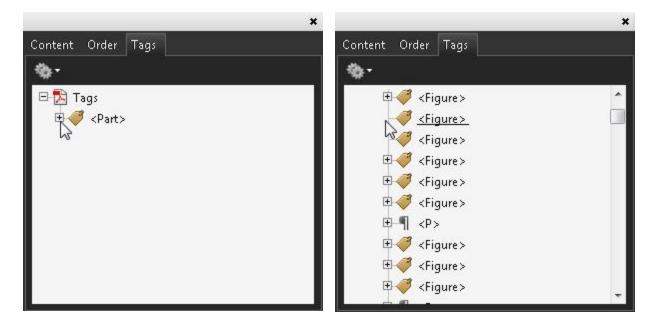
Draw a rectangle an then click one of the	und the content	/
Text	Figure	2 Boe Briage
Form Field	Figure/Caption	Jul 22, 2013 Intro Accessibility
Heading 1	Table	3
Heading 2	Cell	
Heading 3	Formula	
	alle Editor	Accessibility in Computing
Show page contr	nt order 🛛	
Show table cells	-	
2 Show tables and	ligures 🔳	
Clear Page Structure	Show Order Panel	
Help	Close	

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.

2	
<u>N</u> ew Tag	-
Cut	
Paste	
Pagte Child	
<u>D</u> elete Tag	
Find Tag from Selection	
Create Tag from Selection	
Eind	
Change Tag to Artifact	
Copy Contents to Clipboard	
Edit Class Map	
Edit R <u>o</u> le Map	
Tag Annotations	
Document is Tagged PDF	
Highlight Content	
Show Metadata	
Properties	

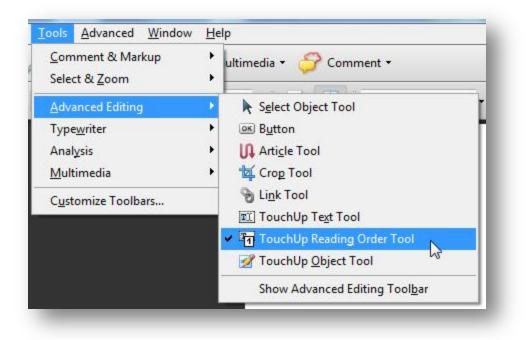
7) Place the Tags dialog box and the TouchUp Properties dialog box next to each other.

)·	Content Tag	Text Color	
<figure> Image: Constraint of the second second</figure>	Type:	Figure 👻	
Interview of the second	Title:		
⊕ 🛷 <figure> ⊕ 🛷 <figure></figure></figure>	Actual Text:		
⊕ 💞 <figure> ⊕ ¶ <p> ⊕ 🎻 <figure> ⊕ 🎺 <figure></figure></figure></p></figure>	Alternate Text:	Under the Review tab click the Restrict Editing button on the far right side of the Microsoft Ribbon.	
B 🛷 <figure></figure>	· ID:		
	Language:	-	
	Edit Tag	Edit Attribute Objects Edit Attribute Classes	
		Close	_

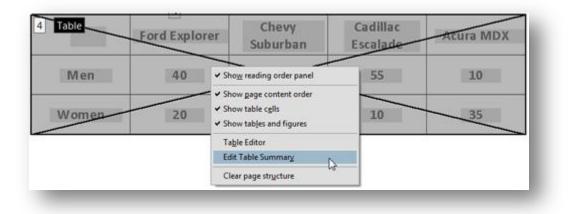
- 8) Select a **<Figure>** element with no plus/minus sign next to it.
- 9) If the Alternative Text field in the **TouchUp Properties** window maintains text.
- **10)**Delete the empty **<Figure>** element in the Tags dialog window by selecting the item and pressing the **Delete** key on the keyboard.

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

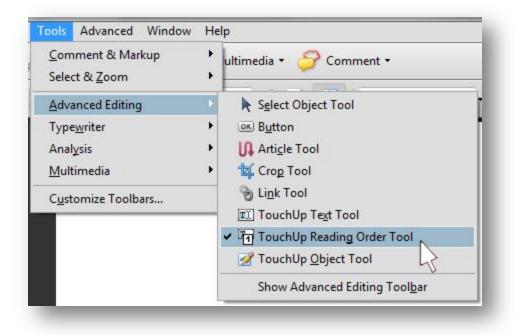
Table <u>S</u> ummary:		B	_
	ОК	Cancel	

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.

then click one of the	buttons below:				
Text	Figure				Boe Barl
Form Field	Figure/Caption				July 29, 2 Creating Table Head
Heading 1	Table		2002.00		
Heading 2	Cell		Creating	Table Headers	
Heading 3	Formula	1 Table	Sports	lobs	Recreational Advisor
Bac	kground	1 Salary	Footest	Lawyon	Yoga
		Med to Salary	Bartimber	Elfancial Antoine	Swimming
T-1	ble Editor	LOUIS OY	Hockey	Teacher	Rusning
Show page conter Show table cells Show tables and fi	-				
Clear Page Structure.	Show Order Panel				

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

		Sports		Jot		Recreational Activities
High Salar	Table Cell Properties Table Editor Options			Lawyer		Yoga
Medium Salar	l able Ed	itor <u>O</u> ptions [Ň.	Financial	Analyst	Swimming
Low Salary		Hockey		Теас	her	Running

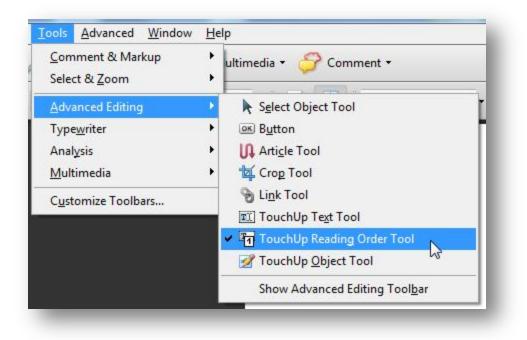
- **10)**Select **Header Cell** if you are declaring header cells and or **Data Cell** if you are selecting data cells.
- 11) If you are declaring a Header Cell, you must select a Scope from the drop down menu, to the right of the Header Cell/Data cell radio buttons. Select Column if it is a column header, 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.

Type Header Cell Scope: Data Cell	Column
Attributes Row Span:	1
Column Span: ID: Associated Header Cell IDs:	
	OK Cancel

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 tab	le contains data from Ford Explorer	Chevy Suburban	Cadillac Escalade	Acura MDX
Men	40	<u>>**</u>	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		Properties Q	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.

None
1
1 h1

- **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 Explore	r Chevy Suburban	Cadillac Escalade	Acura MDX
Men	40 –	20	55	10
		Table Cell Properties		
		Table Editor Options		
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*

lype <u>H</u> eader Cell <u>S</u> cope:	None +	Add Table Hea	ider ID	×
Data Cell		Header ID:	h1	•
Attributes			w h4	
<u>R</u> ow Span:	1		h3 h2	
<u>C</u> olumn Span:	1		<u>ы</u> З>	
ĮD:			45	
Associated Header Cell IDs:	hi 😪			
	m 2			
	U			
	OK Cancel			

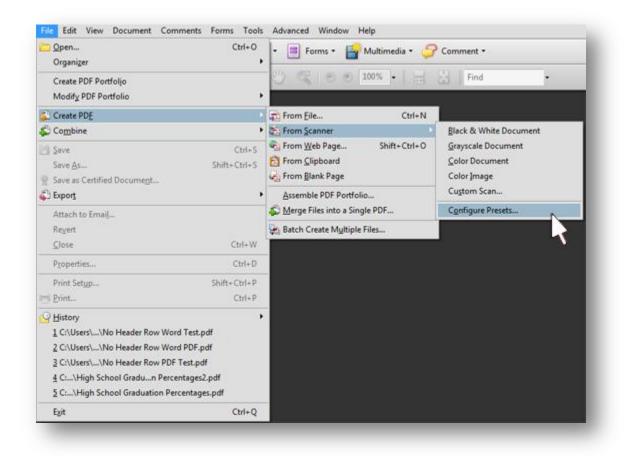
- 18) After you click OK on the Add Table Header ID window, the Header you select will be linked to this data cell and The Header ID will now show up in the Associated Header Cell ID's Text box in the Table Cell Properties window.
- 19) Click OK on the Table Cell Properties window and you're done.
-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

	ets	-27	
Scanner:	HP Scanjet N8400 Series Document	Options]
Presets:	Black & White Document	Save	Defaults
Input		62	
Sides:	Front Sides	× V	
Color Mode:	Black and White	~	
Resolution:	300 DP1	~	
Paper Size:	Automatic	~	
	Width: Height:		
Optimization	Width: Height: Height: Prompt for scanning more pages	Hish Quality Continue	
Small Size	Prompt for scanning more pages	High Quality Options.	
Small Size Text Recogniti	Prompt for scanning more pages		
Small Size Text Recogniti	Prompt for scanning more pages	2	
Small Size Text Recogniti	Prompt for scanning more pages	2	
Small Size Text Recogniti	Prompt for scanning more pages	2	. Cancel

- 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.

Optimization	Recognize Text - Sett		
Small Size High	Primary OCR Language	English (US)	~
Text Recognition and Metadata	PDF Output Style	Searchable Image	~
Make Searchable (Run OCR)	Downsample Images	Lowest (600 dpi)	~
Make PDF/A compliant	Defaults	OK Ca	incel

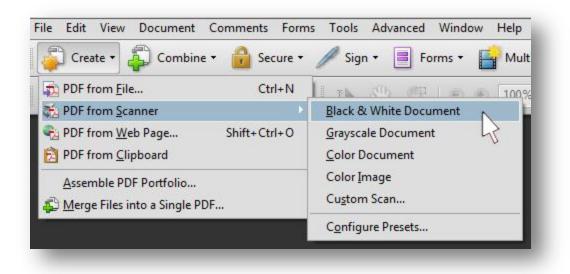
14) Click OK in Recognize Text-Settings.

- **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.

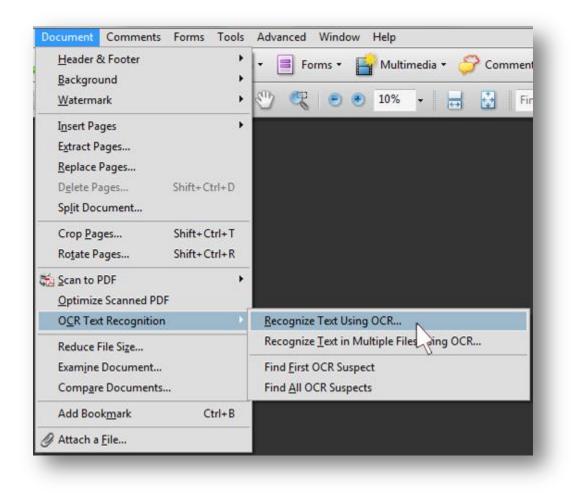


- 3) Now your document will start scanning. If you checked the box earlier that said you have multiple pages to scan, when your first page is completed being scanned, you will be prompted with a dialog box asking you to make a selection of either Scan more pages or scanning complete.
- 4) Select the 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.

ecogni	ze Text
Pag	es
	All pages
۲	Current page
	From page 1 to 1
Sett	ings
P	rimary OCR Language: English (US) DF Output Style: Searchable Image ownsample: Lowest (600 dpi)
	Edit
	OK Cancel

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

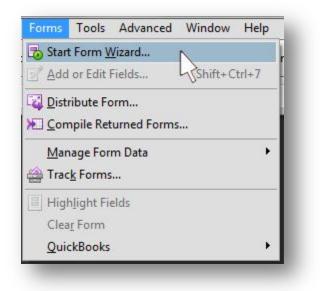


- 8) When the progress bar is finished and you do not see it anymore, your document has successfully been rendered.
- 9) Run the Full Accessibility Check and make any the minor adjustments.

CREATING AN ACCESSIBLE FILLABLE FORM IN ACROBAT 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.

reate or Edit Form	X
What type of document do you	ı want to open <mark>as a form?</mark>
An existing electronic docur	nent
Open a PDF, Word, Excel, or o	other file type as an Adobe PDF form.
A paper form	
Convert a paper form to an A	dobe PDF form by scanning it.
No existing form	
Create an Adobe PDF form fro	om scratch or from a template.
	Next > Cancel

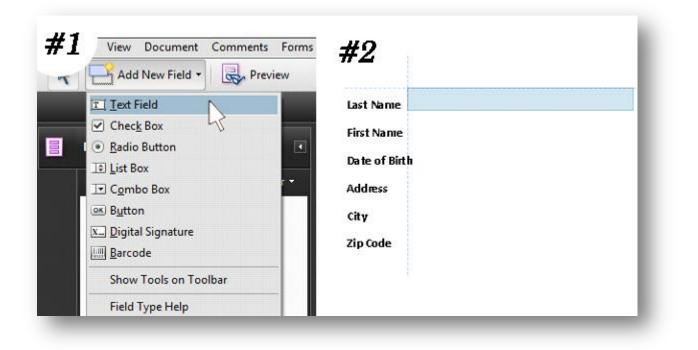
- 5) Click Browse and select the file you would like to convert to into form.
- 6) Click Next.

reate or Edit Form			X
Locate the docume	nt to convert:		
O Use the current d	ocument		
Import a file from	n file system		
C:\Users\barlagbb\/	Desktop\Doc1.docx		Browse
			45
	< Previous	Next >	Cancel

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

Jsers\barlagbb\Desktop\Doc1.docx	ait
sels (build ab (besktop (boeriddex	
Cance	el

- 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.

t Name	Properties	Ctrl+1	Text Field Properties
ame First Name f Birth Date of Bir	Bename Field Set as Reguired Field		General Appearance Options Actions Format Validate Calculate
Address	Add New Eield	•	Name Last Name
City e Zip Code	Cut Copy Delete Select All	Ctrl+X Ctrl+C Ctrl+A	Tooltip Last Name
	Align, Distribute or Center Set Fields to Same <u>S</u> ize	;	Common Properties
	<u>P</u> lace Multiple Fields Shgw Tab Numbers <u>D</u> uplicate		Form Field: Visible Read Only Orientation: Grees Required
	Gri <u>d</u> Use Current Properties as New Defaults	Ctrl+U	Locked

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.

CONTACT INFORMATION

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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 <u>Minnesota Office of Enterprise</u> <u>Technology Accessibility Website</u>.
- WebAIM's <u>8-Step Implementation Process</u>.
- <u>Minnesota Learning Commons Website</u> is a site that houses the resources for K12, University of Minnesota, and Higher Education.
- <u>Minnesota Online Learning Website</u> is included as a resource for the initiative for accessible education in higher education.
- <u>University of Minnesota Accessibility Website</u> includes information for further research on accessible documents and individual page-website evaluation.
- Normandale Community College, Online Learning Department. <u>onlineeducation@normandale.edu</u> offers accessibility training and consultation on making your campus accessible.
- Watch the <u>Electronic Curb Cut Video</u> and you will see many reasons for making your content accessible.
- Using Microsoft Word 2010 to Create Accessible Documents <u>Demonstration</u> <u>Video Modules.</u>
- In order for screen readers to correctly read math information, that information must be composed in <u>MathML</u>. 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 <u>MathPlayer</u> plugin. For example, the screen readers <u>JAWS</u>, <u>Window-Eyes</u>, and <u>HAL</u>, as well as the text readers <u>Read&Write</u> and <u>BrowseAloud</u> all support MathML.
- <u>Tech-ease</u> 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 <u>Universal</u> <u>Subtitles</u> or create captions for your videos by uploading a file at <u>dotSUB</u>. Both of these web sites provide the ability to download a .SRT file.
- Visit the Web Accessibility Workgroup's website for an <u>electronic copy of this</u> <u>manual</u>.