Accessible Documents: Word to PDF

HTCTU
High Tech Center Training Unit

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Creating Materials

- Online documents
  - Must be text (not scans)
  - Have structure (headings, etc.)
  - Follow the LIST
- Graphics
  - Add "alt text"—**brief** description
- Videos and multimedia
  - Captioned
  - Audio description or accommodate

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Accessible Documents

- For maximum accessibility include both the PDF and the Word document online
  - PDF and RTF/DOC/DOCX
  - PDF and LaTeX/DOCX
- If concerned about security with Word, can apply permissions (under File)

- Sometimes an alternative text document may be required—and that's okay!

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Describing Graphics

- First figure out the purpose (intent) of the graphic.
  - Is it decoration or information?
- If information, what does the graphic convey?
  - What is it?
- Does the student need to do something with the graphic (part of an exercise)?

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Informational Graphics

- Keep descriptions short
  - 12 words or fewer is usually best
- Do not repeat caption or information already in text
- In some cases where more is needed, DSPS can create tactile graphics
  - Tactile graphics are raised line interpretations of the graphic

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No One Right Way

- There is no single best way to describe graphics.

- Just remember…
  - Keep context in mind
  - Ask yourself: Is this something the person really needs to hear?

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Exercise 1

☐ In a book about health, this full-page photo appears at the beginning of a chapter on nutrition:

Possible Alt Text Exercise 1

☐ The photo is decorative.
- It is simply illustrating the theme of the book.

☐ Keep the description simple:
- People biking
- Cyclists

☐ If you really want more…
- 3 people cycling along a river

Logo Example 1

"Making Life Better"
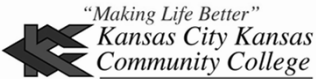**Kansas City Kansas Community College**

Kansas City Kansas Community College
Presents an Evening of Jazz
Come join us for two hours of wonderful jazz by the lake. …

Possible Alt Text Logo 1

☐ The logo is mostly decorative, somewhat informational.

☐ Logo is branding, but is essentially decorative from the user's viewpoint.

☐ Keep it simple; first time include all text.
- Kansas City Kansas Community College logo, Making Life Better
- KCKCC logo

Logo Example 2

☐ In marketing your business, the design of a logo can make a big impression or can be a waste of money. The logo needs to be attractive but not dominate other information presented along with the logo. In the example below, what catches your attention?

"Making Life Better"
Kansas City Kansas Community College

Possible Alt Text Logo 2

☐ The logo is informational.

☐ This time, the logo is a specific example and requires a more lengthy description.

☐ Focus on what the student needs to know:
- Interlocking blue K and red C block letters on left with the words "Making Life Better" in red italics above the college name in black italics blocked and underlined with a blue line.

To Be Clear

☐ The document creator is responsible for a **brief** description
  - Access

☐ When more is required, disability services can create tactile graphics (graphics that can be felt)
  - Accommodation

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Helpful Acronym

☐ Use this "colored" LIST for access!

☐ **L**inks
☐ **I**mages
☐ **S**tructure
☐ **T**able

☐ And watch your color contrast!

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Use Color Carefully!

☐ Do not represent information ONLY with color
  - Use a combination of color and text/symbols
☐ Color contrast must be clear; foreground and background clearly differentiated
  - Black on white—good
  - Yellow on white—not good

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Color Contrast Help

☐ Color Contrast Analyzer (CCA)
  - http://www.paciellogroup.com/resources/contrastanalyser/
☐ http://colorsafe.co
  - Shows colors you can use together
☐ Color Simulators
  - http://www.color-blindness.com/coblis-color-blindness-simulator/
  - http://colororacle.org/

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L is for Links

☐ Instead of …
  - Click here for document X
☐ Use the name or description as the hyperlink
  - Document X has the information you need

☐ Do not use underlining for anything other than hyperlinks

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Links Benefits

☐ Benefit for you
  - You don't loose connection with your materials when you make edits
  - Linking to documents and learning objects by their names allows you to keep track of them easily!
☐ Benefit for others
  - What you get when you click is clear
  - Screen reader users can use a "links list"

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How to Create a Link

□ Select the text for the hyperlink's name
□ Right-click
□ Choose "Hyperlink…"
□ Browse to the object you want to link or enter the URL
  ▪ Make sure the material you link to is already online!

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Checklist (L)

√ Links

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I is for Images

□ Add very brief text description

□ If graphic is simply decoration
  □ Provide a super brief description (e.g., "ivy border")
  ▪ OR make it "background" in PDF
  ▪ OR use a null tag on the web "_"
□ If graphic is informative
  ▪ Describe as succinctly as possible

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Images Benefits

□ Benefits for you
  ▪ Requires "out of the box" thinking
  ▪ Text becomes searchable online

□ Benefits for others
  ▪ Text appears on mouse-over (PDF or HTML), clarifying purpose of graphic
  ▪ Reinforces vocabulary
  ▪ Higher "hit" on Google

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How to Create Alt Text

□ Right click on graphic
□ "Format Picture"
□ "Alt Text"
□ Enter text in "description"
  ▪ Ignore "title"
  ▪ Newer versions of Word do not have an "Okay" button—the alt text saves automatically
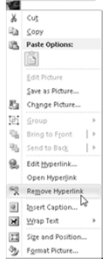
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Alt Text

□ Right click on picture
□ At bottom of window, choose Alt Text
□ Note: Put the alt text where it says "Description" Ignore "Title"

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Hyperlinked Graphics

☐ Graphics copied from the Internet sometimes retain their hyperlink and can cause issues

☐ To remove the hyperlink, right click on graphic and choose "Remove Hyperlink"

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Be Aware

☐ Graphics work best when they are placed "inline" with text
- Other programs are not sure where to place graphics that are not inline

☐ If you want to "wrap" text around the graphic, use columns

☐ If you want to use graphics that are not inline, check the reading order in PDF

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Checklist (L-I)

√ Links
√ Images

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S is for Structure (& Styles)

☐ Use styles
- Headings
  □ Use in order (heading 1, then 2, etc.); do not skip numbers
- Lists / bulleted lists / numbered lists
- Index (for stairstep indents, outlines)

☐ DO NOT use text boxes

☐ *Note: headings provide navigation points—both for screen reader users and for anyone using the "navigation pane."

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Styles Benefits

☐ Benefits for you
- Allows easy changing and editing
- Improves document navigation
- Can use "outline" view to rearrange sections
- Automatic table of contents

☐ Benefits for others
- Improves document navigation for all—headings useable with screen readers

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In General

☐ Font size and readability
- 12 point is good
- Avoid fonts that will be difficult to read online (use sans serif fonts)

☐ Avoid using enter key for spacing
- Use spacing in the styles or on individual paragraphs as needed

☐ Avoid using space bar for multiple spaces

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What's a Style?

- Paragraph styles
  - Paragraph attributes
  - Font type & size, line spacing, indent
  - Affects entire paragraph
- Attribute Styles
  - Applies only to selected characters
  - Font type, size, style

Look Under the Hood!

- Turn on your hidden symbols
- Button in the paragraph group
- Keyboard shortcut Ctrl + Shift + *

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Selecting Text

- Double click
- Triple click
- Shift + arrow keys
- Shift + home/end
- "shift-click" technique

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Applying Styles

- Paragraph styles
  - Click in text, click on style name
  - Use format painter
  - Use keyboard shortcut
- Attribute styles
  - Select text, click on style name

Handy Style Shortcuts

- Heading One
  - Ctrl + Alt + 1
- Heading Two
  - Ctrl + Alt + 2
- Heading Three
  - Ctrl + Alt + 3
- List Bullet
  - Ctrl + Shift + L

More Keyboard Shortcuts

- Remove manual formatting = Ctrl + Spacebar
- Normal style = Ctrl + Shift + N
- Change case = Shift + F3

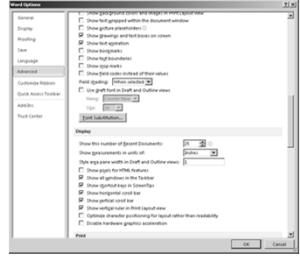- Control + down arrow = moves focus to beginning of next paragraph

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Seeing Styles

- Turn on "Area Pane"
  - File > Word Options
  - Advanced > Display
  - Set "Style area pane width…" to 1 inch
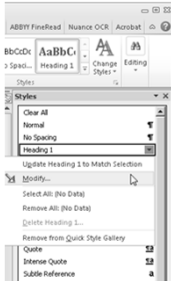- Turn on Draft Mode
  - View > Draft

Area Pane

- Word Options Window will look slightly different depending on the version of Word
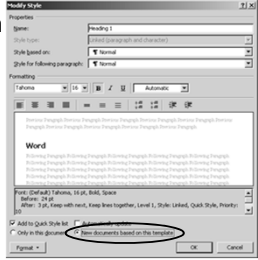

Modifying Styles

- Styles can be modified in MS Word to change spacing, fonts, etc.

- Open Styles pane (Ctrl + Alt + Shift + S) and mouse-over style name—click on down arrow and modify

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Keep Your Modifications

- The Format button gives access to more style options
- To keep your style changes, use the radio button for "New documents based on this template"

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Change the Gallery

- To delete from the Styles Gallery, right click and remove

- To add to the gallery, choose the style > modify— check add to Quick Styles

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Checklist (L-I-S)

√ Links
√ Images
√ Styles

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T is for Table

☐ Mark the header row* in your tables

☐ Word calls this "Repeat as header row at top of every page"
  ▪ *If first column has headers, those header cells will need to be marked in Adobe Acrobat Pro.
☐ Do not break rows across page
☐ Use columns instead of tabs
  ▪ If absolutely necessary, use decimal tabs

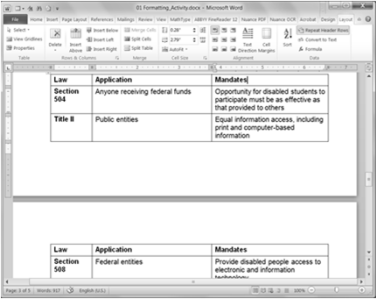10/2/2017   www.htctu.net   43

Table Benefits

☐ Benefits for you
  ▪ Always see header row, even across multiple pages
  ▪ Lessens reformatting/editing issues
☐ Benefits to others
  ▪ Screen reader users will be able to hear the header text repeated as needed
  ▪ Users of large print will still see header row when enlarging text

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Mark Header Row

☐ Under Table Tab > Layout > Repeat Header Row

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Uncheck "Break Across Page"

☐ Layout > Properties > Row
☐ OR right click on table and choose Properties > Row
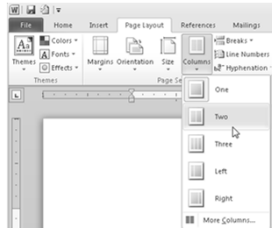

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Table Summary

☐ Can add "alt text" to tables
  ▪ May not necessary on simple tables
☐ Useful on more complex tables

☐ Right click table and choose Properties > alt text

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Avoid "Layout Tables"

☐ Avoid using tables just to get columns
☐ Instead, use the "column tool"
☐ Select the text and choose "columns"

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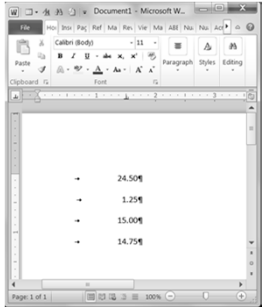
Columns for Boxed Text

☐ Columns can be used to create "pull-out quotes" or "boxed text"
☐ Make sure columns are set to unequal width
☐ Use "border" to create the box

Tabs

☐ Use ruler to set type of tab and tab location
☐ Decimal tabs are particularly useful
☐ Turn on "hidden" (Ctrl + Shift + *) to see tabs

Columns over Tabs

☐ Try to use columns as much as possible, rather than tabs
☐ Other programs do not always handle tabs correctly
  ▪ Columns no problem for other programs

Checklist

√ Links
√ Images
√ Styles
√ Tables

And you're done!

Check Your "LIST"

☐ MS Word has a very good built-in accessibility checker

☐ File > Check for Issues

MS Word Built-in Checker

But what if I didn't…

- ☐ Word can help by applying "autoformat"
- ☐ Autoformat will add styles to a document that has used consistent manual formatting
  - ■ In other words, text was selected and manually made to look like headings
- ☐ Autoformat tool is now **only** available when added to the Quick Access Toolbar

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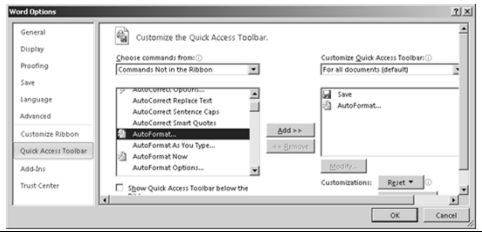
To run autoformat…

- ☐ Must place "autoformat" on Quick Access Tools
- ☐ Choose Customize Quick Access Toolbar
- ☐ Select More Commands

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Add Tool

- ☐ Add the "Autoformat" tool

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Run Autoformat

- ☐ Autoformat will automatically apply styles where it can

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Autoformat Applies Styles

- ☐ Select Options to see what Word is doing
- ☐ Make sure "preserve styles" is checked to keep any you have used
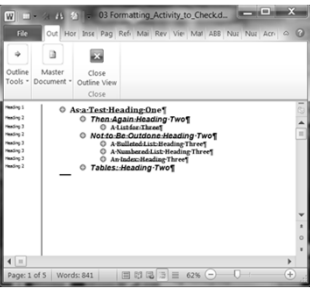
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Once You Have Styles

- ☐ Reorder sections in "outline view"

- ☐ Click on heading and drag where you want
  - ■ All the subheads and associated material will move along with the heading!

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Rearrange in Outline

- ☐ Choose Outline from View menu
- ☐ Collapse the headings
- ☐ Drag and drop a heading to rearrange

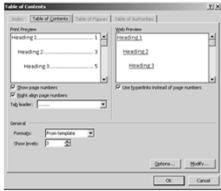10/2/2017   www.htctu.net   61

ToC

- ☐ With styles, you can automate the table of contents generation
- ☐ Reference > Table of Contents > Insert

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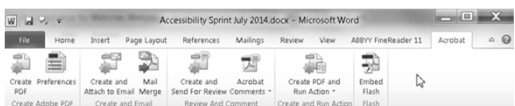## Choose Levels to Include

- ☐ Have control over which levels of heading to include
- ☐ To update later, just right-click on the ToC
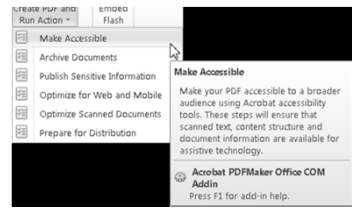

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Create PDF and Run Action

- ☐ Install Adobe Acrobat Pro
- ☐ From the Word ribbon choose Create PDF and Run Action

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Create Accessible PDF

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Acrobat Pro "Action"

- ☐ Run the "Make Accessible" Wizard
- ☐ In Acrobat Pro, choose "Start" button

- ☐ Please Note!
  - In Word, Com Add-ins must be enabled for Acrobat Pro.
  - Wizard must be run once before it will appear on the Acrobat tab. In Acrobat Pro, choose Run Action > Make Accessible.

Not Quite So Easy…

☐ Do **not** use the Make Accessible Wizard…
- If you are creating forms
  - ☐ Forms are tricky and require another workflow
- If you have charts and graphs with text that you do not want optical character recognition run on
- For scanned documents

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Easy Access in Acrobat Pro

☐ On previously created PDFs, can still use the Wizard!

☐ Run the "Make Accessible" Wizard
- Tools > Action > Make Accessible
- Select the "Start" button

☐ Wizard automatically fixes a host of accessibility problems!

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Alt Text Missing?

☐ It is easier to add alt text in the authoring tool (Word, PPT, InDesign, etc.).

☐ Go back to the original document, add the alt text, and then convert again to PDF.

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Checking in Acrobat

☐ Tags
- View > Show/Hide > Navigation Panes > Tags

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No Tags?

☐ Tools > Accessibility > Add tags

☐ And tags can be changed by right-clicking on them

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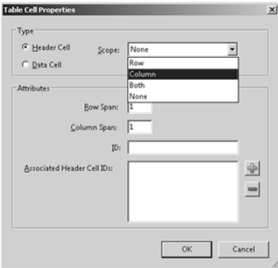
Reading Order

☐ Occasionally a document will not read in the proper order

☐ Accessibility > Touch Up Reading Order

☐ Quick check? Change to reflow

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Table Inspector

☐ If a table has a column header, you will add it with the Table Inspector.

☐ From Touch Up, select table then Inspector

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Pictures Are Not Text

☐ A scan is a picture

☐ In order to ensure access, must run Optical Character Recognition (OCR)
- Analyzes structure
- Interprets text in the picture

☐ Recommend ABBYY FineReader
- Accurate, easy-to-learn OCR program
- Have available for faculty

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Adobe Pro **Not** Best at OCR

☐ Adobe Acrobat Pro does not allow for editing of results
- Need to be able to edit recognition results

☐ You continue to see the "picture," but the underlying text is hidden
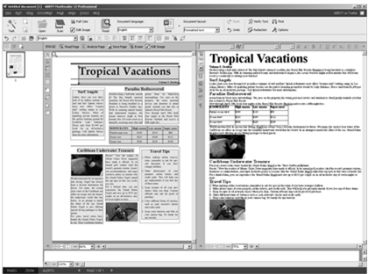
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"Real" OCR Programs

☐ OCR = Optical Character Recognition

☐ ABBYY FineReader (easier) or Nuance OmniPage

☐ Allow you to have control over the process
- Easy to edit results
- Quickly save to a text-based PDF and run wizard
- Can also save to Word

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ABBYY FineReader

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Accessible PowerPoint

☐ Themes
- Use built-in themes (under design tab)
- Allows user to adjust contrast as needed
- Styles are applied automatically

☐ Make sure the first slide uses the "title slide" layout
- Use other layouts as appropriate

☐ Give each slide a unique name

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PPT Accessibility

- Describe graphics
  - Right click, just like in word
- Logical link names
- Watch out for unused text areas in footer
  - Can be deleted in master slide
- Built-in accessibility checker
  - File > Info > Check for issues

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Accessible Canvas

- Canvas tutorials available on the OEI website:
  - https://ccconlineed.instructure.com/courses/98
- Canvas Rich Media Editor
  - Allows styles, alt text for images
- Videos
  - Create transcript and upload as "subtitles"
  - https://guides.instructure.com/m/4152/l/719744

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Accessible Web

- W3C Guidelines
  - WCAG (Web Content Accessibility Guidelines) 2.0
  - http://www.w3.org/TR/WCAG20/
- DO-IT (University of Washington)
  - http://www.washington.edu/doit/
- WebAIM
  - http://webaim.org/

Digital Media

- DCMP Captioning Key
  - http://www.dcmp.org/captioningkey/
- NCAM – STEM
  - http://ncam.wgbh.org/experience_learn/educational_media/stemdx/guidelines
- WGBH – Web Media
  - http://ncam.wgbh.org/invent_build/web_multimedia/accessible-digital-media-guide/guideline-h-multimedia

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One Site for Free Assistance

- @ONE: Course on accessibility for online ed

- Sidekick
  - www.toolsthatinspire.com

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Thank you!

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