Adobe Expert Session – Accessible PDFs with Acrobat DC

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Accessibility

- W3C = World Wide Web Consortium
  http://www.w3.org

- Web Accessibility Initiative (WAI)
  http://www.w3.org/WAI/

Paraphrased summary of Web Content Accessibility Guidelines (WCAG) 2.0

W3C Web Accessibility initiative

Perceivable
- Provide **text alternatives** for non-text content.
- Provide **captions and other alternatives** for multimedia.
- Create content that can be **presented in different ways**, including by assistive technologies, without losing meaning.
- Make it easier for users to **see and hear content**.

Operable
- Make all functionality available from a **keyboard**.
- Give users **enough time** to read and use content.
- Do not use content that causes **seizures**.
- Help users **navigate and find content**.

Understandable
- Make text **readable and understandable**.
- Make content appear and operate in **predictable** ways.
- Help users **avoid and correct mistakes**.

Robust
- Maximize **compatibility** with current and future user tools.

Accessibility in PDF

… the core of this support… the ability to determine the **logical order of content** in a PDF document, independently of the content's appearance or layout, through logical structure and Tagged PDF.

Why?   … applications can extract the content of a document for presentation to users with disabilities by traversing the structure hierarchy and presenting the contents of each node.

Logical Order   ----   Ordered **Tags**   ----   **Tab Order**   ----   **Reading Order**

Reflow = present text in proper order at all sizes/fonts/colors

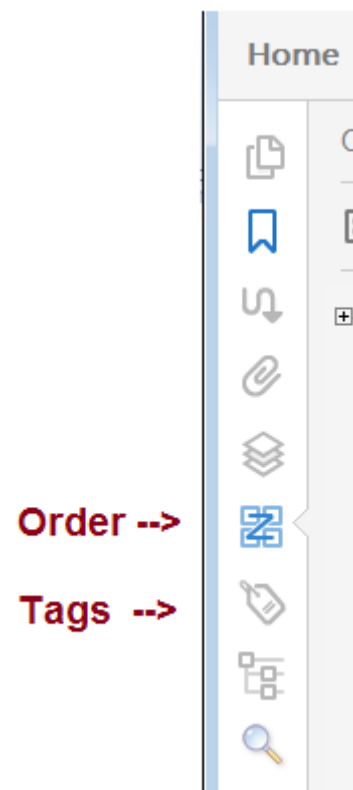Tool tip = text associated with a content object (hint, such as form fields)

Alternate text = what is read to make visual content meaningful without seeing it

PDF Technology Notes
http://www.w3.org/TR/WCAG20-TECHS/pdf_notes.html

Acrobat DC – Accessibility Tools and Workflows

- **Accessibility App Tools**
- **1) Tools to add Accessibility features to a PDF**
  - **Autotag Document** – tagging sets blocks of structure, type of content and logical order
  - **Autotag Form Fields**
  - **Full Check** – Checking tool for identifying Accessibility features in a PDF
  - **Accessibility Report** – the report generated by the Full Check tool
  - **Identify Form Fields** – identifies and tags form fields
  - **Set Alternate Text** – sets the text to be read when a reader hits an image
  - **Reading Order** – Set the logical order for content on a page

- **2) Tools to configure your assistive tools**
  - **Reading Options** – set options for how your screen reader reads PDFs
  - **Setup Assistant** – Set up your assistive tools for "reading" PDFs

Acrobat DC – Accessibility Tools and Workflows

- **Accessibility App**
  - Tools > **Accessibility**
    - (Drag to Tools pane on right to list it there)
    - Click "Accessibility" to open the app
      - Accessibility Tools are listed on the app bar

- **Tags** pane and **Order** pane
  - Click arrow on left side to show icons, click the Tags icon

    - **Actions > Make Accessible**
      - Actions = renamed "batch processing"
      - **Make Accessible** action = predefined Action
        - Uses Accessibility tools in a specific order to make a PDF accessible
        - Last step is to run the Accessibility "Full Check" to determine Accessibility features in the PDF

Acrobat DC – References

<u>Accessibility</u> / <u>By product</u> / <u>Adobe Acrobat</u> / Training resources

http://www.adobe.com/accessibility/products/acrobat/training.html

<u>Acrobat Help</u> /
Create and verify PDF accessibility (Acrobat Pro DC)

https://helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html

Acrobat Pro DC PDF Accessibility Repair Workflow

http://www.adobe.com/accessibility/products/acrobat/acrobat-pro-dc-pdf-accessibility-repair-workflow.html

Adobe Acrobat DC Accessibility Features

http://www.adobe.com/accessibility/products/acrobat/acrobat-accessibility-features.html

Best Practices for PDF Accessibility (Acrobat XI)

http://www.adobe.com/content/dam/Adobe/en/accessibility/products/acrobat/pdfs/acrobat-xi-pro-accessibility-best-practice-guide.pdf

PDF file format accessibility features combined with Adobe® Acrobat® and Adobe Reader® allow universal access to documents