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Welcome to the Accessible Technology Webinar Series

- The Accessible Technology Webinar Series is sponsored by the Great Lakes ADA Center and the Pacific ADA Center, both members of the ADA National Network.

The Session is Scheduled to begin at 1:00 pm Central Time

We will be testing sound quality periodically

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1

Webinar Features

- Closed captioning – click **CC** icon (top of screen) or control-F8 and adjust your screen
- Questions - type and submit questions in the Chat Area Text box or press control-M and enter text in the Chat Area
- Please do not use emoticons or hand-raising features during this session

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2

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PDF ACCESSIBILITY QUICK CHECKS

- Christy Blew, M.S., C.C.T.

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3

Why Accessible PDF?

- The Illinois Information Technology Accessibility Act (Public Act 095-0307) requires that information technology (such as websites, systems, and downloadable documents) developed, purchased, or provided by the State be accessible to individuals with disabilities.

- These standards define the functional performance criteria and technical requirements that must be met to ensure that information technology is accessible.

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4

Who does IITAA apply to?

The IITAA applies to all State of Illinois entities, including:
- executive, legislative, and judicial branches
- agencies, departments, divisions, etc.
- constitutional offices
- *public universities*

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5

IITAA and PDF files

- IITAA 15.1 states "Provide natively accessible *downloadable documents* whenever possible."

- A document is considered *natively accessible* if it follows the accessibility techniques for its format.

- If a downloadable document cannot be made natively accessible, it may be possible to provide both the original document and an equivalent accessible alternative.

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6

What is a PDF

- Created in 1993, is used for representing two-dimensional documents in a manner independent of the application software, hardware, and operating system.

- Key element – scalable
- Not natively accessible

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7

How We Acquire PDF Files

- Scan from print document
- Save As/Convert to PDF from program
- Print to PDF from program
- Just receive a PDF – no access to original document

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8

Structure of a PDF File

Visual Layer
(also referred to as the Physical Layer)
- This is what you would associate as a "PDF File". It is the version that would exist if you were to print out the PDF in a hard copy.
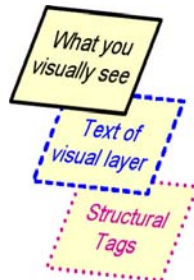
Text Layer
(also referred to as the Content Layer)
- This layer contains the textual information that is associated with the Visual Layer.

Tags Layer
- The Tags Layer contains the PDF tagging structure (similar to HTML markup for a webpage) that is used by assistive technology.

What you visually see

Text of visual layer

Structural Tags

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9

Checking for Accessibility

- Sometimes no access to original document or applications conversion does not maintain tagging structure

- Currently there is no tool to automatically check a PDF file for functional accessibility.

- There are tools currently that check some items, but to check a PDF for full accessibility, you still need to do manual checking.

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10
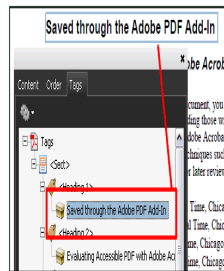
Housekeeping

- VIEW > NAVIGATION PANELS
  - Tags
  - Order > Touch Up Reading Panel
- Settings button (icon of gears)
- Turn on Highlight Content

Saved through the Adobe PDF Add-In

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11

Text vs. Image

- Many times documents are created by scanning. Instead of saving in the OCR or text setting, they are saved as images.

- Saving as an image to create a PDF does not create any text to be read by assistive devices – it is just a picture of shapes that resemble a text font.

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12
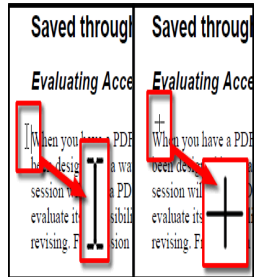
Testing for Text vs. Image

1. Place your cursor in the text area of the document

2. Note if the cursor changes

3. Try to highlight the text

Saved throug   Saved throug

Evaluating Acce   *Evaluating Acce*

When you   PDF   When you have a PDF
h   desig   a wa   been de
session w   a PD   session wil
evaluate it   sibili   evaluate its
revising. F   sion   revising. F

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13

PDF Tags

- Tags are a duplicate copy of your document content with descriptive code (tags) identifying each element of content.
- The codes are similar, though not exactly the same as, HTML tags and include such familiar elements as paragraphs, headers, forms, captions, lists, tables and table cells, and images/graphics.
- Acrobat tags also include many non-HTML elements, such as formulas, annotations, notes, parts, references, and sections.
- Tags make AT devices such as screen readers able to navigate a PDF document.

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14
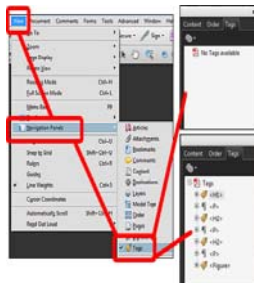
Use of Tags

- Open the TAGS panel by selecting VIEW > NAVIGATION PANELS > TAGS.

- An untagged document will open the panel and have "No Tags Available"

- If tags are present, the panel will show "Tags" and have a plus sign next to it to expand the tags in a tree format

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15

Tagging Quick Check

Heading structure?
- Since correct tagging would require a heading structure for navigation, this can quickly tell you pass or fail.

Are all the tags the same?
- Some documents are tagged, but just generally with all the same tag. This is a quick sign that the tagging structure is not done correct.

Do tags seem "out of order"?
- Are tags present but not in logical order? This is a quick sign that the tagging structure is not done correct.

PASS   FAIL

16

About Headings

- Headings are used to separate sections of the document.

- Without headings, documents look like one long paragraph of content to people using speech and text technologies like screen readers or refreshable Braille.

- Imagine a large cookbook with no table of contents or index. How hard would it be to find a specific recipe?

17

Text Equivalents/Alt Text

- A text equivalent is a phrase, sentence, or combination of phrases and sentences that you write and associate with a particular image.

- The text should describe the image's visual appearance; and it can include instructions on how to take an action, such as navigating through online Help by clicking an arrow image.

- Thus, text equivalents should be rendered in such a way that they effectively substitute non-text elements for assistive technologies employed by people with different disabilities.

18
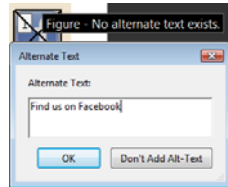
Existence of Text Equivalents

With the Touch Up Reading Open

- Figures will show alternate text if exists.

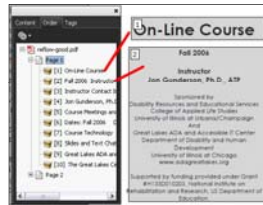- Right click on the element and select EDIT ALTERNATE TEXT. The Alt text box will pop up.

19

Reading Order

- Open the ORDER Panel by selecting VIEW > NAVIGATION PANELS > ORDER.

- Blocked areas of the document are highlighted with numerals associated with each block. These numbers are the reading order. If no numbered blocks appear, the document is most likely not tagged.

- Do the ordered blocks make logical reading sense? Do they mimic the original document's expected reading order?

20

"Seeing" Like a Screen Reader

- Save your document as accessible text format – FILE > SAVE AS > TEXT (Accessible)

- Open in notepad (or other .txt) viewer to see if the reading order makes sense.

21

"Complex PDF" Checks

Data Tables
- Use the Tags panel to check if cells are marked up with TD and TH correctly

Charts
- Charts are considered non-text elements and should have associated alt text

Multimedia
- Audio should have a text transcript, Video should be captioned.

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22

Manual Check Summary

❑ Text vs. Image
❑ Presence of Tags
❑ Correct Use of Tags
❑ Non-text elements have alternate text
❑ Logical Reading Order
❑ Screen Reader View

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23

Tutorials

Center on Education and Work. The University of Wisconsin-Madison
- http://www.cew.wisc.edu/accessibility/tutorials/accesspdf.htm

WebAIM
- http://webaim.org/techniques/acrobat/acrobat

Webinars, Videos, Articles
- http://easi.cc/

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24

Questions/Comments?

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25

Final Comments

- Thank you Christy!
- An Archived Recording of this session will be available within 2 business days at:
  www.ada-audio.org/ArchivesAccessibleTechnology/
- An email with the link for today's session evaluation will be sent to you following this session – Please complete the survey as we value your feedback

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26

Thank You!

- Thank you for participating in today's Please join us for the next session:
- May 10, 2011 titled "HOW A FIRM CAN DIFFERENTIATE ITSELF BY HIRING TECHNOLOGISTS WITH DISABILITIES'. FOR MORE INFORMATION AND TO REGISTER VISIT US AT
  HTTPS://ADAGREAT.POWWEB.COM/WEBINAR/ACCESSIBLETECHNOLOGY/

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27