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Accessible Adobe Forms

The Session begins at 1:00 pm CST

We will be testing audio quality periodically

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Useful Keyboard Shortcuts

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- Full list - *Keyboard Shortcuts* from the *Help* menu on the Menu Bar.
- Speaker level Up:
 - Windows: Ctrl+Alt+Up Arrow
 - Mac: Command-Option-Up Arrow
- Speaker level Down:
 - Windows: Ctrl+Alt+Down Arrow
 - Mac: Command-Option-Down Arrow
- Chat: Move cursor to the Message text box
 - Windows: Ctrl+M
 - Mac: Command-M

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More keyboard shortcuts

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- Open Closed-Captioning window
Windows: Ctrl+F8
Mac: Command-F8
- Close Closed-Captioning window
Windows: Alt+F4 or Ctrl+W
Mac: Command-W

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- The audio for today's webinar is being broadcast through your computer. Please make sure your speakers are turned on or your headphones are plugged in.
- You can control the audio broadcast via the Audio & Video panel. You can adjust the sound by "sliding" the sound bar left or right.
- If you are having sound quality problems check your audio controls by going through the Audio Wizard which is accessed by selecting the microphone icon on the Audio & Video panel



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Listening to the Webinar, *continued*

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If you do not have sound capabilities on your computer or prefer to listen by phone, dial:

1-712-432-3066

Pass Code:
148937

This is **not** a Toll Free number

Listening to the Webinar, *continued*

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MOBILE Devices supported include iPhone, iPad, Android Devices, Kindle Fire HD)**

Individuals can download the free Blackboard Collaborate App from the Apple Store, Google Play or Amazon



**Closed Captioning is not visible via the Mobile App and there is limited access to the white board for individual's using voice over technology

Captioning

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- Real-time captioning is provided during this webinar.
- The caption screen can be accessed by choosing the icon in the Audio & Video panel.



- Once selected you will have the option to resize the captioning window, change the font size and save the transcript.

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Submitting Questions

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- **You may type and submit questions in the Chat Area Text Box or press Control-M and enter text in the Chat Area**
- **If you are connected via a mobile device you may submit questions in the chat area within the App**
- **If you are listening by phone and not logged in to the webinar, you may ask questions by emailing them to webinars@ada-audio.org**



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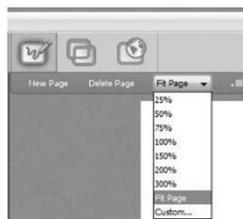
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Customize Your View

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- Resize the Whiteboard where the Presentation slides are shown to make it smaller or larger by choosing from the drop down menu located above and to the left of the whiteboard. The default is “fit page”



Customize Your View *continued*

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- Resize/Reposition the Chat, Participant and Audio & Video panels by “detaching” and using your mouse to reposition or “stretch/shrink”. Each panel may be detached using the  icon in the upper right corner of each panel.

Setting Preferences

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- Depending on your system settings you may receive visual and audible notifications when individuals enter/leave the webinar room or when other actions are taken by participants. This can be distracting.
- To turn off notifications (audible/visual)
 - Select “Edit” from the tool bar at the top of your screen
 - From the drop down menu select “Preferences”
 - Scroll down to “General”
 - select “Audible Notifications” Uncheck anything you don’t want to receive and “apply”
 - Select “Visual Notifications” Uncheck anything you don’t want to receive and “apply”
 - For Screen Reader User – Set preferences through the setting options within the Activity Window (Ctrl+slash opens the activity window)

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Technical Assistance

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- If you experience any technical difficulties during the webinar:
 1. Submit a message regarding your issue via the chat area and the Moderator will address your concern via a private chat with you and/or refer it to one of the Great Lakes ADA Center IT Staff to contact you off line; or
 2. Email webinars@ada-audio.org; or
 3. Call 877-232-1990 (V/TTY)

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- Member of the Americans With Disabilities National Network (ADA National Network)
- Federal Region 9 – serving Arizona, California, Hawaii, Nevada and the Pacific Basin
- Based in Northern California

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What We Offer

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- Information, technical assistance, and referrals on the Americans with Disabilities Act (ADA) and Accessible Electronic and Information Technology (E&IT).
- Community outreach and region-wide dissemination of newsletters and materials.
- Regional conferences, state & local trainings & presentations.
- Hotline technical assistance for the ADA.
- Coordinate the provision of on-site technical assistance.
- <http://www.adapacific.org>.

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Accessible IT Trainings

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- State, regional or local organizations
- Onsite or Webinars
- Large groups – presentation-style
- Small groups – hands-on, experiential learning
- Call 1-800-949-4232 Voice/TTY

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WCAG 2.0 Guidelines

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- This presentation is based on the PDF techniques outlined by W3C for Web Content Accessibility Guidelines (WCAG) 2.0.
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Accessibility Factors

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- Consider three factors when deciding:
 - Situational accessibility
 - Location and format
 - Audience and distribution method
 - Functional Accessibility
 - Sensory
 - Developmental
 - Usability
 - Intuitive, easy to use and understand

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How Are Forms Created?

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- Multiple Sources
 - Paper
 - Scanned
 - Word or equivalent
 - Adobe Acrobat
 - HTML
 - Other editing programs

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How Accessible Are Each? 1

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- Paper
 - Image only
 - Not interactive
 - Distribution Challenges – fax, mail, by person
- Scanned
 - May be image only
 - Optical Character Recognition (OCR) unreliable
- Word or equivalent
 - Better, with correct structural markup
 - Subject to being altered inadvertently
 - Cumbersome to create
 - Good basis for converting to PDF or HTML

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How Accessible Are Each? 2

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- Adobe Acrobat
 - Good, if marked up correctly.
 - Retains structure from source documents
 - Easily distributed
 - Requires good understanding of Forms controls
- HTML
 - Most flexible
 - Easily transferable or distributable
 - Requires detailed knowledge of HTML and design techniques
- Other editing programs
 - Advisable to check accessibility statements of each tool before investing time and money into them

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Advantages of Accessible Forms

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- Interactivity allows for better instruction and fewer potential input errors by user
- Online forms offer equality of access to submissions and applications
- Reach a wider audience
- Can integrate seamlessly with electronic databases

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Checklist for Accessible Forms

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- Universal Guidelines
 - Color – contrast, not to convey meaning
 - Document Structure (Headings, lists, bullets)
 - Tables – complexity
 - Graphics – alt text, alternate version
 - Page Numbers
 - Ease of navigation
 - Complexity – keep it simple

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Using Adobe Acrobat – New Form

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- Create a new form
 - Using a document created elsewhere
 - Much easier to use than starting from scratch within Acrobat
 - Will bring over structure if created correctly
 - May not recognize all fields correctly and will require manual remediation
 - Start from scratch
 - Most flexible
 - Full control over form creation
 - No built in structure – needs to be done manually
 - Labor intensive

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Edit Existing Form

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- Edit existing form
 - Create form in 3rd-party application
 - Word etc
 - Save as PDF using PDFmaker add-in
 - Remediate existing PDF created elsewhere
 - Tools
 - Forms
 - Accessibility Checker
 - Read Out Loud

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Editing Considerations

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- Form Elements
- Labeling
- Grouping
- Form Instructions
- Validating User Input
- User Notifications

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Form Elements

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- Text Boxes
- Text Fields
- Check Boxes
- Radio Buttons
- List Boxes
- Drop Downs
- Buttons

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Field Properties

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- General
 - Name
 - Tooltip – should match visual text label
 - Required Field
- Appearance
 - Color, text size, Border
- Label
 - Position
- Actions
- Options
- Format
- Validation

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Labeling

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- Must be present and visible for each field
- Clear and unambiguous
- Position – close and distinct
 - Before – Text. Either left of field or above
 - Right of field – Checkboxes & Radio buttons
 - Tab order critical
- Tooltips
 - Links field and name
 - For clarification

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Grouping

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- Makes forms more understandable
- Enhances focus on small areas
- Makes information more manageable
- Visual grouping
 - By position on form
 - By code. i.e. tab order
- Using list boxes or Drop downs

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Form Instructions

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- Written instructions helps users understand
 - ▣ How to complete the form
 - ▣ What fields are required or optional
 - ▣ Allowable data formats (date, numbers, text)
 - ▣ Timing limitations
 - ▣ Who to contact for assistance
 - ▣ What to do with the completed form
 - Alternative means of submittal – email, print, clicking “submit” button

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Overall Instructions

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- Example:
 - ▣ All fields marked “required” must be completed.
 - ▣ Dates should all be typed in the format mm/dd/yyyy, (as in 07/21/2016).
 - ▣ Passwords must contain at least 8 letters and/or numbers.
 - ▣ Extra help can be found immediately after each field.

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In-line Instructions

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- Per individual control
 - Within the field label
 - Before or below the label
 - Indicate by text if required e.g. “Required”
 - Indicate data entry format e.g. mm/dd/yy
 - Within the Properties of the field
- Placeholder text
 - Use cautiously – not broadly supported
 - Not a replacement for labels

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Validating Input

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- Provide feedback to user if data is valid
- Properties of field
 - Format tab
 - Validate tab
 - Provides immediate warning
 - Not always clear when entering text in a number field
- Allow for variations e.g. 415-555-1234 or (415) 555-1234
- Allow user validation before submittal of form

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User Notifications

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- Ensure user knows an error has occurred
 - Format field
 - Validate field
 - Add custom java script if needed
- Allow form to be saved and returned to later

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Complex Forms

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- Where possible divide into smaller forms
- Each page should be logically connected
- Identify optional or not required areas clearly
- No time limit or allow for extended time
- Provide guidelines and instructions at the start
- Use Title element in PDF to identify the form
- Use Headers and other structured markup
- Bookmarks and Table of Contents

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Questions

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Judith Stark

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Thank you for participating!

NEXT SESSION IS MARCH 17

The State of Accessibility in the Online Workplace

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and will be archived at

[HTTP://ADA-AUDIO.ORG/ARCHIVES/ACCESSIBLETECH/](http://ADA-AUDIO.ORG/ARCHIVES/ACCESSIBLETECH/)

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