Accessibility RoadMap Appendix

This Accessibility RoadMap Appendix is the how-to information for the different accessibility components which accompanies the five section Accessibility RoadMap: Policies, Planning, Design, Training, and Community. Our goal is constant improvement that responds to the needs of the students, faculty expertise, and complies with our accessibility laws.

Table of Contents

Nine Techniques to Creating Accessible PowerPoint Presentation	2
Technique 1 – Design Technique	2
Technique 2 – Slide Theme	2
Technique 3 – Slide Layout	2
Technique 4 – Images, Charts, and Graphs	
Technique 5 – Checking Visibility	4
Technique 6 – Table Tools Design Tab	
Technique 7 – Links	
Technique 8 – Checking the Reading Order	4
Technique 9 - Accessibility Checker	5
Ten Techniques To Creating Accessible Word Document	6
Technique 1 – Specify Document Language	6
Technique 2 – Provide Alternate Text for Images and Graphical Objects	6
Technique 3 – Avoid Floating" Elements	7
Technique 3 – Avoid Floating" Elements Technique 4 – Style Elements	
Technique 4 – Style Elements	8 9
Technique 4 – Style Elements Technique 5 – Use Headings	
Technique 4 – Style Elements Technique 5 – Use Headings Technique 6 – Use Built-In Document Structuring Features	
Technique 4 – Style Elements Technique 5 – Use Headings Technique 6 – Use Built-In Document Structuring Features Technique 7 – Create Accessible Charts	
Technique 4 – Style Elements Technique 5 – Use Headings Technique 6 – Use Built-In Document Structuring Features Technique 7 – Create Accessible Charts Technique 8 – Make Content Easier to See	
Technique 4 – Style Elements Technique 5 – Use Headings Technique 6 – Use Built-In Document Structuring Features Technique 7 – Create Accessible Charts Technique 8 – Make Content Easier to See Technique 9 – Provide Context for links	8
Technique 4 – Style Elements Technique 5 – Use Headings Technique 6 – Use Built-In Document Structuring Features Technique 7 – Create Accessible Charts Technique 8 – Make Content Easier to See Technique 8 – Provide Context for links Technique 10 – Check Accessibility	8
Technique 4 – Style Elements Technique 5 – Use Headings Technique 6 – Use Built-In Document Structuring Features Technique 7 – Create Accessible Charts Technique 8 – Make Content Easier to See Technique 9 – Provide Context for links Technique 10 – Check Accessibility Seventeen Techniques to Test PDF for Accessibility with Acrobat	
Technique 4 – Style Elements Technique 5 – Use Headings Technique 6 – Use Built-In Document Structuring Features Technique 7 – Create Accessible Charts Technique 8 – Make Content Easier to See Technique 9 – Provide Context for links Technique 10 – Check Accessibility Seventeen Techniques to Test PDF for Accessibility with Acrobat Document Properties	

Nine Techniques to Creating Accessible PowerPoint Presentation

Technique 1 – Design Technique

P 🚽	9 . 0 .									
File	Home	Insert	Design	Transitions	Animations	Slide Show	Review	View	Add-Ins Acr	obat
Page Setup	Slide Orientation	Aa	Aa	Aa	Aa	Aa	Aa	Aa	Aa	Aa

- When PowerPoint opens, select the "Design" tab (PC) "Change Slides" (Mac)
- Click the desired template for the PowerPoint Presentation
 - For example, select a template with:
 - Readable font style—Arial or Verdana
 - Readable font size—12 or larger
 - Contrast—For example, black text on white background
 - Color:
 - Do not use alone for emphasis
 - Limit use of color on slides

Technique 2 – Slide Theme

P		n Transitions
Paste		Layout * Reset Continue B
Office Theme	4	
Title Slide	Title and Content	Section Header
Two Content	Comparison	Title Only
Do not use Blank Template		
Blank	Content with Caption	Picture with Caption
Duplicate Sele		
Beuse Slides		

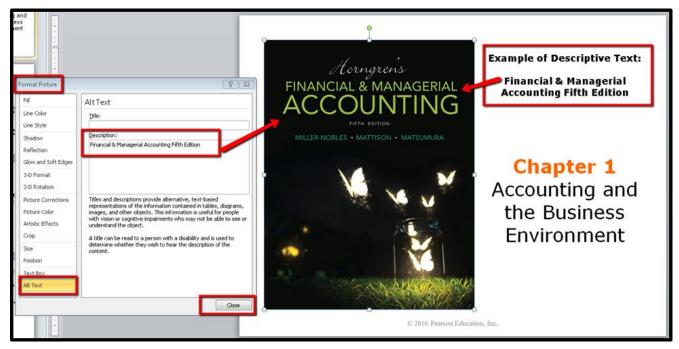
- Select New Slide to add slides to the presentation.
- Do NOT use the Blank template.
- Do NOT add text boxes to a slide. (They cannot be read by a screen reader).

P	-	
File Home	Insert Desig	n Transitions A
🚝 🐰 Cut	*	Layout
Office Theme		
Title Slide	Title and Content	Section Header
		[]
Two Content	Comparison	Title Only
		_
Do not use Blank template.		
Blank	Content with Caption	Picture with Caption

- Select Layout to change the layout of a slide.
- Do NOT use the Blank template.
- Do NOT add text boxes to a slide. (They cannot be read by a screen reader).

Technique 3 – Slide Layout

Technique 4 – Images, Charts, and Graphs



Powerpoint presentations usually include images. While often overlooked, alternative text provides a textual alternative to non-text content in web pages. The alternative text serves several functions:

- It is read by screen readers to those with visual or certain cognitive disabilities.
- Displayed in place of image in browsers when image file is not uploaded or when user has chosen not to view images.
- Provides a semantic meaning and description to images which can be read by search engines or used later.

Alt Text – is a shortened term for alternative text. The alt text is used to specify text for an image.

- Right-click on image.
- Select Format Image.
- Select Alt Text.
- Enter Alt Text in the Description field.

Descriptive Text -

- Enter before or after chart, graph, or image.
- Enter in the Descriptive text.

Tips to describe images

- Present same content and function of the image.
- Typically, few words are necessary, though short sentence or two may be appropriate.
- Avoid providing the same information as text within the context of the image.
- Do not use the phrases "Image of..." or "Picture of..." to describe the image.

Technique 5 – Checking Visibility

File	Home	Insert	Design	Transition	ns Animations	Slide Show	Review	View	Adobe Presenter Acrob	at	
Normal	Slide No Sorter Pa	tes Reading ge View	Slide	Handout No Master Ma		Zoom Fit to Wind	Gra	lor hyscale ck and White	Arrange All Cascade New Window R Move Split	Switch Windows *	Macros
F	resentation	Views	N	laster Views	Show 12	Zoom	Colo	r/Grayscale	Window		Macros

To understand what a person sees when they are colorblind:

- Click the **View** tab.
- Then select Grayscale.

Technique 6 – Table Tools Design Tab

🖬 🦘 ଓ 💲 🕼 🖑 🏢] =						Table	Tools	
File Home Insert Develop	er Design	Layout	References	Mailings	Review Vie	w Acrobat	Design	Layout	О Те
 Header Row First Column Total Row Last Column Banded Rows Banded Columns 									

- Be sure there is enough contrast between the text and background colors of each cell.
- Choose a table style that provides grid lines to separate the data cells.
- Provide column headings, alt text for the table. This will help with navigation if someone is using a screen reader.
- Highlight first row and tick on Header Row.
- Highlight first column and tick on First Column.

Technique 7 – Links

Hyperlink text should provide a clear description of the link destination. Do not use the Uniform Resource Locator (URL) or words such as "Click Here...".

Technique 8 – Checking the Reading Order

File Horse next Design Transitions	Presentation 1 - PowerPoint Animations Side Show Review Vew ACROBAT & Tell me what you want to do	100 — 🗆 X Lydia Harkiy, 💢 Share		
Verberer v State	□ □ ↓ ↓ □	State A Find State A Find State A Find State A State State A State	Arange Quick Shape Outline Styles Styles Shape Effets Select Show All Table 1 Content Placeholder 2 Picture 2	Reorder items

The Selection Pane will appear listing all of the objects on the slide.

- Select Home tab.
- Click on Arrange.
- Click on Selection Pane.
- Selection Pane will display order of content on the slide.

Tips for Reading Order

Be sure that the order in which the content of your slides is read makes sense. If you are using a built-in layout for your slides, you will likely no problem with this. However, if you add objects, images or other content that is not part of the slide layout, you may not know what order these objects will be read with a screen reader. After opening the selection pane, review the order of all objects on slide. If the order is not logical, select the shape that you want to move, and then use the arrows at the top or bottom the pane to re-order the items in logical sequence.

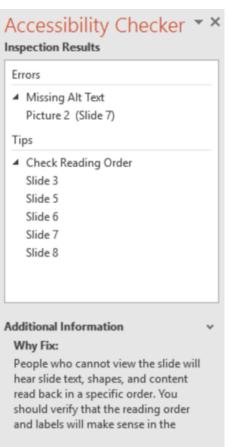
Technique 9 - Accessibility Checker



To run the accessibility checker:

- Click on the **File** tab, click on **Info** if currently not selected.
- Click on Check for Issues button.
- Then click on Check Accessibility.

Accessibility Checker Results



Select and fix each issue listed above to make this document accessible for people with disabilities.

Read more about making documents accessible

The checker presents accessibility errors, warnings, and tips. Feeback is provided, as well as tips on how to repair it, are included.

- Click on each item listed in the Inspection Results window.
- Review Additonal Information on Why to Fix and How to Fix accessibility issues.

Ten Techniques To Creating Accessible Word Document

Technique 1 – Specify Document Language

For assistive technologies (e.g., screen readers) to present your document accurately, it is important to indicate the natural language of the document.

Word Options		?
General Display	荣字 Set the Office Language Preferences.	
Proofing	Choose Editing Languages	
Save	Add additional languages to edit your documents. The editing languages set language-specific features, including dictionaries, grammar checking, and sorting 🛈	
Language	Editing Language Keyboard Layout Proofing (Spelling, Grammar)	
Advanced	English (United States) <default> Enabled</default>	Remove
Customize Ribbon		Set as <u>D</u> efa
Quick Access Toolbar	[Add additional editing languages]	
Add-ins	✓ Let me know when I should download additional proofing tools.	
Trust Center	Choose Display and Help Languages	
	Choose Display and help Languages	
	Set the language priority order for the buttons, tabs and Help 🛈	
	Display Language Help Language	
	1. Match Microsoft Windows <default> 1. Match Display Language <default> 2. English 2. English</default></default>	
	Set as Default Set as Default	
	▷ <u>V</u> iew display languages installed for each Microsoft Office program	

To view or change the default language

- Go to menu item: File
- Select **Options** from the list in the left of the **Options** dialog.
- Under Editing Language, select the editing language you want to use.

Note: to add an editing language, select the language from the drop down list labeled [add additional editing languages].

• Select Set as Default.

Technique 2 – Provide Alternate Text for Images and Graphical Objects

When using images or other graphical objects, such as charts and graphs, it is important to ensure that the information you intend to convey by the image is also conveyed to people who cannot see the image. This can be accomplished by adding concise alternative text to each image. If an image is too complicated to concisely describe in the alternative text alone (artwork, flowcharts, etc), provide a short text alternative and a longer description as well.

Tips for writing alternative text (Alt Text)

- Ask "what information is the image conveying?"
- Alt text should be short, usually a sentence or less.
- If more description is required (e.g., chart or graph), provide a short description in the alt text and more detail in the long description field.
- If using images on tests, remember screen readers will read the alt text verbatim.

Adding Alt text to images and graphical objects

Text Box		
Vertical alignment		-
Text direction		-
Do not rotate text		
Resize shape to <u>f</u> it text		
<u>L</u> eft margin	0.1	
<u>R</u> ight margin	0.1	
<u>T</u> op margin	0.0)5° (
<u>B</u> ottom margin	0.0)5° (
✓ <u>W</u> rap text in shape		
Alt Text		
<u>T</u> itle ①		
Description		

- Right-click the object.
- Select Format Picture.
- Select the Alt Text option from the list.
- Fill in the Title (short description) and Description (short description and / or purpose of graphic.

Technique 3 – Avoid Floating" Elements

A "floating" object keeps its position relative to the page, while text flows around it. As content moves up or down on the page, the object stays where it was placed. To ensure that images and objects remain with the text that references it, always position it as an inline object.

To prevent an image or object from "floating"

- Select the object.
- Go to menu item: Page Layout.
- Select Position from the Arrange section.
- Select In Line with Text.

Or

- Right-click on the object.
- Select In Line with Text icon.

Technique 4 – Style Elements

AaBbCcE	AaBbCcDc	AaBbC	AaBbCcE	AaBbCcD	АаВ	AaBbCcD	AaBbCcDi	AaBbCcDu	AaBbCcDi	AaBbCcDc	AaBbCcDu	AaBbCcDu	AABBCCDE	AABBCCDE	*
1 Norma	¶ No Spac	Heading 1	Heading 2	Heading 3	Title	Subtitle	Subtle Em	Emphasis	Intense E	Strong	Quote	Intense Q	Subtle Ref	Intense Re	Ŧ

Creating a uniform heading structure through use of styles allows screen readers to navigate a document.

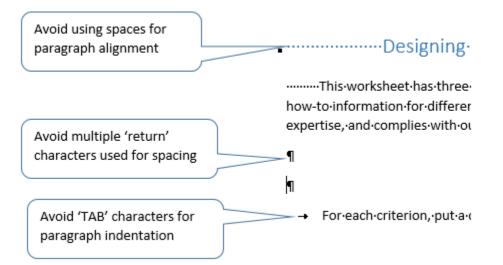
Testing Methods

There are various methods for inspecting a document to determine whether styles have been used. This method can be used separately or together:

Home	Inse	rt D	eveloper)	Design	Layout	Re	ferences	Mailings	Review	Vie
6 Cut		Calibri	(Body) - 1	1 - A	A Aa -	P.	i= - i=	+ ¹ a + E	∍≣ AJ	T
) Copy Format Pa	inter							≣≡ ‡≣∗		
pboard	تيا اير			Font		G.		Paragraph		E.

- Select Home Tab.
- In Paragraph area, select Show / Hide button ¶.
- TEST METHODS: If there are TAB

 characters used to provide indentation; if there are multiple Paragraph 'Return' ¶ characters used to provide spacing between paragraphs; then the document is NOT properly formatted with styles.



Technique 5 – Use Headings

Headings are used to divide documents up into meaningful chunks of information.

Tips for headings

- Use the default headings styles provided style (e.g. "Heading 1", Heading 2", etc.).
- Nest headings properly (e.g., the sub-headings of a "Heading 1" are " Heading 2", etc.).
- Do not skip heading levels.

To apply headings to selected text



- Select text.
- Right-click and select Styles.
- Select the heading style from the list.

To modify headings styles

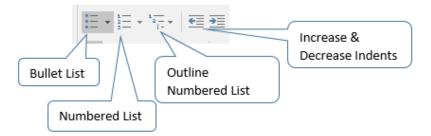
Modify Style	?	×			
Properties					
<u>N</u> ame:	Heading 1				
Style type:	Linked (paragraph and character)				
Style based on:	T Normal	\sim			
Style for following paragraph:	¶ Normal	\sim			
Formatting Calibri Light (Heac 🗸 16 🗸	B I U				
Paragraph Previous Paragraph Previo Sample Text Sample Text Sample Text Sample Text Sample Text Sample Text Text Sample Text Sample Protoving Paragraph Pollowing Para	tes Paugesh Precises Paugesh Precises Paugesh ext Sample Text Sample Text Sample Text Sample le Text Sample Text Sample Text Sample Text xt Sample Text Sample Text Sample Text Sample le Text Sample Text Sample Text upph Policinia Paugesh Policinia Paugesh				
Font: (Default) +Headings (Calibri Light), 16 pt, Font color: Accent 1, Space Before: 12 pt After: 0 pt, Keep with next, Keep lines together, Level 1, Style: Linked, Show in the Styles gallery, Priority: 10					
	ew documents based on this template	ncel			
	Properties Name: Style type: Style gased on: Style for following paragraph: Formatting Calibri Light (Heac 16 16 10 10 10 10 10 10 10 10 10 10 10 10 10	Properties Heading 1 Style type: Linked (paragraph and character) Style for following paragraph: Inversal Style for following paragraph: Inversal Formatting Inversal Calibri Light (Heac) 16 Inversal Formatting Inversal Portices Paragraph Previous			

- Go to menu item: Home.
- In the Styles section, Right-click the style you wish to use form the Styles Gallery.
- Select Modify.
- In the Modify Style dialog, make the appropriate changes to style characteristics.
- Select OK.

Technique 6 – Use Built-In Document Structuring Features

6.1 List Formatting

When bulleted list and numbered list formatting is used, Screen Readers will properly announce the text as being part of a list, and provide a means for user to quickly navigate between items as well as move in and out of lists.



To create an ordered or unordered list

- Go to menu item: Home.
- In the Paragraph section, select list controls Bullet, Numbered, Outline Numbered, Increase and decrease indents.
- To choose a different list format, select the arrow beside the icon.
- Select a format from the format Library that appears in the drop-down menu.

6.2 Tables

When using tables, it is important to ensure that they are clear and appropriately structured. This helps all users to better understand the information in the table and allows assistive technologies (e.g. screen readers) to convey context in a meaningful way.

Tips for tables

- Only use tables for tabular information, not for formatting.
- Use "real tables" rather than text formatted to look like tables using TAB key or space bar. These will not be recognized by assistive technology.
- Keep tables simple and divide complex data sets into separate smaller tables, where possible.
- Set the header to show at top of each page.
- Create a text summary of the essential table contents.
- Table captions or descriptions should answer the question "what is the table's purpose and how is it organized?"
- Ensure the table is not "floating" on the page (see Technique 3)

To add a table with headings

⊟ 5-	ር 🐔	- 🛞	V 🗄	Ŧ		De	signing Access	ible Conter	nt Chec	klist.docx - '	Word		Tab	le Tools
File I	Home	Insert	Devel	oper l	Design	Layout	Reference	s Mail	ings	Review	View	ACROBAT	Design	Layout
 Header Ro Total Row Banded Ro 		irst Colu ast Colu anded C	mn											
Tab	ole Style Op	ptions											Table Styles	

- Go to menu item: Insert.
- In the Tables section, select the Tables icon.
- Select the number of rows and columns.
- Select the table and Table Tools menu item should appear.
- Go to menu item: Table Tools > Design.
- In the Table Style Options section, select the Header Row check box.

6.3 Columns

Use **Columns** feature for placing text in columns. Screen readers will read in the correct order (i.e., first go down one column and then move to the top of the next column).

		Columns				?	×
		Presets <u>O</u> ne	T <u>w</u> o	IIII <u>I</u> hree	Left	Rig	
		Number of colum		_		<u>b</u> etweer	n
		-Width and spaci	-	-i	Preview	v	_
Insert Developer Design	Layout	<u>C</u> ol #: W <u>i</u> dth: 1: 3.56*	⇒pa ⇒ 0.5	cing:			
Breaks *	Indent	2: 3.56*					
Eine Numbers *	≥≣ Left: (Equal column	n width				
Size Columns	≣ ⊈ Right: 0	Apply to: This se	ection	~	Start	new col	lumn
Page Setup					OK	Can	ncel

- Go to menu item: Layout.
- Open the Columns dialog box.
- Set the number of columns or select More columns, set spacing between columns and whether this formatting should apply to a section or the whole document.

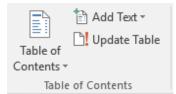
6.4 Page Breaks and Blank Hard Returns

- Start a new page by inserting a page break instead of repeated hard returns.
- Avoid blank hard returns for paragraphs.

6.5 Use a Table of Contents

Creating an index or table of contents to outline document content can provide navigating the content in meaningful sequence.

The best way to generate a table of contents is after applying the predefined heading styles, such as "Heading 1".



To insert a Table of Content

- Go to menu item: References.
- In the Table of Contents section, select Table of Contents.
- Select the style that you want to use.

To update a Table of Contents

- Select the table.
- Go to menu item: References.
- In the Table of Contents section, select the Update Table button.

6.6 Use Page Numbering

Numbering the pages of your document helps those reading and editing your document effectively navigate and reference its content. For users of assistive technologies, it provides a valuable point of reference within the document.

		#					
Header	Footer	Page					
-	-	Number -					
Header & Footer							

To Insert Page Numbers

- Go to menu item: Insert
- In the Header & Footer section, select Page Number
- Select where you would like to insert your page numbers
- Select the style of page number you would like to use

To Format Page Numbers

- Go to menu item: Insert.
- In the Header & Footer section, select Page Number.
- Select Format Page Numbers...
- In the Page Number Format dialog, select the page format characteristics you would like to use.
- Note: The changes do not create a new page format style.

6.7 Document Title

In case the document is ever converted into HTML, it should be given a descriptive and meaningful title.

To change the title of the current document

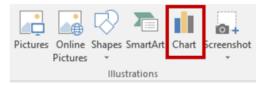
G			starying room	ann coman cristination - mus
info	Info			
New	Designing	Accessible Content Checklist		
Open	U: + Accessibility			
Save		Protect Document	Properties *	
Save As	Protect Document *	Control what types of changes people can make to this document.	Size Pages	2.17M8 21
Save as Adobe POF			Words Total Editing Time	
Print	٢	Inspect Document Before publishing this file, be aware that it contains:	Tatle Tags	Creating Accessible Word
Share	Check for Issues *	Document properties, author's name and cropped out image data Custom XMI, data	Comments Related Dates	Add of Creating Accessible Word Document
		Content that people with disabilities are unable to read	neated Dates	

- Go to menu item: File.
- Select Info from the list in the left window pane.
- In the right window pane, select on the Title text box.
- Enter the Title.

Technique 7 – Create Accessible Charts

Charts can be used to make data more understandable. All basic accessibility considerations that are applied to the document must also be applied to charts and elements.

To create a chart



- Go to menu item: Insert.
- In the Illustrations section, select Chart.
- Select a Chart Type from the Chart Gallery.
- Select OK.
- Update the datasheet with the data you would like to include in your chart.
- Close the datasheet.

This will open the Excel document titled "Chart in Microsoft Word", where you can input the data you would like to include in the chart. When done, simply close the Excel window and the data will appear on the chart.

To add titles and labels

- Click on the chart.
- Click on the Chart Elements to add, remove or change chart elements.

Technique 8 – Make Content Easier to See

Here are some things to keep in mind:

8.1 Format of Text

- Use font sizes between 12 and 18 points for body text.
- Use standard fonts with clear spacing and easily recognized upper and lower case characters. San serif fonts (e.g., Arial, Verdana) may sometimes be easier to read than serif fonts (e.g., Times New Roman, Garamond).
- Avoid large amounts of text set all in caps, italic or underlined.

8.2 Use Sufficient Contrast

Color contrast should have contrast ratio of at least 4.5:1. To help you determine the contrast, here are some free tools help you check color contrast.

- Paciello Color Contrast Analyzer https://developer.paciellogroup.com/resources/contrastanalyser/
- ColorZilla http://www.colorzilla.com/firefox/
- WebAIM https://webaim.org/resources/contrastchecker/

8.3 Avoid Using Color Alone

Color should not be used as the only visual means of conveying information, indicating an action, prompting a response, or distinguishing a visual element.

Technique 9 - Provide Context for links

Links are more effective navigation aids when the user understands the likely result of following the link.

To add Links with meaningful text

- Type or paste in a web address and press spacebar.
- Select the link and Right-click.
- Select Edit Hyperlink.
- Edit the text in the Text to display box.

Technique 10 – Check Accessibility

The "Accessibility Checker" classifies issues as

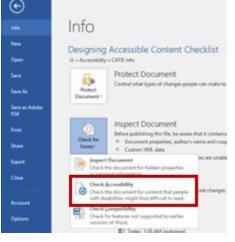
- Error content that makes a file very difficult or impossible for people with disabilities to understand.
- Warning content that in most cases makes a file difficult for people with disabilities to understand.
- **Tip** content that people with disabilities can understand, but the content might be better organized or presented in a way that would maximize their experience.

To use the "Accessibility Checker"

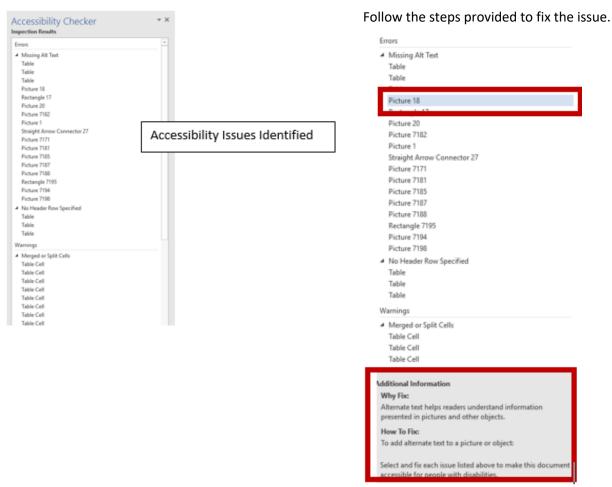
- Go to menu item: File.
- Select Info in the left window pane.
- Click Check for Issues.
- Click on Check Accessibility, an alert will appear if a potential accessibility issue has been detected.

Select a specific issue to see Additional

Information.



An Accessibility Checker task pane will open, showing the inspection results.



Seventeen Techniques to Test PDF for Accessibility with Acrobat

Courtesy of Section508.gov

Note, PDFs that show "Adobe LiveCycle Designer" under Application:" or "PDF Producer:" cannot be tested for accessibility with Acrobat Pro.

Document Properties

- 1. Open the "Document Properties > Description (File > Properties > Description)" tab.
 - Does the "File" identify the document or its purpose?

Document Prop	erties						×	
Description	Security	Fonts	Initial View	Custom	Advanced			
Description	l.							
Fi	File: PDF508_Accessibility_Checklist							
Tit	le: PDF	508 Acce	essibility Chec	klist				
Auth	or:				-			
Subje	ct:							
Keywor	ds:							
Create	ed: 5/17/	2017 3:0	0:32 PM				Additional Metadata	
Modifie	ed: 5/30/	2017 11:	35:58 AM					

- 2. Is Document Title selected?
 - Open "Document Properties > Initial View (File > Properties > Initial View)" tab, and set "Window Options > Show: Document Title).

PDF 508 Accessibility Checklist - Adobe Acrobat Pro DC									
Document Properties									
Description Security Fonts Initial View Custom Advanced									
Layout and Magnification									
Navigation tab: Page Only									
Page layout: Default									
Magnification: Default									
Open to page: 1 of 20									
Window Options									
Resize window to initial page									
Center window on screen									
Open in Full Screen mode									
Show: Document Title 👻									

- 3. Is Assistive Technology access enabled? Does "Content Copying for Accessibility" display "Allowed?"
 - Open "Document Properties > Security tab. (File > Properties > Security)".

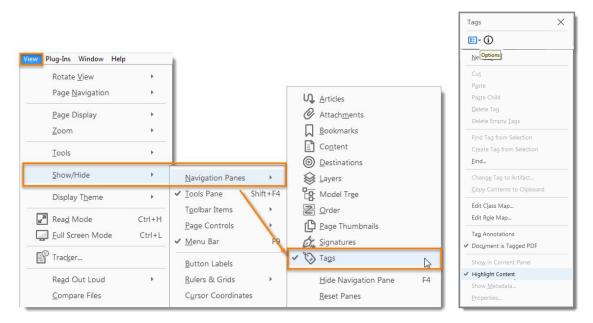
Document Properties									
Description Security Fonts Initial View Custom Advanced									
Document Security									
The document's Security Method restricts what can be done to the document. To remove security restrictions, set the Security Method to No Security.									
Security Method: No Security	Change Settings								
Can be Opened by: All versions of Acrobat	Show Details								
Document Restrictions Summary									
Printing: Allowed									
Changing the Document: Allowed									
Document Assembly: Allowed									
Content Copying: Allowed									
Content Copying for Accessibility: Allowed									
Page Extraction: Allowed									
Commenting: Allowed									
Filling of form fields: Allowed									
Signing: Allowed									
Creation of Template Pages: Allowed									
Help	OK Cancel								

- 4. Is the document language set?
 - Open "Document Properties > Advance" tab (File > Properties > Advanced)"

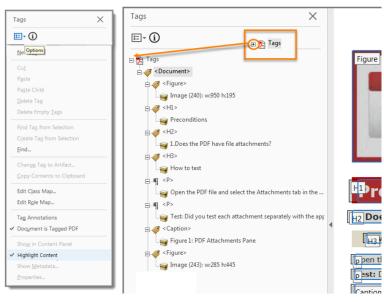
Document Properties
Description Security Fonts Initial View Custom Advanced
~ PDF Settings
Base URL:
Search Index Clear Clear
Trapped: Unknown
Print Dialog Presets
Page Scaling: Default
DuplexMode: Simplex
Paper Source by Page Size:
Print Page Range:
Number of Copies: Default
Reading Options
Binding: Left Edge 🔽
Language: English 👻
Help OK Cancel

Structure Tags

- 5. Do the tags follow the visual/logical order of the document?
 - Enable the "Tags" pane (View > Show/Hide > Navigation Panes > Tags)
 - Enable "Highlight Content" from the Tags pane "Options" menu.



- Select the plus symbol on "Tags" to expand all tags.
- Press "Ctrl + A to select all tags. Use the up and down arrow keys to move through the tags.



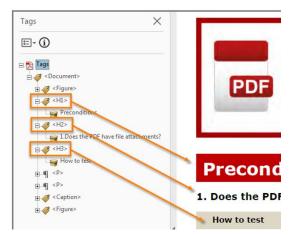
- 6. Does the document have decorative content?
 - Decorative content, should be set to Artifact so screen reader can skip over it.
 - Open the "Tags" pane (View > Show/Hide > Navigation Panes > Tags). Select "Find" from the "Tags Options" menu. In the "Find Element" window, select "Artifacts > Search Document > Find > Find Next" to move through all artifacts in the document.

1	lags	\times	
	⊑ - (i)		
ſ	Options New Tag		
Ī	Cut		Adobe PDF 508 Checklist - DRAFT
	Paste	hF	
	Pa <u>s</u> te Child		Preconditions
	<u>D</u> elete Tag		 Does the PDF contain a collection of documents (PDF Portfolio)?
	Find Tag from Selection	y)	1. Does the FDF contain a conection of documents (FDF Fortiono):
	Create Tag from Selection		Find Element
ų	<u>F</u> ind 🔓		
	Change Tag to Artifact		Find: Artifacts the PDF, MS
	Copy Contents to Clipboard		s, if available.
	Edit Class Map		
	Edit R <u>o</u> le Map	-2	Type: Container ble file types, open each
	Tag Annotations		
	 Document is Tagged PDF 		Search Page Search Document ct the Accessible
	Show in Content Panel	· <u>-</u>	Find Next Tag Element Close
	✓ <u>Highlight Content</u> Show <u>Metadata</u>		Figu
	SHOW Wetauata		

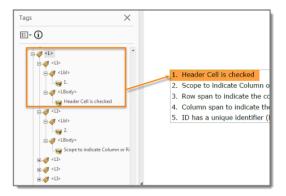
- 7. Is vital information in headers, footers, ands watermarks duplicated in the document?
 - Locate the first page or section the vital information applies.
 - Highlight the second instance of the vital information on the same page.
 - Open the "Tags" pane (View > Show / Hide > Navigation Panes > Tags). Find the tag corresponding to the vital information. (Tags Pane > Find Tag from Selection).
 - Image shows example of vital information repeated as tagged content.

Tags	\times	
≡ • (i)		
CFigure> CFigu	^	Adobe PDF 508 Checklist - DRAFT - EYES ONLY
Test A: If you see a Scanned Page Alert (Fig D= ¶ <p> D= ¶ <p></p></p>	gure 5)	Test A: If you see a Scanned Page Alert (Figure 5) when yo further guidance.

- 8. Are the headings in the document tagged with heading tags? Do the heading tags correspond to the document headings and follow the visual outline.
 - Open the "Tags" pane (View > Show/Hide > Navigation Panes > Tags). Select a heading tag (<H1>, <H2>, etc)
 - Image show example of headings that match the visual outline and hierarchy.



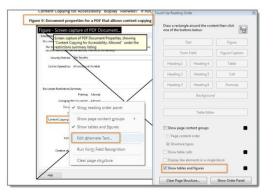
- 9. Are lists tagged correctly?
 - Open the "Tags" pane (View > Show/Hide > Navigation Panes > Tags). Locate bulleted, numbered or multilevel list in the document.
 - Highlight the list content and find its corresponding tag (Tags Pane > Options > Find Tag from Selection). Expand the list tag.



Objects

10. Do all meaningful images and other objects in the PDF have a description of their purpose or function?

- View "Figures" (Tools > Accessibility > TouchUp> Reading Order). Check "Show tables and figures"
- Right-click the content tagged as "Figure" and select "Edit Alternate Text."



11. Does the PDF have data tables?

- Data tables in PDFs must be tagged as "Table." Column and row header cells must be tagged as "Table Headers".
- Locate data tables. Open the "Order" pane (View > Show/Hide> Navigation Panes > Order)

Page Display		
Zoom Tools	*	
Show/Hide	+	Navigation Panes • UL Articles
Display Theme		✓ Iools Pane Shift+F4 @ Attachments
Read Mode	Ctrl+H	Toolbar Items
Eull Screen Mode	Ctrl+L	✓ Menu Bar F9
Tracker		Button Labels
Read Out Loud	,	Bulers & Grids
Compare Files		Cursor Coordinates
		☐ Page Thumbnails

12. Are data table marked as "Table"

- Find all programmatically identified tables and check if table header cells are tagged as table headers.
- Open the "Order" pane (View > Show/Hide > Navigation Pane > Order)
- Open the "Table Editor" (Right-click on the table > Table Editor.
- Select "Show cell type (TH or TD)" checkbox)

<mark>TH</mark> 2015 Q1	TH <mark>FY 2015 Q2</mark>	THY 2015 Q2	THY 2015 Q2	TH FY 2016 Q1	TH <mark>Y 2016 Q2</mark>	<mark>TH</mark> FY 2016 Q2
(actual)	(actual)	(actual)	(actual)	(projected)	(projected)	(projected)
TD	TD	TD	TD	 ^{TD} 34 started, 38 (anticipated) 	TD	TD
17 started	16 started	12 started	1 started		12 start	5 start
TD 25 ended	TD 13 ended	TD 68 ended	TD 5 ended	TD 5 ended	TD 35 end	TD 65 end
TD	TD	TD	TD	122 ongoing	TD	TD
112 ongoing	115 ongoing	59 ongoing	55 ongoing		99 ongoing	39 ongoing

13. Does the PDF have links and controls?

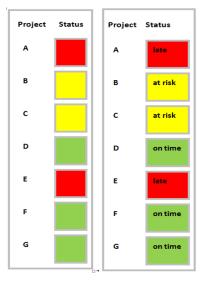
- Links and controls must:
 - 1. Be uniquely identified
 - 2. Describe the destination, function, and/or purpose in the name or within context
 - 3. Be in a tab order that matches the visual/logical order of interactive elements (links, controls, and form fields)
- Press the Tab key to find links and user controls.
- Check that each link has an unambiguous name that describes its destination, function, and/or purpose
- **OR** that this is determinable within context.
- For images that are a link or user control, the alt-text may contain the link purpose, function, or destination.

14. Is the PDF a fillable form?

- All form fields must have a tooltip and the tool tip must match its label or instruction.
- Press the tab key to find form fields (text fields, radio buttons, checkboxes, combo boxes, etc.). The tab order must match the visual layout of the form.

	Registration Form				
First Name		Midd			
Last Name	enter First Name	Date			
Address 1					

- 15. Are colors and other visual characteristics (such as size, shape, and location) convey information also described in text?
 - Find where you have used color and/or other visual characteristics to convey meaning such as green, yellow, red, etc.



- 16. Is the color contrast ratio between text and background sufficient? Does the color contrast ratio (AA) for text pass 4.5:1 and large text (3:1) standards?
 - Execute the <u>Colour Contrast Analyser</u>.
 - Select Download (the application can be executed without downloading it onto your computer).
 - Open the Colour Contrast Analyser.
 - Drag the "Foreground" eyedropper icon over a sample of your text or image of text.
 - Drag the "Background" eyedropper icon over a sample of your background color

		Golour Contrast Analys	er		
		Options Image Help			
Background		Foreground		Background	
Hex: Colour select:	Hex:	Colour select:	Hex	Colour select	Hex:
#000000	▼ Z ▼ #FFFFF	- (2 - #FAC090		#FFF000
		Result - luminosity			
Foreground:#000000	A	Text	Foreground:#FAC090		*
Background.#FFFFFF		× Entro	Background:#FFF000		
The contrast ratio is: 21.0:1		×	The contrast ratio is: 1.	4:1	
Text passed at Level AA Text passed at Level AAA Large text passed at Level AA Large text passed at Level AA		Large text	Large text failed at Level AA		
		×			
	-	× Fall (4.6.5			
our blindness	Copy results	Show contrast result	for colour blindness		Copy results
	Hex Colour select Foreground #00000 Foreground #FFFFF The contrast ratio is: 21:0:1 Text passed at Level AA Large text passed at Level AA Large text passed at Level AA Large text passed at Level AA	Hex Colour select Hex Foreground #000000 Background #FFFFFF The contrast ratio is: 21.0:1 Text passed at Level AA Large text passed at Level AA Large text passed at Level AA	Hex Options Image Help #000000 Colour select Hex: Foreground Colour select #000000 Image #FFFFF Colour select Colour select Foreground #000000 Image #FFFFF Text Colour select Foreground #FFFFFF Text Image Hext Colour select Text passed at Level AA Image Large text Large text Large text passed at Level AA Image Large text	Background Options Image Heip Foreground Colour select Hex Foreground Foreground #000000 Image Hex Image Foreground #FFFFP Image Hex Image Text passed at Level AA Image Hex Image Large text passed at Level AA Image Hex Image Large text passed at Level AA Image Hex Image	Background Options Image Help Hex Colour select: Hex Colour select: Colour select: #000000 Image Image Hex Colour select: Foreground #000000 Image Image Hex Colour select: Foreground #FAFCPFF Image Image Hex Colour select: Text passed at Level AA Image Image Hex Colour select: Text passed at Level AA Image Image Hex Colour select: Text passed at Level AA Image Image Hex Colour select: Text passed at Level AA Image Image Hex Image Text passed at Level AA Image Image Hex Image Text passed at Level AA Image Image Image Image Text passed at Level AA Image Image Image Image Text passed at Level AA Image Image Image Image Text passed at Level AA Image Image Image Image

Accessibility Checker

- 17. Run the Accessibility Checker. Results of accessibility issues will display as
 - Issues Issues are identified as Passed, Failed, or Question Marked.
 - Passed Acrobat did not find accessibility error
 - Failed issue Click on issue, then click on **Fix**. Acrobat will attempt to fix the issue.
 - Question Mark content must be reviewed manually. Acrobat provides an explanation for identifying questionable issue.