HOW TO CREATE

ACCESSIBLE PDFS

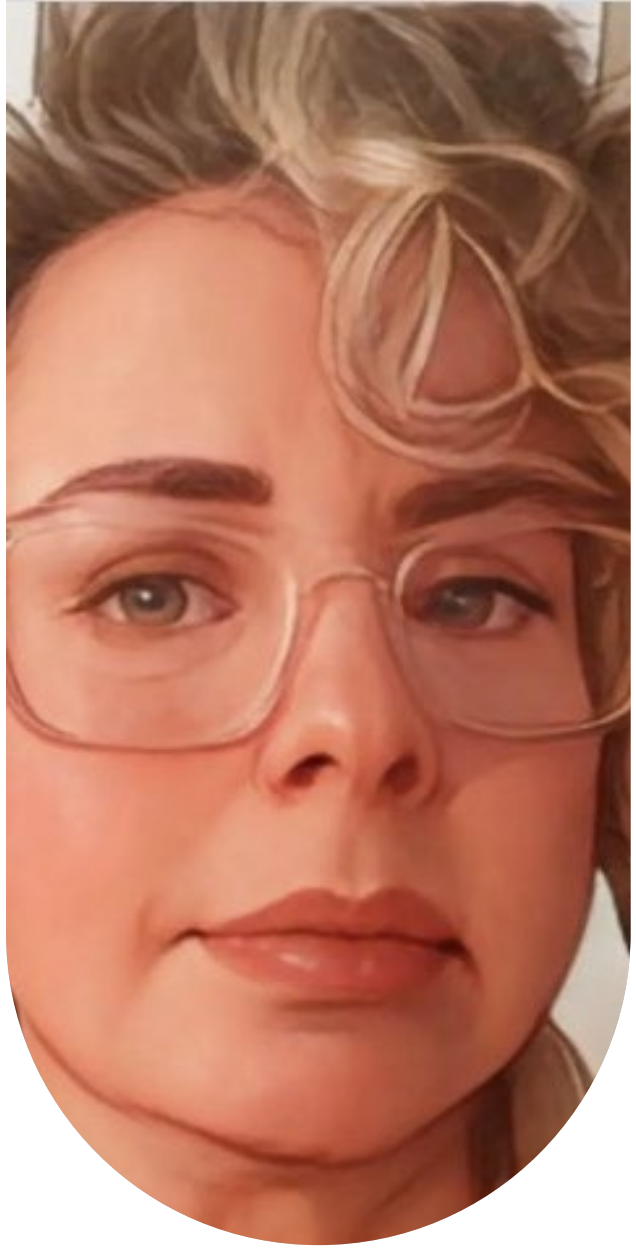
Laura Solomon

Meanlaura.com

WHAT DOES THIS MEAN TO ME, LAURA?

Table Of Contents
For Today

- Foundational concepts
- The 10 Rules
- What about scans?
- Tools to Help
- The Big Takeaways



Foundational Concepts

WHAT DOES THIS MEAN TO ME, LAURA?

PDFs are often the DEFAULT

PDF

Accessibility laws apply to EVERYTHING

The power of the Web is in its universality. Access by everyone regardless of disability is an essential aspect.—Tim Berners-Lee

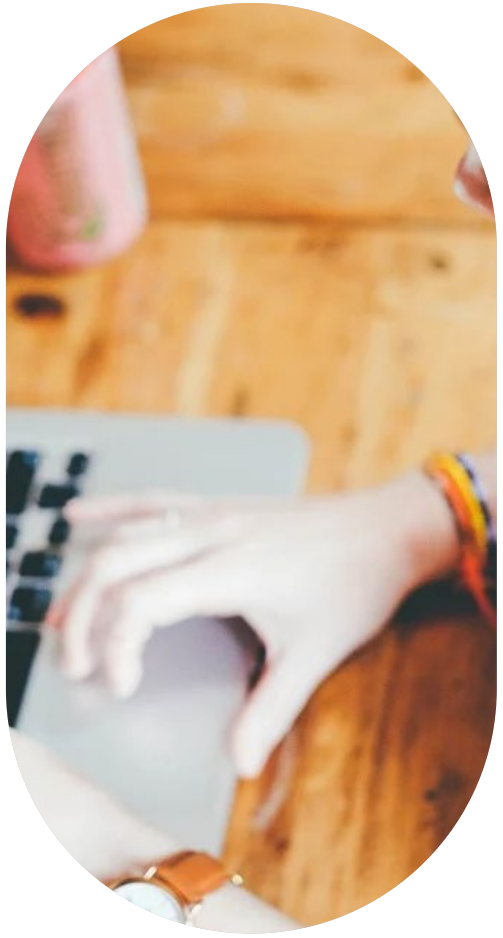
Mobile A

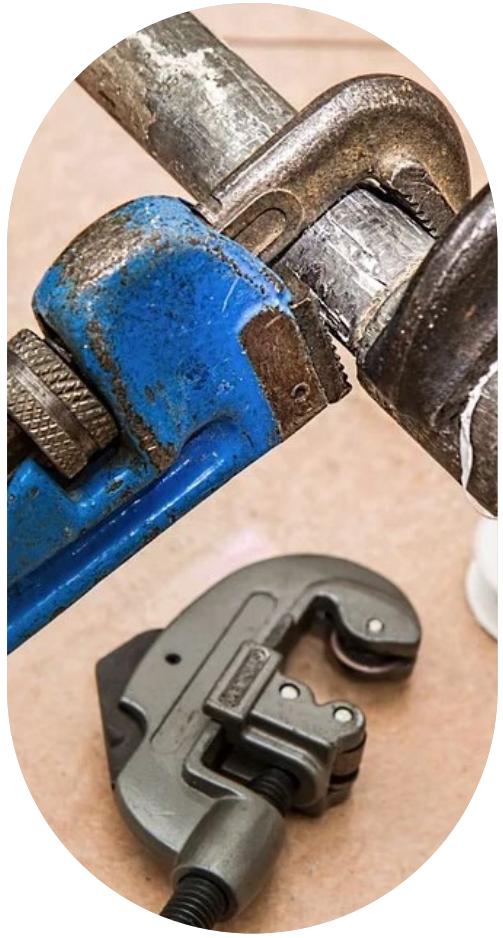
W3C® Web Accessibility Initiative WAI

WCAG 2

Web Content Accessibility Guidelines

Best practice, from MOST to LEAST desirable:





Manually

More time

More accurate

Acrobat Pro

Automated

Less time

Less accurate

Automated tool

What is TAGGING?

It’s the source file that MATTERS

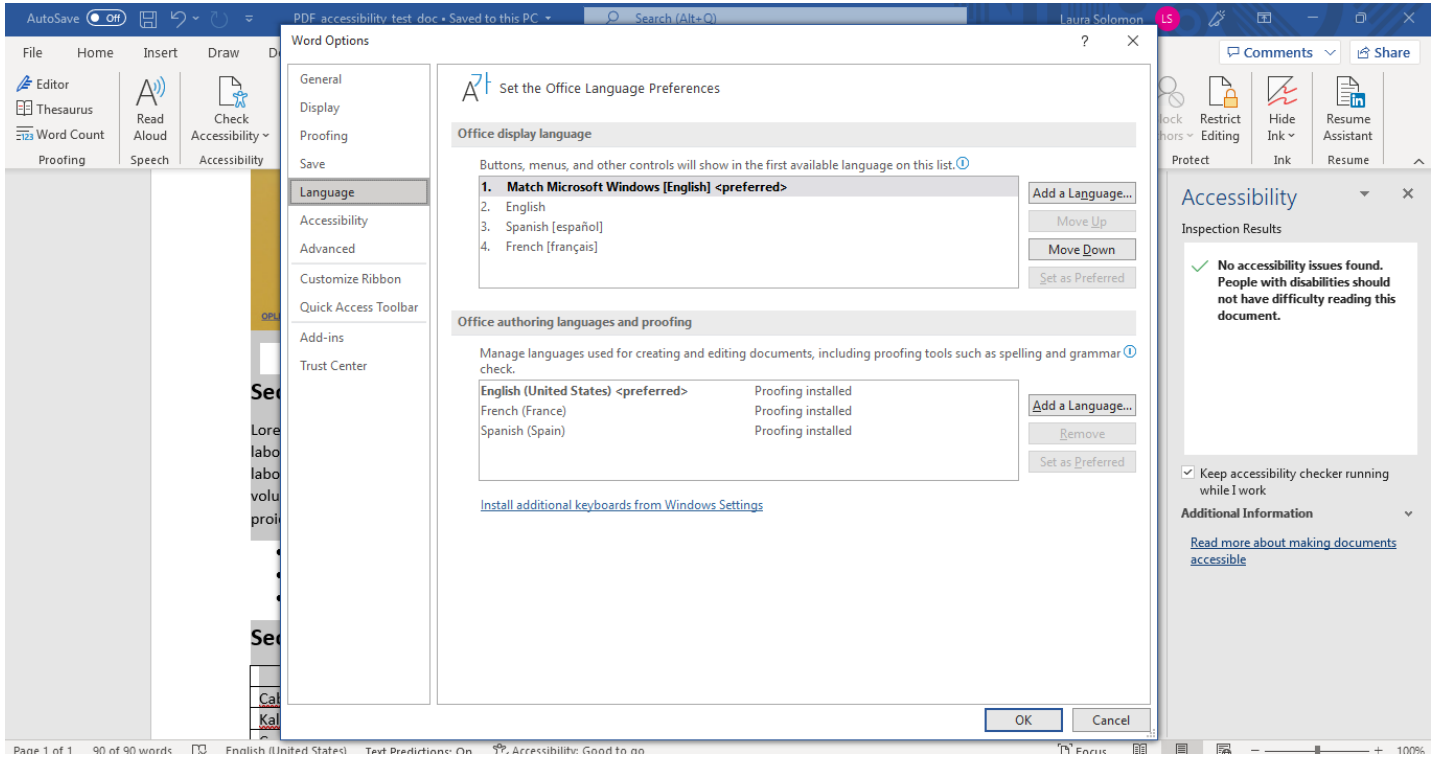
You CONVERT, not PRINT

The 10 Rules

WHAT DOES THIS MEAN TO ME, LAURA?

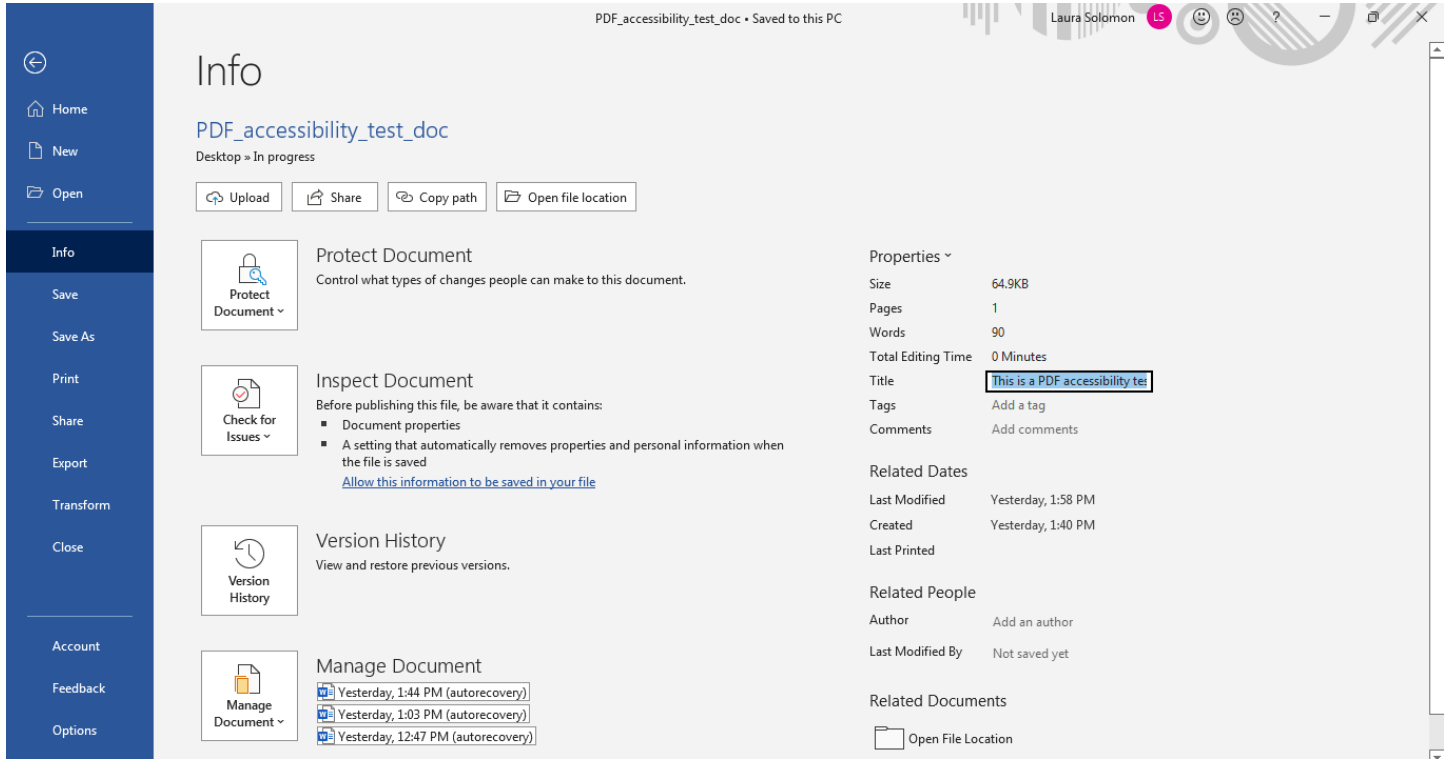
https://www.w3.org/TR/WCAG20-TECHS/pdf

1. Declare the document’s language



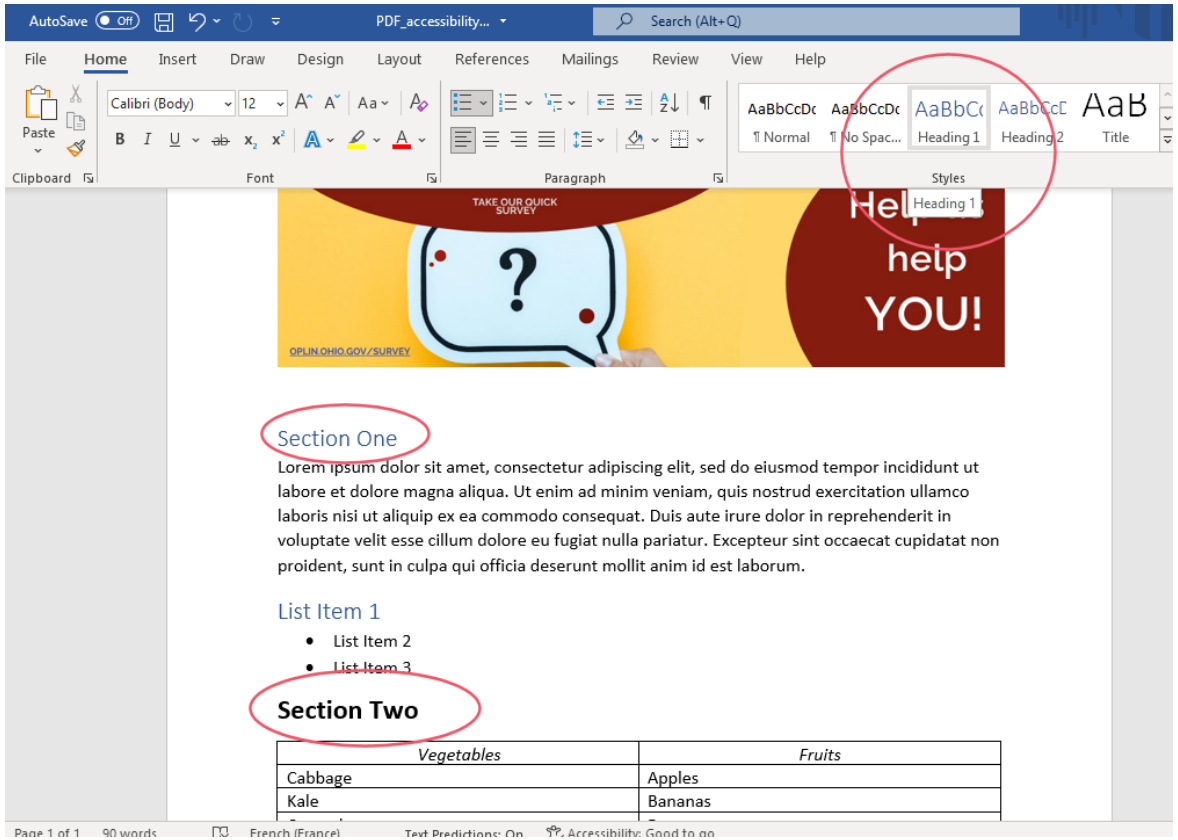
https://it.umn.edu/services-technologies/how-tos/microsoft-word-set-document-language

2. Include a title for your document



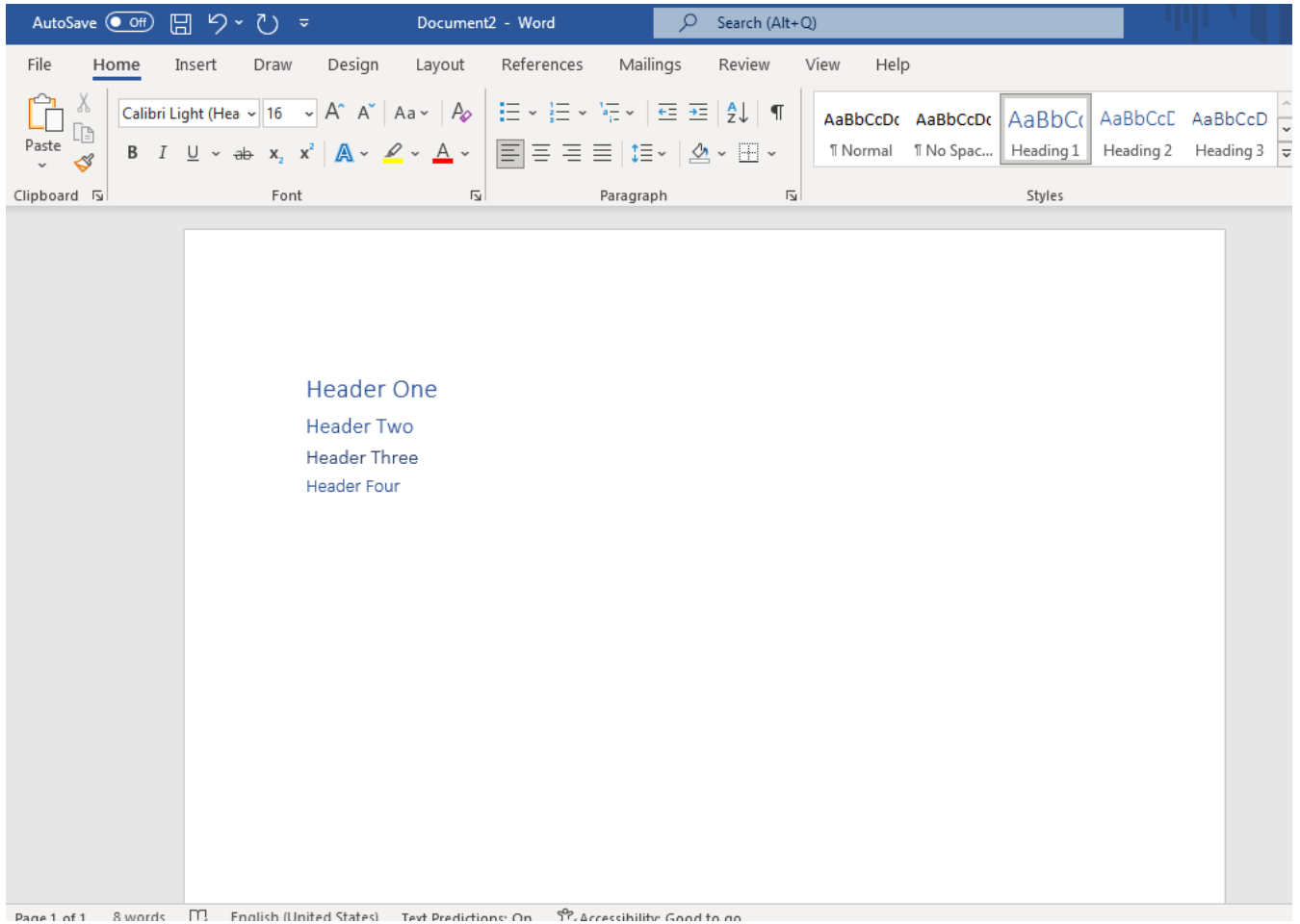
https://learntech.engr.tamu.edu/faculty-tutorials/accessibility/accessibility-series/add-document-title-into-word-document-or-pdf

3. Use header styles instead of manually bolding a header or changing its font size

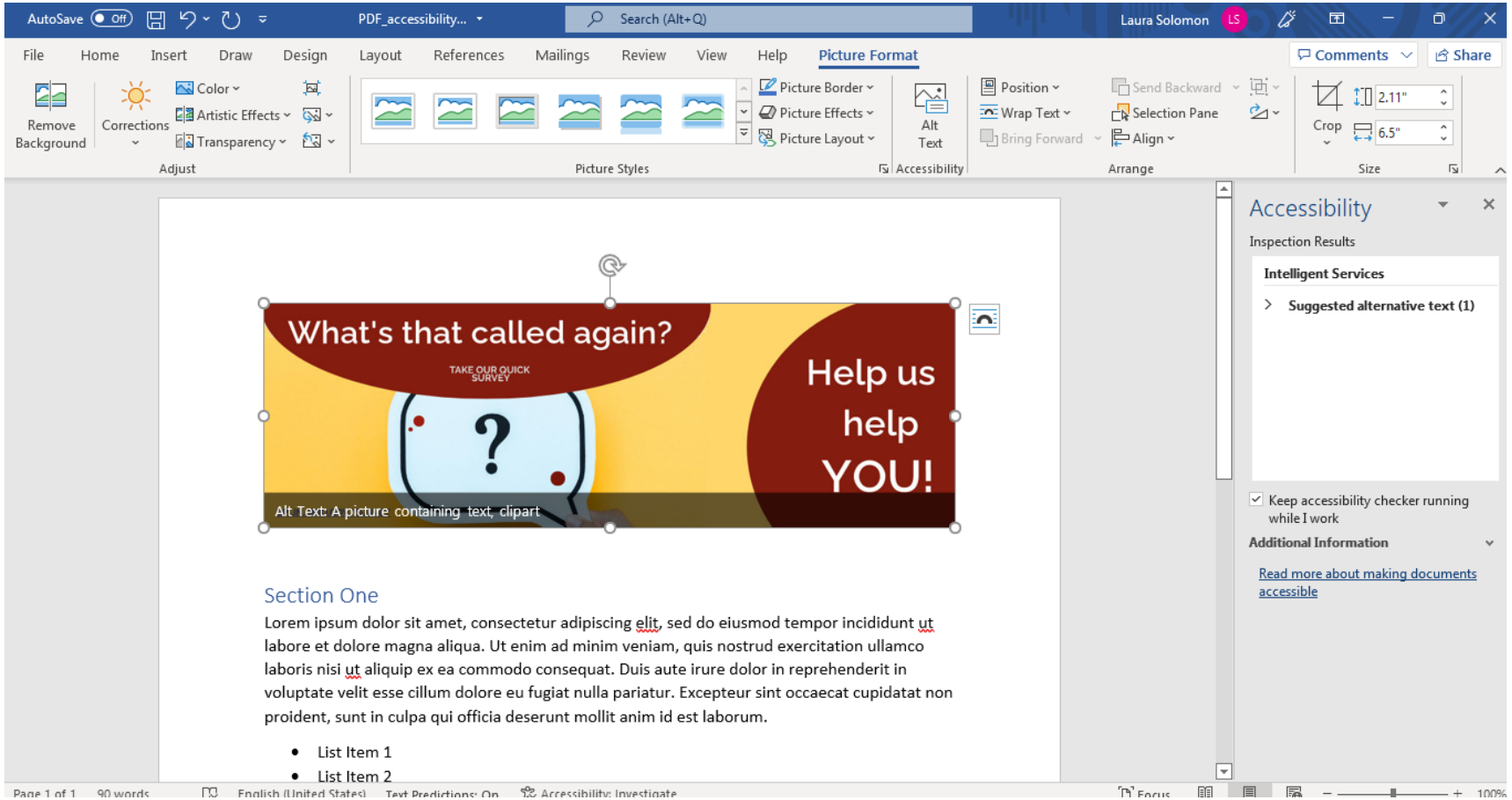


https://support.microsoft.com/en-us/office/video-improve-accessibility-with-heading-styles-68f1eeff-6113-410f-8313-b5d382cc3be1

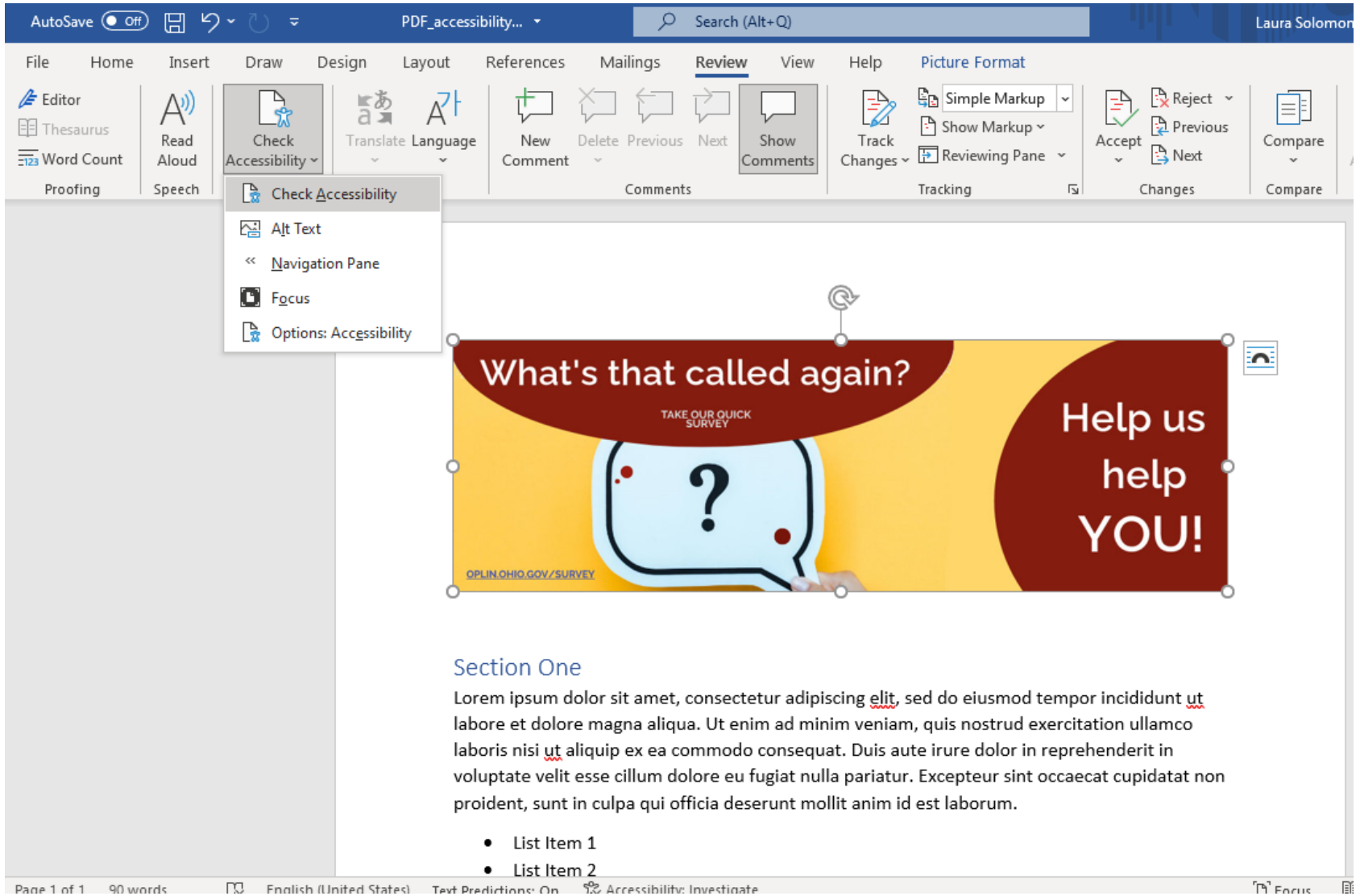
4. Ensure that said headers are orderly

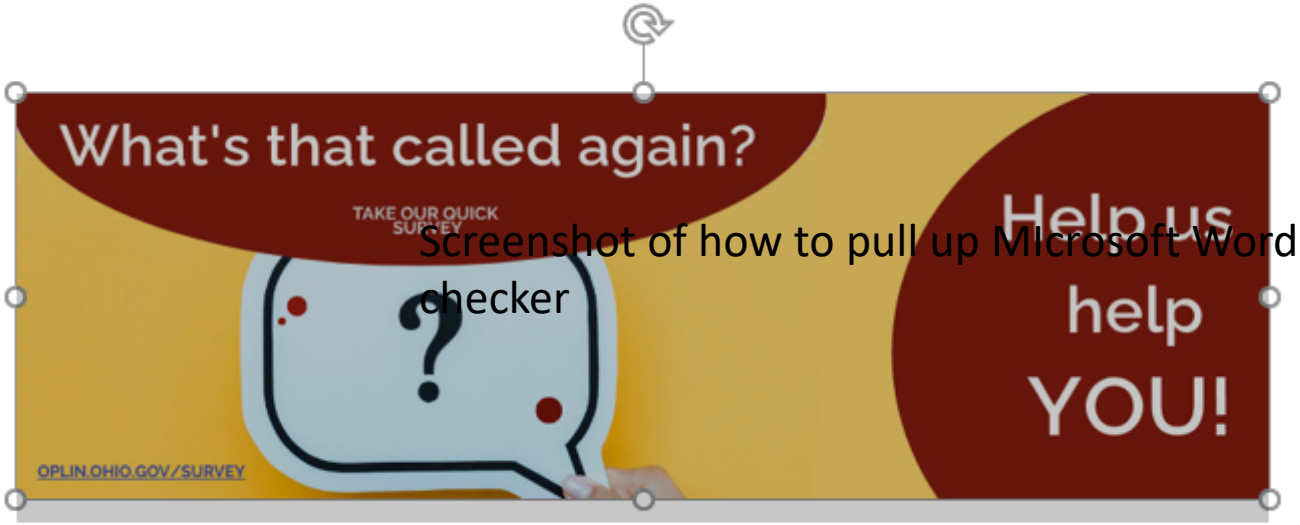


5. Include a brief description of your images via alternative text



The Word Accessibility Checker





Screenshot of how to pull up Microsoft Word Accessiblity checker

Section One

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

- List Item 1
- List Item 2

Accessibility

Inspection Results

Intelligent Services

Suggested alternative text

Picture 3

Recommended Actions

Verify description

Mark as decorative

Other Suggestions

Learn more

Keep accessibility checker running while I work

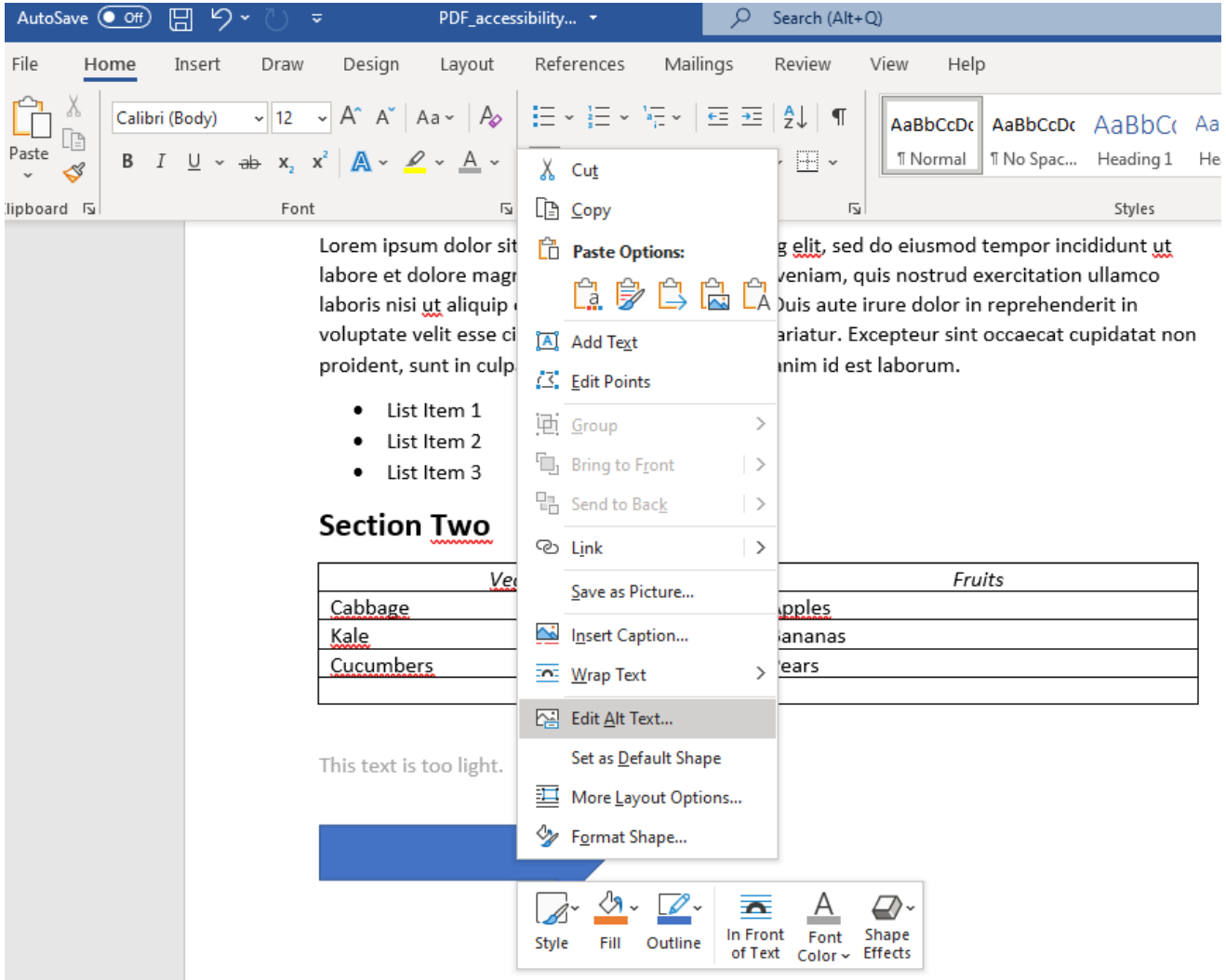
Additional Information

Why Fix?

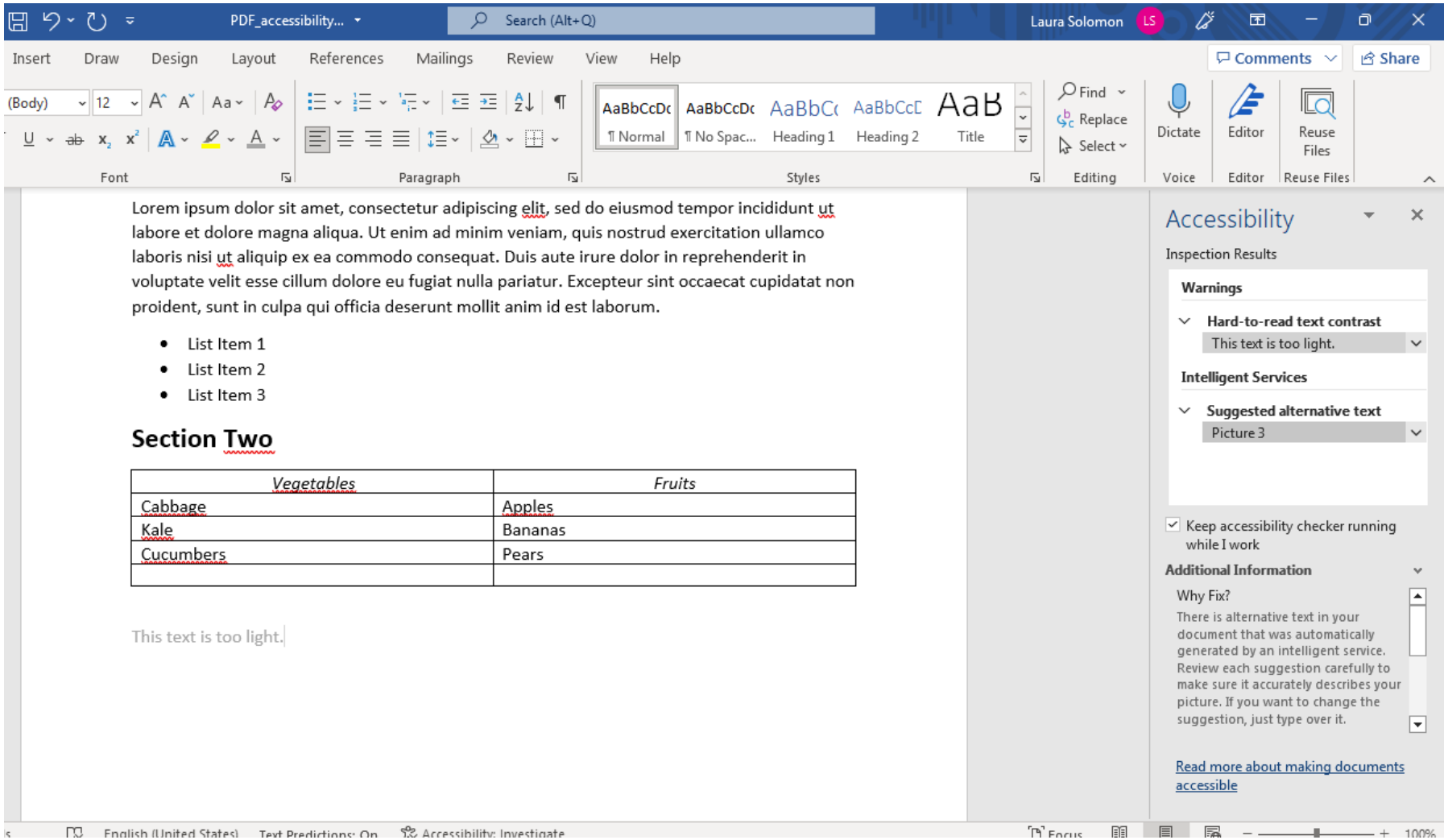
There is alternative text in your document that was automatically generated by an intelligent service. Review each suggestion carefully to make sure it accurately describes your picture. If you want to change the suggestion, just type over it.

Read more about making documents accessible

Identify the meaning of shapes and icons that you might use



6. Ensure color contrast ratios are met



Other contrast checkers

- WebAIM (https://webaim.org/resources/contrastchecker/)
- Color Contrast Checker (https://coolors.co/contrast-checker/112a46-acc8e5)
- WCAG Color Contrast Checker (https://accessibleweb.com/color-contrast-checker/)

7. Resist the urge to use tables to manage your content layout

NO

Here is some text

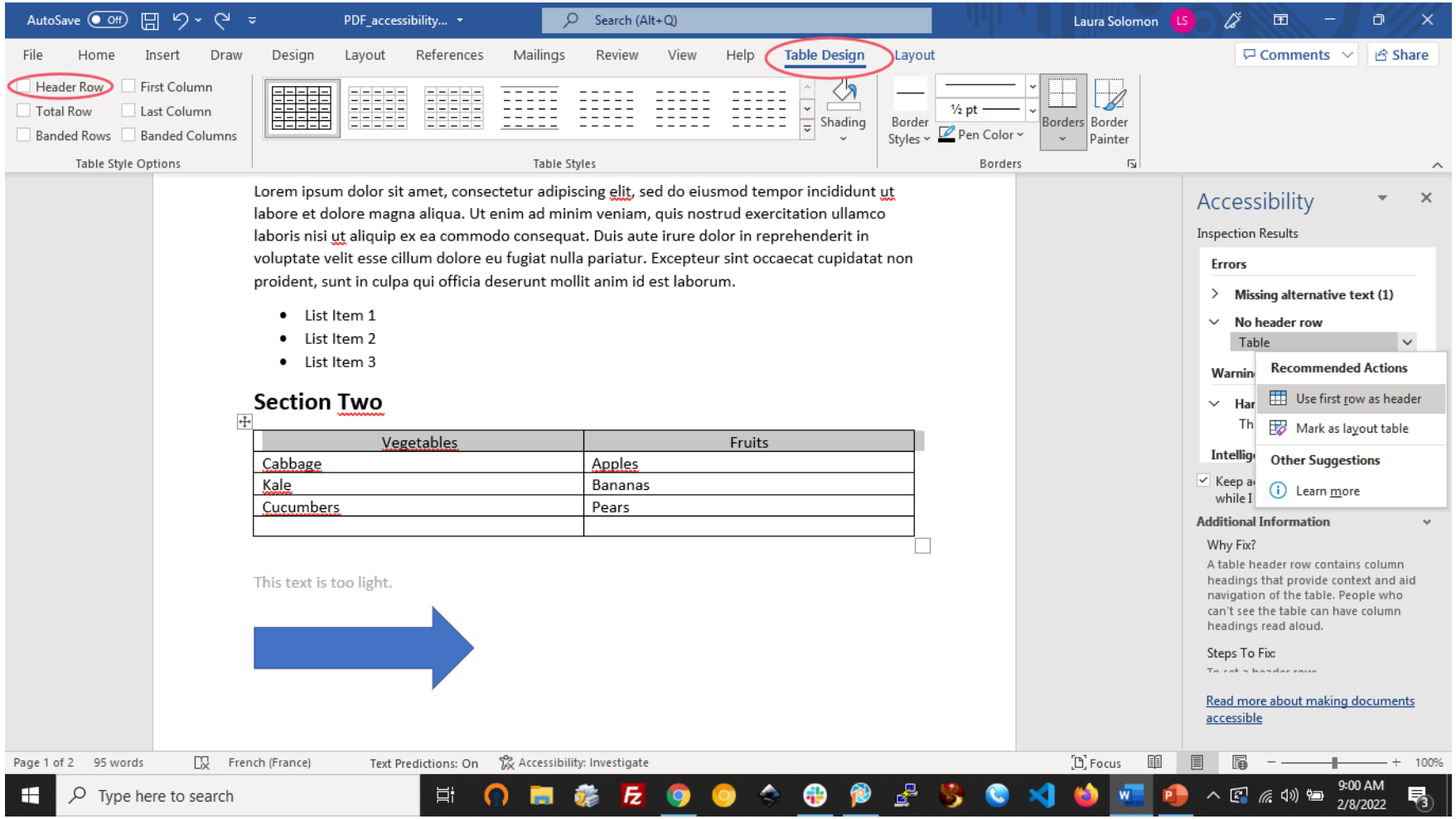
Here is some more text.

Here is yet more text.

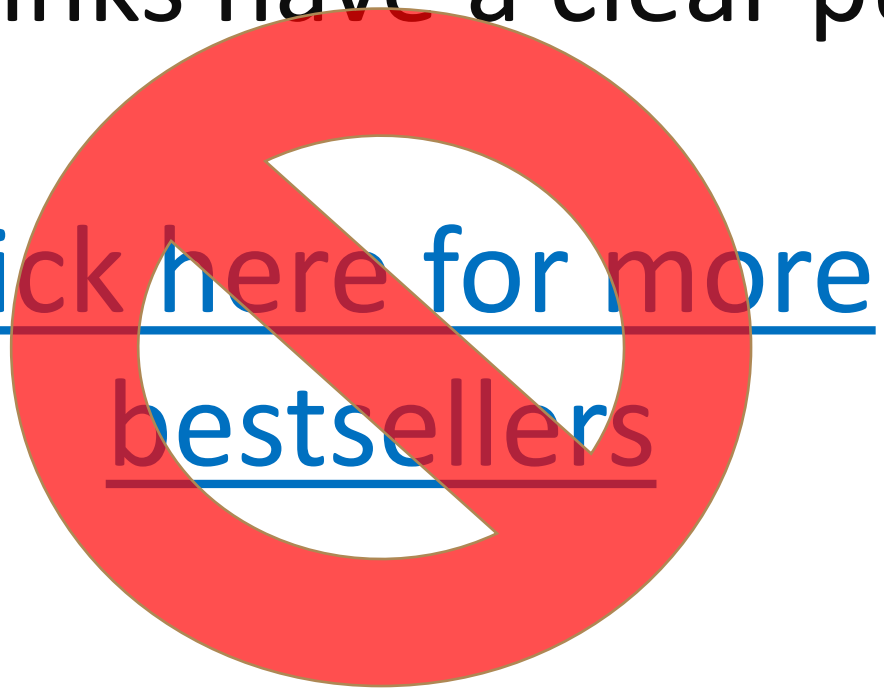
YES

Vegetables	Fruits
Cabbage	Apples
Kale	Bananas
Cucumbers	Pears

8. Declare header row in any data tables you create



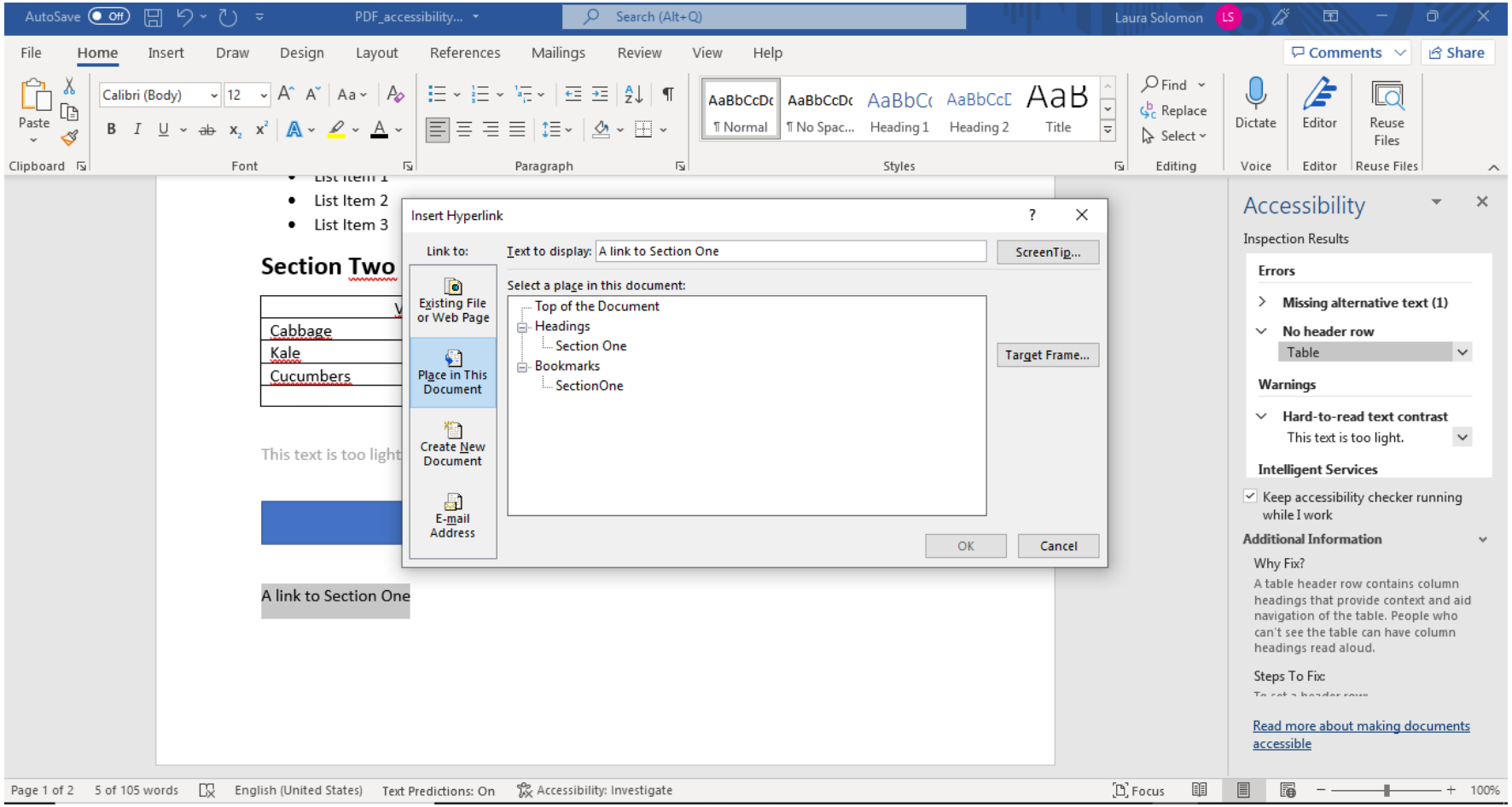
9. Ensure that links have a clear purpose



Click here for more bestsellers

More bestsellers

10. Remember not to leave inline bookmarks hanging without its partner link



What about scans?

WHAT DOES THIS MEAN TO ME, LAURA?

What is OCR?

Optical

Character

Recognition

Can OCR be done for FREE?

YES!

Google Docs

Tools to Help

WHAT DOES THIS MEAN TO ME, LAURA?

Adobe Acrobat Pro Webinars

Adobe Acrobat Functionality, Part One

https://vimeo.com/350145494/f32a50842c

Adobe Acrobat Functionality, Part Two

https://vimeo.com/350145515/116fd6e7e6

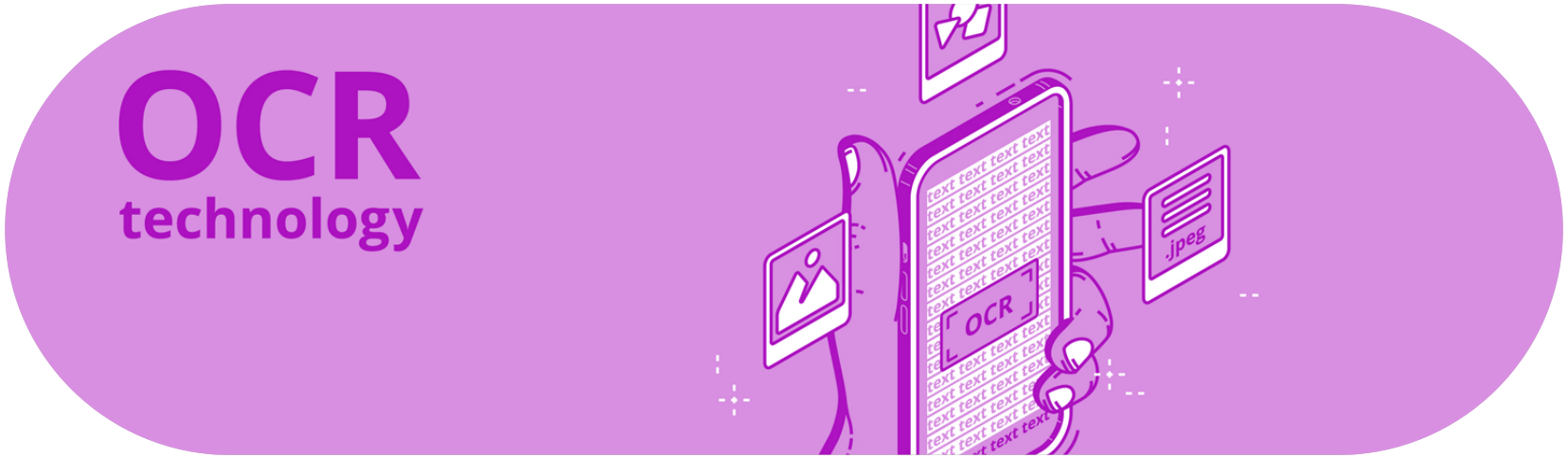
Even more from LevelAccess

https://www.levelaccess.com/resources/pdf-accessibility-basics-webinar-series/

How to create & use Word Bookmarks

https://www.techrepublic.com/article/how-to-create-and-use-word-bookmarks-to-navigate-a-long-document/

7 Best Free OCR Software Apps to Convert Images Into Text



https://www.makeuseof.com/tag/top-5-free-ocr-software-tools-to-convert-your-images-into-text-nb/

Test and
TOUCH UP

What AT sees is not what YOU see

P A V E

introduction | FAQ | background information | Contact | EN | EN

In 4 steps to a barrier-free PDF

With PAVE you make your PDF documents barrier-free so that they can be correctly interpreted by common reading programs. The visual representation of your PDF remains unchanged. The The ICT Accessibility Lab of the ZHAW School of Engineering developed PAVE and is making it available free of charge for personal use. Try it! If you want to make large amounts of PDFs accessible, please use ➜ contact us.

1. Upload your PDF document to PAVE.
   Warning: The maximum permitted file size is **5 megabytes** .
2. PAVE directly carries out the corrections that can be carried out automatically.
3. Simply carry out the remaining correction suggestions in PAVE yourself.
4. Download the now accessible PDF document. The PDF document remains stored on the PAVE server for a maximum of 3 weeks if you do not delete it manually beforehand.

Start PAVE

Zürcher Hochschule für Angewandte Wissenschaften
zh aw School of Engineering

SBV
Schweizerischer Blinden- und Sehbehindertenverband

PAVE was on ICT Accessibility Lab Zurich University of Applied Sciences (ZHAW) developed in cooperation with the Swiss Association of the Blind and Visually Impaired .

PAVE wins 1st prize in an international competition

The International Conference on Computers as an Aid to People with Special Needs ICCHP (International Conference on Computers Helping People with Special Needs) recognizes software projects that serve people with disabilities. At this year's final round in Paris, the team from the ICT Accessibility Labs was able to convince the international jury of their groundbreaking

https://pave-pdf.org/index.html

PAVE

ZHAW CONTACT HELP/FAQ LANGUAGE

PDF_accessibility_test_doc4.pdf

TASKS PROPERTIES ISSUE DETAILS READING ORDER

Automatic Correction

PAVE was already able to automatically correct 18 issues.

Title missing

The document's properties contain information such as the document's title and language. Some of these are mandatory.

To fix these issues, correct the fields in the document properties.

EDIT PROPERTIES

Figure has no alternative text

To allow screenreaders to correctly read the document, not only do all elements (texts, images, etc.) have to be tagged correctly. They also have to be ordered in the correct reading order.

Individual issues for each page are listed in the tab ISSUE DETAILS

Page 1

Section One

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. Click here for more information.

- List Item 1
- List Item 2
- List Item 3

Section Two

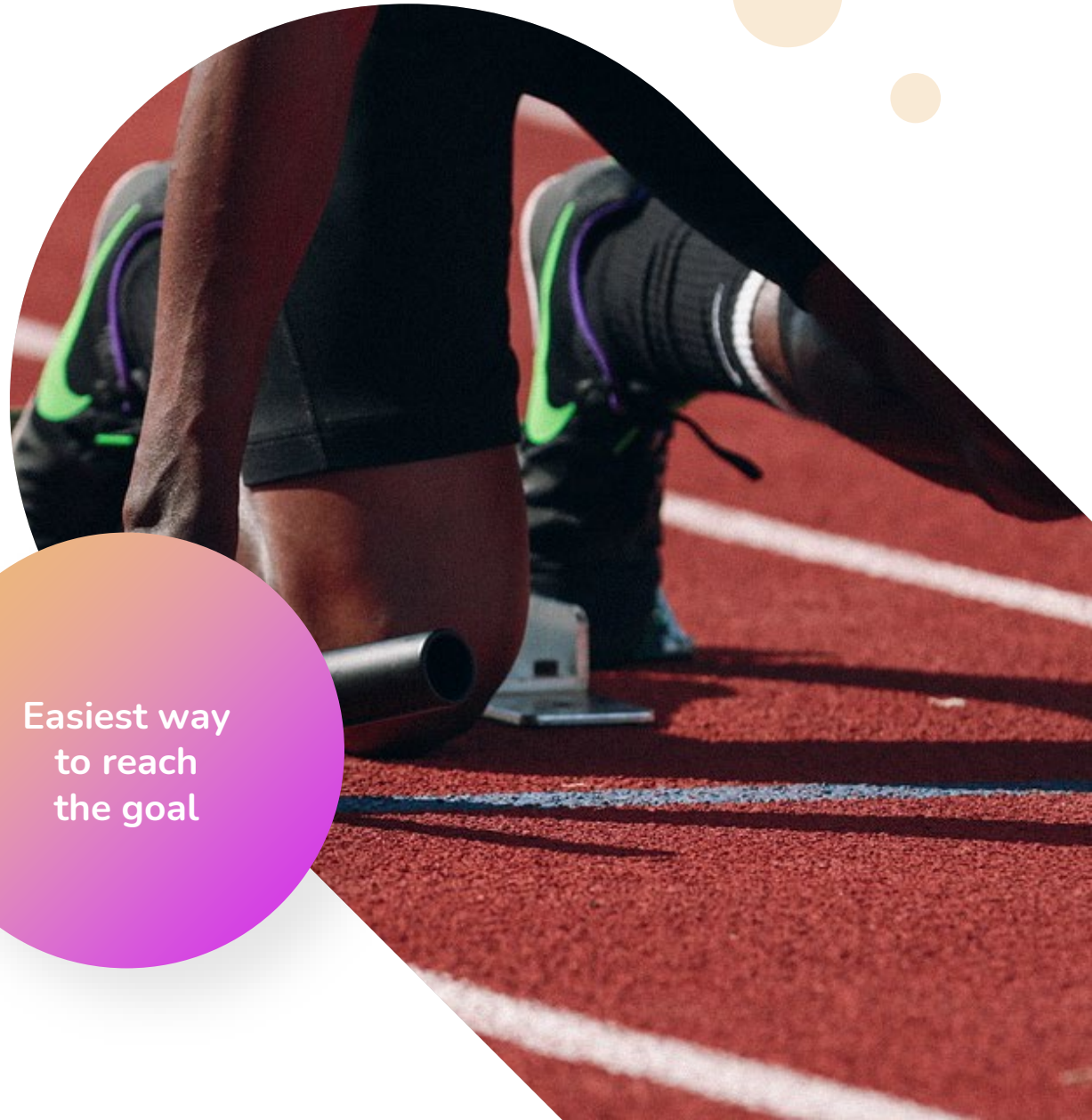
Vegetables	Fruits
Cabbage	Apples
Kale	Bananas
Cucumbers	Pears

This text is too light.

The takeaways

WHAT DOES THIS MEAN TO ME, LAURA?

Build BETTER



Easiest way
to reach
the goal

The one argument for accessibility that doesn't get made nearly often enough is how extraordinarily better it makes some people's lives. How many opportunities do we have to dramatically improve people's lives just by doing our job a little better?—Steven Krug

Shift away from PDFs

THANK YOU

WWW.MEANLAURA.COM

WHAT DOES THIS MEAN TO ME, LAURA?