



PDF Accessibility

Part – the first

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What is Accessibility?

1. How users with disabilities access electronic information
2. How content designers and developers enable electronic information for assistive devices used by individuals with disabilities



What Disability?

- Visual
- Hearing
- Motor
- Various
 - **Temporary**
 - **Age**



Assistive Technologies

- Screen readers
- Touch screens
- Speech recognition/control



Why is accessibility important?

- Right thing to do
- It is the law
- Offers benefits for all users
- Uses innovative technology
- Creates market opportunity

What makes PDF documents accessible? - i

- Document is searchable text not an image-only scan
- Document form fields if any are accessible
- Document structure is indicated by tags
- Reading order is clear and easy to follow
- Descriptive text is available for graphics links and form fields

What makes PDF documents accessible? - ii

- Navigational aids are available
- Document language is specified
- Document uses fonts that allow characters to be extracted as text
- Security settings don't interfere with screen readers

Tagging and document structure

- A PDF document contains layout information which describes how a document looks – font, colour
- Tagging adds information to a PDF which describes a document's underlying structure so that assistive technologies can present page content to people with disabilities
 - **Reading order**
 - **Image - alternative text**
- Tagging does not change the physical appearance of a PDF document

Tagging

- Tagging a PDF creates a **tag tree**
- Each element in a tag tree represents an element on the page
 - **Title**
 - **Heading**
 - **Links**
 - **Figures**
- Adding document structure also enables a document to reflow on smaller screens of handheld devices such as cell phones and PDAs



When to tag?

- During PDF conversion
- After PDF conversion

Accessibility workflow

- Step 1:** Start from the document you have – **add tags** as you convert to PDF. **Application dependent**
- Step 2:** If the document cannot have tags added – convert to PDF.
Tag the PDF
- Step 3:** If the document is a scanned image, convert it to searchable text and images. **Tag the PDF**
- Step 4:** Evaluate PDF document and repair common problems
- Step 5:** Add additional accessibility features to the PDF document
- Step 6:** As needed, edit the tag tree to fix advanced problems

Authoring for accessibility – adding tags

- Microsoft Office 2000+ (Windows)
- Adobe Applications
 - InDesign
 - PageMaker
 - FrameMaker
 - LiveCycle Designer (Windows)
- Web Pages