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HOW TO MAKE ACCESSIBLE PDFs

If you are creating your own PDFs, when possible, start by creating an accessible Word document. (See **How to Make Accessible Word Documents Handout** for more information.)

By creating an accessible Word document first, there will be fewer errors that you need to fix once you convert it to PDF.

- **Pro Tip:** Keep in mind that a Word Document tends to be the easiest format for screen reader technology to navigate through. So, it is best to provide information in a Word format whenever possible.

ACCESSING THE TRAINING VIDEO AND POWERPOINTS

This training handout was developed after attending a live three session training on how to make accessible PDFs that was presented by MSF&W in June 2021. Please feel free to access the [video recordings of the training](#) for additional information, as well as the [PowerPoint Presentation Slides](#) from the event.

Helpful note: Bookmarks have been added to the video recording of the training provided by



MSF&W. So, you can easily navigate through to discussion topics by clicking this icon located in the top left corner of the videos.

TO START, YOU FIRST NEED ACCESS TO ADOBE ACROBAT PRO DC

Very important step: In order to make edits and changes to a PDF you will need access to the Acrobat Pro DC version of Acrobat. Follow the steps at the following link to request access to Adobe Acrobat Pro DC from the Normandale IT Department (make sure to read the page very carefully): [Faculty and Staff: Installing Adobe Software on your office computer](#)

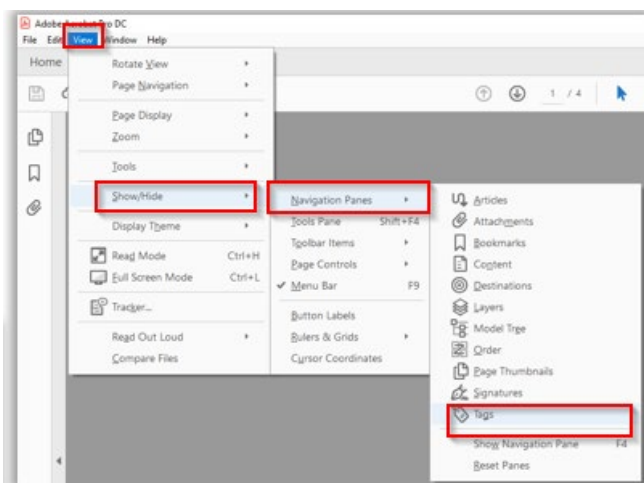
SETTING UP YOUR TOOLBAR

The information in this section will help you set up your Adobe Acrobat Pro Toolbar to help make the tools you need more readily available while making sure that a PDF is accessible to screen reader technology.

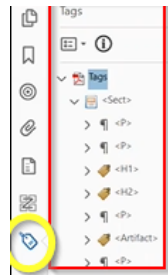
THE TAGS PANE

The tags pane is a main component to making sure a document is accessible. Here is how to set up the tags pane so you can access it quickly:

1. Click on the **View** Tab, **Show/Hide, Navigation Panes, Tags:**

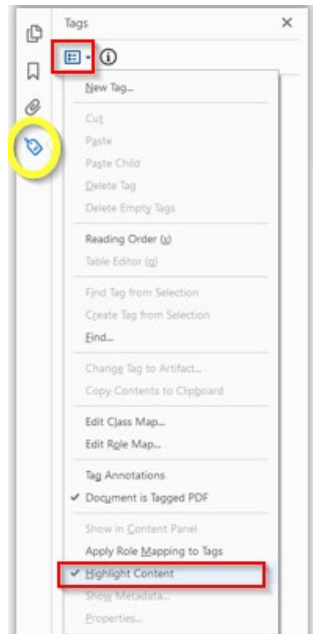


This action will result in opening up the tags pane:



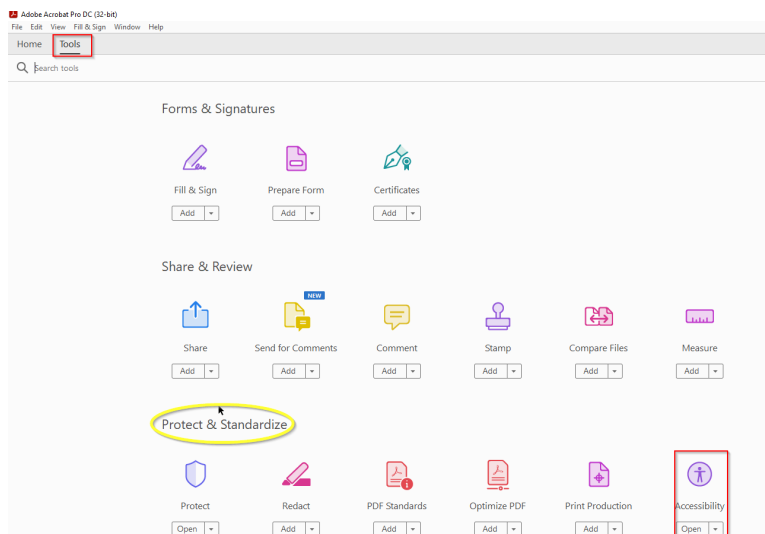
2. Make sure the **Highlight Content** feature is *enabled/checked*.

Tags pane, Options, Highlight Content:

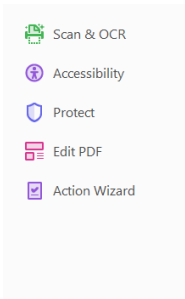


ADDING THE ACCESSIBILITY CHECKER TO YOUR TOOLBAR

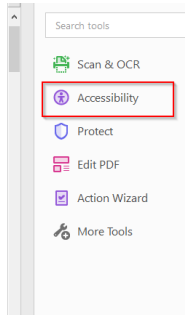
1. Go to the **Tools** Tab. Under the *protect & standardized* section--Choose **Accessibility**--depending on if you already have it saved to your toolbar, it will either say Add or Open underneath it.



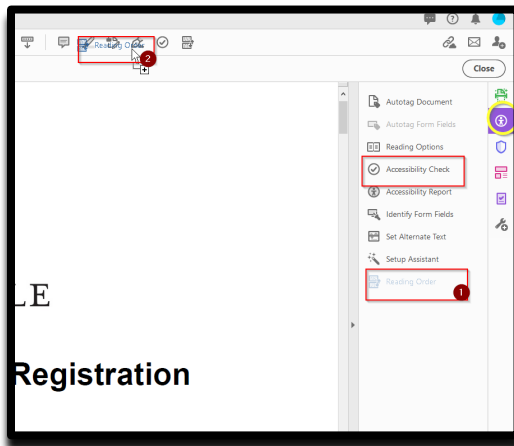
2. Any saved shortcut icons will be displayed on the far-right hand side of your screen:



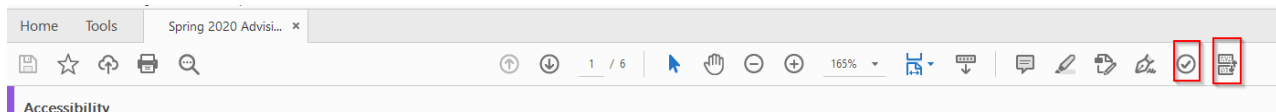
3. Click on the accessibility icon now listed on the right-hand side of the screen:



4. Add the Accessibility icon and the Reading Order icon to your upper toolbar for easy access at all times. This is accomplished by left-clicking on the desired item, then holding and dragging it to the upper toolbar. **Important note:** If you drag your item(s) to a blank area in the upper toolbar, it will not stay. Instead, you need to drag it between two items that are currently on the toolbar.



5. Now both Reading Order and Accessibility Check should appear on your top toolbar:



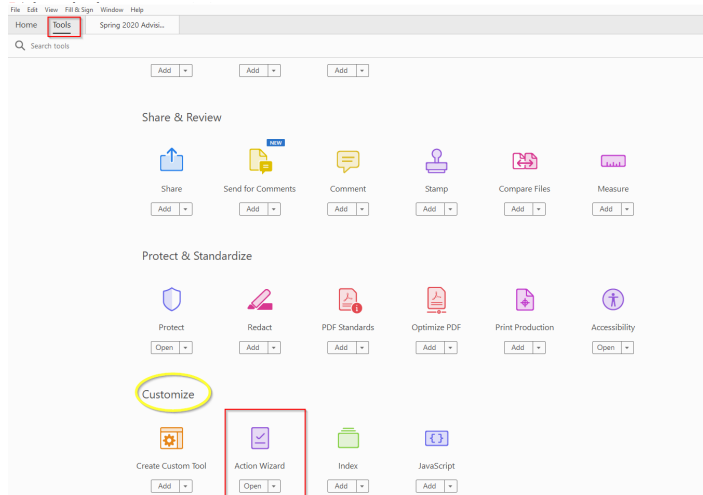
NOW THAT YOUR TOOLBAR IS SET UP, START BY RUNNING THE ACCESSIBILITY CHECKER

The Accessibility Checker is an automated tool that's going to create a report of issues. It can be used as a guide as you work to repair your document so that it is accessible.

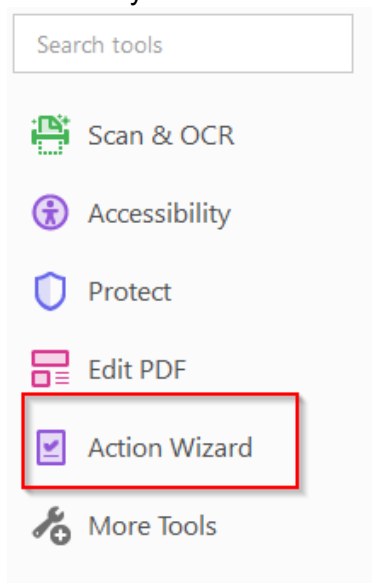
OPTION 1 (WHICH IS A BIT QUICKER IN THE LONG RUN THAN OPTION 2)

Start by adding the Action Wizard tool to your quick tools that will show on the far right-hand side of your screen when you open Adobe.

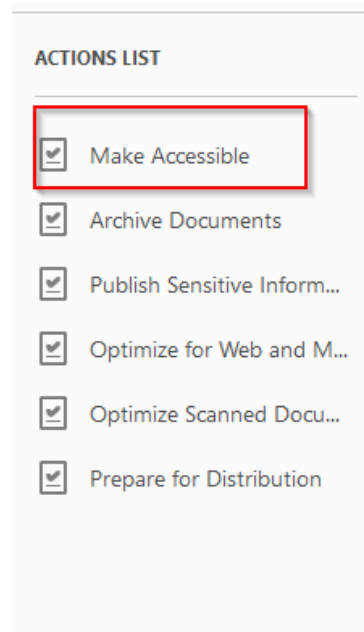
1. Go to the **Tools** menu, scroll down to the Customize section, then choose **Action Wizard**:



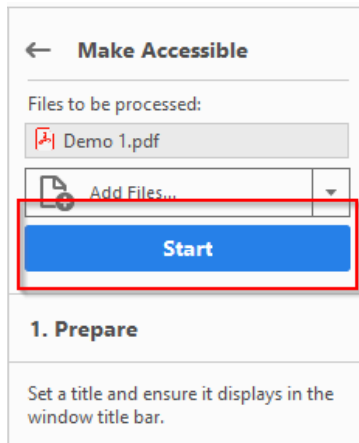
2. Click on the **Action Wizard** tool now added to your side toolbar:



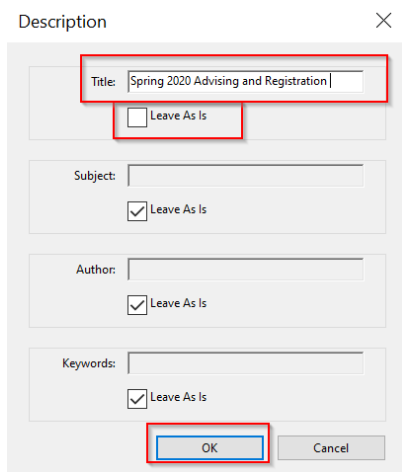
3. Click on **Make Accessible**:



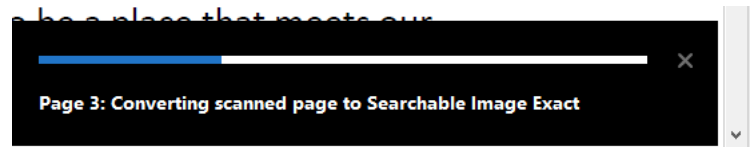
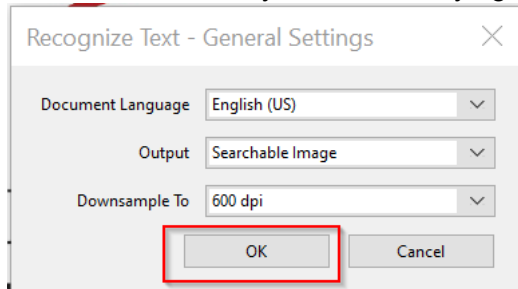
4. Click **Start**:



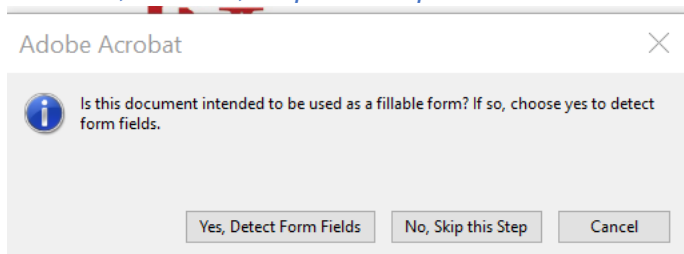
5. First, make sure the proper title for the document is listed. To do this, *uncheck* the **Leave As Is** button under the tile, then type the document title and click **OK**:



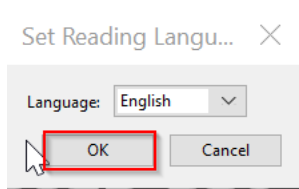
6. The Recognize Text - General Settings should pop up. The setting should be preset to be marked as English (US), Searchable image, and 600 dpi. Click **OK**. A window should then run in the corner of your screen saying it is converting the pages to a searchable image.



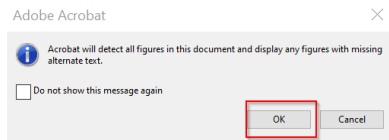
7. Next, a window will pop up asking if your document is intended to be a fillable form. *If it does not, click No, Skip this Step:*



8. A Set Reading Language window will pop up. It is pre-set to English. So, unless you have a document that is primarily in a different language, click **OK**:



9. A pop-up will show, indicating that Adobe will now detect all figures in the document and display any figures that are missing alternative text. Click **OK**:

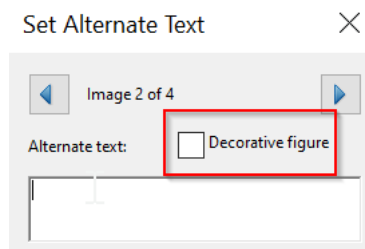


10. A blue box will appear around the image/figure the document is checking; if alternative text is already added, it will be shown in the white textbox space. Note: For the following example, which is a logo, simply type the name of the company:

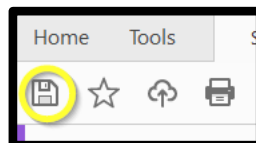
11. Use the arrow keys to move to the next image in the document:



12. If an image is only decorative, check the box that says **Decorative figure**. Doing that will tell the screen reading technology to skip over that image.



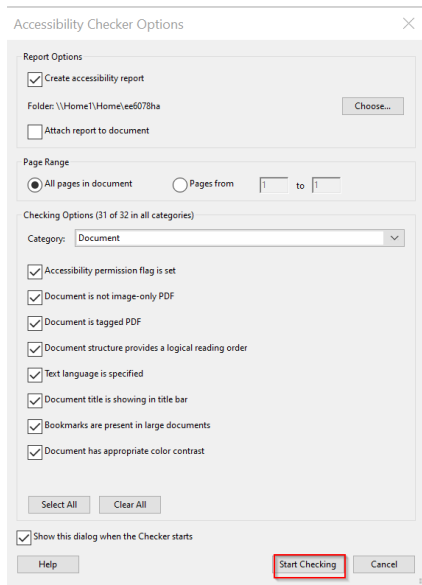
13. **SAVE OFTEN!** Click on both the save and close button in the set alt text window **AND**



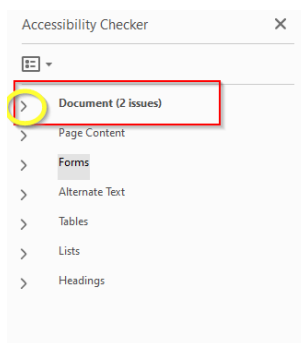
the **save** icon in Adobe Acrobat. **This is the only way to not lose any alt text that you may add while working on the document at any one time!**

Note: If you do not have time to add alternative text to all the images at that specific time, click on Save & Close to run the final step of the Action Wizard.

14. The Accessibility Checker window will pop up:



15. If an item is bold, that means there is an issue with that portion of the document. Click the arrow next to it to see what the issue is:

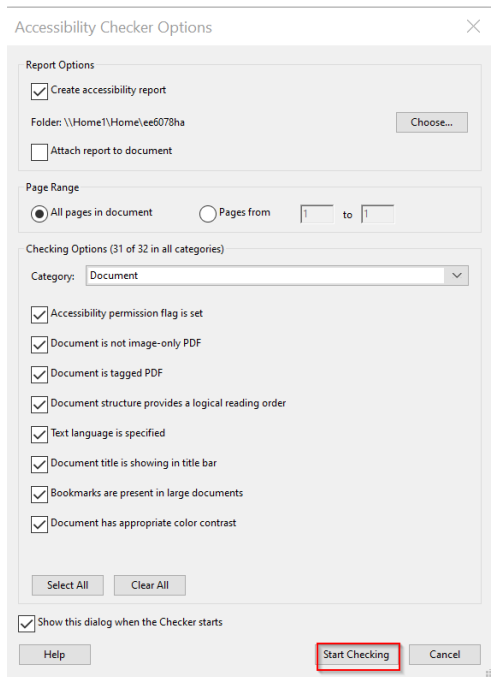


16. The Accessibility Checker report will provide a status for each rule that is checked:
- ✔ Passed: The item is accessible.
 - ⓘ Needs Manual Check: The Accessibility Check feature couldn't check the item automatically. Verify the item manually.
 - ✘ Failed: The item didn't pass the accessibility check.
 - ⚠ Skipped By User: Rule was not checked because it wasn't selected in the Accessibility Checker Options dialog box.

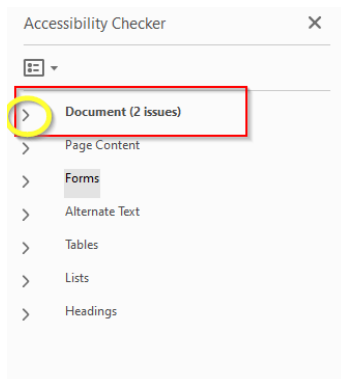
OPTION 2

1. Select the **Accessibility Checker icon** that is now located at the top of your toolbar:
2. The Accessibility Checker Options window will pop up.
3. Click **Start Checking**:





4. If an item is **bold**, that means there is an issue with that portion of the document. Click the arrow next to the item to see what the issue is.



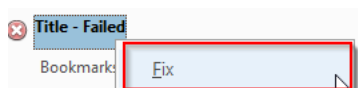
5. The report will provide a status for each rule that has been checked.

- ✓ Passed: The item is accessible.
- ⓘ Needs Manual Check: The Accessibility Check feature couldn't check the item automatically. Verify the item manually.
- ✘ Failed: The item didn't pass the accessibility check.
- ⚠ Skipped By User: Rule was not checked because it wasn't selected in the Accessibility Checker Options dialog box.

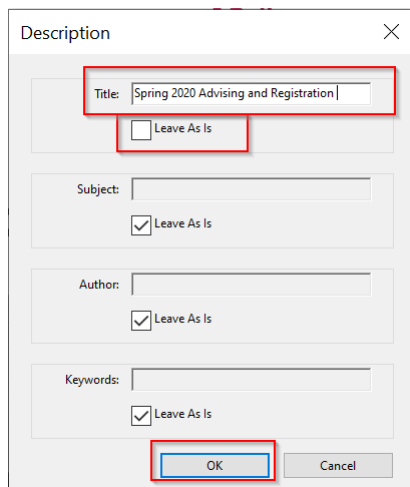
Helpful Note: No matter how accessible you make a Word document, there are a few errors/fails and manual checks that will always pop up when you convert it to PDF. Those errors/manual checks include:

The title error:

How to fix it: First, **right-click on the title error** in the checker, then click **fix**:



Next, *uncheck* the Leave As Is button under the title, and then type the document title. Click OK. Note: You *might have to* resave your document in order for the title to show up as passed.



Logical reading order:

More information about logical reading order can be found in the section called: “The Reading Order tool is very important.”

Color contrast

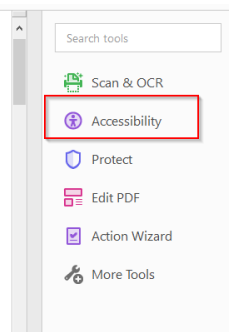
You cannot really change color contrast in PDF. So, if you have the Word format of the document, make sure to change the color contrast before you switch the document over to a PDF.

MAKING SURE ALTERNATIVE TEXT IS ADDED TO MEANINGFUL IMAGES IN A PDF

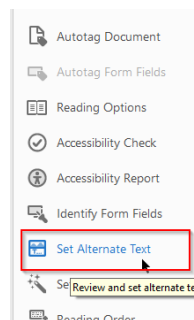
For meaningful images that have essential information in them, make sure alternative text is added. Alternative text (commonly referred to as “alt text”) can be read by screen readers, and helps people who are blind or have low vision understand what images and other objects are in a document. Without alt text, an image on a page will simply read as “image.”

HOW TO ADD IN ALTERNATIVE TEXT

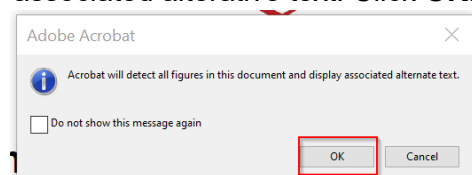
1. Click on the Accessibility icon--instructions for adding the Accessibility icon to your most used tools can be found in the “Adding the Accessibility Checker to your toolbar” section of this document.



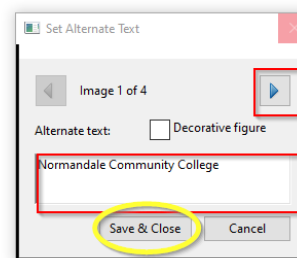
- Click **Set Alternative Text**. This will allow you to do one of two things: (a) verify that existing alternative text is correct, or (b) add in alternative text to images that do not have it yet.



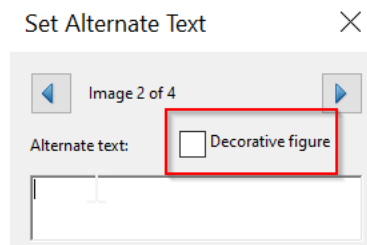
- A notification will pop up saying Acrobat will detect all figures in the document and display associated alternative text. Click **OK**:



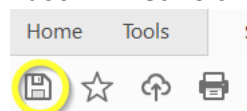
- A blue box will appear around the image that the document is checking; and if alternative text has already been added, it will be shown in the white textbox space. Note: For the following example, which is a logo, simply type the name of the company.
- Use the arrow keys to move to the next image in the document:



- If an image is only decorative, check the box that says **Decorative figure**. Doing that will tell the screen reading technology to skip over that image.



- SAVE OFTEN!** Click on both the **save and close** button in the set alt text window **AND**



the **save** icon in Adobe. **This is the only way to not lose any alt text that you may add while working on the document at any one time!**

THE READING ORDER TOOL IS VERY IMPORTANT

The Reading Order tool is fundamental in making sure your PDF is structured correctly. It is used to select and tag content correctly, mark items as decorative, and add data table headers.

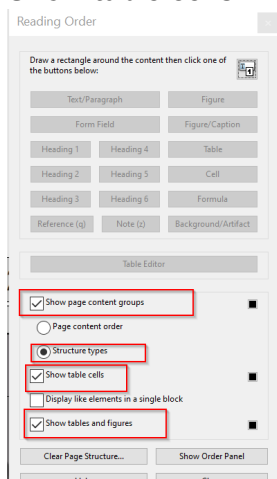
Terminology tip: In Adobe, a decorative image/alternative content is referred to as an Artifact, and an image is called a Figure.

THIS IS KEY: MAKE SURE YOUR READING ORDER WINDOW IS SET TO THE CORRECT SETTINGS

1. Click on the Reading Order icon, which should now be located on your top toolbar:



2. Make sure that: **Show page content groups** is checked, **Structure types** is marked, **Show table cells** is checked, and **Show table and figures** is checked:

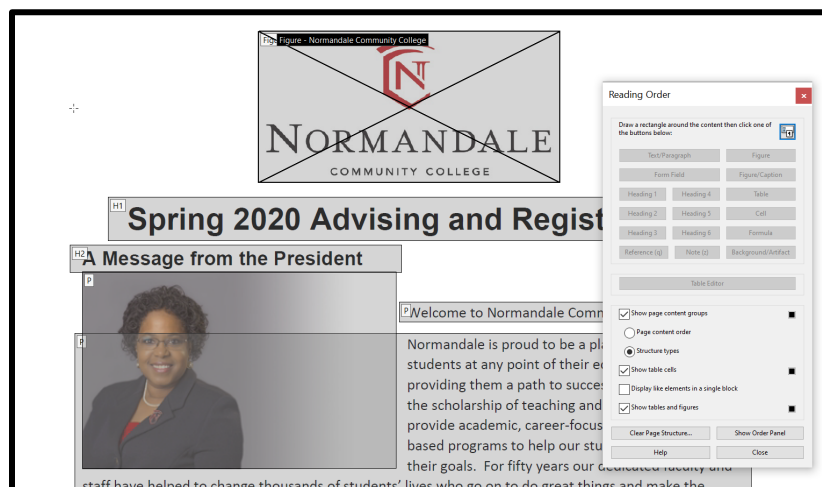


[List of standard tag types in PDF](#)

WHAT THE READING ORDER TOOL LOOKS LIKE WHEN IT'S ACTIVATED

Once you have your Reading Order tool properly set up (see previous section), review your document to make sure it is set up correctly.

Important note: When the Reading Order tool is activated, there should be gray boxes around the content in your pages. See below example:



Important Terminology when using the reading order tool:

- ❖ An *image* that is essential and should be described should be labeled as a **Figure**.
- ❖ The *title* of the document should be labeled as **H1** (Heading 1).
- ❖ The first section after the title should be marked as **H2** (Heading 2).
- ❖ Each paragraph should be labeled as **P** (Text/Paragraph).
- ❖ An image that is only decorative should be labeled as a **Background/Artifact**.

HOW TO UPDATE THE READING ORDER TAGS

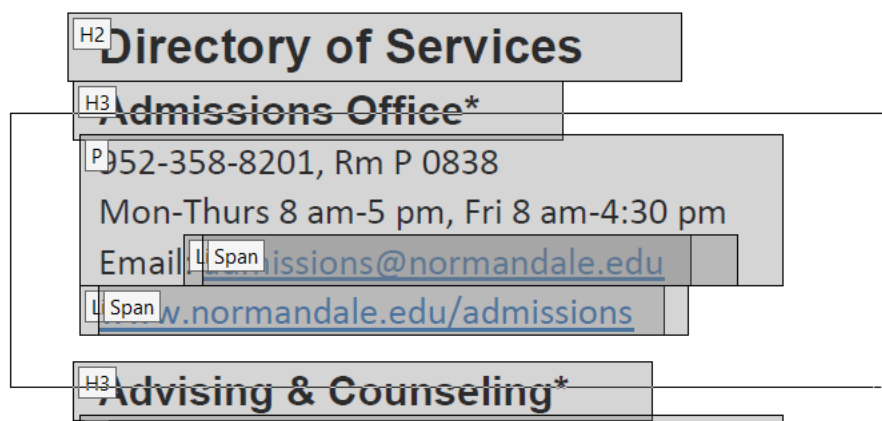
1. Be aware that when the Reading Order tool is activated, your cursor will turn into a



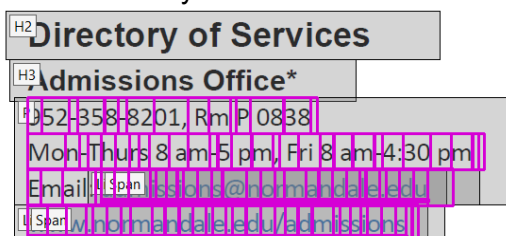
cross icon that looks like this:

2. To update a tagged/reading order section in your document, drag and draw a box around the area that you want to update.

Pro Tip: Draw the box a bit bigger than you actually need it. That will help make sure the Reading Order tool catches the full area that you wish to update.



3. The area that you drew the box around will have purple boxes in the selected area



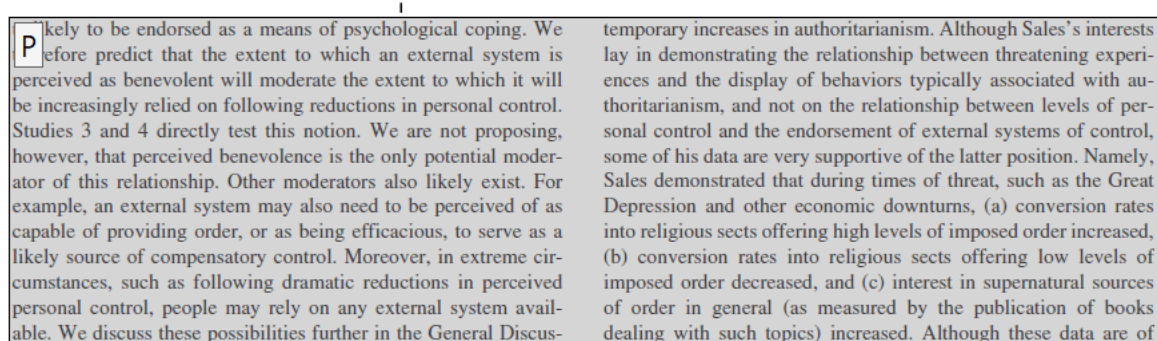
Pro Tip: *If you drew a box but did not get the full area that you wanted, click on an area of white space in the PDF and it should undo that last step so you can try again.*

4. Choose the Reading Order tag that you want. In this case, I want my selected area to be all under the same Text/Paragraph tag:

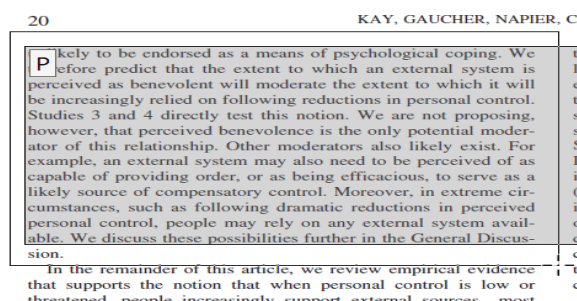


WHAT IF A SECTION OF THE DOCUMENT IS TAGGED INCORRECTLY?

Sometimes, items in the PDF may be tagged incorrectly. In this example, a page is incorrectly structured so it reads from the far left to the far right, row by row:



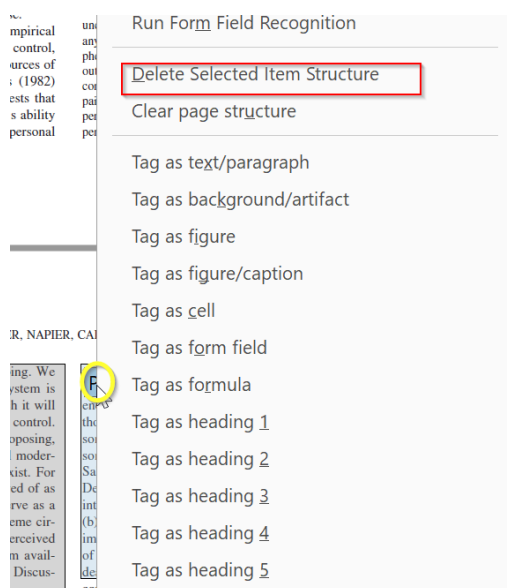
To fix this so that it is structured to read down each respective column before reading the next column, open your Reading Order tool and draw a box around each separate column:



Your new selected area will show the selected words in purple. Next, choose **Text/Paragraph**:

Doing that should break the section you want into its own paragraph to help make sure the material is read in the correct order. **However**, the second paragraph in this example will now

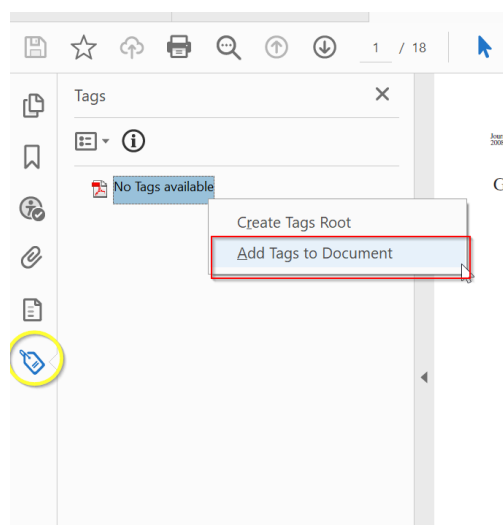
need to be relabeled. The easiest way to do this is to **left-click on the P icon** (circled in yellow below) so that the box turns blue, then **right-click** and choose **Delete Selected Item Structure**.



WHAT IF NO TAGS ARE ADDED TO THE ORIGINAL DOCUMENT?

Sometimes when you go to check or update the reading order in a document, no tags pull up while you have the Reading Order tool open. If that is the case, it likely means that no tags have been added to that document yet.

1. **Run the Accessibility Checker report**, then click on the **Tags icon**, right-click where it says **No Tags available**, and click on **Adds Tags to Document**:



2. A Recognition Report will pop up. You can **DISREGARD** that and **EXIT** out of it:

Recognition Report

Add Tags Report for Kay.pdf

Summary

- [Introduction](#)
- [18 reduced confidence pages](#)
- [18 figures missing AltText](#)
- [Hints for Repair](#)

Reduced Confidence Pages

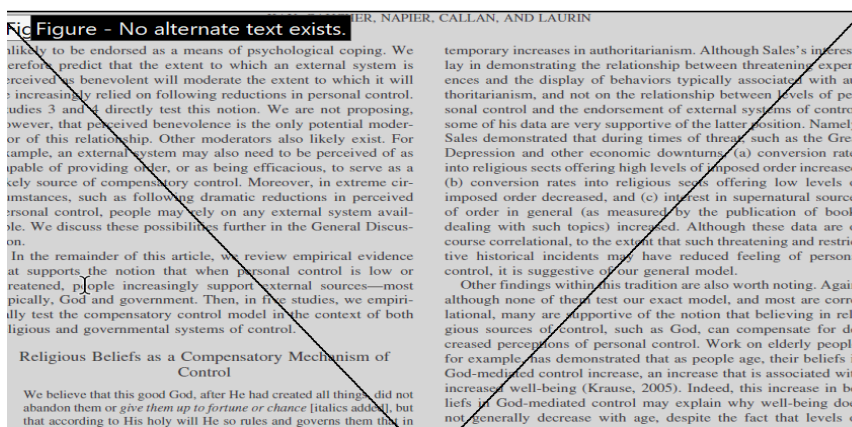
Page 1: [Next Page](#)

- Figures to check. ([How To Fix](#)

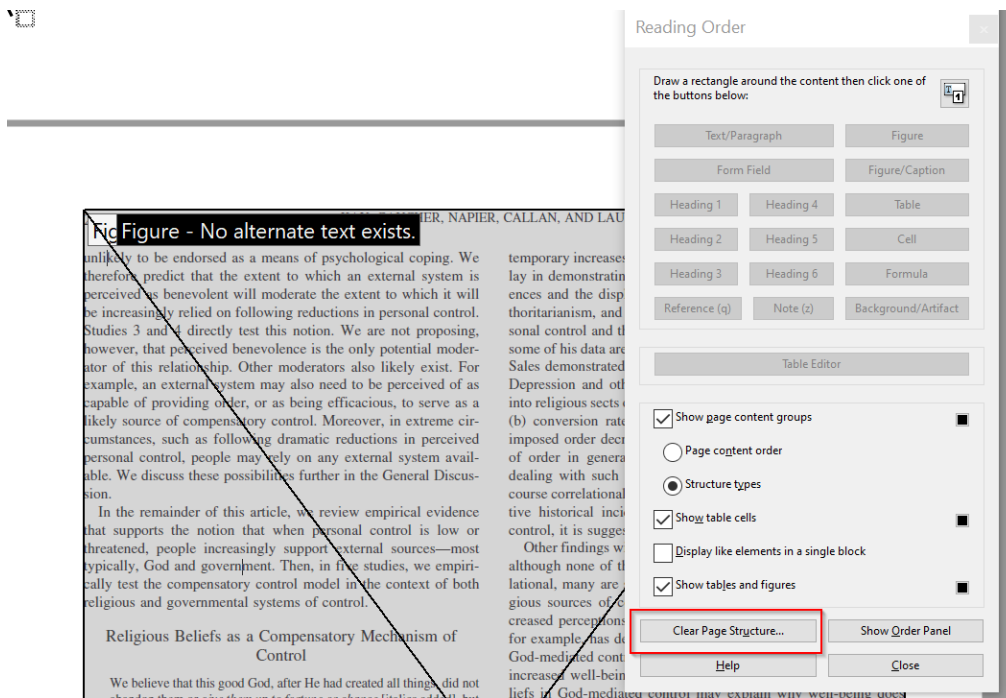
3. Now when you go back to your tags icon, the auto tags should show up and you should now be able to make changes using the Reading Order tool.

WHAT IF A PAGE IS JUST SHOWING UP AS ONE LARGE “FIGURE”?

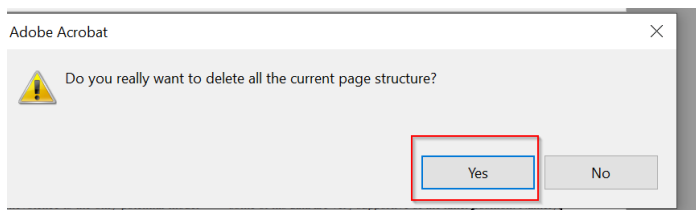
Sometimes when you go to work on the reading order on a page, the whole page itself will be labeled as one big image (aka Figure), as in the following example:



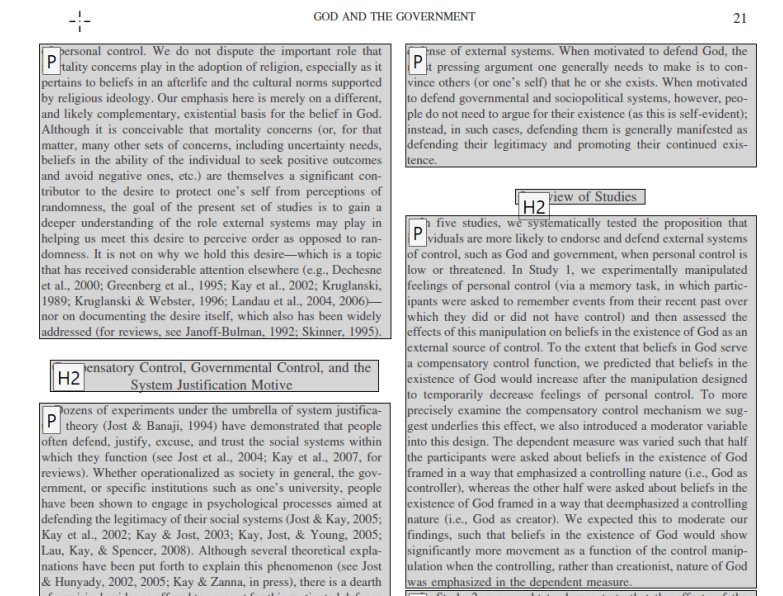
What appears to be the most accurate way to fix this is to first clear the page structure (see below example):



You will receive the following warning window. (This should only clear the structure for the current page you are on.) Click **Yes**:



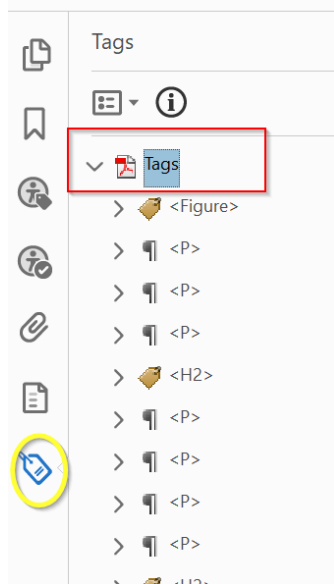
Then, using the Reading Order tool, you would draw boxes around each of the respective sections of the page and tag them accordingly. Using the above example, the new page structure should look like the following example:



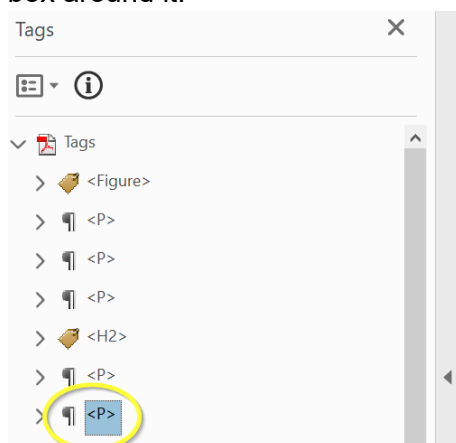
VERIFYING LOGICAL READING ORDER IS CORRECT

Once the document is tagged, you need to manually verify that the tags are all placed in logical reading order. This is done by following these steps:

1. Open up the Tags pane. Starting at the top of your tag list (aka your tag tree), use the down arrow on your keyboard to move through your document:



2. As you move through the tag tree, an item that you are currently on will have a purple box around it.



The model of compensatory control we have proposed above and the test of it we provide below can, we believe, help to explain why people are motivated to place their faith in these types of external systems—that is, because of their potential for compensating for lowered levels of personal control. Although not traditionally viewed as such, governmental and organizational institutions, we believe, can serve very similar existential needs to those served by religious ideologies. Given the clear rules, guidelines, norms, and structure formal systems provide, governments and organizational systems, much like religions, hold the potential to help people imbue their worlds with order and control. Indeed, it has been explicitly suggested that existential needs are a key underlying driver of the system justification motive (Jost & Hunyady, 2005). To this end, although the first set of studies presented investigates the relation between personal control and beliefs in religious control, the later set tests this model specifically in the context of defending societal and governmental systems, making explicit the contribution of our model of compensatory control to system justification theory.

Although believing in God and defending the legitimacy of one's social system may seem like conceptually unrelated dependent measures, they both fit our main construct of interest: the

God occurred, at least in part, threat that this manipulation poses in order, structure, and nonrandomness introduced a mediator variable to extent to which the control ma order and nonrandomness. If the on beliefs in the existence of Go the threat it posed to participants structure, and nonrandomness tl pected the threat variable to mex

In Studies 3 and 4, we sought compensatory control can also systems of control other than re societal institutions. In Study national, and cross-cultural data in personal control predict supp expert control over people's lives on governmental systems to ce perceived personal control, then ables to be significantly and neg tions of personal control should to which governmental systems

How to fix a tag that is not in the correct reading order

As you are checking the items in the document's tag tree (that is, using the down arrow on your keyboard to verify order), you may notice that some items are not in the correct reading order. There are two different ways you can fix that:

Option 1

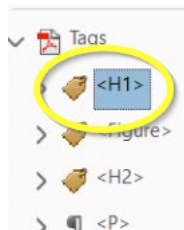
Select the tag that you want to move, then drag and drop it to the location you want it to go to. (A little line will show to indicate where you are dragging the new tag to):



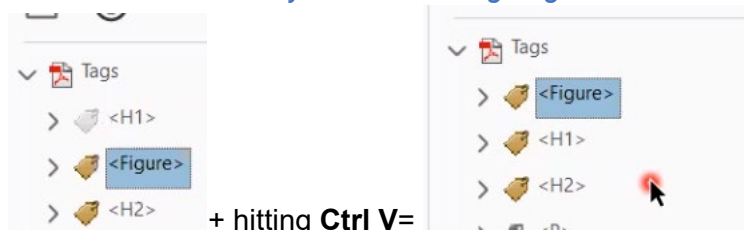
Option 2

Cut and paste the tag in the location that you want it, by following these steps:

1. Choose the tag that you want to move:
2. Hit **Ctrl X** to cut (The tag will then gray out for a moment):



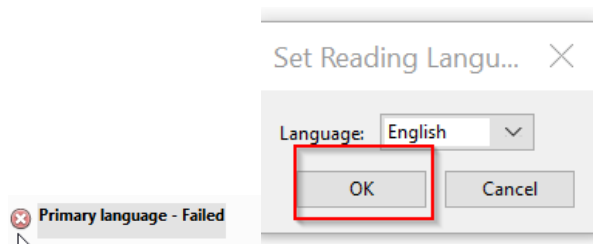
3. Find the location that you want the tag to go below and hit **Ctrl V** to paste:



VERIFYING THE LANGUAGE RULE

In most cases, the language rule will actually show up as “passed” in the Accessibility Checker. A few times, this may not be the case is if the document is a scanned document or if it is a document that has more than one language in the text.

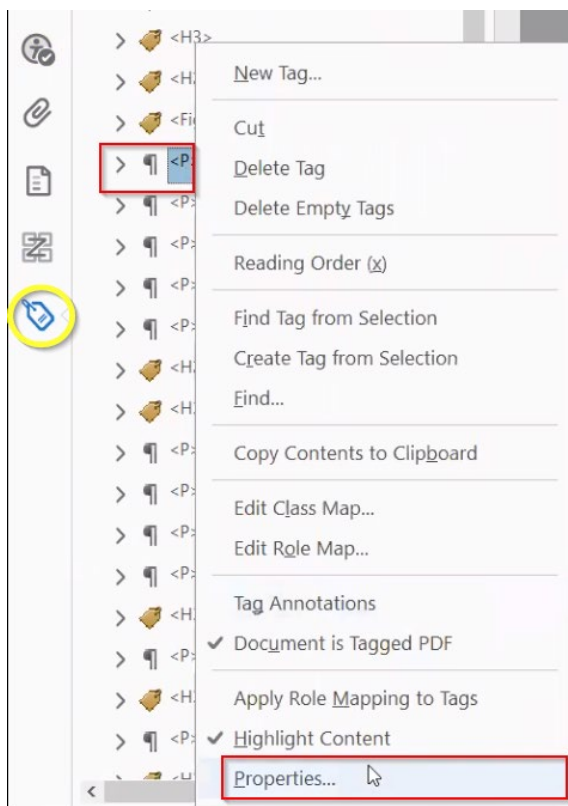
Right-click on the language error, choose **fix**, and choose the language you want for the entire document:



WHAT IF A DOCUMENT HAS MORE THAN ONE LANGUAGE?

To specify language in various sections of a document that has more than one language, follow these steps:

1. Go back to your tag tree list, and find the section that is in a difference language. **Right-click that tag** and choose **Properties** (See below example):



2. An Object Properties window will pop up. Choose the language that you want that tag to be, then click **Close**:

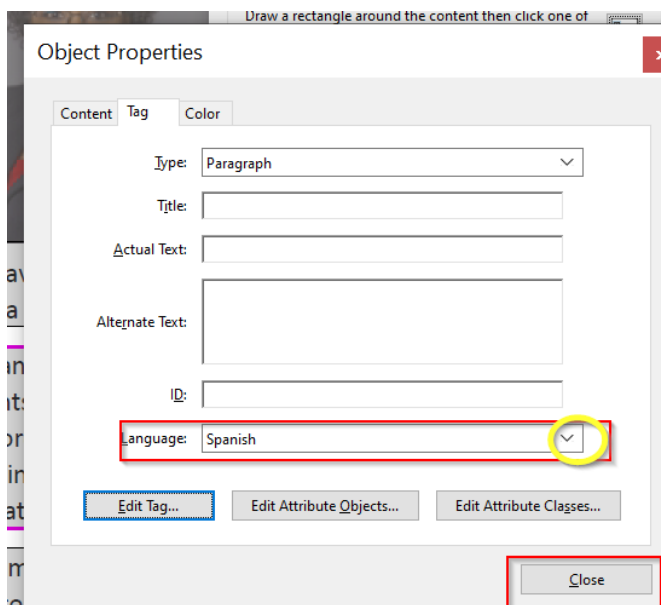
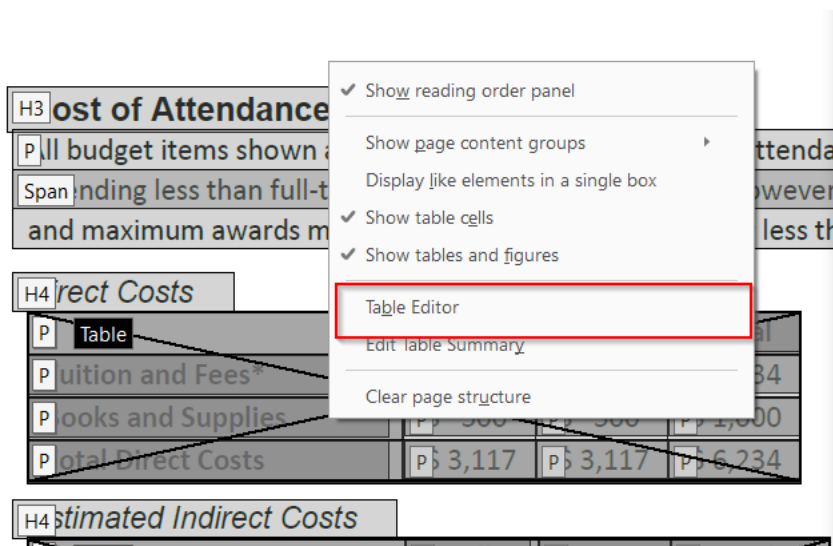


TABLE HEADER ERROR

1. With the Reading Order tool open, right-click within the table and choose Table Editor:



- Doing that will cause your Reading Order tool to go to the background and turn your table cells pink, which will allow you to change the properties of each individual cell:

<i>Direct Costs</i>				
	Fall	Spring	Annual	
Tuition and Fees*	\$ 2,617	\$ 2,617	\$ 5,234	
Books and Supplies	\$ 500	\$ 500	\$ 1,000	
Total Direct Costs	\$ 3,117	\$ 3,117	\$ 6,234	

***Helpful tip:** In this example Fall, Spring, and Annual are all headers and they would be columns because you want the reader to read down each of those respective headers. Likewise, Tuition and Fees, Books and Supplies, and Total Direct Costs would be headers as well, but we would list those as rows because we want the reader to read that information left to right.

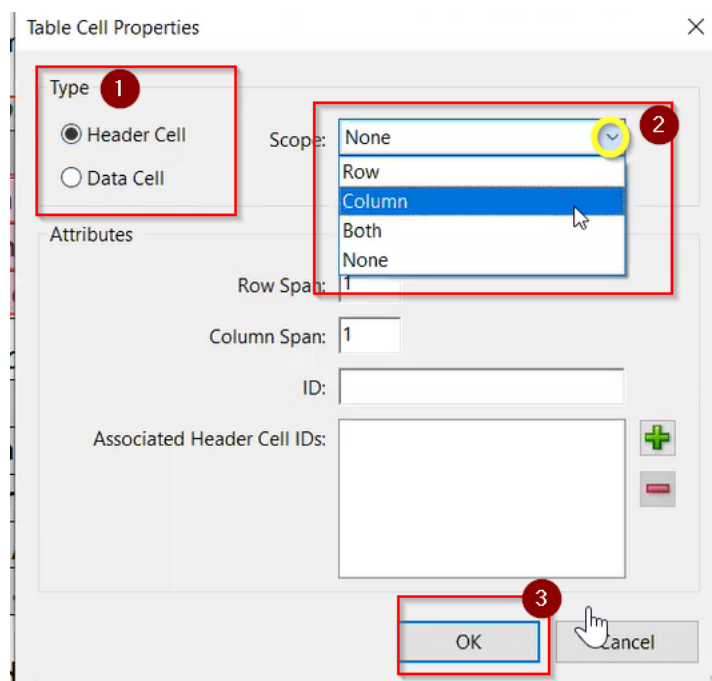
- Click on the cell that you want to update, and a light blue outline will appear:

<i>Direct Costs</i>				
	Fall	Spring	Annual	
Tuition and Fees*	\$ 2,617	\$ 2,617	\$ 5,234	
Books and Supplies	\$ 500	\$ 500	\$ 1,000	
Total Direct Costs	\$ 3,117	\$ 3,117	\$ 6,234	

- Right-click within that cell and choose **Table Cell Properties:**

<i>Direct Costs</i>				
	Fall	Spring	Annual	
Tuition and Fees*	\$ 2,617	\$ 2,617	\$ 5,234	
Books and Supplies	\$ 500	\$ 500	\$ 1,000	
Total Direct Costs	\$ 3,117	\$ 3,117	\$ 6,234	

- Then you can indicate if the cell is a header or a data cell. Next, indicate if that same cell is for either a row or a column, and then click OK. In this example, Fall is a header and it is a column cell:



6. Once you have made a change to a cell's property, the cell will turn red.

<i>Direct Costs</i>				
		Fall	Spring	Annual
Tuition and Fees*		\$ 2,617	\$ 2,617	\$ 5,234
Books and Supplies		\$ 500	\$ 500	\$ 1,000
Total Direct Costs		\$ 3,117	\$ 3,117	\$ 6,234

7. You will need to repeat this process for each cell that has a header in the table. **Pro tip:** If you have cells that will be set up with the same property settings, you can highlight more than one cell at a time and update the setting that way.

<i>Direct Costs</i>				
		Fall	Spring	Annual
Tuition and Fees*		\$ 2,617	\$ 2,617	\$ 5,234
Books and Supplies		\$ 500	\$ 500	\$ 1,000
Total Direct Costs		\$ 3,117	\$ 3,117	\$ 6,234

TABLE SUMMARY RULE

This rule can be ignored and skipped. Essentially what Acrobat is trying to have you do is manually add in a summary of each table. However, even if you followed the steps to add in a table summary, screen reader technology would not be able to read that information.

TABLE REGULARITY ERROR

The table regularity error will be displayed *if* your table does not have the same number of columns in each row or the same number of rows in each column (i.e. you merged some cells). In cases like this, you *cannot* use the Table Editor to fix this because the Table Editor does not allow you to add cells. You can fix the error by following these steps:

1. In the **Accessibility Checker**, look under **Tables**. If you see the **Regularity – Failed error**, click the down arrow and **click on the respective element**. Doing that should

highlight the table in question. Next, right-click on that element and choose **Show in Tags Panel**.

Accessibility Checker

- Document (2 issues)
- Page Content
- Forms
- Alternate Text (1 issue)
- Tables (1 issue)
 - Rows - Passed
 - TH and TD - Passed
 - Headers - Passed
 - Regularity - Failed
- Summary -
- Lists (1 issue)
- Headings (1 issue)

Context Menu:

- Skip Rule
- Explain
- Show in Content Panel
- Show in Tags Panel
- Check Again
- Show Report
- Options

	Fall	Spring	Annual
Room and Board	\$ 3,768	\$ 3,767	\$ 7,535
Transportation**	\$ 1,231	\$ 1,232	\$ 2,463
Personal/Miscellaneous***	\$ 2,346	\$ 2,346	\$ 4,692
Total Est. Indirect Costs	\$ 7,245	\$ 7,245	\$ 14,490

Refund Policy

Registration Changes (Spring Semester)	Drop/withdrawal from some, but not all classes	Drop/withdrawal from all classes
Through the 5th day of the semester	1	1
6th-10th day of the semester	0	0.75
11th-15th day of the semester	0	0.5
16th-20th day of the semester	0	0.25
Remainder of the semester	0	

This cell is what is causing the Table Regularity Error

- This should highlight that table for you and jump to the exact location in the tag tree where that table is located. Click the down arrow of that table.

Tag Tree:

- <Table>
- <H4>
- <Table>
- <P>
- <Table>
- <TR>
- <TR>
- <TR>
- <TR>
- <TR>
- <TR>

Note TR Stands for table row

Refund Policy

Registration Changes (Spring Semester)	Drop/withdrawal from some, but not all classes	Drop/withdrawal from all classes
Through the 5th day of the semester	1	1
6th-10th day of the semester	0	0.75
11th-15th day of the semester	0	0.5
16th-20th day of the semester	0	0.25
Remainder of the semester	0	

- In this example, we know the issue is in the last row of the table, so find the last row in the table and the data cell next to the empty cell. Then right-click and choose **New Tag**. (See below picture for example.)

Accessibility

Tags

- <TR>
- <TH>
- <TH>
- <TH>
- <TR>
- <TH>
- <TD>
- <TD>
- <TR>
- <TR>
- <TH>
- <TD>

New Tag...

- Cut
- Delete Tag
- Delete Empty Tags
- Reading Order (x)
- Find Tag from Selection
- Create Tag from Selection
- Find...
- Copy Contents to Clipboard
- Edit Class Map...
- Edit Role Map...
- Tag Annotations
- Document is Tagged PDF
- Apply Role Mapping to Tags
- Highlight Content
- Properties...

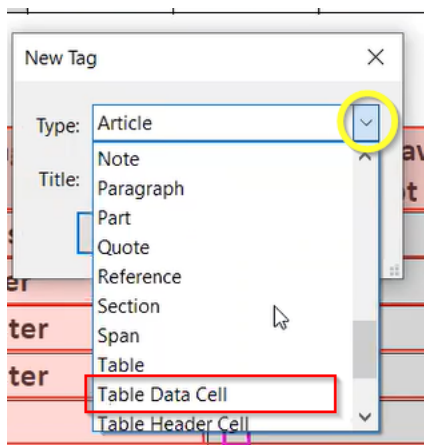
	Fall	Spring	Annual
Room and Board	\$ 3,768	\$ 3,767	\$ 7,535
Transportation**	\$ 1,231	\$ 1,232	\$ 2,463
Personal/Miscellaneous***	\$ 2,346	\$ 2,346	\$ 4,692
Total Est. Indirect Costs	\$ 7,245	\$ 7,245	\$ 14,490

Refund Policy

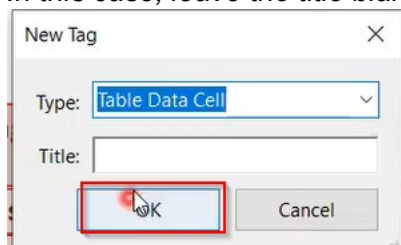
Registration Changes (Spring Semester)	Drop/withdrawal from some, but not all classes	Drop/withdrawal from all classes
Through the 5th day of the semester	1	1
6th-10th day of the semester	0	0.75
11th-15th day of the semester	0	0.5
16th-20th day of the semester	0	0.25
Remainder of the semester	0	

Tag Tree Note: TH stands for table header. TD stands for table data

- A New Tag window will pop up. In the Type drop-down, change it to **Table Data Cell**.



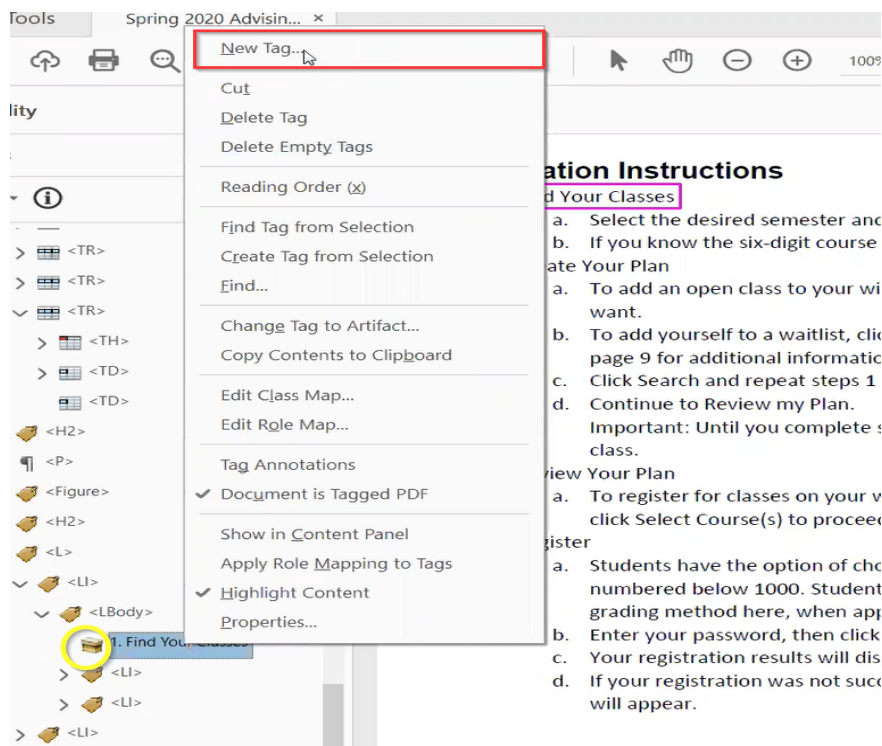
5. In this case, leave the title blank and click **OK**.



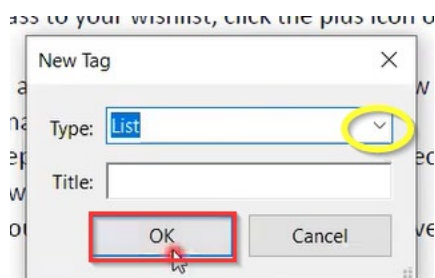
NESTED LIST ERRORS

If you have sub categories in a list, this rule makes sure that the is structured correctly. Note: this error will likely not come up very often.

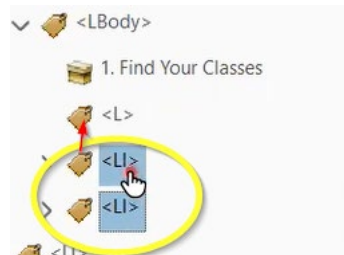
- To fix this error using your tag tree, find the location where the tag for the list starts, then find the section that you know will have sub sections below it. **Right-click** that tag and choose **New Tag**:



- The new tag window will pop up. In the Type drop-down choose **List** and click **OK**:



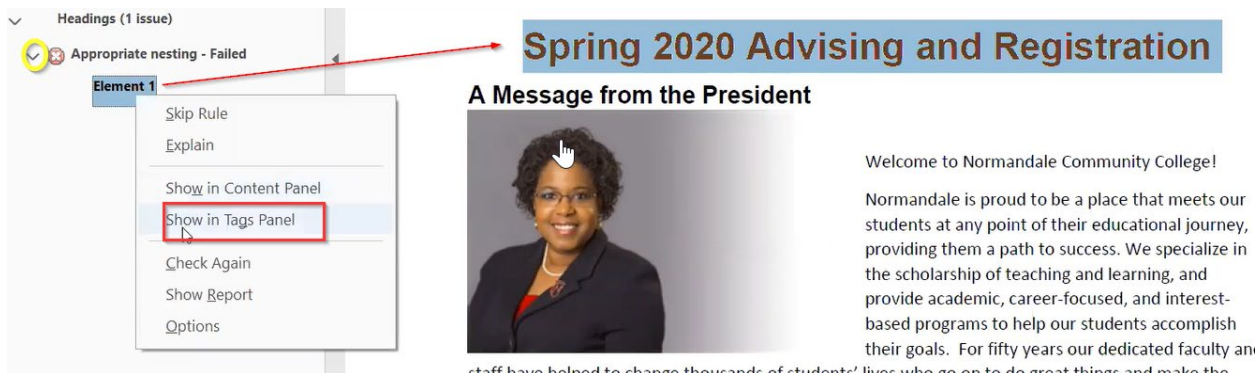
3. You will see that a new <L> tag has now been added. Select the two <L1> tags that are the sub sections for that list and *drag and drop them* onto the new <L> tag:



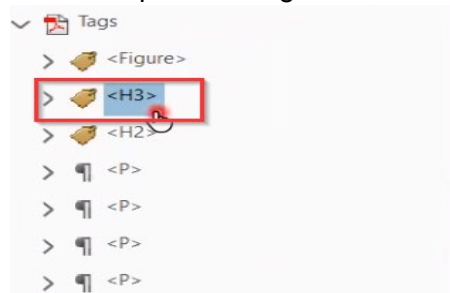
APPROPRIATE NESTING FOR HEADINGS FAILED RULE

The Appropriate Nesting for Headers - Failed error will pop up if Adobe believes that a header in the document could have been labeled incorrectly. Remember, headers provide a table of contents structure for screen reader technology, so we want to make sure the heading layout is correct.

1. To fix this error, right-click on the element--the header in question will be highlighted in blue in the document--then click **Show in Tags Panel**:

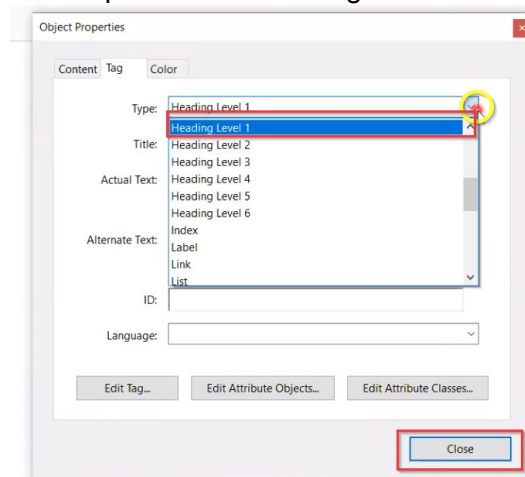


2. This will open the Tags tree, and the tag in question will be highlighted in blue:



3. In this example, the heading label is currently listed as a Header 3, but it should be a Header 1 *because it is the title of the document*.

To fix the header, you could either **use your Reading Order tool to relabel it as a Header 1**; *or* you could **right-click on the respective tag**, choose **Properties**, and in the Properties menu change the Header 3 to a Header 1 and click **Close**.

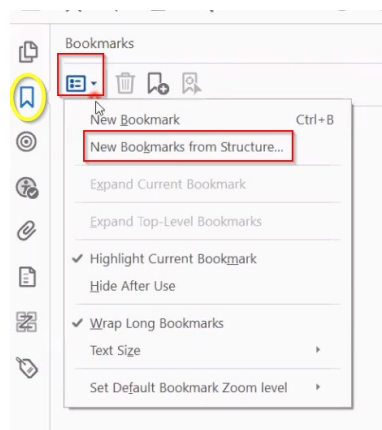


Note: After this step is complete, you may have to resave the document before this error will disappear from the Accessibility Checker report.

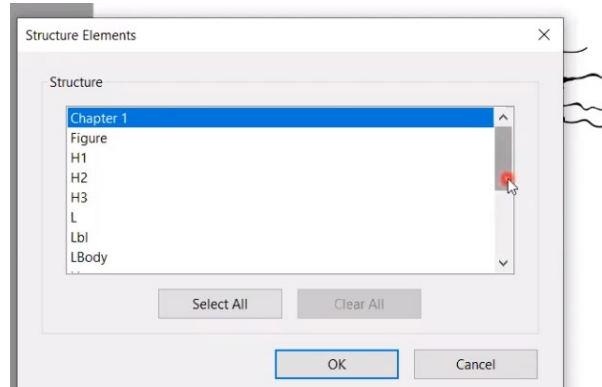
VERIFY THAT THE BOOKMARKS ARE CORRECT

Any document that is 21 pages or more will show up with a bookmark accessibility error that needs to be fixed.

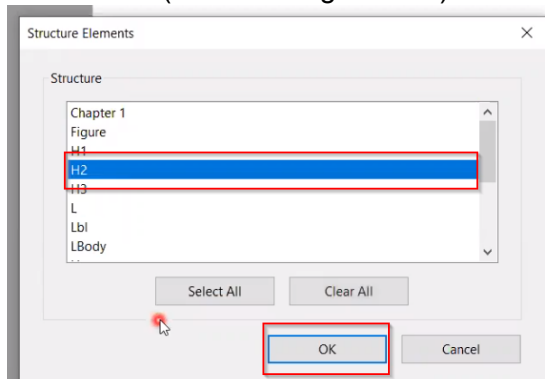
1. Click on the Bookmarks icon, and then after clicking on the item that has the red box around it in the following example, choose New Bookmarks from Structure:



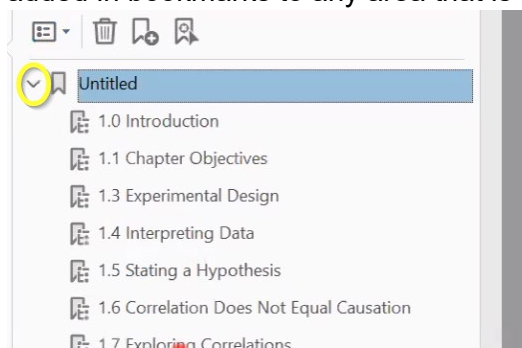
2. A pop-up window will indicate all the different tags structures that are in that document:



3. Choose **H2** (aka Heading Level 2) and click **OK**:



4. After hitting the down arrow next to the title of the document, you will see that Adobe has added in bookmarks to any area that is marked as a Heading 2 in this document:



SPECIAL TOPICS

COMPLEX TABLES

A “complex data table” has cells that span multiple rows or columns, making the table irregular, such as the following example:

	Fall	Spring	Annual
Direct Costs			
Tuition and Fees*	\$ 2,617	\$ 2,617	\$ 5,234
Books and Supplies	\$ 500	\$ 500	\$ 1,000
Total Direct Costs	\$ 3,117	\$ 3,117	\$ 6,234
Estimated Indirect Costs			
Room and Board	\$ 3,768	\$ 3,767	\$ 7,535
Transportation**	\$ 1,231	\$ 1,232	\$ 2,463
Personal/Miscellaneous***	\$ 2,346	\$ 2,346	\$ 4,692
Total Est. Indirect Costs	\$ 7,245	\$ 7,245	\$ 14,490

Having such a table will bring up the table regularity rule error in the Accessibility Checker. So, you will have to check that data tables contain the same number of columns in each row, and the same number of rows in each column. (See the “*Table Regularity Error*” section of this document for more information.)

If a table must remain complex, additional markup must be added in the Table Editor.

1. For instance, for each header cell, you need to indicate the number of columns or rows spanned, if applicable.
2. In addition, you need to give each header cell its own unique ID. Do that by right-clicking on the table and choosing Auto Generate Header Cell IDs:

	Fall	Spring	Annual
Direct Costs			
Tuition and Fees*			
Books and Supplies			
Total Direct Costs	\$ 3,117		
Estimated Indirect Costs			
Room and Board	\$ 3,768		
Transportation**	\$ 1,231		
Personal/Miscellaneous***	\$ 2,346		
Total Est. Indirect Costs	\$ 7,245		

3. Lastly, for each data cell, you need to list the ID of each associated header cell:

	Fall	Spring	Annual
Direct Costs			
Tuition and Fees*	\$ 2,617		
Books and Supplies	\$ 500		
Total Direct Costs	\$ 3,117		
Estimated Indirect Costs			
Room and Board	\$ 3,768		
Transportation**	\$ 1,231		
Personal/Miscellaneous***	\$ 2,346		
Total Est. Indirect Costs	\$ 7,245		

Pro tip: If possible, rearrange or split the information into multiple tables to avoid it being irregular. Below is an example for making that kind of split:

Direct Costs			
	Fall	Spring	Annual
Tuition and Fees*	\$ 2,617	\$ 2,617	\$ 5,234
Books and Supplies	\$ 500	\$ 500	\$ 1,000
Total Direct Costs	\$ 3,117	\$ 3,117	\$ 6,234

Estimated Indirect Costs			
	Fall	Spring	Annual
Room and Board	\$ 3,768	\$ 3,767	\$ 7,535
Transportation**	\$ 1,231	\$ 1,232	\$ 2,463
Personal/Miscellaneous***	\$ 2,346	\$ 2,346	\$ 4,692
Total Est. Indirect Costs	\$ 7,245	\$ 7,245	\$ 14,490

LAYOUT TABLES

Some documents may use a table layout to structure the information. When that happens, a screen reader is going to try and read the information as a table and not as logical tabular data.

To fix this, completely open your Tags tree. Then, *while holding the control key*, select all the information that is actual information tags. In the following example <H1>, <H2>, <P>, <Figure> are selected (see below example):

The screenshot shows a web page for Student Services. The main content is a large green circle containing the text: "FINANCIAL AID COMPLETION SESSIONS", "June 1 – July 29, 2021 on Zoom", "Monday/Tuesday 10-11 am", "Wednesday/Thursday 3-4 pm", "Sign Up for a Session at bit.ly/finaidsession". Below this is a "Questions?" section with contact information: "Contact Student Services at (952) 358-8100 or studentservices@normandale.edu" and "If you need accommodations in order to attend this event (such as a sign language interpreter or captioning), please contact Student Services." The Normandale Community College logo is in the bottom right.

The 'Tags' tree on the left shows the following structure:

- Tags
 - <Document>
 - <Table>
 - <THead>
 - <TR>
 - <TH>
 - <H1> (selected)
 - <TBody>
 - <TR>
 - <TH>
 - <P> (selected)
 - <TH>
 - <P> (selected)
 - <TH>
 - <P> (selected)
 - <TH>
 - <P> (selected)
 - <Table>
 - <THead>
 - <TR>
 - <TH>
 - <H2> (selected)
 - <TBody>
 - <TR>
 - <TH>
 - <P> (selected)
 - <TH>
 - <P> (selected)
 - <TH>
 - <Figure> (selected)

Then drag that to the top of your Tags tree. In this example, the Tags tree should now look like this:

The 'Tags' tree now shows the following structure:

- Tags
 - <Document>
 - <H1>
 - <P>
 - <P>
 - <P>
 - <P>
 - <P>
 - <H2>
 - <P>
 - <P>
 - <Figure>

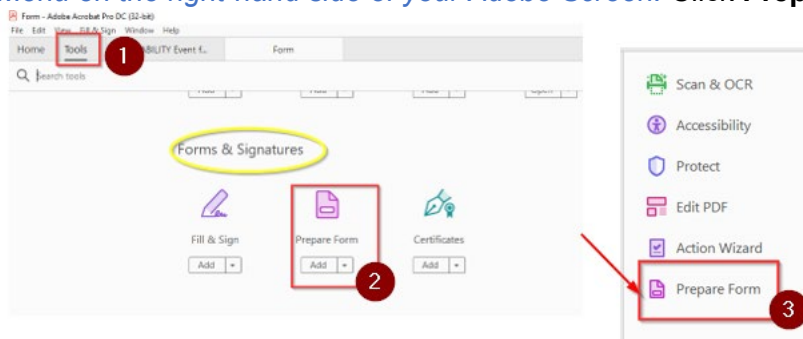
Next **delete** all of the empty tags not needed in the document. In this example, those would be <Table>, <THead>, <TBody>, <TR>, <TH>, <TD>:



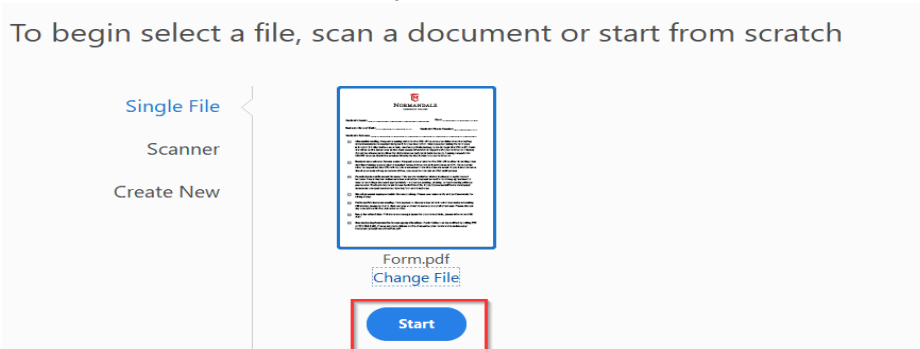
FORMS

There are a few things you should always double check when creating a form. The first is that each form field needs to be tagged, and the second thing is that each form field has what is called a tooltip. **Pro tip:** It is suggested that you run the Accessibility Checker on your document to fix any formatting errors (such as reading order), *and save that updated document BEFORE you start working on converting it to a form.*

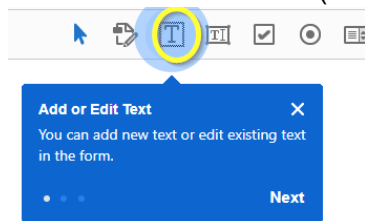
1. In **Tools**, go to the Forms & Signatures option, choose **Prepare Form**, and click **Add**. Note: After you do that once, *this option should then show up in your Tools Shortcut Menu on the right-hand side of your Adobe Screen.* Click **Prepare Form**:



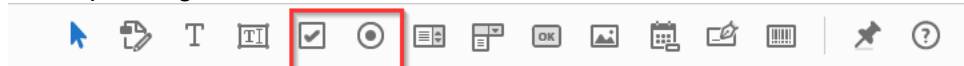
2. You then have to choose if you want to start from scratch or work on a document that you already created. In this example, we are working on a document already created, and we had it pulled up already. So, we click **Start**:



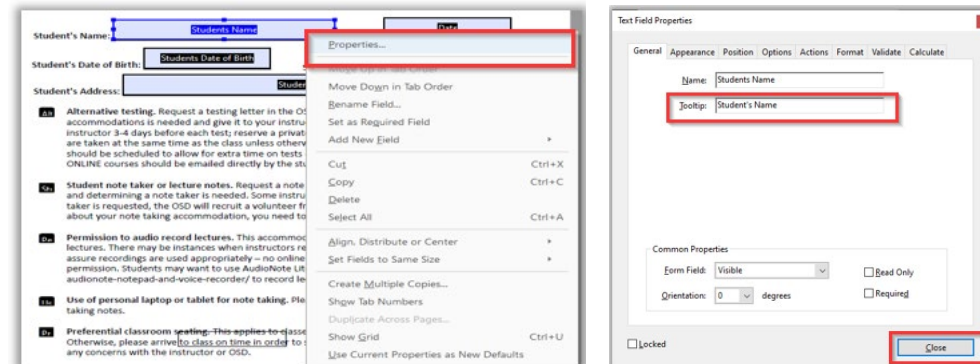
Adobe will automatically add in form fields where it believes they should go. You can add new text or edit old text (Add or Edit Text) by using the edit icon.



You can also add in new check boxes or selection circles (radio buttons) by using the corresponding icons:

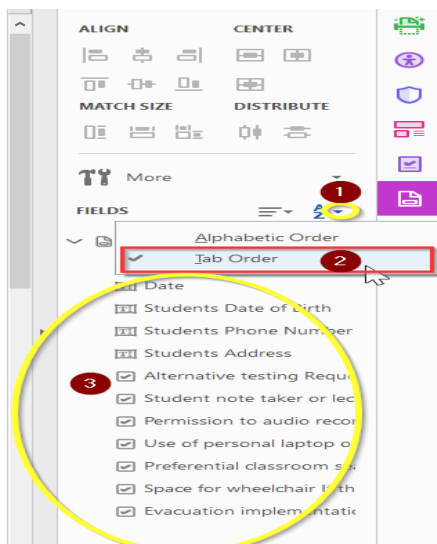


3. Make sure each form field has a correct tool tip. (A tool tip needs to be a friendly human-readable statement that explains to screen reader technology what this blank or checkbox is connected to.) Accomplish this by clicking on the respective form field, clicking **Properties**, and verifying that the tooltip says the text that is associated with that form field. Click **Close**.



Helpful note: In this example, you would copy the paragraph next to its respective checkbox and paste it in as the tool tip.

4. Next, you need to check that the tab order matches the logical reading order of the form. This is done on the right-hand side of the screen under "fields." Click the down arrow next to the A to Z icon and verify that **Tab Order** is selected. Lastly, verify that the tabs are in the same order that someone should read the document in.



If needed, you can adjust tab order by dragging the fields (number 3 in the above screenshot) to the desired order.

5. Use the **Reading Order** tool to tag the newly added form fields.

The screenshot shows the Accessibility Checker's Reading Order tool on the left and a form on the right. The tool has a grid of buttons for tagging content, with 'Form Field' highlighted in a red box. The form on the right has a pink box around the 'Student's Name' field.

Accessibility Checker - Reading Order

Draw a rectangle around the content then click one of the buttons below:

Text/Paragraph	Figure
Form Field	Figure/Caption
Heading 1	Heading 4
Heading 2	Heading 5
Heading 3	Heading 6
Reference (a)	Note (z)
Table	Cell
Formula	Background/Artifact

Table Editor

Show page content groups

Page content order

Structure types

Show table cells

Display like elements in a single block

Show tables and figures

Clear Page Structure... Show Order Panel

Help Close

NORMANDALE COMMUNITY COLLEGE

Student's Name: Date:

Student's Date of Birth: Student's Phone Number:

Student's Address:

- Alternative testing.** Request a testing letter in the OSD office once you determine the testing accommodations is needed and give it to your instructor. Give a purple testing form to your instructor 3-4 days before each test; reserve a private testing room through the OSD staff. Tests are taken at the same time as the class unless otherwise arranged with your instructor. Classes should be scheduled to allow for extra time on tests (not back-to-back). Testing requests for ONLINE courses should be emailed directly by the student to your instructor.
- Student note taker or lecture notes.** Request a note taker in the OSD office after attending class and determining a note taker is needed. Some instructors will post notes on D2L. Once a note taker is requested, the OSD will recruit a volunteer from the class via email. If you have concerns about your note taking accommodation, you need to contact an OSD staff person.
- Permission to audio record lectures.** This accommodation allows students to audio record lectures. There may be instances when instructors request an audio-recording agreement to assure recordings are used appropriately – no online posting, sharing, or reproducing without permission. Students may want to use AudioNote Lite, <https://luminantsoftware.com/apps/audionote-notepad-and-voice-recorder/> to record lectures.
- Use of personal laptop or tablet for note taking.** Please use responsibly and professionally for taking notes.
- Preferential classroom seating.** This applies to classes when an instructor has assigned seating. Otherwise, please arrive to class on time in order to secure your preferred seat. Please discuss any concerns with the instructor or OSD.
- Space for wheelchair.** If there is not enough space for your wheelchair, please inform the OSD staff.
- Evacuation implementation in emergency situations.** Public Safety can be notified by calling 555 or 952-358-8280. Please see more details on the evacuation plan: www.normandale.edu/

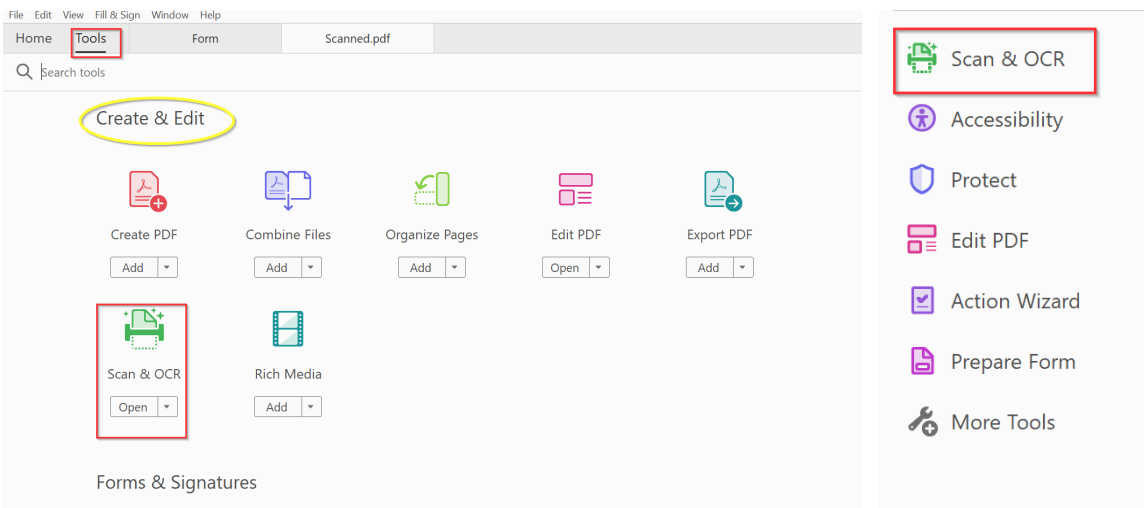
6. **Run Accessibility Check** and repair issues as needed.

SCANNED/IMAGE-ONLY DOCUMENTS: ADDING OPTICAL CHARACTER RECOGNITION (OCR)

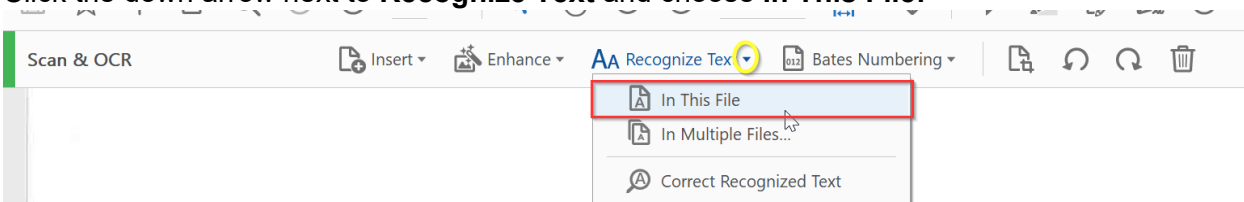
Screen readers cannot read documents that were scanned by a copier as one large image on a screen. To fix this, use OCR (Optical Character Recognition) to add content to an image-only (scanned) document.

Adobe may prompt you to OCR a scanned document when you open it. If it does not, you can scan and OCR a document by following these steps:

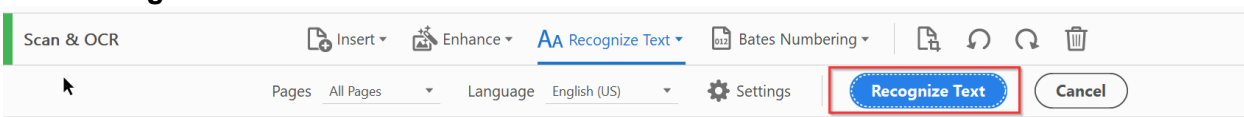
1. In **Tools**, go to the Create & Edit section and choose **Scan & OCR**. Click the down arrow under Scan & OCR and choose **Add**. Note: After you do this once, *this option should then show up in your Tools Shortcut Menu on the right-hand side of your Adobe Screen*. From that menu, click **Scan & OCR**



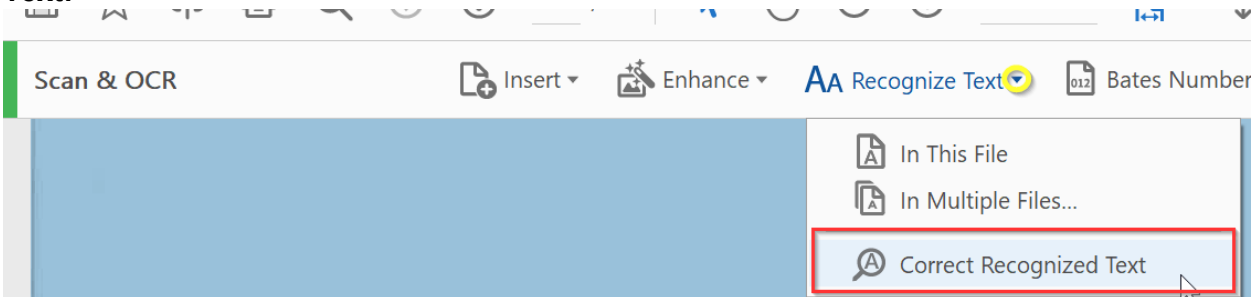
2. Click the down arrow next to **Recognize Text** and choose **In This File**:



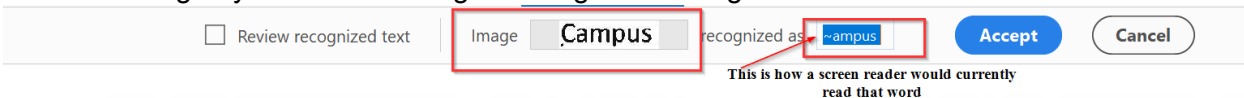
3. Click **Recognize Text**:



4. Click the down arrow next to **Recognize Text** again, and choose **Correct Recognized Text**:



5. Adobe will flag any words that it might have gotten wrong when it ran OCR:



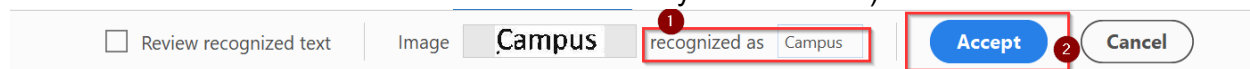
This amendment number 3 is between the State of Minnesota, acting by and through its **Board of Trustees: the Minnesota State Colleges and Universities**, on behalf of Normandale Community College, hereina MINNESOTA STATE), and *U.S. Bank National Association, a national bank, 800 Nicollet Mall, Minneapolis Minnesota 55402, (hereinafter CONTRACTOR).*

Recitals

WHEREAS, MINNESOTA STATE has a contract with the CONTRACTOR (hereinafter "Original Contract") to provide Banking Services and a related **Campus** ID Card, and

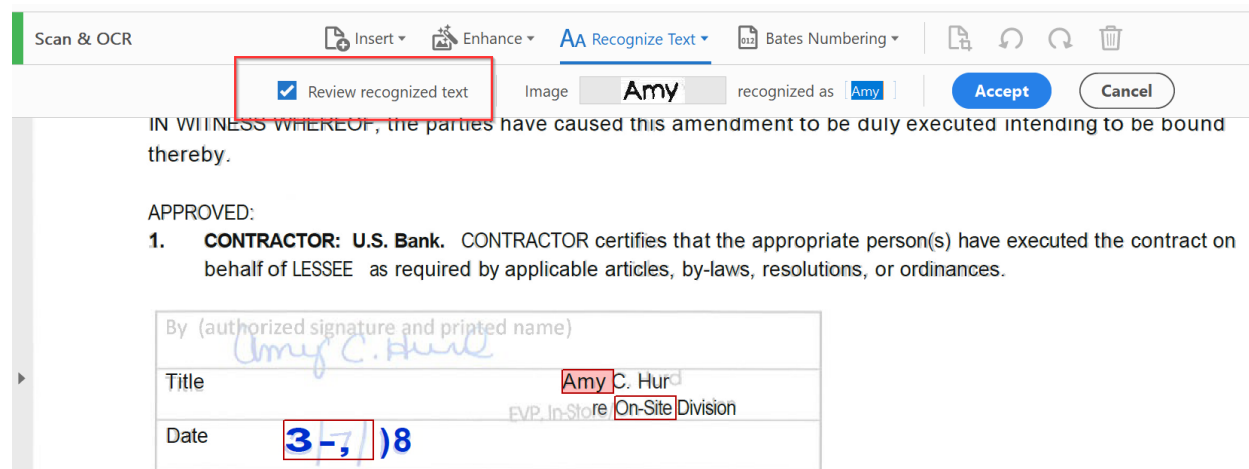
WHEREAS, MINNESOTA STATE and the CONTRACTOR are willing to amend the Original Contract as stated below.

6. To fix this example, type in the correct spelling of “campus” and click **Accept**. (Adobe will then move on to the next text item that it needs you to confirm.)

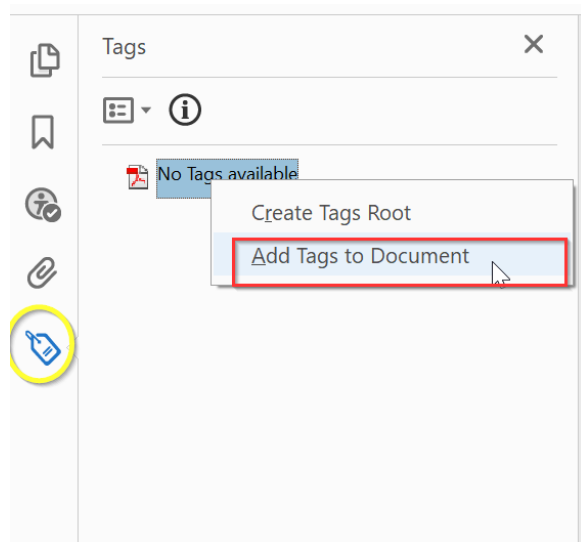


Pro tip: Handwritten signatures will likely come up as items that you need to fix. Instead of trying to fix them here, mark them as a Figure using your Reading Order tool and then add in alt text for the signature information (type the signed name).

Helpful Note: If you want to be able to move around the document and “eyeball” it for possible text recognition errors, click on the **Review recognized text** box. Then you can scroll through the document and click on any area that you wish to fix.



7. Next, you have to tag the document by **running the Accessibility Checker Report**, going to the **Tags** section and choosing **Add Tags to Document**. (Remember to disregard the report that will pop up after you do that.)



8. Use the **Reading Order** tool to properly tag your document.
 9. *Arrow through the tags* to verify the correct reading order and fix as needed
 10. *Run the Accessibility Checker one final time* and fix any remaining errors in the document.