

# RSCtv will commence at 12:30pm

## Forthcoming Training Events:

**1st Feb 08**

Inclusion in eLearning Forum  
Scottish RSCs and BRITE Initiative

**7th Feb 2008**

Creating accessible information in multiple formats with  
Dolphin EasyConverter  
RSC & BRITE Initiative

**8th Feb 08**

Using ICT to support students with literacy and dyslexia-  
related difficulties  
RSC Scotland NE

**14th Feb 08**

RSCtv - What's new in The Grid 2

**15th Feb 08**

Improving the equality of library support materials: a guide  
to creating alternative formats  
RSC Scotland NE



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# IP Features

- Video Feed (top left)
- Delegate List (left panel)
- Slide Show (main window)
- Text Chat (below main window)
- Screen Share Option
- Polling Feature (tab along top)

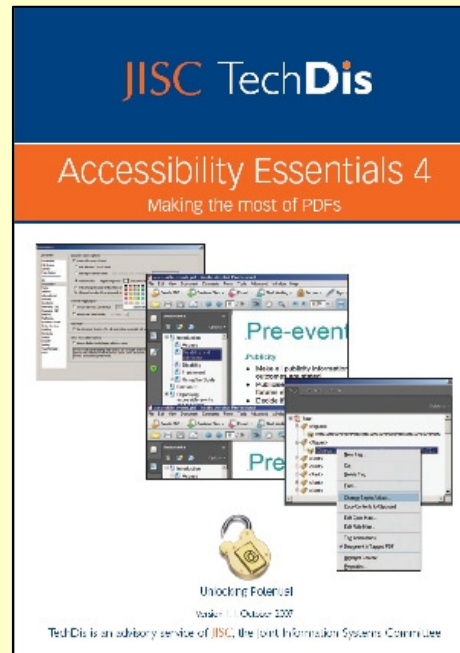


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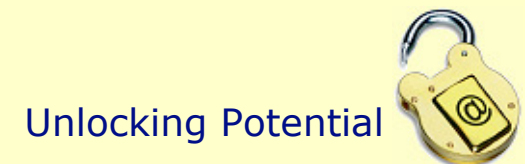
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# Accessibility Essentials 4: Making the Most of PDFs



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# Overview

- Covers creating accessible PDF documents.
- Useful for:
  - People creating their own PDF documents, by scanning a printed document or converting a word processed document.
  - People commissioning a PDF document from a third party (e.g. graphic designer)



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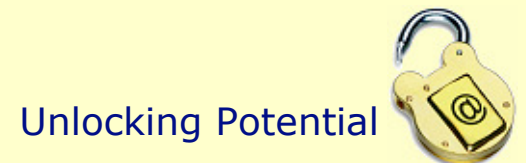
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- Divided into three sections:
  - The benefits and barriers of PDFs.
  - Producing accessible PDFs.
  - User personalisation of Adobe® Reader.



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# The Accessibility Benefits of PDFs

- Portability.
- Ability to alter the document's appearance.
- Simple document navigation.
- Alternative views in Adobe® Reader.
- BUT many of these benefits rely on the document being created accessibly in the first place.



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# The Challenges of PDFs

- Lack of awareness of the benefits by users
  - Where PDF documents are available to download, provide links to additional information about the benefits of PDFs and how to access them.
  - Accessibility Essentials: Making Electronic Document More Readable.
  - Accessibility Essentials 4: Making the Most of PDFs.



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# Policy Recommendations

## New PDFs

- Document Layout
  - Recommend that in-house policies regarding publications specify well structured documents.
  - Ensure all significant images are fully described in the text, caption or alt text.
  - The tendering process for third parties (e.g. graphic designers) requires that PDFs provide bookmark navigation and correctly tagged reading order.



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# Policy Recommendations

## Old PDFs


- Large numbers of existing, inaccessible PDFs.
  - Altering existing PDFs can be difficult and time consuming, changing all documents may not be viable.
  - Consider altering a core of the most popular documents.
  - Make documents available in other formats, such as structured Microsoft® Word documents or audio files



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**peter symonds college : admissions**

The College   Courses & Admissions   Student Life   Support   Reports & Publications   Adult Education

VIEWING THE COLLEGE PROSPECTUS

Home >> Courses & Admissions >> College Prospectus 2008 >> Viewing the College Prospectus

Ideally we would like to make the PDF version of the college prospectus accessible to all users. Both Adobe Acrobat and Microsoft Word allow users to change the appearance of the document and provide mechanisms to navigate lengthy documents. In order to facilitate the use of these tools, the document must be well structured. We have therefore produced two structured versions of the prospectus in both PDF and Word formats. The features that can be used with these are explained below:

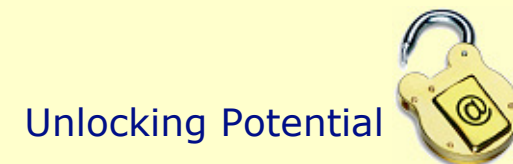
Description	Format	Filesize	Navigation	AutoScroll	Read Aloud	Text Resize/Reflow
<a href="#">Graphics Version</a>	PDF	9.1 Mb	Yes	No	No	Partial
<a href="#">Text Only</a>	PDF	303 Kb	Yes	Yes	Yes	Yes
<a href="#">Text Only</a>	Word	511 Kb	Yes	No	No	Yes

The following links to the Techdis website explain how some of the features can be accessed:

- [Enlarging Text](#)
- [Navigating Documents](#)
- [Read Aloud Feature \(Adobe Acrobat\)](#)
- [AutoScroll Feature \(Adobe Acrobat\)](#)



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# Producing Accessible PDFs

Covers three main sources of PDFs:

- Scanned documents.
- Word processed documents.
- PDFs created from graphic design packages (e.g. Adobe® InDesign, QuarkXPress).



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- Scanned documents:
  - Create an image of the document similar to a photograph.
  - Not accessible to screen reader users.
  - No text to enlarge – therefore cannot use many accessibility features.
  - This problem can be alleviated using OCR software.

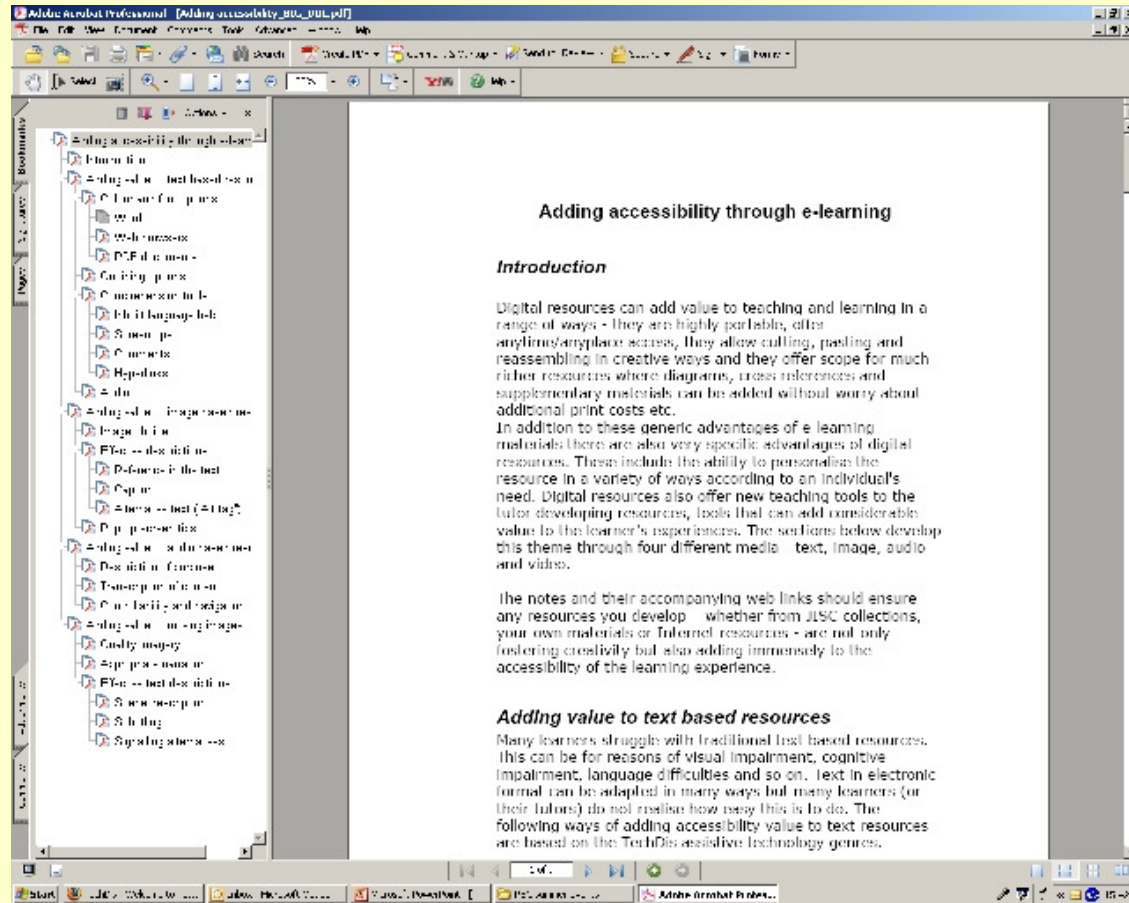


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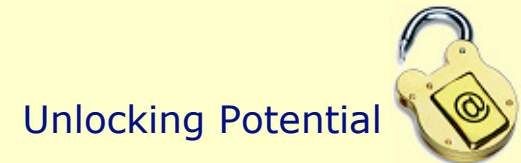
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# Word Processed Documents



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- Word processed documents:
  - A well-structured document, converted using Adobe® software, will usually be accessible as a PDF.
  - The document structure (including bookmarks), reading order and any alt text should carry over from Microsoft® Word and OpenOffice.
  - Free software converters often do not carry over these features.

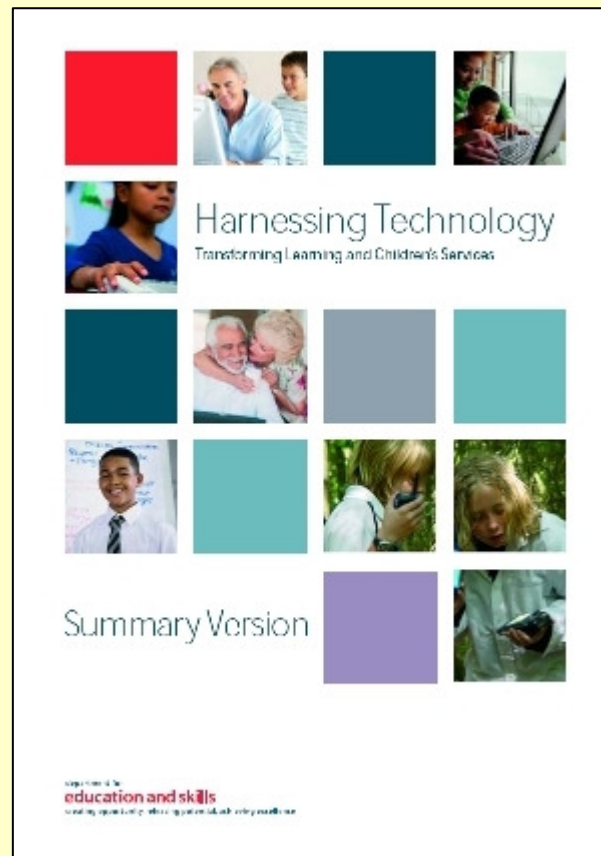


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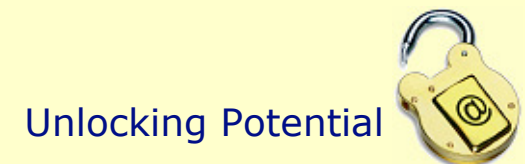
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# Documents from Graphic Designers



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- Documents from graphic design packages:
  - Usually produced to allow the commissioner to review the design, not for public use.
  - Therefore accessibility is not necessarily a consideration.
  - Designers may need to be asked to add accessibility features if it is to be made available to download.
  - If this is not possible alternative formats should be available.



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# Amending existing PDFs

- Covers
  - Using the in-built Accessibility Check.
  - Amending the reading order of a document.
  - Adding and editing bookmarks.
  - Tagging images appropriately and adding alt text.
  - Using tables in PDF documents.
- N.B. Based on Adobe® Acrobat 8



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# User Personalisation of Adobe® Reader

- Covers:
  - Changing the font and background colours.
  - Altering the text size.
  - Navigation using bookmarks and the pages view.
  - Alternative views:
    - Reflow.
    - Read Out Loud.
    - Automatically Scroll.
- Based on Adobe® Reader 8.



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# Supplementary Material

- Supplementary material is available online
  - [www.techdis.ac.uk/getaccessiblepdf](http://www.techdis.ac.uk/getaccessiblepdf).
- Includes:
  - Case studies.
  - Hints and tips from screen reader users.
  - Comparison of free PDF software.



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- Available online from [www.techdis.ac.uk/accessibilityessentials](http://www.techdis.ac.uk/accessibilityessentials)
- Or in hard copy – email [helpdesk@techdis.ac.uk](mailto:helpdesk@techdis.ac.uk).

Any questions?



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