

# A Picture can be Worth 1000 Words... Unless it's a PDF

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Adaptech Research Network

SALTISE Conference, June 2, 2021



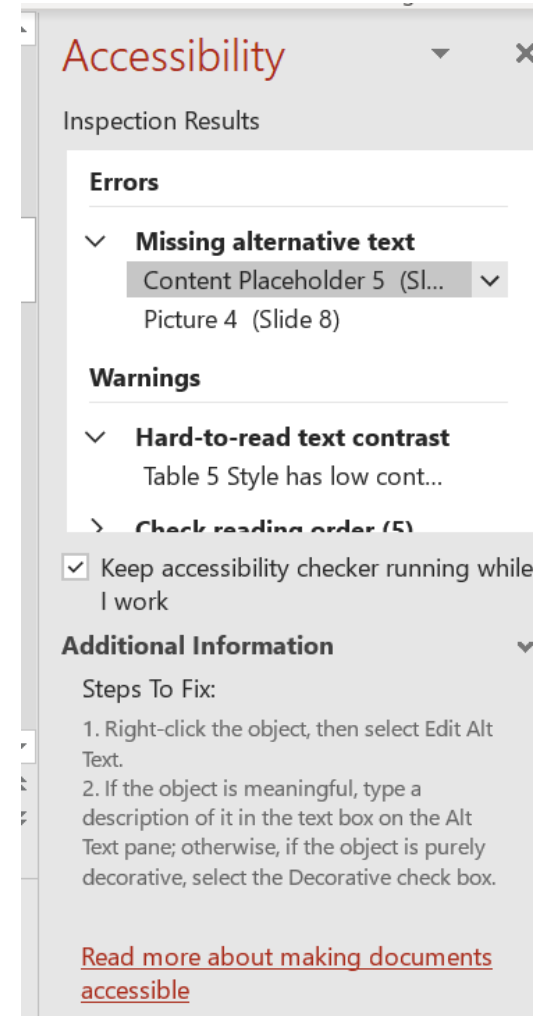
# Choosing a File – Minimum Requirements

- Text must be very clear with good contrast
- No highlights or marks
- No text cut off
- Otherwise, all students are impacted
  - Files are hard to read visually
  - No tools such as search function, translation and dictionaries
  - Students with disabilities most impacted
  - No assistive technology effective



# Option 1: Word and PPT Accessibility

- When possible, create files in Word or PPT
- In Review tab, select Check Accessibility
- Select Accessibility from menu
- Review errors and warnings
  - Each error or warning will show
    - Why Fix
    - Steps to Fix
  - Follow directions to fix errors & review warnings



The screenshot displays the 'Accessibility' pane in a software application. It is titled 'Accessibility' and shows 'Inspection Results'. Under the 'Errors' section, there is a dropdown menu for 'Missing alternative text' which is currently set to 'Content Placeholder 5 (SI...'. Below this, it indicates 'Picture 4 (Slide 8)'. Under the 'Warnings' section, there is a dropdown menu for 'Hard-to-read text contrast' which is currently set to 'Table 5 Style has low cont...'. Below this, there is a dropdown menu for 'Check reading order (5)'. At the bottom of the pane, there is a checkbox labeled 'Keep accessibility checker running while I work' which is checked. Below the checkbox, there is a section titled 'Additional Information' with a dropdown arrow. Under 'Additional Information', there is a section titled 'Steps To Fix:' with two numbered steps: 1. Right-click the object, then select Edit Alt Text. 2. If the object is meaningful, type a description of it in the text box on the Alt Text pane; otherwise, if the object is purely decorative, select the Decorative check box. At the bottom of the pane, there is a link that says 'Read more about making documents accessible'.

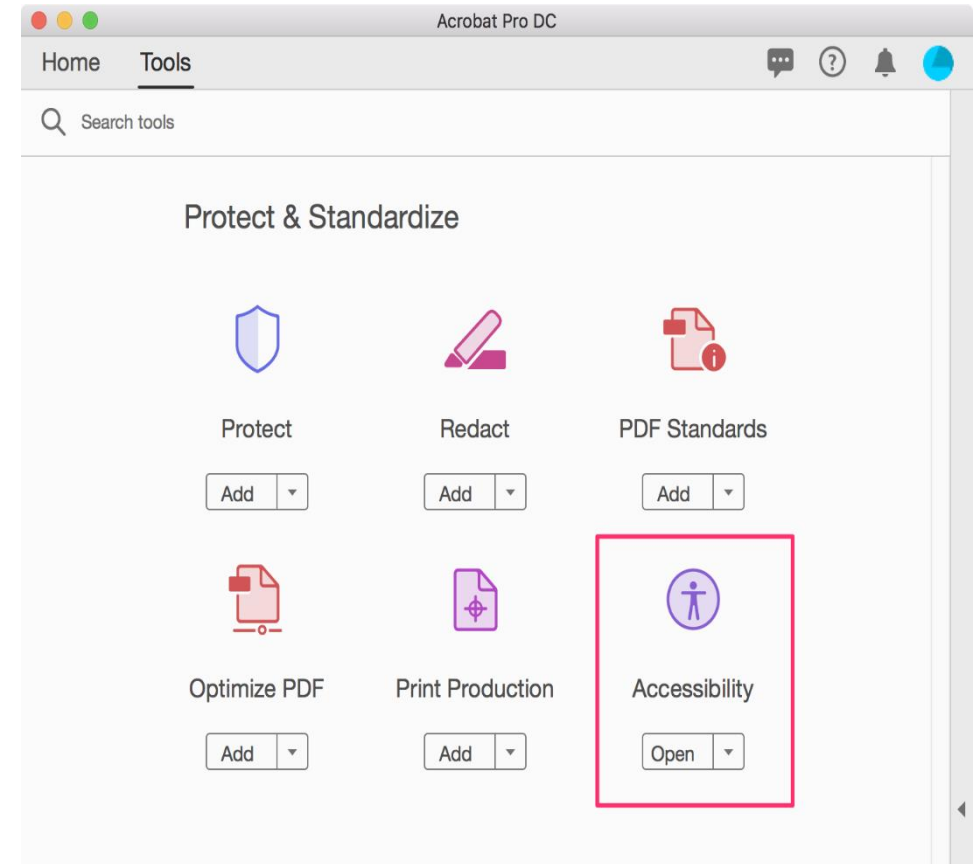
# Option 1: Saving Word and PPT as PDF

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- In File, select Save As
- Chose location ex: This PC
- Select PDF file type
- Click Options and
- Check Document structure tags for accessibility

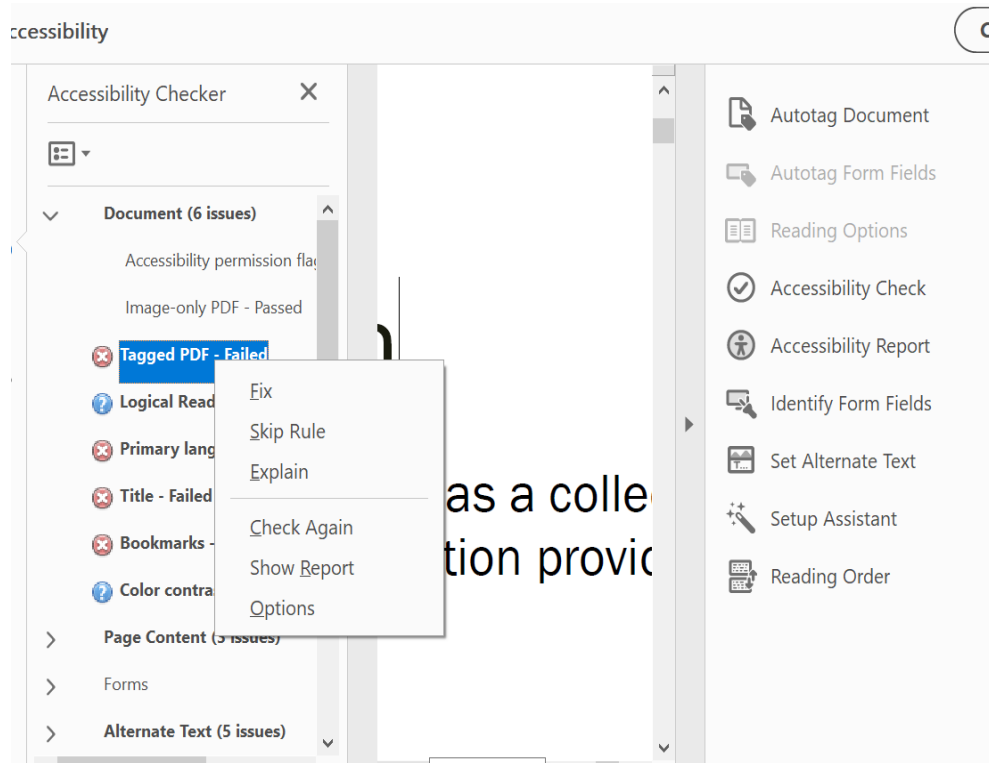
# Option 2: Accessibility in Adobe DC / PRO

- Open file in Adobe Acrobat DC (Pro)
- Go to Tools
- Under Protect and Standardize
- Find Accessibility and
- Click Open



# Option 2 : Adobe Acrobat DC

- Select Accessibility Check
- Select Start Checking
- Click/select side arrows to expand
- Choose an item
- Right click on Fix & follow prompts



# Impact of Inaccessible PDF Elements

Elements	Students most impacted	Why is it important	How to Fix Individually
Selectable / not a photo	All who use text-to-speech All who use academic tools such as translation, quizlet etc.	Optical Character Recognition	OCR – Optical Character Recognition Saving Word and PPT correctly
Image / icon / charts / decorative object	All who use text-to-speech especially visually impaired, ADHD, mental health	Inaccessible information Distracting as student will hear image51828156815 for each visual element	Alt tag to add picture description or mark as decorative
Table	Visual impairment	Tables are read aloud one cell at a time Ex: row 2 column 5 content 7	Use header rows in table format in Design tab
Structure of document	All who use text-to-speech, especially those with visual impairment	Allows students to jump to specific section /heading	Use headings and format style in Word Enable doc. Structure tag when saving PDF in Word or PPT Use tag accessibility feature in Adobe
Reading order	All who use text-to-speech Especially visually impaired or with concentration difficulties	A page with tables, photos etc. on page, Text-to-speech can read text in wrong order.	Adobe: Reading order in accessibility toolbar / checker PPT: In Review, click Check Accessibility, then Reading Order pane

# Resources

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## Video

- <https://www.coursera.org/learn/inclusive-design#syllabus>: Free online course with excellent bite size videos
- [Windows: Save Word / PPT as pdf](#)
- [Mac / online: Save Word / PPT as PDF](#)
- [From a pdf file with Adobe Acrobat DC \(Pro\):](#)
- [Screen reader demo of accessible pdf:](#)

## Websites

- [Creating Accessible Documents | Accessible Technology \(washington.edu\)](#)
- [PDF Accessibility | California State University, Northridge \(csun.edu\)](#)
- [Create accessible Office documents \(microsoft.com\)](#)
- [Create accessible PDFs \(microsoft.com\)](#)



# Concluding Thoughts

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- When possible, use Word, PPT or EPUB instead of PDF
- When creating files in Word or PPT, use “Check Accessibility”
- Basic accessibility: Text is selectable, clear, free of marks
- Standard accessibility: Provide Alt Text, captions  
primary language, reading order and more
- PDF access is important for all students

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