Quick Start to Accessibility for MS Office & Abode Pro 2017

Phase I – All Files Must Have

1. PDF can't be a scanned image

   PDF's need to be scanned in as Optical Character Recognition (OCR) file. Your scanner must have this feature built in/added on.

2. Language is set to English

   a. MS Office 2016: File → Options → Language → English (United States)

   b. Adobe Acrobat 2017: Preferences → Language → Application Language → English

3. All images have meaningful alt text

   a. MS Office 2016: Select Image → Right Click → Format Picture → Layout & Properties →Alt Text → Description → Add Meaningful Alternative Text

   b. Adobe Acrobat 2017: Figures Alternate Text in the Accessibility Checker panel →Fix from the Options/Context menu → Add Alternate Text

4. All links are descriptive and distinguishable

   a. MS Office 2016: Right Click → Edit Hyperlink → Text to Display → Add unique name

   b. Adobe Acrobat 2017: Tools → Edit PDF → Link → Add/Edit

5. Minimum color contrast requirements are met:

   a. MS Office 2016: search for accessible templates in the MS Office platform you are using.

   b. Acrobat Adobe 2017: Edit → Preferences → Accessibility → replace Document Colors → Use High-Contrast Colors → OK

6. Color is not used as the sole method to convey information

   a. MS Office 2016: Use Texture as well as color to convey meaning in graphs: Right Click → Properties → Format → Shape Fill → Texture

   b. Adobe Acrobat 2017: Ensure graphs use Texture in their source formatting.

7. Document is saved as a tagged PDF:

   a. MS Office 2016: ACROBAT Ribbon → Preferences → Tagged PDF → Create PDF or File → Save As → PDF → Options → Make sure Document Structure Tags for Accessibility is checked

   b. Adobe Acrobat Pre 2017: Tools → Accessibility → Add Tags to Document (step 1)
      Repair Tags: Full Check or the Reading Order Tool

8. Add meta data for title, description, keywords, author (author should be the department and not an individual)

   a. MS Office 2016: File → Info → Show All Properties

b. Adobe Acrobat Pro 2017: File → Properties

Phase II – PDF Remediation

1. Tag Structure

    a. Adobe Acrobat

    Auto-Tagging: Tag Panel → Options → Tag Annotations → Accessibility → Autotag Document

    Tags Panel: View → Show/Hide → Navigation Pane → Tags

    Add New Tags: Tag Panel →Right Click → New Tag

    b. MS Office

    File → Save As → Save as Type → Options → Checked Document Structure Tags for Accessibility → Save

    or

    Acrobat Ribbon → Preferences → Checked Create Bookmarks, Add Links and Enable Accessibility and Reflow with Tagged Adobe PDF.

2. Logical Reading Order

    Touch Up Reading Order Tool (TURO) → Show Order Panel → Move Items As needed

    or

    Add items as needed within the TURO

3. Tables

    MS Office 2016:

    Click on the Table → Tables Tool → Layout → Data → Repeat Header Rows

    Adobe Acrobat 2017:

    TURO → Show Tables & Figures → if not clearly labeled Drag to select entire table → Click Table in Dialog Box → Click Show Table Cells

4. Forms (electronic signatures)

    a. Automatic Field Detection: Form Wizard

    Prepare Forms Wizard →Select a File/Scan a Document → Start → Add/Edit or Delete Form Fields

    b. e-Signatures:

    Open PDF → Adobe Sign Tool → Enter Recipient eMail Address → Next → Accept Auto Signature Fields → Send