



South
Orange
County

Community
College District

ADA Compliance GUIDELINES



2024



Creating Accessible PDFs

An “accessible” electronic document is one that is optimized for screen readers and other assistive devices used by persons with disabilities. Producing accessible content also plays a key role in optimizing PDF documents for successful indexing by Internet search engines.

Achieving this kind of accessibility requires tagging all document content based on its hierarchical structure (headings, paragraphs, lists, tables, images and so on) and ordering the content in a linear path from start to finish.

Prerequisites

1. **Microsoft Word** is used to prepare a document for accessible PDF export using the process described in this guideline for the following steps.
 - Run “Check Accessibility” tool
 - Fix found accessibility errors

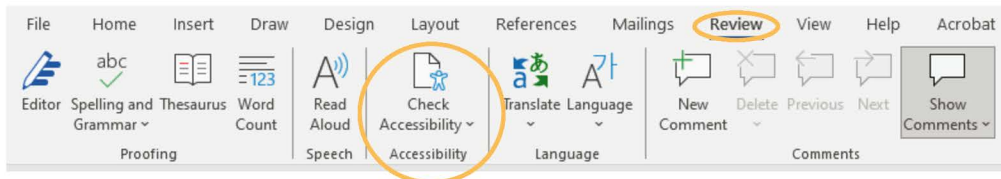
2. **Adobe Acrobat*** is used to finalize the accessibility process described in this guideline for the following steps.
 - Assign Language
 - Set PDF tab order to “Use Document Structure”
 - Run Accessibility Check

*Please note, you cannot accomplish these steps with the free Adobe Reader application. You will need the Adobe Creative Cloud subscription for Acrobat, which has more editing options than the standard reader.

Required Steps in Microsoft Word

- o Run “Check Accessibility” tool
- o Fix found accessibility errors

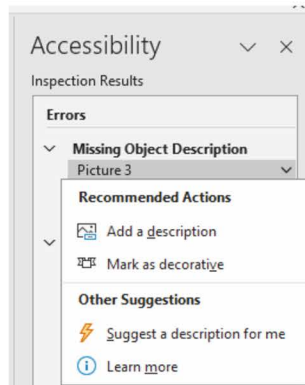
1. Under “**Review**” tab, click on “**Check Accessibility**”



2. View suggested *Accessibility Inspection Results* in sideview




3. Click on any errors and view the *Recommended Actions* and *Other Suggestions*



4. In the side box, below the *Inspection Results*, see the *Additional Information* for reasons why you need to fix any errors and steps to take to fix them.

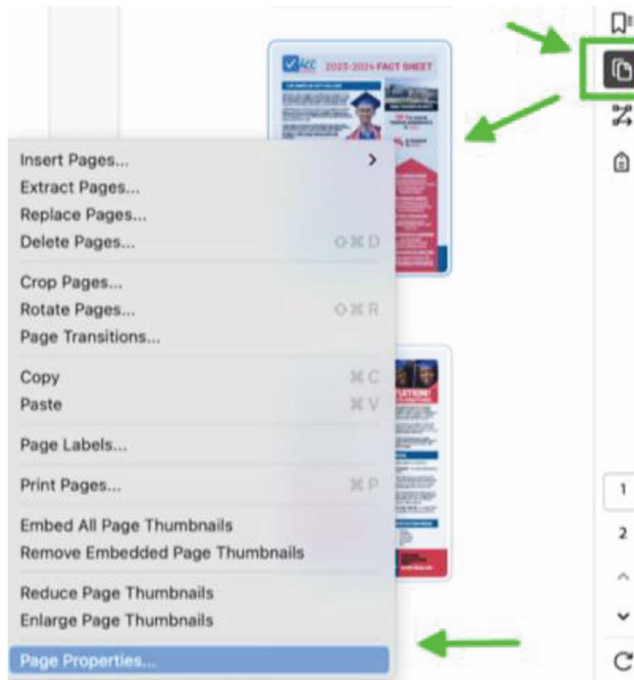
Best Practices for Making Word Documents Accessible

- Avoid common issues such as **missing alternative text (alt text)**.
 - Alt text helps people who can't see the screen to understand what's important in images and other visuals.
 - Convey the content/purpose of the image clearly and concisely.
 - Alt text shouldn't be longer than a short sentence or two.
 - Do not repeat surrounding content or use phrases such as, "an image of."
 - Decorative items can be labeled as such. (Ex.:  Alt text: "decorative")
- In general, **avoid tables** if possible and present the data another way.
 - If you have to use tables, use a simple table structure for data only, and specify column header information.
 - Ensure that tables don't contain split cells, merged cells, or nested tables.
 - Visually scan tables to check that they don't have blank rows or columns.
 - Screen readers keep track of their location in a table by counting table cells. If a table is nested within another table or if a cell is merged or split, the screen reader loses count and can't provide helpful information about the table after that point.
- Use built-in **headings and styles**.
 - To check that the order of headings is logical, visually scan your document's table of contents.
 - Use a logical heading order and the built-in formatting tools in Word.
- Add **meaningful hyperlink text**.
 - Avoid using link texts such as "Click here," "See this page," "Go here," or "Learn more." Instead include the full title of the destination page.
(Ex.: [Learn more about our Employee Benefits plans.](#))
- Ensure that **color** is not the only means of conveying information.
 - People who are blind, have low vision, or are colorblind might miss out on the meaning conveyed by particular colors.
- Use sufficient **contrast** for text and background colors.
 - Review document for text that's hard to distinguish from the background.
 - If your document has a high level of contrast between text and background, more people can see and use the content.
- Avoid writing important information in the **Header or Footer** sections.
 - Headers and Footers are visible only in the Print Layout view and the Print Preview; screen readers do not scan Headers or Footers.
 - Instead, use built-in title, subtitle, and heading styles to include titles, subtitles, page numbers, and all other important information in the main body of the document.

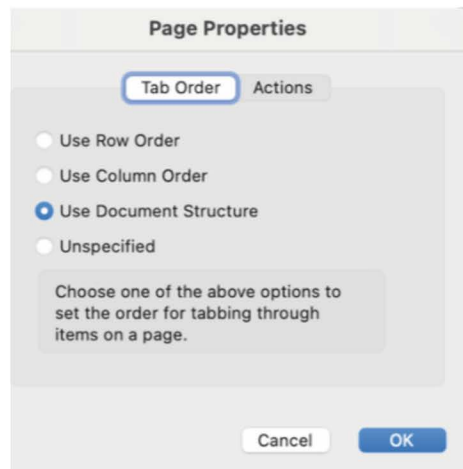
Required Steps in Adobe Acrobat

- Assign Language
- Set PDF tab order to “Use Document Structure”
- Run Accessibility Check

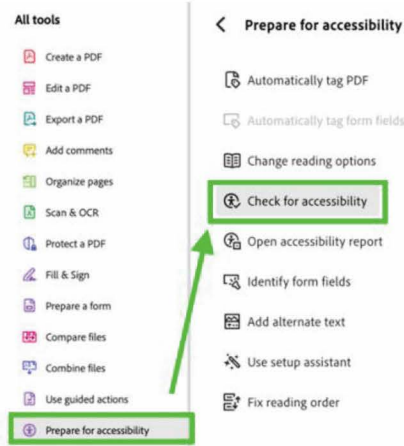
1. Select all your pages in the page *Thumbnail* pane
2. Right click and choose **Page Properties** from the options.



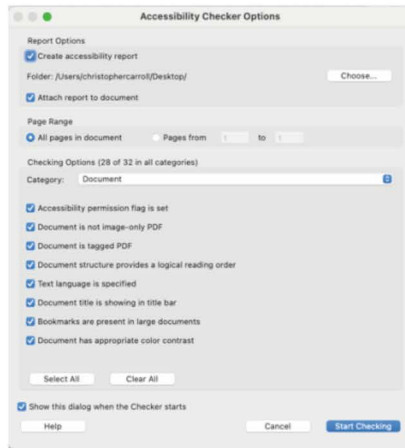
3. Under *Tab Order* choose **Use Document Structure** and click **OK**



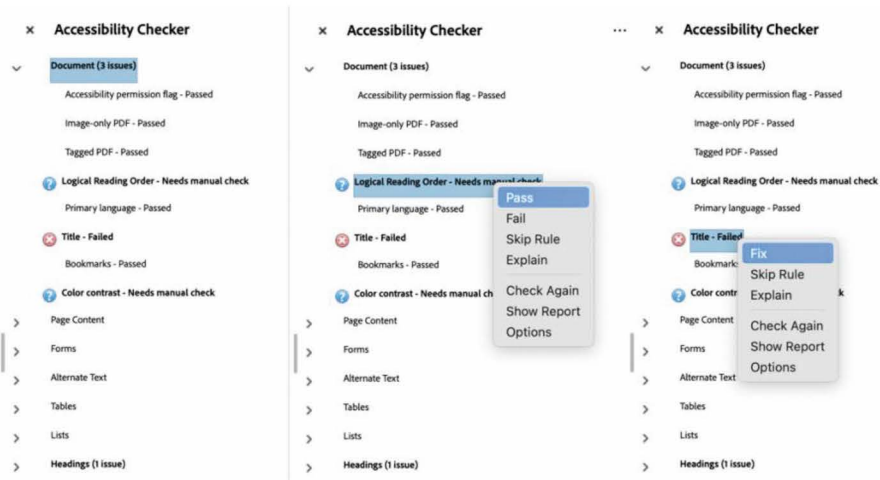
4. Click on the *Menu* for *All Tools*. Then click **Prepare for Accessibility** and then **Check for Accessibility**.



5. In the options dialog box make sure all boxes are checked, then click **Start Checking**.



6. Review the *Accessibility Checker* section on the right and **Fix**, **Skip** or **Manually Pass** any part of the review that is flagged with a message.





7. An html report is generated alongside your PDF that lists all the details of the report.

Accessibility Report

Filename: Test.pdf

Report created by: Christopher Carroll

Organization: [Personal and organization information from the Preferences > Identity dialog.]

Summary

The checker found problems which may prevent the document from being fully accessible.

- Needs manual check: 2
- Passed manually: 0
- Failed manually: 0
- Skipped: 4
- Passed: 24
- Failed: 2

Detailed Report

Document

Rule Name	Status	Description
Accessibility_permission_flag	Passed	Accessibility permission flag must be set
Image-only_PDF	Passed	Document is not image-only PDF
Tagged_PDF	Passed	Document is tagged PDF
Logical_Reading_Order	Needs manual check	Document structure provides a logical reading order
Primary_language	Passed	Text language is specified
Title	Failed	Document title is showing in title bar
Bookmarks	Passed	Bookmarks are present in large documents
Color_contrast	Needs manual check	Document has appropriate color contrast

Page Content

Rule Name	Status	Description
Tagged_content	Skipped	All page content is tagged
Tagged_annotations	Passed	All annotations are tagged
Tab_order	Passed	Tab order is consistent with structure order
Character_encoding	Passed	Reliable character encoding is provided
Tagged_multimedia	Passed	All multimedia objects are tagged
Screen_flicker	Passed	Page will not cause screen flicker
Scripts	Passed	No inaccessible scripts
Timed_responses	Passed	Page does not require timed responses
Navigation_links	Passed	Navigation links are not repetitive

Forms

Rule Name	Status	Description
Tagged_form_fields	Passed	All form fields are tagged
Field_descriptions	Passed	All form fields have description

Alternate Text

Rule Name	Status	Description
Figures_alternate_text	Passed	Figures require alternate text
Nested_alternate_text	Passed	Alternate text that will never be read
Associated_with_content	Passed	Alternate text must be associated with some content