Remediating Legacy Documents

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Instructional Designer

Instructional Design and Access

Overview

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- What is an accessibility checker?

- Common Accessibility Issues with Legacy Documents
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What are legacy documents?

- In the context of remediating documents for accessibility, legacy documents are **any documents previously created which are not accessible**.

What is an accessibility checker?

- It is a tool similar to spell-check

- Built in to **Microsoft Office** products and **Adobe DC Pro**

- Checks document for accessibility issues

- Does **NOT** correct accessibility issues

- **First** step in remediating a legacy document

Common Accessibility Issues with Legacy Documents

Alternative text

- Alternative Text, or Alt Text, is a text alternative to an image, graphic, or other visual element.

- Provides an explanation of the information **conveyed** by the image

- Generally hidden in the code of the page, meaning it is hidden to all viewers, except those using screen readers.

- Very common accessibility issue for legacy documents

**Alt text examples**, based on context:

- Wulip place-making project on WSU campus

- Decorative image

- Sunset on campus of WSU

Reading Order

- The sequence in which screen readers present the information

- Very important for PowerPoint slides, PDF documents, tables

- Accessibility checkers do not check reading order, but will prompt you to do so

- Check **PowerPoint** reading order (bottom to top)
  - *Home tab->Drawing group->Arrange dropdown menu->Selection Pane*
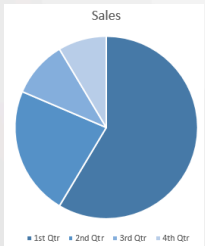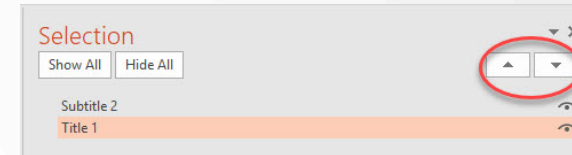

- Check **PDF** reading order (top to bottom)
  - *Accessibility button->Reading Order selection->Page Content Order radio button->Show Order Panel button*
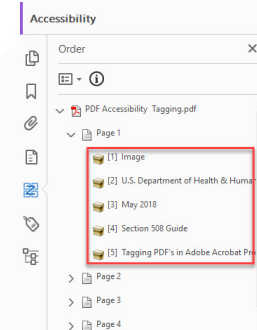
- Check table reading order in **Word**
  - Click the cursor within the first cell of the table. Hit tab to move through the table.

Color and Contrast

- Not everyone interprets color in the same way

- Never use color alone to show emphasis or to deliver meaning
  - Use caps, bold, italics, or font size in addition to color
  - For graphics, add textures or use a different shades of the same color

- Example 1: Read me **FIRST**

- Example 2:

- Contrast is the ratio of brightness to darkness of a background in comparison to the text or graphics appearing on it.

- White and black have the highest contrast

- **Office's** accessibility checker will notify you if there is insufficient color contrast within your document. However, **Adobe's** checker will ask that you check the contrast manually.

- To check contrast manually, download the color contrast analyzer from the [Paciello Group](#).

Titles and Headings

- Titles and headings give structure and organization to your document

- What looks like a title, or heading, may not be
  - Must be formatted as such

- To check **Word**
  - click on text
  - check the *Styles* group of the *Home* tab
  - make selection if needed

- To check **PowerPoint**
  - The accessibility checker will notify if titles are needed
  - Titles can be added by going to the *View tab->Outline View*

- To check **PDF**
  - go to *Accessibility button->Reading Order selection->Structure Types radio button*
  - access the tags panel to make changes

Nesting

- Hierarchical order in which your titles, headings, and sometimes other structures occur

- Improper nesting can make your document hard to understand and navigate for someone using assistive technologies

- **H1** is typically a page title or the main content heading. It should be informative about the content to follow, and there should only be one H1 per page.

- **H2** is typically a major section heading. There can be multiple H2 headings.

- **H3** is usually a sub-section of an H2 section.

- **H4** is a sub-section of the H3, and so on, ending with H6.

- **Office** accessibility checker does not check nesting order
  - Must be done manually by clicking on each heading

- **Adobe** accessibility checker will check nesting order
  - Gives details on where issues are located

Tables, Lists, and Graphs

- Tables
  - Need alt text
  - **Office:** need repeating Header row
    - *Table Properties->check Repeat as header row at the top of each page*
  - **Adobe:** ensure tags are correct
    - *Accessibility* button->*Reading Order->Table Editor* button.

- Lists
  - A list will only be read as a list by assistive technology if it was formatted as such when created
  - **Office:** click on list and see that list formatting is highlighted *Home tab->Paragraph group*
  - **Adobe:** the accessibility checker will check that lists are formatted

- Graphs
  - Need alt text
  - Adding an explanatory analysis of graph data can be beneficial for all learners
  - **Example:** From 1989 until 2019, Widget A sales climbed at a rate of 1 million every 10 years, while Widget B sales were the inverse. Widget C sales remained steady at 2 million

Widgets Sold per Year (in millions)

Widget A sold   Widget B sold   Widget C sold
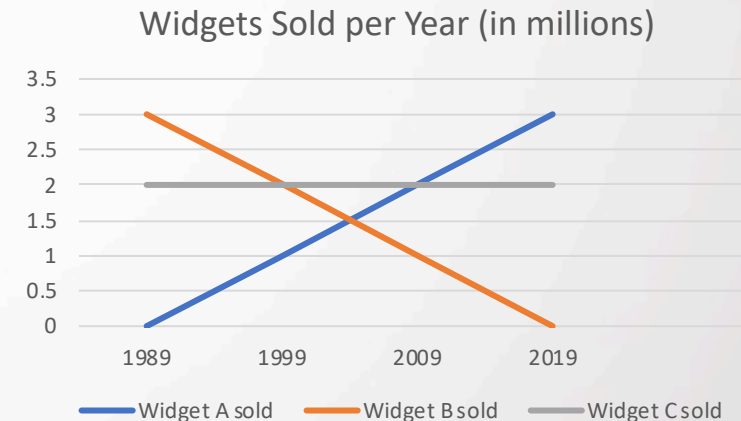
Scanned Documents/PDF's

Getting a Clean Scan

- Scanned articles and books are very common and generally not accessible

- Quality varies greatly and the worse the quality, the harder to make accessible

- Search for electronic version

- If no electronic version exists, find original book or article

1. **Start with a clean original document** with no underlining, handwriting, or highlighting.

2. **Use a high-quality scanner** – the better the scanner, the better your document will look.

3. **Only scan one page at a time**. If you are scanning a book, do not scan two pages onto one scan.

4. **Push the spine down onto the scanner** so that words near the spine are not distorted.

5. **Edit / crop your scan** so that any dark edges are eliminated. The Adobe accessibility checker will pick up any dark areas as images in need of alt text, making more work for you and your document more confusing when read with assistive technology.

Optical Character Recognition

- A scanned document is essentially just an image.

- Assistive technology will not recognize nor read the text within the document.

- Optical character recognition or OCR will distinguish the text.

How to OCR a scanned PDF

1. Click the *Action Wizard* button

2. Select *Make Accessible*

3. You will be asked several questions before Adobe will OCR the document.
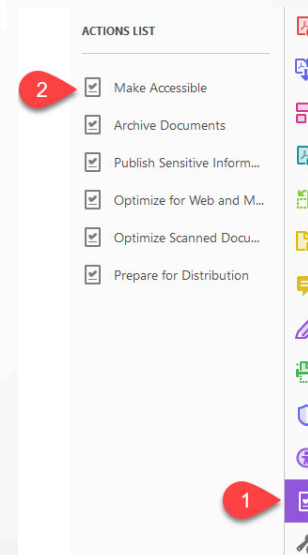
Tagging

- Tags are the structure of PDF files

- They define reading order, significance, and purpose of elements within the document

- Can be generated automatically, but are never entirely accurate

- Need to be checked and edited

How to Auto-Tag

1. Click on the *Accessibility* button

2. Select *Autotag Document*

3. Check the tags for accuracy in the *Tags Panel*

4. To edit, right click tag and select *Properties*

Locked PDF's & Copyrights

- Locked PDF's are password protected by the owner to prohibit copying and editing.
- Since making a document accessible is a form of editing, you will not be able to make a locked PDF accessible.
- Options
  - Find an already accessible version of the document
  - Contact the owner for editing rights or the password
  - Contact the library
  - Recreate the document (with permission from the owner)
  - Locate an alternative that is or can be made accessible

- The [government of the United States defines a copyright](#) as "a form of protection grounded in the U.S. Constitution and granted by law for original works of authorship fixed in a tangible medium of expression. Copyright covers both published and unpublished works."
- The U.S. government does allow for unlicensed used, called "fair use," of copyright-protected works in certain circumstances.
  - [Section 107 of the Copyright Act](#) provides the statutory framework for determining whether something is a fair use and identifies examples that may qualify as fair use, such as comment, criticism, news reporting, research, scholarship and teaching.
- Therefore, when reproducing or editing for accessibility, always consider copyright laws and make sure you are acting within their framework.

Activity 1

Remediating a Legacy Word Document

Activity 1 – Word Document

Go to: wichita.edu/WSUARC

Select: August 15 Conference Schedule

Legacy Word Document

Activity 2

Remediating Legacy PowerPoint Slides

Activity 3

Remediating a Legacy PDF Document

Activity 3 – PDF Document

Go to: wichita.edu/WSUARC

Select: August 15 Conference Schedule

Legacy PDF Document 1

Legacy PDF Document 2

Conclusion

- Please fill out the *ARC Satisfaction Survey* at **Wichita.edu/wsuarc**

- For additional document remediation training, please visit: [Remediating Documents for Accessibility](#) offered through [Kansas Accessibility Resources Network (KSARN)](#)

- For one-on-one assistance, please stop by IDA's *Blackboard & Accessibility Lab* in the C-Space of the Ablah Library from 1 – 3pm every Tuesday and Wednesday

- Or, we can always be reached by emailing IDA@wichita.edu