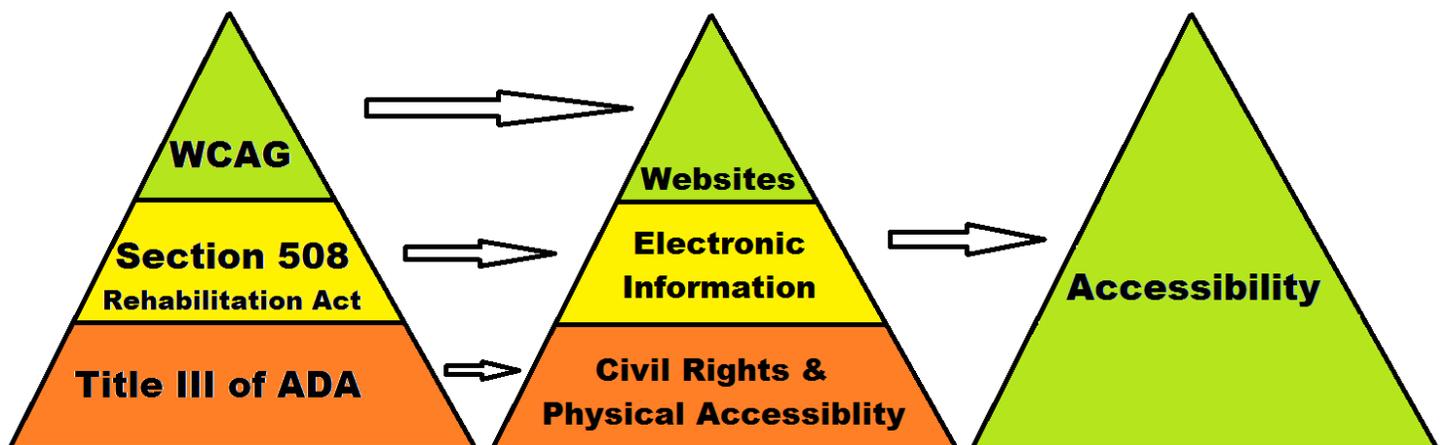


OKALOOSA COUNTY PDF ACCESSIBILITY

SUMMARY

- ADA Compliance is LAW – Not an option.
- ADA Compliance is the right thing to do.
- All PDFs we create, especially those for public use, MUST be ADA compliant.
- Adobe Acrobat Pro DC is the best tool for creating accessible PDFs.
- Always Print/Export any printed text to PDF formatting – don't print and scan as that creates an image - not text.
- ADA Compliance (WCAG 2.0) was one of the driving forces behind making our website ADA Compliant.
- All Meeting Agenda document submissions must be ADA compliant.
- The Information Technology Department is available to help you if you need assistance –Training will be provided.



Okaloosa County PDF Accessibility

ADA Compliance...Why?

The Department of Justice (DOJ) published the Americans with Disabilities Act (ADA) Standards for Accessible Design in September 2010. **These standards state that all electronic and information technology must be accessible to people with disabilities.**

Effective March 21, 2017, the latest updates to Section 508 of the Rehabilitation Act of 1973 went into effect. These latest requirements are impacting how local government websites provide content, and should be understood when planning a website redesign, as all public sector websites will be required to comply with the new standards by **January 18, 2018.**

By making our website ADA compliant, we're meeting the WCAG 2.0 guidelines, and making the user experience for people with disabilities, more user-friendly, this giving the user the same opportunities to interact with our information, website or app as someone who doesn't have a disability.

To comply with Section 508, documents posted online, including, but not limited to, Adobe PDF files, Microsoft Word documents, Microsoft PowerPoint presentations, Microsoft Excel Spreadsheets, etc. must be screen-reader friendly. Screen-reader software is a form of assistive technology that reads a screen's display aloud to the user. It can be especially useful for people who have visual or motor impairments.

The best tool for creating ADA Compliant PDF Documents as of this writing is Adobe Acrobat Pro DC.

Caveat: It is our experience that sometimes it will be impossible to fully satisfy the ADA Compliance checker in Acrobat. That doesn't mean it's not ADA compliant! Sometimes it is impossible for all documents to have all green checks. Public or third-party content is beyond our control.

Table of Contents

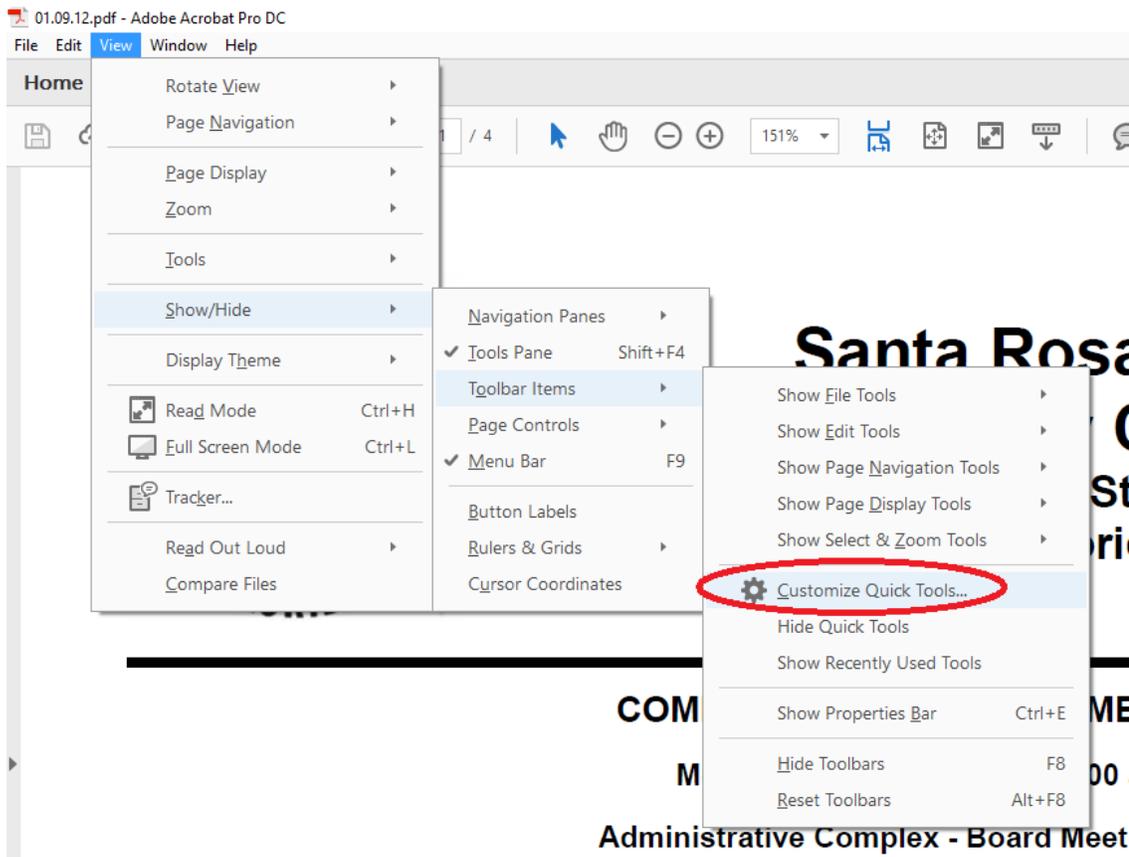
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Okaloosa County PDF Accessibility

Setup for Adobe Acrobat for ADA Document Checking

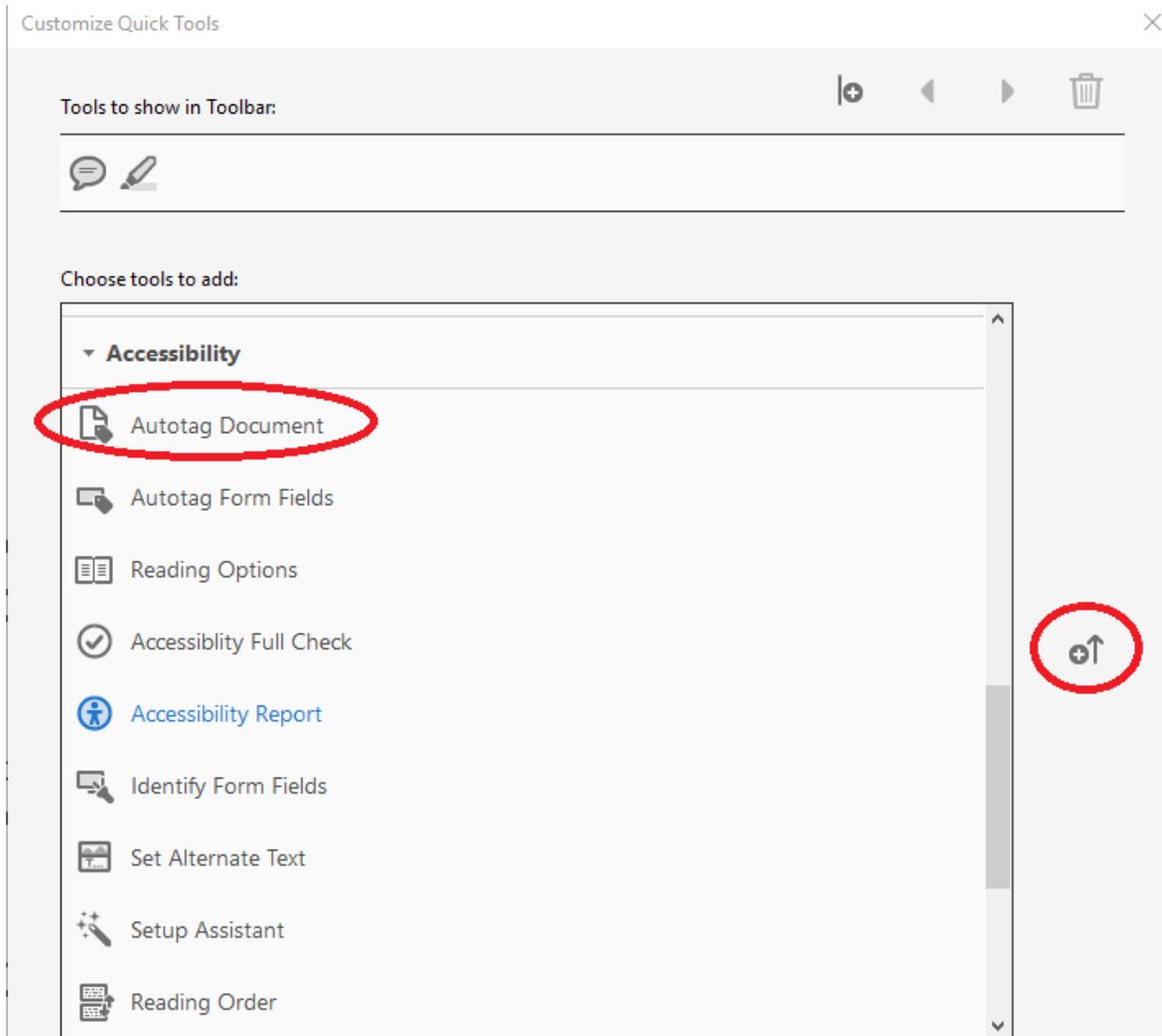
There are three main tools used in creating accessible documents: The Autotag, Full Check, and Reading Order. Once these tools are added to Adobe Acrobat Pro, they don't need to be added again in order to check documents. To add the toolbars, perform the following:

Open Adobe Acrobat Pro DC: Click View | Show/Hide | Toolbar Items | Customize Quick Tools...



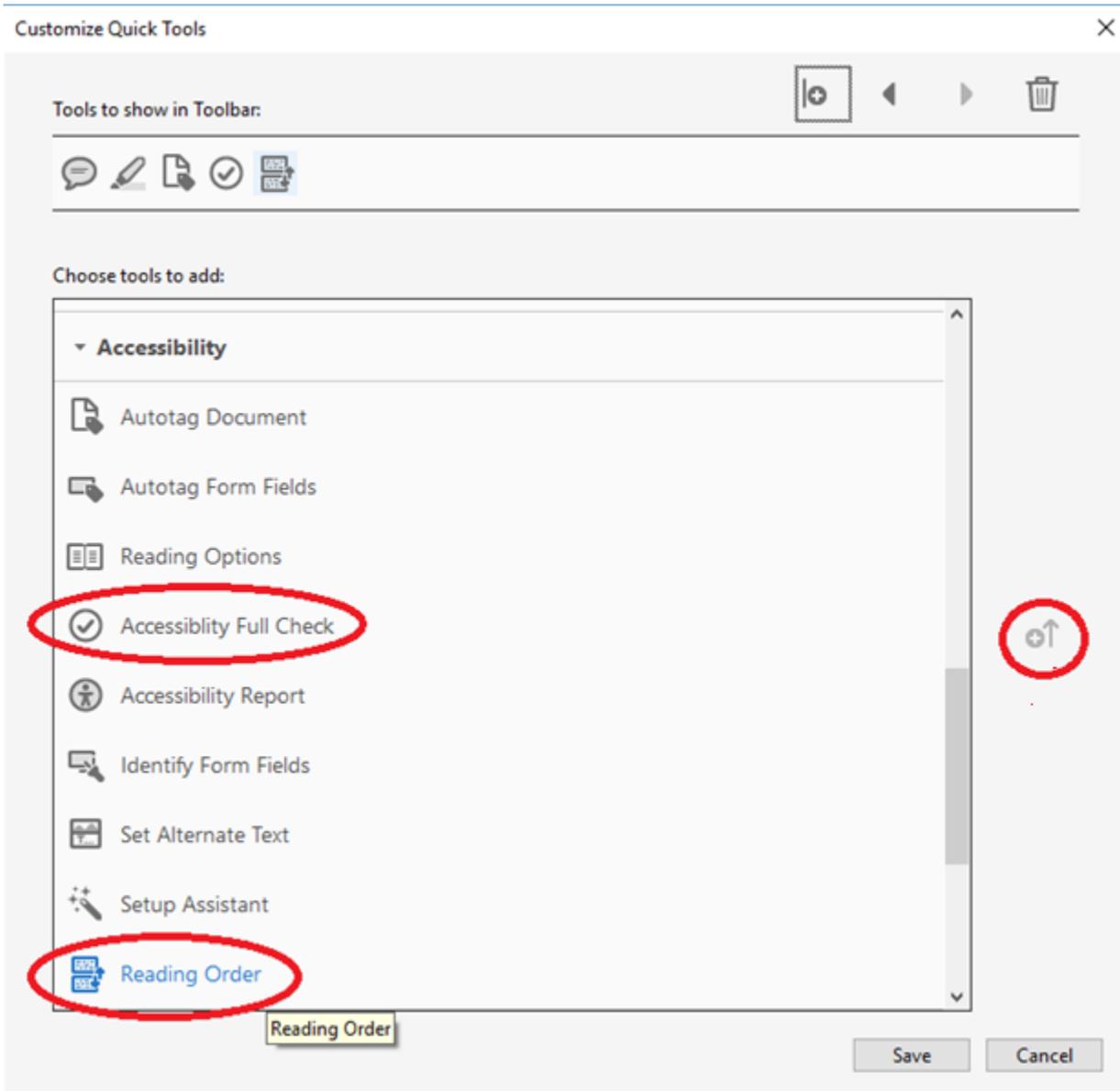
Okaloosa County PDF Accessibility

Under 'Choose tools to add:' click Accessibility. Click Autotag Document and then click the add button to the right to add it to the toolbar.



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Then add Accessibility Full Check, then the plus to the right and Reading Order, then the plus to the right.



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We also need to add the very powerful OCR (Optical Character Recognition) tool to the toolbar. Under the Enhance Scans area, Click the Recognize Text in This File tool, then the plus to the right. Then make sure you click the Save Button at the bottom right.

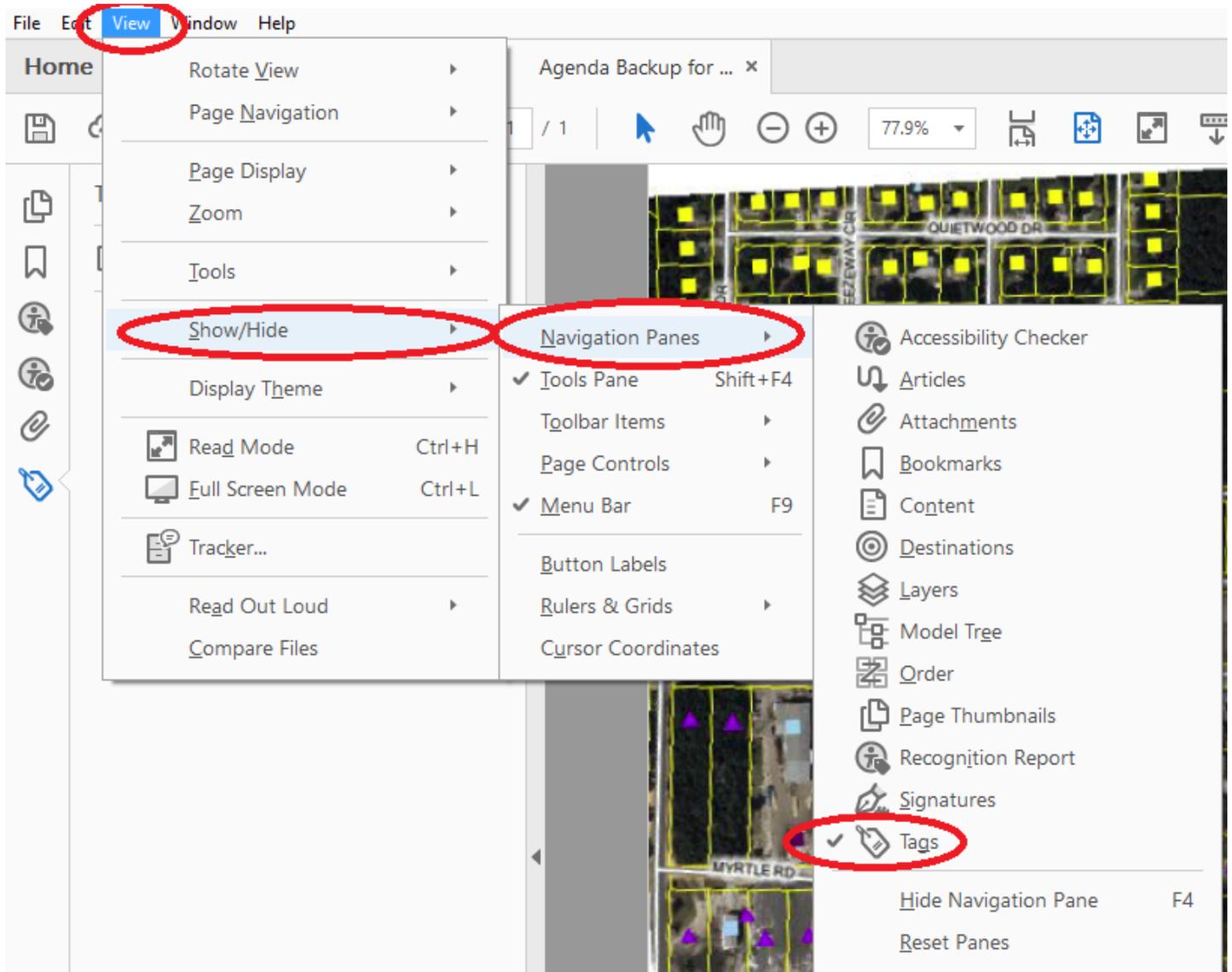
Customize Quick Tools

×

The screenshot shows the 'Customize Quick Tools' dialog box. At the top, there is a title bar with a close button (X) and a plus sign icon. Below the title bar, there is a section labeled 'Tools to show in Toolbar:' with a list of icons. Below that, there is a section labeled 'Choose tools to add:' with a list of tool categories and items. The 'Enhance Scans' category is expanded and circled in red. Under 'Enhance Scans', the 'Recognize Text in This File' item is circled in red. To the right of the list, there is a plus sign icon with an upward arrow, also circled in red. At the bottom right, there are 'Save' and 'Cancel' buttons, with the 'Save' button circled in red.

Okaloosa County PDF Accessibility

Now we need to turn on the tags toolbar for adding the ability to tag images:

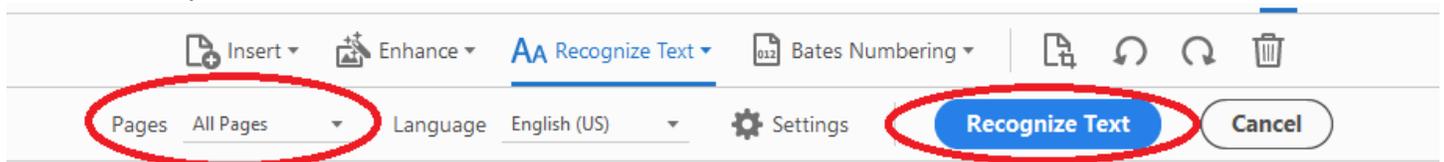


Congratulations! Your Acrobat Pro now has the necessary tools to make most PDFs ADA compliant. You shouldn't have to do this again to run future accessibility checks.

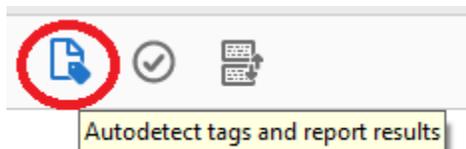
Okaloosa County PDF Accessibility

Adobe Acrobat ADA Document Checking

Is your file mostly of scanned images? Is there quite a bit of text in your images? One way to tell is to try to select some text in the PDF using your mouse. If you cannot select the text, it means that it was probably scanned as an image and not recognized as text by Acrobat. This is important because screen readers cannot 'read' an image – only text. One way to fix this is to have Acrobat Pro OCR the scanned image from within the PDF. Most of the time, you shouldn't have to use this tool, but on some old PDFs you might have to perform this function before running the ADA checker. To automatically OCR the document, first click the *Recognize Text in this file* icon.  If you want to OCR all pages, leave the default. If you want certain pages OCRd and not others (such as documents with large maps and decorative images) change the pages to be scanned and click the Recognize Text button. Depending on the number of pages, it might take a while to complete.



Click the Autodetect tag (most of the time, this will complete 70% or over of the ADA compliance conversions automatically). Depending on the size of the document, this may take some time to run.

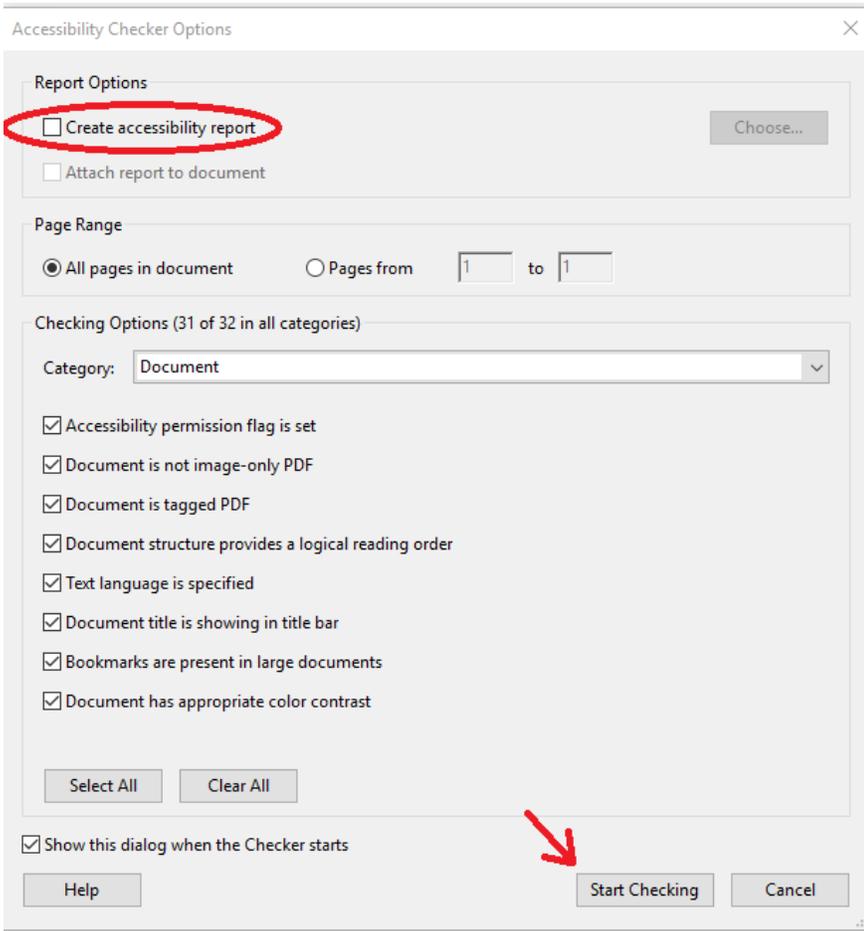


Once complete, click the Accessibility Full Check,



Okaloosa County PDF Accessibility

then UNcheck the create accessibility report, then click the Start Checking button:

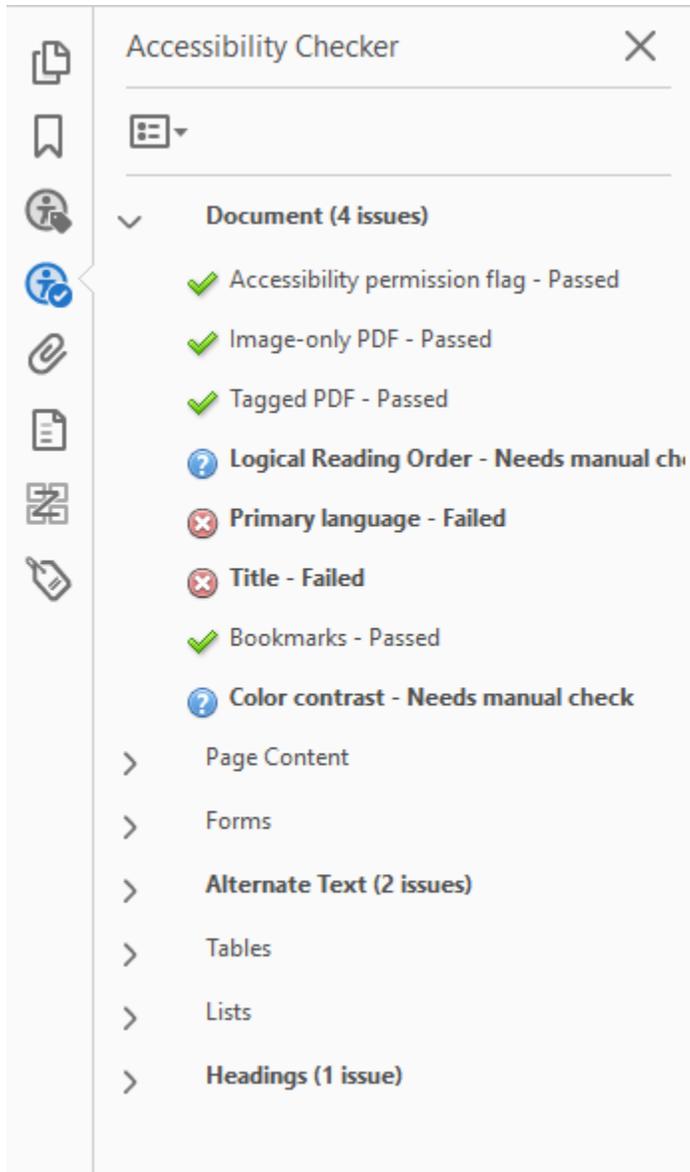


Okaloosa County PDF Accessibility

Adobe Acrobat ADA Document Fixes

THE DOCUMENT AREA

Once the ADA check is complete, you will see the Accessibility Checker pane on the left side of the screen - note any issues that are . Most important is to resolve any issues in the **Document** area and **Alternate Text**. You should also see a vertical toolbar on the left side of the screen that you can use to navigate the various ADA areas of the document. The blue highlighted icon is the area you are currently viewing. In this case, you are viewing the Accessibility Checker. Remember to click  the stick figure icon with the check mark to return to this screen without having to re-run the Accessibility Checker again. However, once you have worked through the document you can continue to re-run the Accessibility checker as many times as you like – just click the  on the horizontal toolbar above the document.



Expand the Document area:

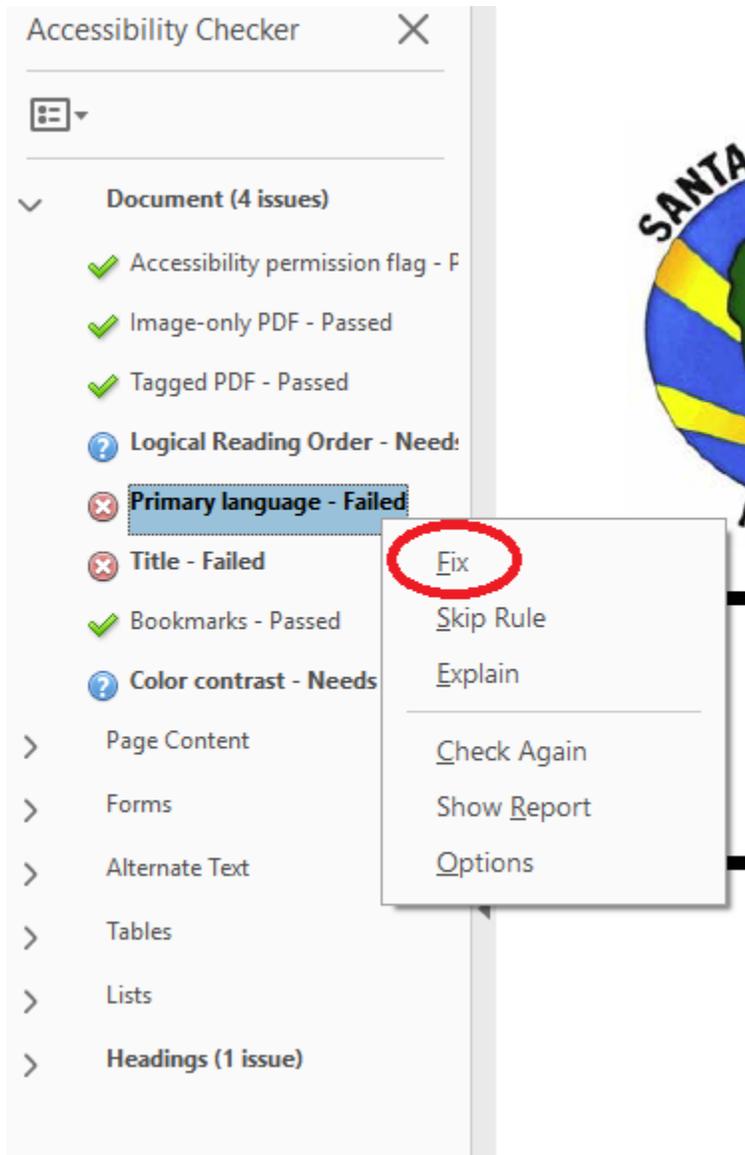
Version 1.0 \\bccvmfs2\bccnobackup\bccfiletransfer

Revised: 12/13/2018

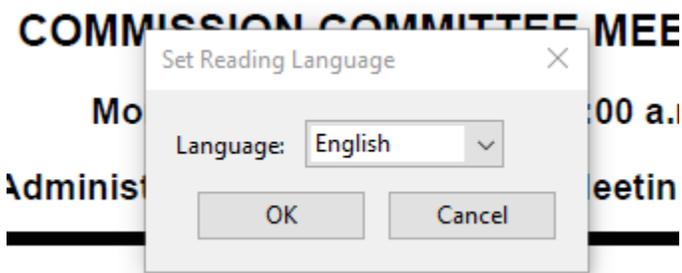
IT Dept

Okaloosa County PDF Accessibility

Most fixes can be done by a simple right click of the mouse over the failed area, then left click 'Fix'. A common area of failure is the Primary Language and Title areas. Right click the Primary language (if failed) and click Fix.

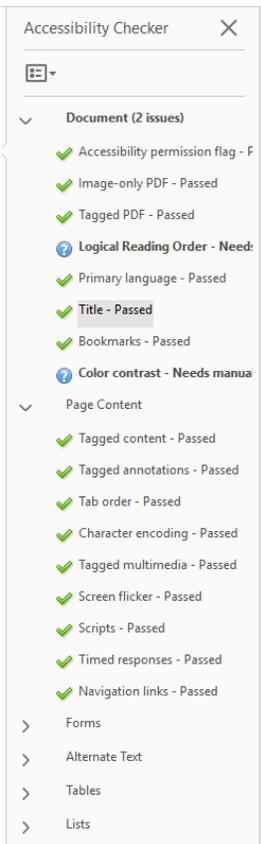


Select English then click the OK button

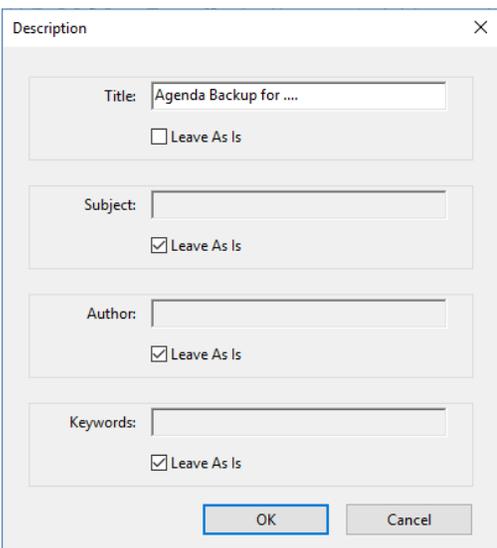


Okaloosa County PDF Accessibility

Another Common area of failure is the Title. Right click the Title area (if failed) and click Fix. Adobe might just fix the title automatically. If so, you might be done if all green checkboxes appear on the left such as this. Save the file!

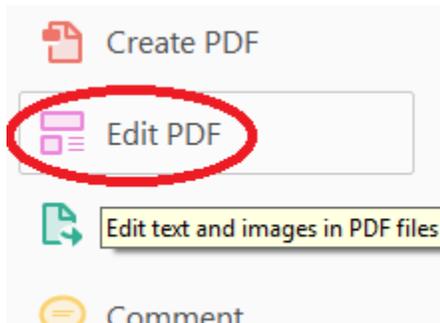


If the title does not fix automatically, a dialog box will prompt you to fix. Uncheck the 'Leave As Is' box and enter the title:

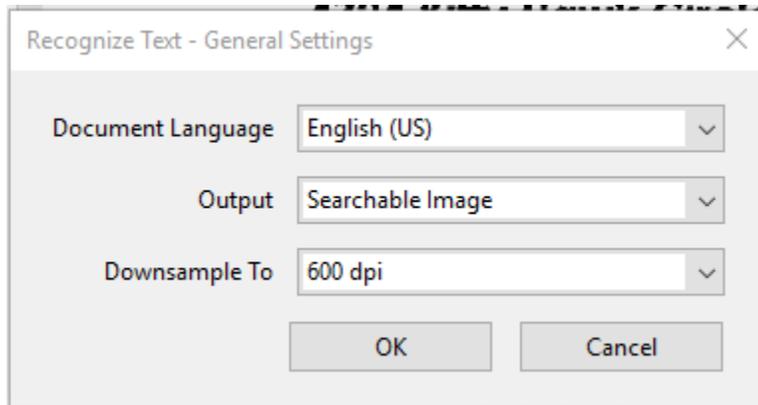


Okaloosa County PDF Accessibility

If Image-only PDF displays, that's a bad thing. It usually means that the document will have no content because it is just images of text. Its much better to print a MS Word document as a PDF rather than printing it out and scanning it in because it just creates an image that is unreadable by a screen reader. If, for some unforeseeable reason, you receive a document this way from the public, Adobe has a few tools that attempt to convert this data into screen readable text - although most of the time, it doesn't do much. Method one is to click Edit PDF tool in the right pane. Acrobat automatically applies optical character recognition (OCR) to your document.



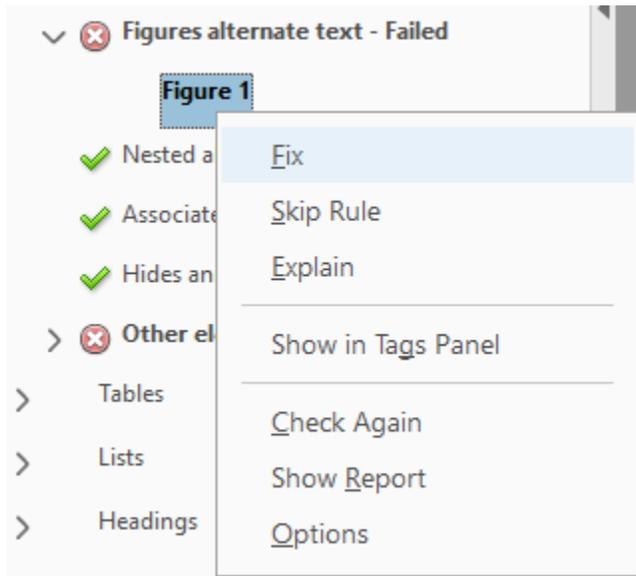
Then save the file. Another method is when the document is opened, and the Accessibility Checker has been run, right Click Image-only and click Fix. Click OK at the dialog box.



Okaloosa County PDF Accessibility

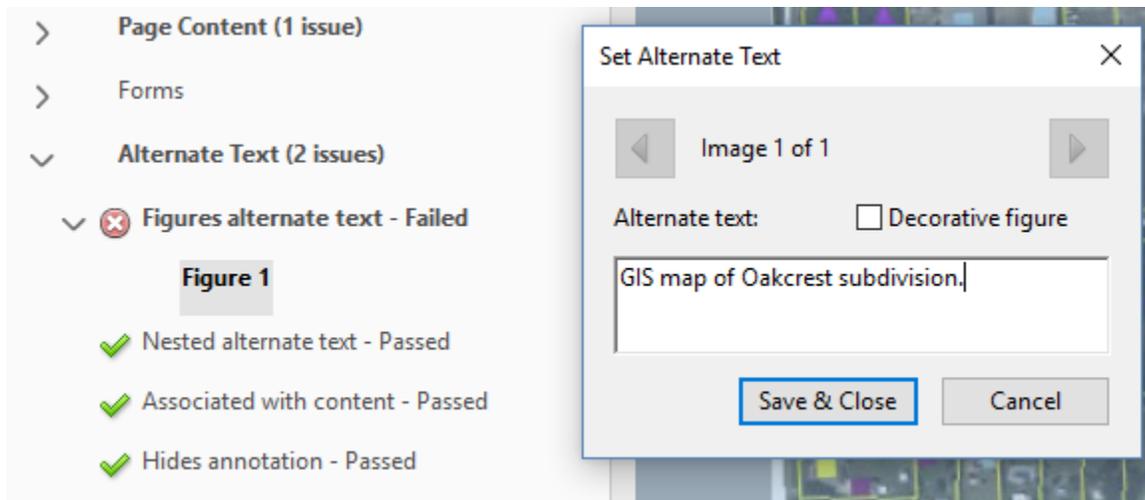
THE ALTERNATE TEXT AREA

Like most failed areas in the **Document** area, Alternate text can be fixed with simple right click, then left click to Fix. For example, to fix 'Figures alternate text – Failed, left click **Figure 1** and note the image that is failing. *Ask yourself if it's just cosmetic or 'fluff' or an image to display information such as a map or picture of a road showing county workers.* Right click, then left click **Fix**:



A dialog box will display asking you to clarify what it is and to describe what the image is. If its merely decorative, just click the Decorative figure checkbox; no further information will be needed. If it displays an image meant to convey information, type a brief description of what the image is conveying.

Okaloosa County PDF Accessibility



Then just click the Save and Close button.

All failures are beyond the scope of this document. Just work through it the best you can. A copy of this document can be found at \\bccvmfs2\bccnobackup\bccfiletransfer

If you are having trouble getting your document to be ADA compliant, please contact Lamar @ 5916 or Eddie @ 7572 in the IT/GIS Department for assistance.