

### Chapter 1 : PDF Creation Best Practices – Appligent

*PDF File Checklist (WCAG Refresh)* This checklist is based on the new WCAG requirements that will be in effect starting on January 18, In addition to Section requirements, HHS has policies, standards, and requirements for electronic documents that include but aren't limited to the following.

The simple, guided workflow lets you do the following: A predefined action automates many tasks, checks accessibility, and provides instructions for items that require manual fixes. Quickly find and fix problem areas. The Accessibility Report summarizes the findings of the accessibility check. It contains links to tools and documentation that assist in fixing problems. It prompts to address accessibility issues, such as a missing document description or title. It looks for common elements that need further action, such as scanned text, form fields, tables, and images. The Action Wizard toolset is displayed in the secondary toolbar. A list of available actions is displayed under the Action List in the right-hand pane. From the Action List, click Make Accessible. The right-hand pane changes to display each task included in the Make Accessible action, as well as the instructions to execute the action. Select the files that you want to apply the Make Accessible action to. Select Add Files to select additional files or a folder to run the action on. Select Add Files to run the report on additional files or folders. Follow the prompts to complete the Make Accessible action. Check accessibility of PDFs Acrobat Pro A good way to check the accessibility of a document is to use tools that your readers will use. Even if you do not have access to those tools, Adobe Acrobat provides an automated way to check the accessibility of a PDF file. You can choose which accessibility problems to look for and how you want the results reported. The Accessibility toolset is displayed in the secondary toolbar. In the secondary toolbar, click Full Check. The Accessibility Checker Options dialog box is displayed. In the Report Options section, select options for how you want to view the results. Select a page range if you prefer to check individual pages of a document. When you have a large document, running a full check one page at a time can be more efficient. Select one or more of the Checking Options. The results are displayed in the Accessibility Checker panel on the left, which also has helpful links and hints for repairing issues. If you created a report in step 2, the results are available in the selected folder. The report displays one of the following statuses for each rule check: The item is accessible. Verify the item manually. Accessibility Checker rules statuses. Use Reflow view to quickly check the reading order. Use Read Out Loud to experience the document as readers who use the text-to-speech conversion tool experience it. Save the document as accessible text and then read the saved text file in a word-processing application. This exercise enables you to emulate the end-user experience of readers who use a braille printer to read the document. Choose one of the following options from the context menu: Acrobat either fixes the item automatically, or displays a dialog box prompting you to fix the item manually. Deselects this option in the Accessibility Checker Options dialog box for future checks of this document, and changes the item status to Skipped. Runs the checker again on all items. Choose this option after modifying one or more items. Displays a report with links to tips on how to repair failed checks. Opens the Accessibility Checker Options dialog box, so you can select which checks are performed. Accessibility issues Document Prevent security settings from interfering with screen readers A document author can specify that no part of an accessible PDF is to be copied, printed, extracted, commented on, or edited. To fix the rule automatically, select Accessibility Permission Flag on the Accessibility Checker panel. Then, choose Fix from the Options menu. Or, fix accessibility permissions manually: Choose No Security from the Security Method drop-down list. Click OK and close the Document Properties dialog box. If your assistive technology product is registered with Adobe as a Trusted Agent, you can read PDFs that might be inaccessible to another assistive technology product. Acrobat recognizes when a screen reader or other product is a Trusted Agent and overrides security settings that would typically limit access to the content for accessibility purposes. However, the security settings remain in effect for all other purposes, such as to prevent printing, copying, extracting, commenting, or editing text. See the related WCAG section: Or, to fix this rule check manually, use OCR to recognize text in scanned images: The Enhance Scans toolset is displayed in the secondary toolbar. Acrobat automatically adds tags to the PDF. To specify tags manually, do one of the following: The Add Tags Report appears in the

navigation pane if there are any issues. The report lists potential problems by page, provides a navigational link to each problem, and provides suggestions for fixing them. For more information, see Reading Order tool overview. Open the Tags panel and create the tags tree manually. For more information, see Edit document structure with the Content and Tags panel. Make sure that the reading order displayed in the Tags panel coincides with the logical reading order of the document. Document language Setting the document language in a PDF enables some screen readers to switch to the appropriate language. This check determines whether the primary text language for the PDF is specified. If the check fails, set the language. To set the language automatically, select Primary Language in the Accessibility Checker tab, and then choose Fix from the Options menu. To set the language manually, do one of the following: This setting applies the primary language for the entire PDF. Set the language for all text in a subtree of the tags tree. Open the Tags panel. Expand the Tags root and select an element. Then choose Properties from the Options menu. Choose a language from the Language drop-down list. Set the language for a block of text by selecting the text element or container element in the Content panel. Then, right-click Windows or Ctrl-click Mac OS the text and choose Properties from the context menu and choose a language from the Language drop-down list. To fix the title automatically, select Title in the Accessibility Checker tab, and choose Fix from the Options menu. Enter the document title in the Description dialog box deselect Leave As Is, if necessary. Or, fix the title manually: Enter a title in the Title text box. Click OK to close the Description dialog box. To add bookmarks to the document, select Bookmarks on the Accessibility Checker panel, and choose Fix from the Options menu. In the Structure Elements dialog box, select the elements that you want to use as bookmarks, and click OK. You can also access the Structure Elements dialog box by clicking the Options menu on the Bookmark tab and selecting the New Bookmarks From Structure command. See the related WCAG sections: Or, include a recommendation that the PDF viewer use high-contrast colors: Choose the color combination that you want from the drop-down list, and then click OK. Page content Tagged content This check reports whether all content in the document is tagged. Make sure that all content in the document is either included in the Tags tree, or marked as an artifact. Do one of the following to fix this rule check: Then, select Create Artifact from the context menu. Select the content, and then apply tags as necessary. Assign tags using the Tags panel. To find these items, choose Find from the Options menu. Make sure that annotations such as comments and editorial marks such as insert and highlight are either included in the Tags tree or marked as artifacts. Open the Content panel , and right-click Windows or Ctrl-click Mac OS the content that you want to mark as an artifact. Assign tags using the panel. To fix the tab order automatically, select Tab Order on the Accessibility Checker panel, and choose Fix from the Options menu. To manually fix the tab order for links, form fields, comments, and other annotations: Click the Page Thumbnails panel on the navigation pane.

### Chapter 2 : Section Amendment to the Rehabilitation Act of - Wikipedia

*Tagging is required for PDF files to comply with accessibility standards such as Section and the Web Content Accessibility Guidelines (WCAG). In the fourth maintenance release for SAS , the.*

Fonts, bullets, formatting and issues specific to Microsoft Word can affect the effort necessary to make a document accessible; thereby increasing the cost to remediate that document for Section compliance. By following some simple guidelines, PDF documents can be created that can be made Section compliant in the most time efficient and cost effective manner. Millions of US citizens are visually impaired and must use assistive technology AT to read electronic content. This software, called a screen reader, deciphers online and other electronic content. To meet their needs and to ensure equal access to information, the US Congress enacted legislation in to require U. Federal agencies and contractors to procure accessible software and to produce accessible electronic documents. The regulations, known as Section of the Rehabilitation Act, went into effect in June, Section addresses every aspect of electronic documents. This includes ensuring content is tagged in correct order, as well as properly identifying section headings, bulleted and numbered lists, and footnotes and endnotes. Characteristics of a fully accessible PDF include establishing a valid reading order for all page content; creating and validating tags for all logical content; providing alternate descriptions for all images; tagging tables to correctly represent table structure; including valid Unicode assignments for all characters; and managing all form-fields, links and other interactive features to ensure their maximum usability. Our PDF Accessibility Services Team has put together a list of tips to make PDF files less time consuming to remediate for Section compliance and therefore less costly to our customers. Section remediation is the last step to be performed prior to releasing a document or posting it to a website. The documents should be proofread, converted to PDF, redacted if necessary and then made Section compliant. In addition to taking up more space in your document, they can trigger Unicode mapping errors in accessibility checkers. OpenType and Base 14 fonts add little size to your document and include options such as the Helvetica, Times, and Courier standard font families regular, italic, bold, bold italic , as well as Symbol, and Dingbats. Bullets and other special characters should also be picked from these fonts. Avoid extra bold, black, or heavy font variations: Such styles can cause text to appear multiple times in the tagged document. Formatting Issues Avoid double-page spreads: Headers, body text or tables split into two pages are seen and tagged as separate pages by Acrobat. These require time-consuming manual work to make them read properly. Manual reorganization of the tags is required so that the information can be read in the correct order and context. Even when structured and tagged perfectly, many screen readers will read them row by row, making them difficult for a non-sighted end-user to decipher. Avoid using graphic elements or color coding to convey essential information. Differently colored or formatted words such as bold, italic, etc. This increases tagging time significantly. Alternative text is required for Section compliance. All graphics and relevant visual elements need descriptions that can be read by screen readers. Always save Word documents as. Tagging a PDF that was created from a. Spacing and line breaks should be created by using paragraph settings, not by hitting return. If styles are used, they should have standard names such as Header1 or H1, body text, etc. In particular, if all headers are marked as H1, H2, etc. Text boxes should be avoided as much as possible: Text boxes with heavy frames and shading will typically be perceived as an image in PDF. When reading a document visually, you can skip over a sidebar but when you are listening to the document being read by a screen reader, the interruption can be annoying or confusing. Use text, not images of text: Screen readers cannot read images of text. This will convert the images of text to actual text and significantly decrease the overall size of the PDF file. Taking the time to follow our tips for appropriate fonts and formatting at the outset will save your organization a good deal of time and money.

### Chapter 3 : Accessibility Best Practices: Tagged PDF “ Section Compliant Document Conversion Service

*This issue is a violation of Section and WCAG Success Criterion Add all form fields to the tag structure, and then reposition the tags within the tag tree so that they are in the correct order.*

They exist for accessibility purposes only and have no visible effect on the PDF file. These standard tags provide assistive software and devices with semantic and structural elements to use to interpret document structure and present content in a useful manner. The PDF tags architecture is extensible, so any PDF document can contain any tag set that an authoring application decides to use. Custom tags that you define such as tag names generated from paragraph styles of an authoring application need a role map. The role map matches each custom tag to a standard tag here. When assistive software encounters a custom tag, the software can check this role map and properly interpret the tags. Tagging PDFs by using one of the methods described here generally produces a correct role map for the document. Such elements are further classified as container elements, heading and paragraph elements, label and list elements, special text elements, and table elements.

**Recognized PDF Tags**

**Container Elements** Container elements are the highest level of element and provide hierarchical grouping for other block-level elements. A large division of a document; may group smaller units of content together, such as division elements, article elements, or section elements. A generic block-level element or group of block-level elements. A self-contained body of text considered to be a single narrative.

**Heading and paragraph elements** Heading and paragraph elements are paragraph-like, block-level elements that include specific level heading and generic paragraph P tags. A heading H element should appear as the first child of any higher-level division. Label and list elements: Label and list elements are block-level elements used for structuring lists. Any sequence of items of similar meaning or other relevance; immediate child elements should be list item elements. Any one member of a list; may have a label element optional and a list body element required as a child. A bullet, name, or number that identifies and distinguishes an element from others in the same list. List item body element. The descriptive content of a list item. One or more paragraphs of text attributed to someone other than the author of the immediate surrounding text. A brief portion of text that describes a table or a figure. A sequence of entries that contain identifying text and reference elements that point out the occurrence of the text in the main body of the document. Table of contents element. An element that contains a structured list of items and labels identifying those items; has its own discrete hierarchy. Table of contents item element. An item contained in a list associated with a table of contents element. Table elements are special elements for structuring tables. A two-dimensional arrangement of data or text cells that contains table row elements as child elements and may have a caption element as its first or last child element. One row of headings or data in a table; may contain table header cell elements and table data cell elements. Table data cell element. A table cell that contains nonheader data. Table header cell element. A table cell that contains header text or data describing one or more rows or columns of a table. Use this form or call

### Chapter 4 : Section Compliance: Don't Make These 6 Mistakes

*Is the PDF a PDF Portfolio or does the PDF have file attachments? Documents must be tagged to allow checking for Section accessibility. Does "Tagged PDF."*

August 18, Compliance with Section means your organization is following a specific amendment of the Rehabilitation Act that requires information and communication technology ICT to be accessible. The Rehabilitation Act is a federal law protecting the rights of people with disabilities. Section of the act addresses ICT used by, or procured by, the federal government, its departments and its agencies. ICT can include websites, computer software, multimedia presentations, spreadsheets and internal documents. Section compliance means that digital files, web pages and other forms of ICT are equally accessible to all employees or to all members of the general public, depending on whom the communication is for, regardless of whether or not these individuals have disabilities. You may not be a federal agency that is directly covered by the legislation. However, you need to know that Section compliance and ICT accessibility are very often listed as requirements in other situations, such as state funding of schools. Compliance with Section is also mandatory for any ICT procured by the federal government. The Americans with Disabilities Act ADA is a wide-reaching law that prohibits any form of discrimination against people with disabilities in the U. Underestimating the Business Opportunity This is a potentially enormous mistake. There are over 60 million Americans with disabilities, and there is profit to be made by courting their business. This target market has a spending power that is more than four times bigger than the tween market, according to the U. Why provide millions of customers with a reason to give their business to your competition? Accessible websites are more easily found through search engines, for instance, and are more effectively used by a variety of different people. Probably not a good idea. To succeed with this argument, you would have to prove that the cost of making your ICT accessible is exceptionally high, or that achieving accessibility is close to impossible. Yet there are numerous resources available to your organization, including guidelines you can view free of charge, and trained experts who are able to remediate your digital properties for you at a reasonable cost. In fact, other organizations like yours have already made their ICT accessible. Thus, you are unlikely to get very far with this argument. If Section applies to your organization, it likely applies to all of the ICT that your organization produces or uses. Disregarding the Section Updates The original Section standards were first published in Technology has advanced exponentially in the years since then. The update takes into account a wide range of disabilities. It also considers the assistive technologies that are used by many people with disabilities to read digital files, go online or fill out forms. And it ensures consistency with other accessibility guidelines that exist today. In order to be Section compliant, that text must provide adequate descriptions of the images without being too convoluted. That text must properly explain the purpose of the hyperlink, and it cannot be identical to the description of a different hyperlink. Check with the Experts Experienced, qualified consultants in digital accessibility can prevent you from making these and other mistakes with Section compliance. Have questions about Section ? They can answer those, too. Ask a consulting firm to tell you more about the business advantages of ensuring your digital properties are fully accessible, and delighting those of your customers who have disabilities. This includes integrating web compliance evaluation services with assistive technology to deliver a transformative experience for people with disabilities.

### Chapter 5 : Software & Services for Tagging PDF | PDF Accessibility and Compliance

*Using best practices for creating accessible documents includes exporting as a "tagged PDF"; almost all production applications will have an export setting to create these PDF tags. Proper order and syntax of tags is essential for Section compliant documents.*

History[ edit ] Section was originally added as an amendment to the Rehabilitation Act of in The original section dealt with electronic and information technologies, in recognition of the growth of this field. In the end, this Federal Electronic and Information Technology Accessibility and Compliance Act, with revisions, was enacted as the new Section of the Rehabilitation Act of , in Section addresses legal compliance through the process of market research and government procurement and also has technical standards against which products can be evaluated to determine if they meet the technical compliance. Because technology can meet the legal provisions and be legally compliant e. Additionally, evaluation of compliance can be done only when reviewing the procurement process and documentation used when making a purchase or contracting for development, the changes in technologies and standards themselves, it requires a more detailed understanding of the law and technology than at first seems necessary. There is nothing in Section that requires private web sites to comply unless they are receiving federal funds or under contract with a federal agency. Automatic accessibility checkers engines such as "IBM Rational Policy Tester" and AccVerify, refer to Section guidelines but have difficulty in accurately testing content for accessibility. In the case that implementation of such standards causes undue hardship to the Federal agency or department involved, such Federal agencies or departments are required to supply the data and information to covered disabled persons by alternative means that allow them to make use of such information and data. Section requires that all Federal information that is accessible electronically must be accessible for those with disabilities. This information must be accessible in a variety of ways, which are specific to each disability. The Rehabilitation Act of requires that all federal agencies provide individuals with disabilities with reasonable accommodation, which falls into three categories: People with disabilities are not required to use specific wording when putting in a reasonable accommodation request when applying for a job. An agency must be flexible in processing all requests. This means that agencies cannot adopt a "one-size fits all" approach. Each process should be handled on a case-by-case basis. Provisions[ edit ] The original legislation mandated that the Architectural and Transportation Barriers Compliance Board, known as the Access Board, [5] establish a draft for their Final Standards [6] for accessibility for such electronic and information technologies in December The final standards were approved in April and became enforceable on June 25, Web-based Intranet and Internet Information and Applications: It includes addressing technology compatibility with hearing aids, assistive listening devices, and telecommunications devices for the deaf TTYs. Videos or Multimedia Products: Self Contained, Closed Products: This standard links to the other standards and generally requires that access features be built into these systems. Desktop and Portable Computers: Practice[ edit ] When evaluating a computer hardware or software product which could be used in a U. A VPAT lists potential attributes of the product that affect the degree to which it is accessible. Because colorblindness is common, another issue is whether the device or software communicates necessary information only by differences in displayed color. Because not all users can hear, another issue is whether the device or software communicates necessary information in an auditory way. One challenge to the adoption of open-source software in the U.

### Chapter 6 : Adobe PDF accessibility overview

*When you make your PDF documents accessible or create Tagged PDFs, it means adding tags, bookmarks, alt text, and other information that makes the files readable and navigable to users who are visually or mobility impaired.*

### Chapter 7 : InDesign CS Tagged Reading Order Incorrect | Adobe Community

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*Learn how to create accessible Portable Document Format (PDF) documents that conform to the Revised Standards.. AED COP Guidance. The resources in this section were developed by the Accessible Electronic Documents Community of Practice (AED COP).*

### Chapter 8 : Create Accessible PDF Files | New York State Education Department

*File accessibility is an online accessibility testing tool that checks accessibility of your documents like pdf, ppt, and word. Following WCAG , Section and ADA compliances we make your PDFs, Word docs and PowerPoint presentations accessible for all.*

### Chapter 9 : WebAIM: Section Checklist

*Select the files that you want to apply the Make Accessible action to. By default, the action runs on the document that's currently open. By default, the action runs on the document that's currently open.*