

A GUIDE TO: Creating Accessible PDF Documents

s greater numbers of faculty use Canvas to provide reading material for their students, opportunities for learning are greatly enhanced. Typically such materials are digitized using flat bed scanneor photocopier with scanning capability, then savedas a PD file. Students with print-related impairments appreciate the digitization of course materials, which often makes it easier for them to access their learning materials. Unfortunately, digitized course materialare often created in a manner that lins into w usable(or accessibe) they are for students with print-impairments who are making use of Access Technologies.

Student Accessibility Sereis: (SAS) assisted entries in converting text-based materials to alternative and accessibilitormats for students with print-based disabilities. Such accessible formats may include converted PD files, RTF (Rich Text Form) afiles, and DOC (document) files. is honversion porcess is time consuming and is more difficult when the PDF document posted to Canvas obeing used as class monohandouts are of portly quality. Like any recipe, the better the ingredients (input) the better the final product (output).

This guide provides a brief tutorial for faculty and staff who are creatinDF documents for use with classrom lectures and/or for posting to course connected Canvas ets. Our god is to provide information that will enable you to create high-quality, clean PDF documents. Not only will these clean PDF files make it easier for S S to support the needleSoftstudents with disabilities, but these more readatel documents will also be appreciated by other students and colleages attending to your course materials.

This documents broken into four (4) examples of PDFs with explanations:

- 1. An example of a poorly scanned and created PDF docurfilent
- 2. An example of an improved PDF document using sitepheniques.
- 3. An example of a greatly improved PDF document using slightly advanced echniques.
- 4. For the advanced interest, creating a RD cument withbasic accessible functionality.

Also included are the steps for using the software program. Adobe Reader to haveyour computer read the document out louds student would use the program. This is good test of the accessibility any PDF document.

Student ••]] o] š Ç than KE you for taking the time to review this document and consider these best practices while developing course

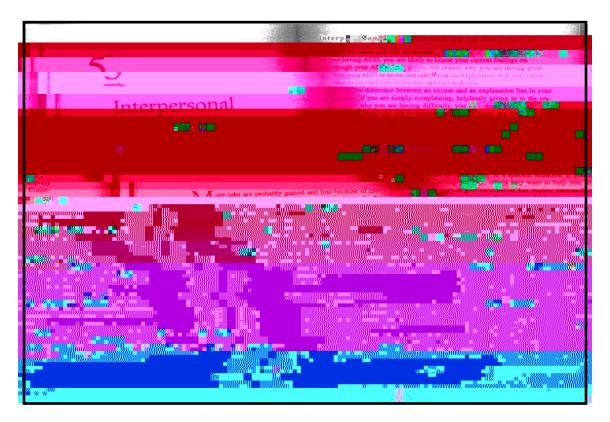


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Poorly Developed PDF



Basic PDF documents are actypictures of text (image files) and cannot be read by assistive technologies such as texto-speech and screen reader software programs. This is an example of poorly developed PDF document posted to Canvas. Its problems include:

- 1. Low resolution ofext.
- 2. Poor visual reproduction.
- 3. Curved text to the center spinaerea.
- 4. Sideby-side horizontal reproduction.
- 5. Skewed (norstraight) representation offext.
- 6. Gray or darkened areas at center spine and around outsidges.

As it is, this PDF may be difficult for any student to read. Additionally, due to the factors listed above, conversion to an accessible format using OCR (Optical Character Recognition) would not be feasible. Thus, this document would *ibeccessible* to a student with a printbased impairment.

EXAMPLE 2: Improved PDF

This improved PDF was created simply by pushing the spine of the book down against the copier-scanner. The key is to have the originating document as flat against the and as straight on the scanning bed as possible. It is also important to make certain the

EXAMPLE 3: Great PDF Made Simple

It is easy to create clean PDF document files using be Acrobat Pro D@ree download is Run Advertised

 Remove the dark edges caused by scanning and separate the pagesimdivialually paged vertical document by cutting the copied pages and then copying the cleaned pages into neltohC8 (F)5 (ET Q q 0 0 612 792 re W* n BT /TT1 12 Tf 518.6207d (3 Td [(p)- E EXAMPLE 4: Creating an Accessible PDF

FINAL STEP:

Reading an OC PDF Document

To access and readoud an OCRDF document using Adobe Reader, follow these steps:

To Activate Read Out Loud

- 1. Open the document using Adobe Reader.
- 2. toolbar.
- 3. Nextselect Out and ReadOut from the drop down menus.

To Read a Document

- 1.
- 2.
- 3.

Questions?

Contact AssistiveTechnology Coordinator Student Accessibility Services

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