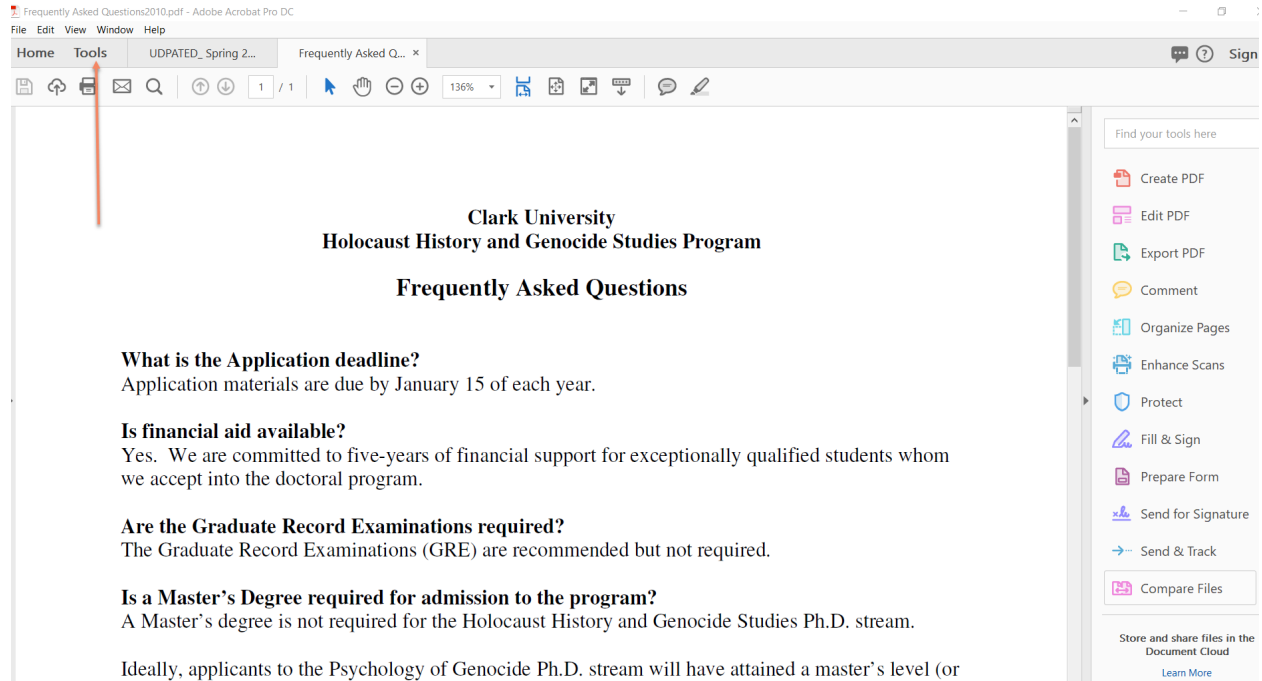
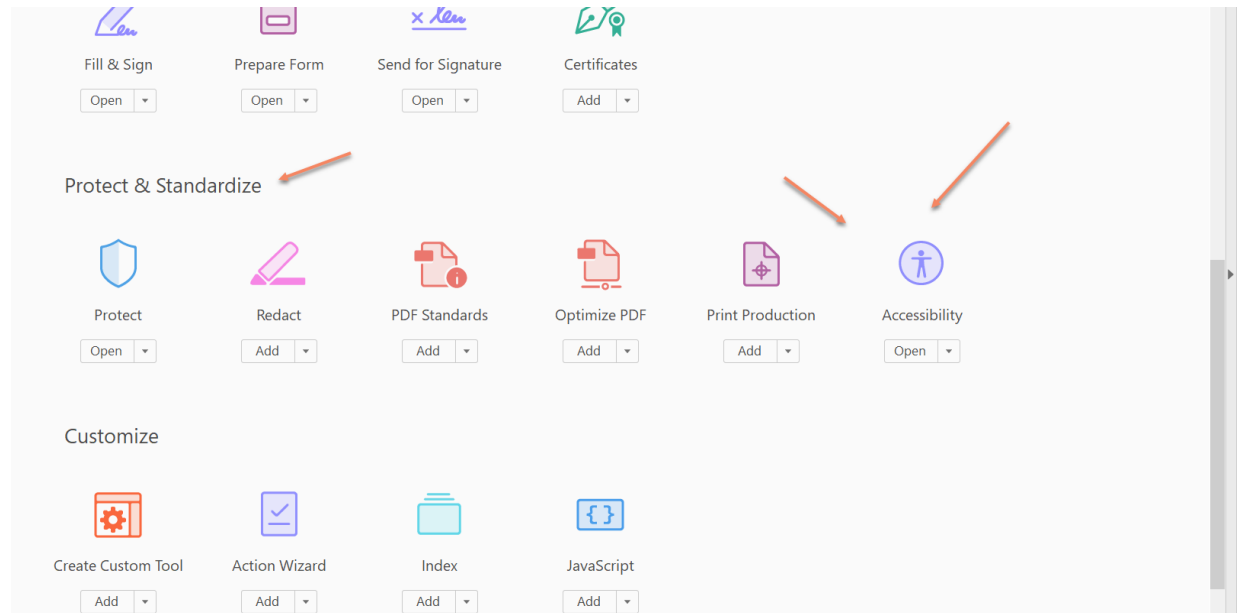


How to make a pdf accessible

Open document in Adobe, then click on “Tools”



When the Tools open up, look under “Protect & Standardize” and click on “accessibility” button:



First thing to do is click on the “autotag document”

The screenshot shows a web browser window with the following elements:

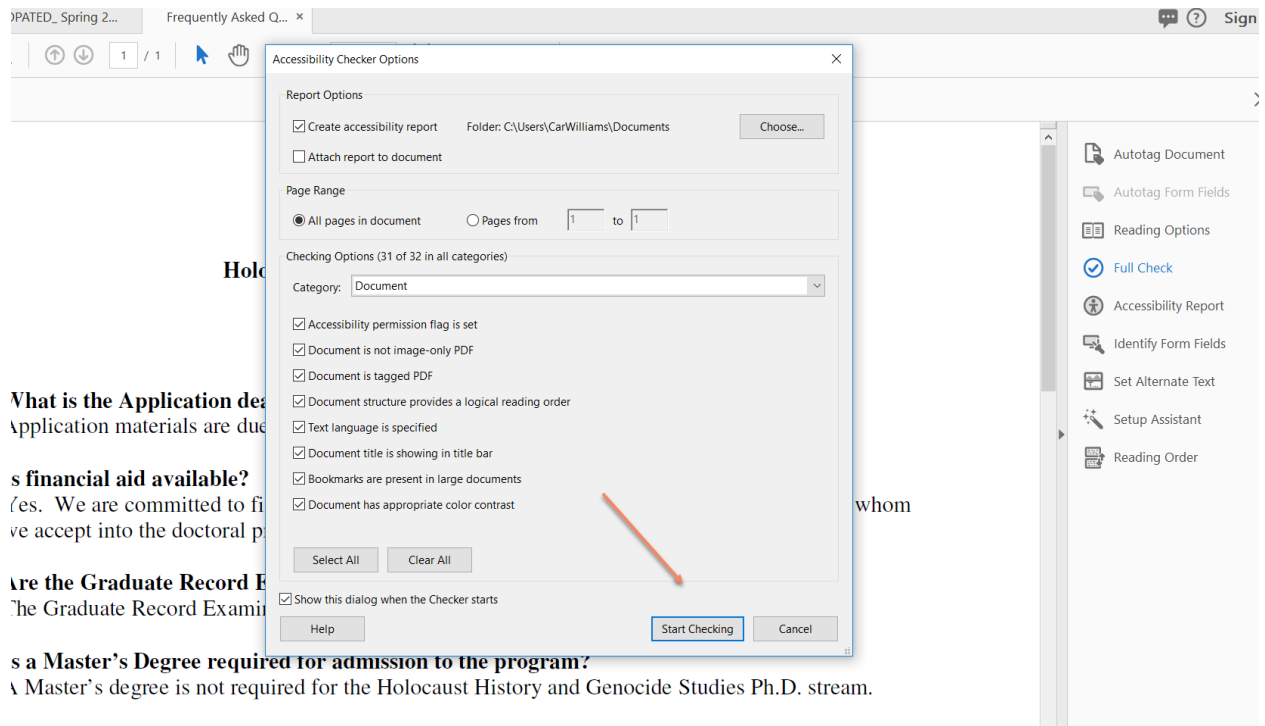
- Browser tabs: "UDPATED_Spring 2...", "Frequently Asked Q..."
- Browser address bar: "136%"
- Page title: "Accessibility"
- Main content area:
 - Section: **Clark University Holocaust History and Genocide Studies Program**
 - Section: **Frequently Asked Questions**
 - Question: **What is the Application deadline?** Application materials are due by January 15 of each year.
 - Question: **Is financial aid available?** Yes. We are committed to five-years of financial support for exceptionally qualified students whom we accept into the doctoral program.
 - Question: **Are the Graduate Record Examinations required?** The Graduate Record Examinations (GRE) are recommended but not required.
 - Question: **Is a Master's Degree required for admission to the program?** A Master's degree is not required for the Holocaust History and Genocide Studies Ph.D. stream.
- Right-hand sidebar menu:
 - Autotag Document (highlighted with a yellow arrow)
 - Autotag Form Fields
 - Reading Options
 - Full Check
 - Accessibility Report
 - Identify Form Fields
 - Set Alternate Text
 - Setup Assistant
 - Reading Order

After that is done, then click on “Full Check”:

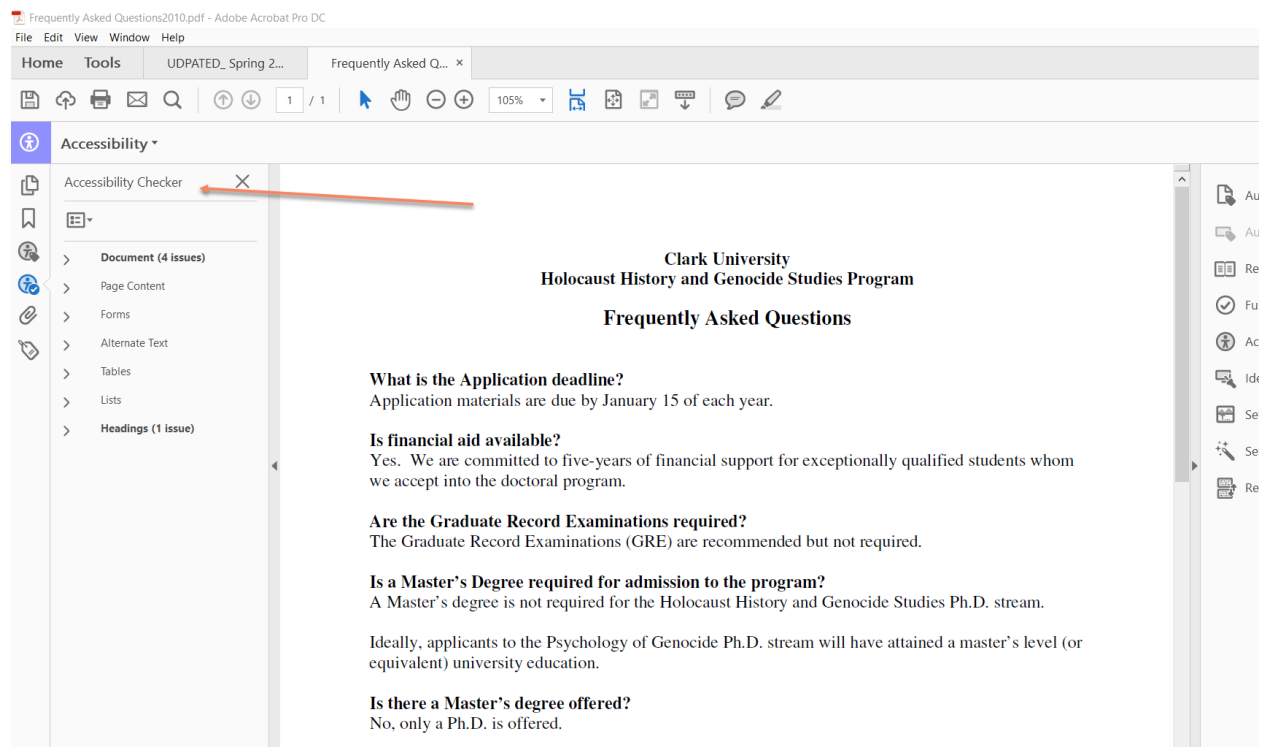
The screenshot shows the same web browser window as above, but with the following changes:

- Browser tabs: "UDPATED_Spring 2...", "Frequently Asked Q..."
- Browser address bar: "105%"
- Page title: "Accessibility"
- Left-hand sidebar menu:
 - Recognition Report
 - Add Tags Report for Frequently Asked Questions2010.pdf
 - Summary
 - Introduction
 - 1 reduced confidence pages
 - Hints for Repair
 - Reduced Confidence Pages
 - Page 1:
 - Paragraphs to check. (How To Fix Paragraph Tagging)
 - 1. Medium-High confidence
 - Introduction
 - This confidence report is intended to help find places in
- Main content area:
 - Section: **Clark University Holocaust History and Genocide Studies Program**
 - Section: **Frequently Asked Questions**
 - Question: **What is the Application deadline?** Application materials are due by January 15 of each year.
 - Question: **Is financial aid available?** Yes. We are committed to five-years of financial support for exceptionally qualified students whom we accept into the doctoral program.
 - Question: **Are the Graduate Record Examinations required?** The Graduate Record Examinations (GRE) are recommended but not required.
 - Question: **Is a Master's Degree required for admission to the program?** A Master's degree is not required for the Holocaust History and Genocide Studies Ph.D. stream.
 - Text: Ideally, applicants to the Psychology of Genocide Ph.D. stream will have attained a master's level (or equivalent) university education.
 - Question: **Is there a Master's degree offered?** No, only a Ph.D. is offered.
 - Question: **How long is the program?**
- Right-hand sidebar menu:
 - Autotag Document
 - Autotag Form Fields
 - Reading Options
 - Full Check (highlighted with a red arrow)
 - Accessibility Report
 - Identify Form Fields
 - Set Alternate Text
 - Setup Assistant
 - Reading Order

Click on the “Start Checking”



After it's done running – the report will show up on the left.- Called Accessibility Checker:



Click on the items arrows > to expose the items that need to be fixed. Each item will show a red “X” next to each item that has to be addressed:

Accessibility Checker

Document (4 issues)

- Accessibility permission flag - Passed
- Image-only PDF - Passed
- Tagged PDF - Passed
- Logical Reading Order - Needs manual review
- Primary language - Failed**
- Title - Failed
- Bookmarks - Passed
- Color contrast - Needs manual review

Page Content

Forms

Alternate Text

Tables

Lists

Headings (1 issue)

Clark University
Holocaust History and Genocide Studies Program
Frequently Asked Questions

What is the Application deadline?
Application materials are due by January 15 of each year.

Is financial aid available?
Yes. We are committed to five-years of financial support for exceptionally qualified students whom we accept into the doctoral program.

Are the Graduate Record Examinations required?
The Graduate Record Examinations (GRE) are recommended but not required.

Is a Master's Degree required for admission to the program?
A Master's degree is not required for the Holocaust History and Genocide Studies Ph.D. stream.

Ideally, applicants to the Psychology of Genocide Ph.D. stream will have attained a master's level (or equivalent) university education.

Is there a Master's degree offered?
No, only a Ph.D. is offered.

Right Click on each item

Accessibility Checker

Document (4 issues)

- Accessibility permission flag - Passed
- Image-only PDF - Passed
- Tagged PDF - Passed
- Logical Reading Order - Needs manual review
- Primary language - Failed**
- Title - Failed
- Bookmarks - Passed
- Color contrast - Needs manual review

Page Content

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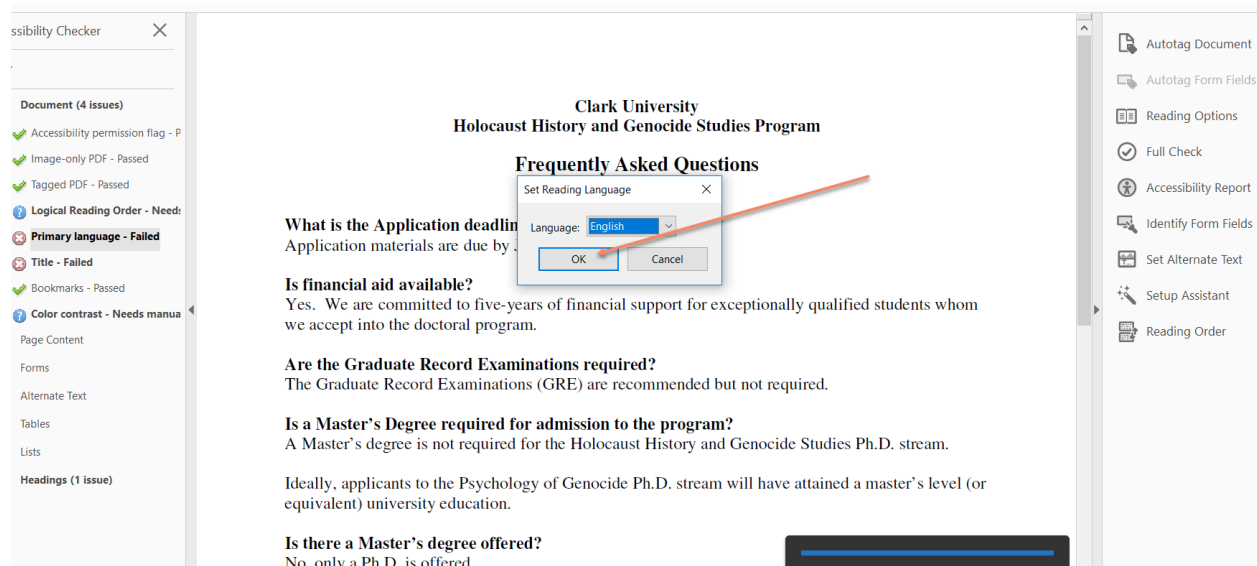
Ideally, applicants to the Psychology of Genocide Ph.D. stream will have attained a master's level (or equivalent) university education.

Is there a Master's degree offered?
No, only a Ph.D. is offered.

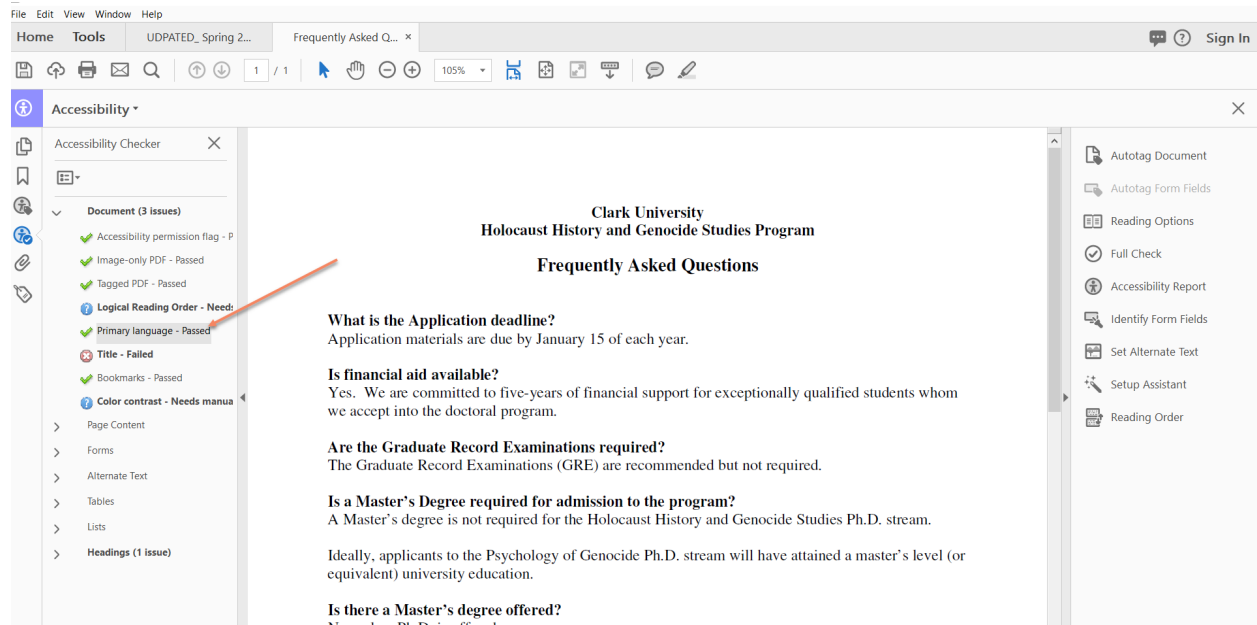
Some items to fix:

Primary Language – again right click on this and hit “Fix”. New window opens up, click on the drop down to select language.

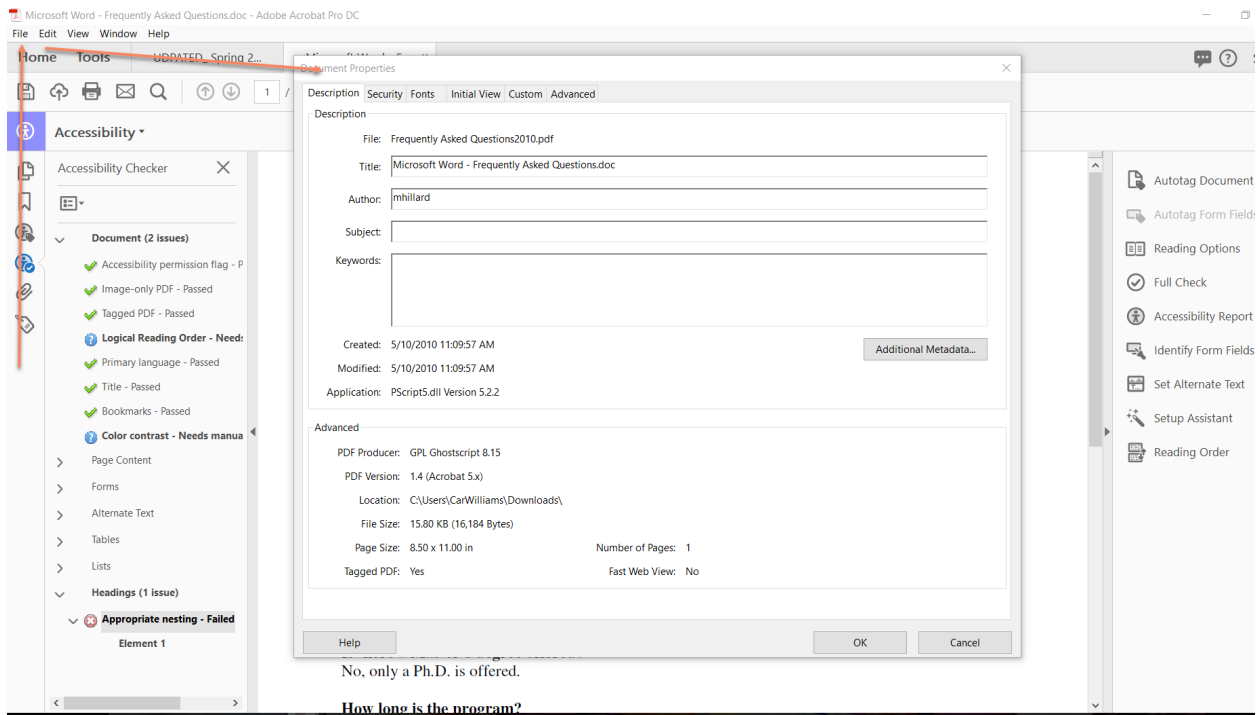
Set English as language:



Then the item in the Accessibility Report – will turn to a green check mark.

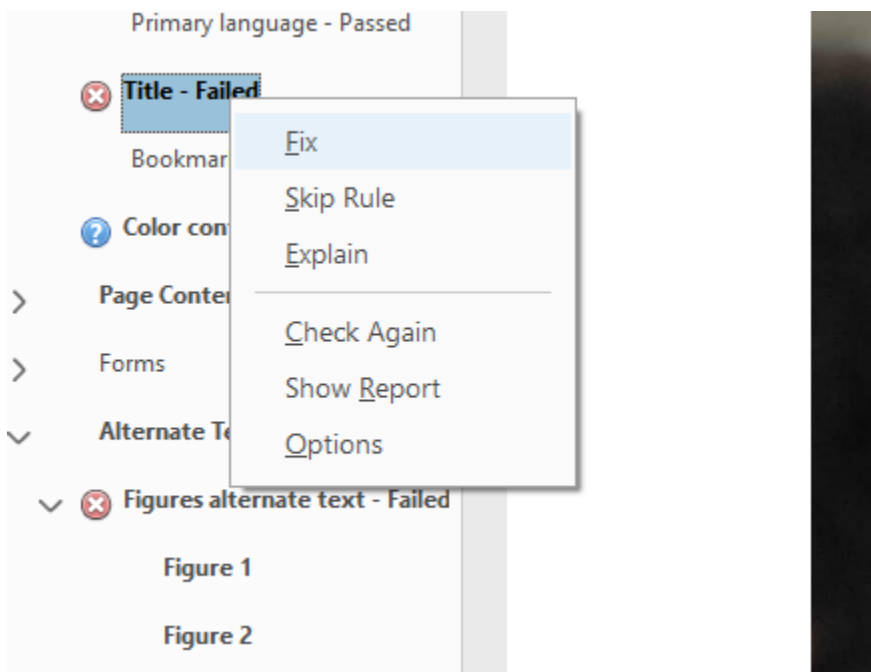


Title – right click and hit “Fix” to set the document’s title. Please note it should be different than the file name. or go to: File -> Properties:



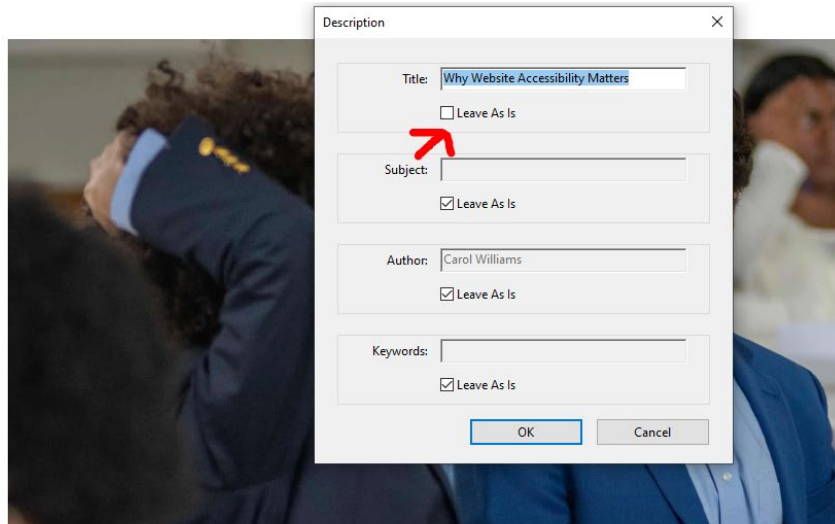
Add a Title, then hit “okay”.

Or you can just right click on the issue and hit “Fix”:



New Window opens up. Uncheck the box and add your title:

- Accessibility permission flag -
- Image-only PDF - Passed
- Tagged PDF - Passed
- Logical Reading Order - Need
- Primary language - Passed
- Title - Failed**
- Bookmarks - Passed
- Color contrast - Needs manual
- Page Content (1 issue)
- Forms
- Alternate Text (1 issue)
- Figures alternate text - Failed
 - Figure 1
 - Figure 2
- Nested alternate text - Passed
- Associated with content - Pass
- Hides annotation - Passed
- Other elements alternate text



Why Website Accessibility Matters (h2)

HEADERS

Some other items that may come are Heading issues -> Appropriate nesting failed. This is indicating that sometimes users tend to set up word documents with not following the appropriate structures of using the heading tags.

Like <header one> follows with a <header two>...

Why Website Accessibility Matters (h2)

The ways that websites are designed and set up can create unnecessary barriers that make it difficult or impossible for people with disabilities to use websites, just as physical barriers like steps can prevent some people with disabilities from entering a building. These barriers on the web keep people with disabilities from accessing information and programs that businesses and state and local governments make available to the public online. But these barriers can be prevented or removed so that websites are accessible to people with disabilities.

Examples of Website Accessibility Barriers (h3)

- **Poor color contrast.** People with limited vision or color blindness cannot read text if there is not enough contrast between the text and background (for example, light gray text on a light-colored background).
- **Use of color alone to give information.** People who are color-blind may not have access to information when that information is conveyed using only color cues because they cannot distinguish certain colors from others. Also, screen readers do not tell the user the color of text on a screen, so a person who is blind would not be able to know that color is meant to convey certain information (for example, using red text alone to show which fields are required on a form).

When the ADA Requires Web Content to be Accessible (h2)

The Americans with Disabilities Act applies to state and local governments (Title II) and businesses that are open to the public (Title III).

State and local governments (Title II) (h3)

Title II of the ADA prohibits discrimination against people with disabilities in all services, programs, and activities of state and local governments. State and local governments must take steps to ensure that their communications with people with disabilities are as effective as their communications with others. Many state and local government services, programs, and activities are now being offered on the web. These include, for example, things like:

- Applying for an absentee [ballot](#);
- Paying tickets or [fees](#);
- Filing a [police report](#);
- Attending a virtual town [meeting](#);
- Filing tax [documents](#);

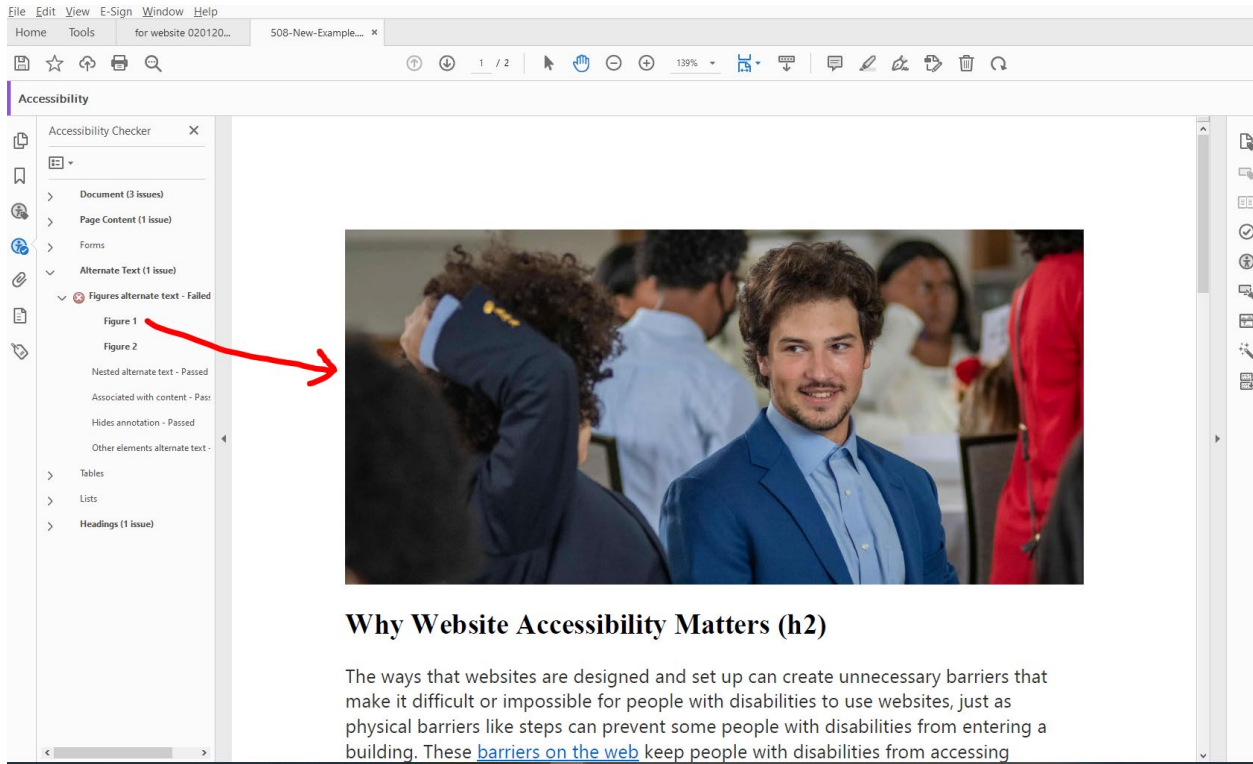
Note:

<header one follows with a <header three>... then goes to a <header two>

This doesn't follow the correct order and can lead screen readers to jump over sections on your document. So you may have to go back to the original word document to reset header styles.

IMAGES

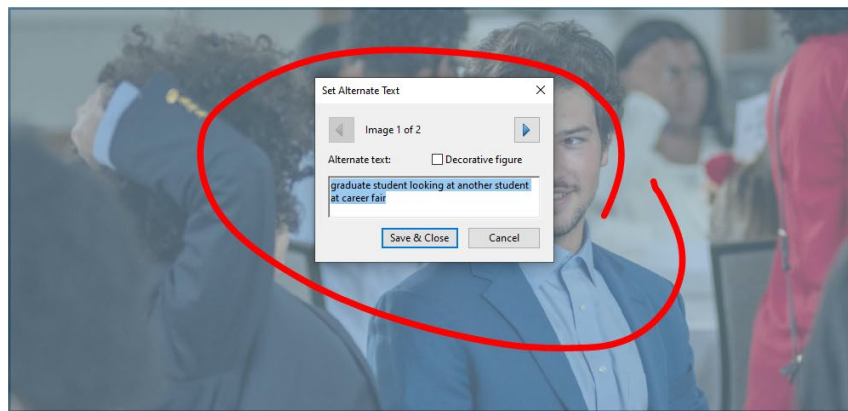
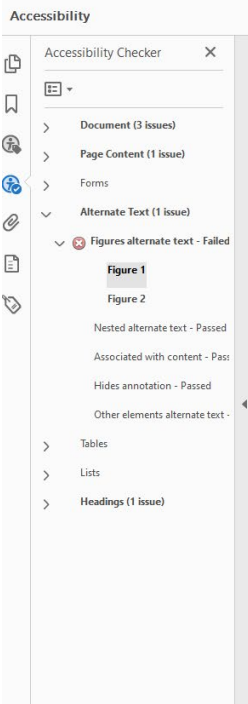
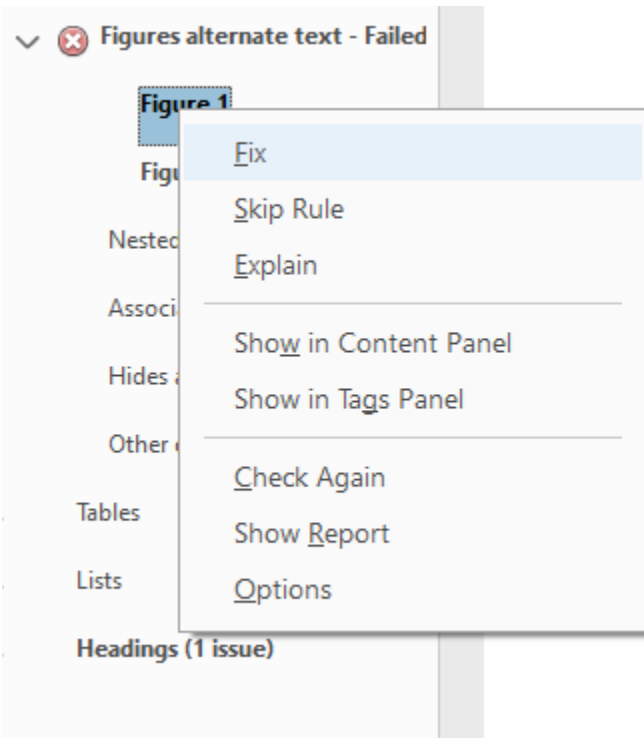
Other Issues that come up may be due to alternative text missing in images. If you have images – right click on them, a new window pop open and hit “fix” and put alternative text to describe those images.



The screenshot shows a web browser window with an accessibility checker panel on the left. The panel lists various accessibility issues, including 'Alternate Text (1 issue)' and 'Figures alternate text - Failed'. A red arrow points from 'Figure 1' in the list to a photograph of a man in a blue suit. Below the photo is the heading 'Why Website Accessibility Matters (h2)' and a paragraph of text.

Why Website Accessibility Matters (h2)

The ways that websites are designed and set up can create unnecessary barriers that make it difficult or impossible for people with disabilities to use websites, just as physical barriers like steps can prevent some people with disabilities from entering a building. These [barriers on the web](#) keep people with disabilities from accessing



Why Website Accessibility Matters (h2)

The ways that websites are designed and set up can create unnecessary barriers that make it difficult or impossible for people with disabilities to use websites, just as

Please feel free to contact the CMS Help center if you need further help. We'll be glad to walk you through some of these items. cmshelp@clarku.edu or <http://www.clarku.edu/cmshelp> or call us X7508.