

**Universal Design:
Making PDF Documents
More Usable for All
Learners**

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ATRC Services

- Direct Services to Students and CSU Employees
 - Assessments
 - Accommodations
 - Training
 - Equipment Loans
 - Resources
- Electronic Accessibility
- Consultation
- Faculty Resources

What is Assistive Technology?

- Any technology that increases access to computers or electronic information.
 - Text-to-speech
 - Voice recognition
 - Literacy Support
 - Screen Reader Software
- A bridge between digital materials and students.
- Provides alternate ways of accessing materials.

What is Accessibility?

- Can Assistive Technology interact with the document?
 - Not Automatically!
- Documents must be designed to interact well with technology.

Universal Design

Universal design is the design of products and environments to be usable by all people, to the greatest extent possible, without the need for adaptation or specialized design.

—Ron Mace, UD Institute



Universal Design for Learning



- Build-in “Ramps” to make documents work with technology from the start.
- Accessible documents benefit all learners.

Features of a Universally Designed PDF

- Searchable Text
- Selectable Text
- Table of Contents
- Text to Speech Capability
- Screen Reader Accessibility
 - Tags
 - Tab Reading Order
 - Alt Text – Images, Graphs, Tables

What is OCR?

- Optical Character Recognition
- Takes an image, finds the text, and converts it to computer-recognized text.
- Creates a document with text that is:
 - Selectable
 - Searchable
 - Text-to-Speech Capable
 - More Usable for Everyone

Scanning to PDF

- “Searchable PDF” or “OCR” at the Scanner / Copier
- After Scanning - Run OCR on Existing PDF
 - Adobe Acrobat Professional
 - Abbyy FineReader
 - OmniPage
- Add Tags
- Check Reading Order
- Add Alt Text for Images, Graphs, Tables

Converting Office 2010 to PDF

- Start with an Accessible Source Document
- Enable 1 Setting in Acrobat Plugin
- Use “Save As PDF” or “Create PDF”
 - Avoid Adobe PDF in the Printers List!
- Use Accessibility Tool in Acrobat to run Full Check
- Set Tab Order
- Check Reading Order
- Set Decorative Images as Background

Questions? Need Help?

DIY Help

CSU's Accessibility By Design Website

<http://www.accessibility.colostate.edu>

CSU's Access Project (Step-by-Step Tutorials)

<http://accessproject.colostate.edu/udl>

Or Contact Me

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