

Document Accessibility

Yes, all digital documents must meet accessibility standards too!

February 27, 2024



What is Document Accessibility?

- Making non-HTML digital content readable by assistive technology and to users with low vision.

True or False?

- Making a document accessible is easier than making a webpage accessible.

PDFs and Accessibility

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Employee UX Designer

NC Department of IT

California beaches

When you think of California one of the first things that comes to mind is its beaches. Ride the wave and learn more about what beaches are the most popular and how their temperatures vary.

Most popular beaches

According to U.S. News, the top three California beaches are:

1. Laguna beach
2. La Jolla
3. Malibu



Temperatures

In the table below, the June 2021 temperature is compared for each of the most popular California beaches.

Beach	Temperature
Laguna	70 - 75 degrees Fahrenheit

× beaches



Basics from the Video


Common Accessibility Corrections

- Add Alternate Text to Images and Charts
- Correct Heading Use. (Hierarchical Headings)
- Check the Color Contrast

Special Accessibility Corrections for PDFs

- Make sure the PDF is Tagged
- Check Correct Reading Order
- Avoid “Print to PDF” settings. They will remove your tags and accessibility formatting.

Adobe Accessibility Checking



Prepare for accessibility

Open ...

Prepare for accessibility

- Automatically tag PDF
- Automatically tag form fields
- Change reading options
- Check for accessibility
- Open accessibility report
- Identify form fields
- Add alternate text
- Use setup assistant
- Fix reading order

Tags identify each piece of content and define the reading order in a hierarchical tree structure. The reading order is the order in which content is read aloud. Tags and reading order make it possible for assistive technologies, such as screen readers, to read the document.



Tags

- <Document>
 - <Figure>
 - <H1>
 - <H2>
 - <P>
 - <H3>
 - <P>
 - <P>
 - <H4>
 - <Table>

- Accessibility permission flag is set
- Document is not image-only PDF
- Document is tagged PDF
- Document structure provides a logical reading order
- Text language is specified
- Document title is showing in title bar
- Bookmarks are present in large documents
- Document has appropriate color contrast

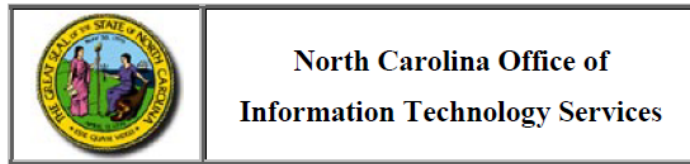
All tools

- Send for comments
- Convert to PDF
- Add a stamp
- Use a certificate
- Use print production
- Measure objects
- Compare files
- Add rich media
- Use guided actions
- Prepare for accessibility**
- Apply PDF standards
- Add search index
- Use JavaScript
- Create custom tool
- AI Assistant (beta) NEW
- Generative summary (beta) NEW

Check out new e-sign tools

Use web forms, send agreements in bulk, and more.

See All



18.12 NCID Service Policy

Purpose: To establish policy and procedures for use of NCID, an authentication and authorization service.

Reference: None.

For More Information: Contact ITS Directory Services

The Office of Information Technology Services (ITS) operates a statewide authentication and authorization service (NCID), an information technology system that verifies user credentials and controls access to technology resources based upon the user's credentials. As part of its responsibilities, ITS sets basic use policy to govern NCID subscribers. ITS also reviews use of the service for compliance with all applicable laws and regulations. Final authority for this policy lies with the State Chief Information Officer.

Definitions

Agency Any agency, institution, board, commission, bureau, department, division, council, member of the Council of State, or officer of the legislative, executive or judicial branches of State government that subscribes to NCID. Agency also includes counties, cities, towns, villages, other municipal corporations or political subdivisions of the State or any agencies of such subdivisions, the University of North Carolina, community colleges, hospitals, county or city boards of education, other local public districts, units, or bodies that subscribe to NCID.

Authentication The process of verifying credentials to ensure the identity of users.

Authorization Authorization controls access to protected resources, determining what a user can do once the user has been authenticated.

Accessibility tags

- Tags
 - <Document>
 - <Figure>
 - <H1>
 - <H2>
 - <P>
 - <H3>
 - <P>
 - <P>
 - <H4>
 - <Table>
 - <P>
 - <P>
 - <L>
 - <H3>
 - <P>
 - <H3>
 - <P>
 - <P>
 - <P>
 - <P>
 - <H3>
 - <P>
 - <H3>
 - <P>
 - <H3>

Save as a PDF vs Print as a PDF

- Don't "Print As Adobe PDF"

Save As file type PDF

Document1 - Compatibility Mode - Word

Save As

Recent

State of North Carolina

OneDrive - State of North Carolina
dawnna.lewis@nc.gov

Sites - State of North Carolina
dawnna.lewis@nc.gov

Other locations

This PC

Add a Place

Browse

Enter file name here

Word Document (*.docx)

Word Document (*.docx)

Word Macro-Enabled Document (*.docm)

Word 97-2003 Document (*.doc)

Word Template (*.dotx)

Word Macro-Enabled Template (*.dotm)

Word 97-2003 Template (*.dot)

PDF (*.pdf)

XPS Document (*.xps)

Single File Web Page (*.mht, *.mhtml)

Web Page (*.htm, *.html)

Web Page, Filtered (*.htm, *.html)

Rich Text Format (*.rtf)

Plain Text (*.txt)

Word XML Document (*.xml)

Word 2003 XML Document (*.xml)

Strict Open XML Document (*.docx)

OpenDocument Text (*.odt)

Print

Print

Print

Copies: 1

Printer

Adobe PDF
Ready

[Printer Properties](#)

Settings

Print All Pages
The whole thing

Pages:

Print One Sided
Only print on one side of...

Collated
1,2,3 1,2,3 1,2,3

Portrait Orientation

Letter
8.5" x 11"

Normal Margins
Top: 1" Bottom: 1" Left: 1..."

File Home Insert Draw Design Transitions Animations Slide Show Record Review View Help Acrobat Accessibility

Create Preferences PDF

Create PDF and Share via Outlook

Create Adobe PDF

Create and Share

Create PDF and Share link

Review And Comment

Create PDF and Run Action

Create and Run Action

What were PDFs intended for?

- Adobe developed PDFs in 1992 to present documents that including formatted text and images for printing.
- These files were intended to be independent from software, hardware and operating systems.



PDFs are intended for printing

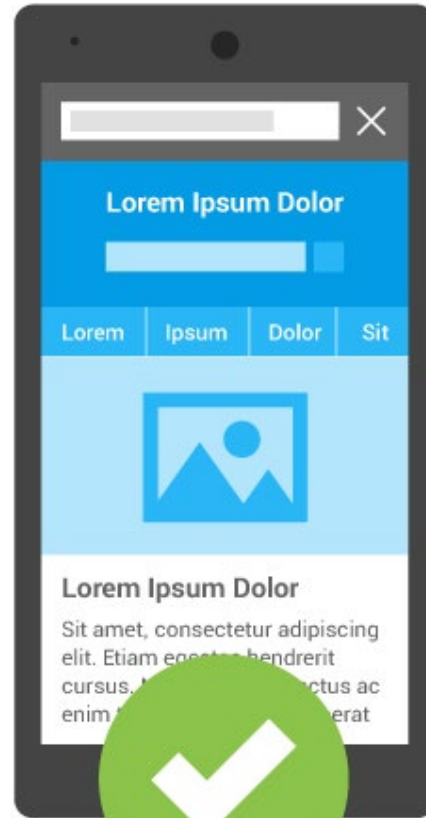


- PDF stands for "portable document format". Essentially, the format is used when you need to save files that cannot be modified but still need to be easily shared and printed.
- PDFs are not mobile friendly. There is an app you can download and use if the PDF is developed to be used by that app, otherwise you have to pinch and zoom to see different parts of the PDF.

What are the differences



• Use HTML instead of PDF



Annual Report Filing

Introduction

The purpose of this manual is to provide guidance to those interested in filing an annual report with the North Carolina Secretary of State. It includes step-by-step instructions for filing annual reports online with the North Carolina Secretary of State's Office. The manual is intended for businesses and corporations in North Carolina.

Background

Every business corporation, limited liability company, limited liability partnership, and limited liability partnership is required to file an annual report with the Secretary of State's Office. The annual report provides the state with updated information about the business, including its ownership structure, financial status, and other details. Filing an annual report is important because it helps the state maintain accurate records of businesses operating within its jurisdiction.

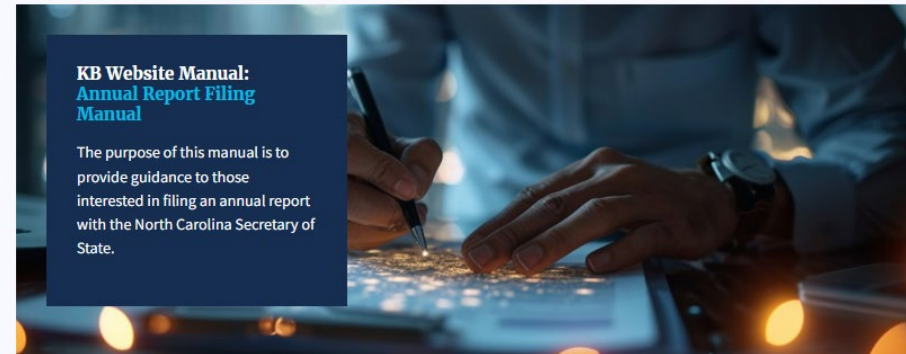
If a business ignores the requirement to file an annual report, the state may dissolve the business.

Requirements

To file an annual report with the North Carolina Secretary of State, you can either file it online or by mail. The online process is simple and involves the [step-by-step instructions](#) outlined in this book. The annual report filing fee for different business entities can be found at [Forms \(sosnc.gov\)](#). The deadline for filing the annual report is **April 15th** of each year.

Annual Report Filing Manual

Business Registration



KB Website Manual: Annual Report Filing Manual

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Information

Version 1.0
December 22, 2023

Annual Report Filing Manual

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Mobile Device Use

- When PDFs were 1st created in 1992 it was basically 0 mobile devices.
- In 2012, this figure was at a meager 10.88%.
- As of December 2023, 56.1% of all web traffic came through mobile devices.





How to Encourage Change?

Who are we really helping?

1,186 Employees at NCDIT
10.55 Million in NC

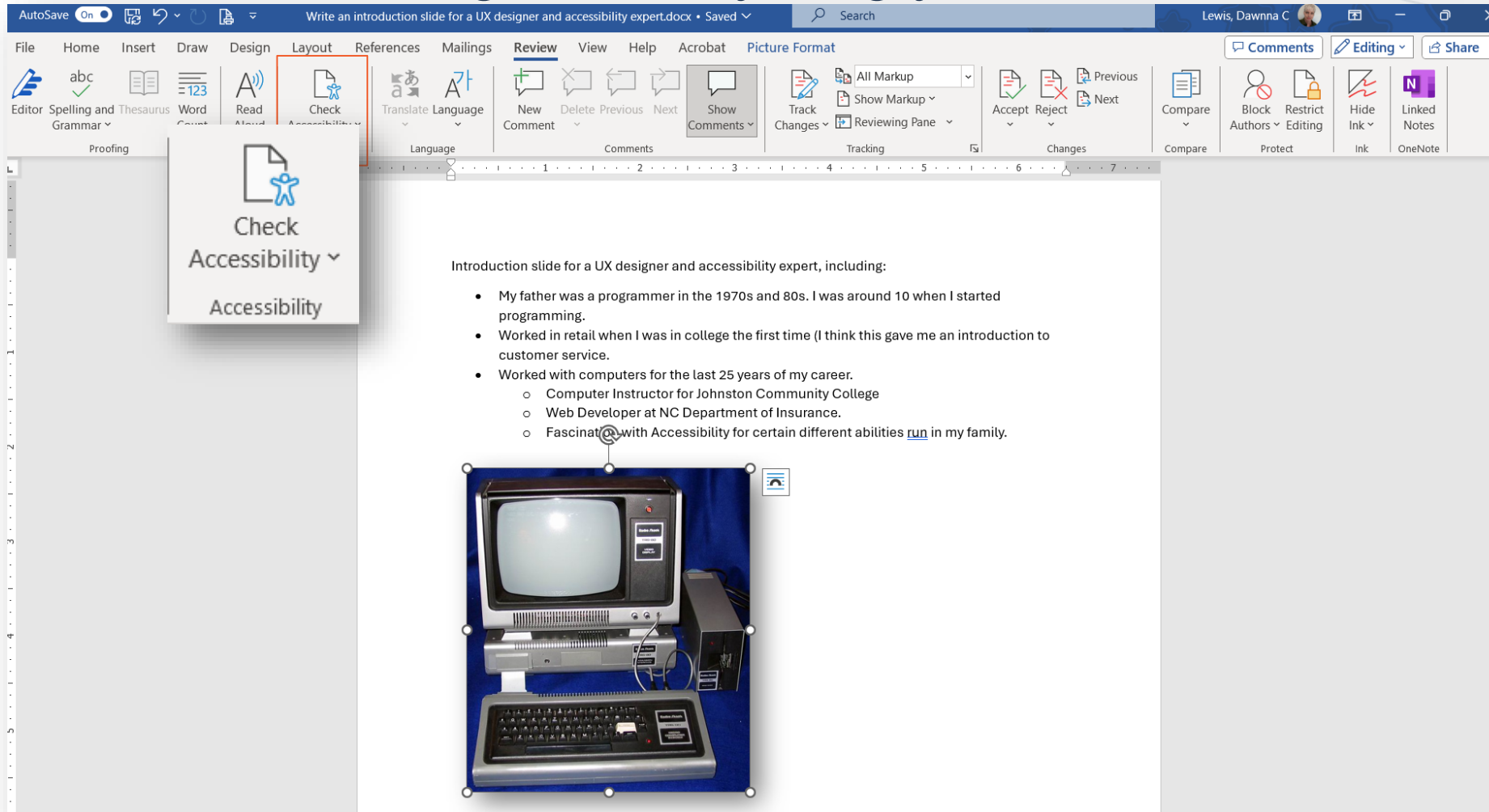
- 15% of your employees have some sort of disability
 - NC DIT Employees – 178
 - North Carolinians – 1,582,500
- 6% of your employees have difficulties with color.
 - NC DIT Employees – 71
 - North Carolinians – 633,000
- 2.75% of your employees suffer from severe vision impairment
 - NCDIT Employees – 33
 - North Carolinians – 290,125

Accessibility for all



March A11y Challenge

Add alt tags to everything you do for the Month of March.



The screenshot shows the Microsoft Word interface. The 'Review' tab is active, and the 'Check Accessibility' button is highlighted with a red box. A dropdown menu is open, showing the 'Check Accessibility' icon and the text 'Check Accessibility' and 'Accessibility'. The document content includes an introduction slide for a UX designer and accessibility expert, followed by a bulleted list of work experience. Below the list is a photo of a TRS80 computer system.

Write an introduction slide for a UX designer and accessibility expert.docx • Saved


File Home Insert Draw Design Layout References Mailings Review View Help Acrobat Picture Format

Check Accessibility

Accessibility

Introduction slide for a UX designer and accessibility expert, including:

- My father was a programmer in the 1970s and 80s. I was around 10 when I started programming.
- Worked in retail when I was in college the first time (I think this gave me an introduction to customer service).
- Worked with computers for the last 25 years of my career.
 - Computer Instructor for Johnston Community College
 - Web Developer at NC Department of Insurance.
 - Fascinated with Accessibility for certain different abilities run in my family.



Alt Text

How would you describe this object and its context to someone who is blind or low vision?

- The subject(s) in detail
- The setting
- The actions or interactions
- Other relevant information

(1-2 detailed sentences recommended)

A TRS80 Computer made by Radio Shack in the 1980s, including keyboard and storage box.

Generate alt text for me

Mark as decorative ⓘ

How to Challenge Change in your organization?

- Start a challenge to make one change in all documents in your organization.
 - Teach content creators to add alt text to everything this month.
 - One month challenge them to run content thru Grammarly for an 8th grade level.
 - Run a challenge to find contrast problems in Documents. Give a prize to all that find one.
 - Run a challenge to find text not size 12 or greater.



Looking for Recommendations

- April Durrence is looking for vendor recommendations for:
 - eLearning modules (using Storyline)
 - Live transcription and ASL services

The First Rule of PDFs: Don't Use a PDF

... unless you must



Open Discussion