



Creating Accessible Documents – Part 2

Agenda

We will cover the following topics with 10-minute breaks on the hour.

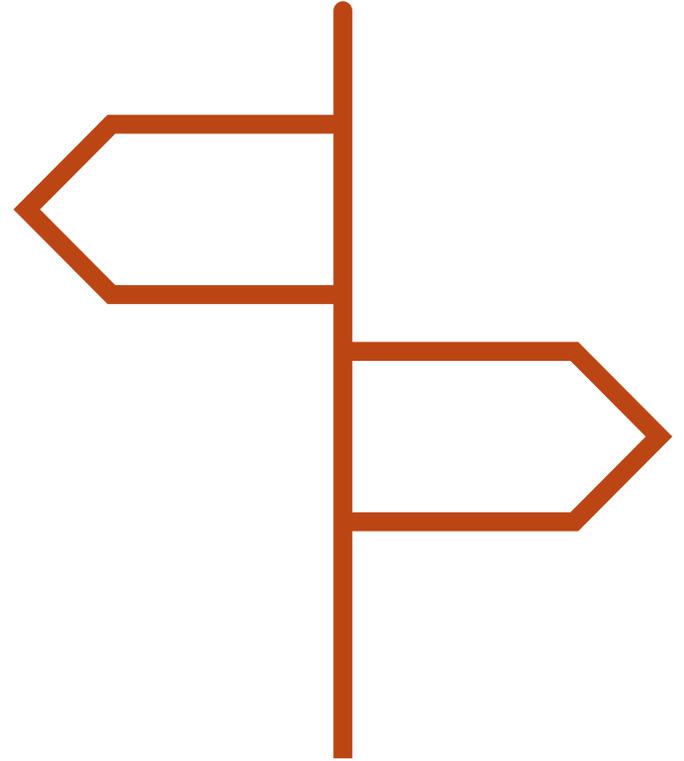
- Creating accessible forms
- Example PDF Remediation demonstration
- Usability testing with assistive technology (screen reader, magnification, or alternative input devices)



Accessible Forms

Options for Forms

- Online Forms
- Webpage
- PDF Documents
 - MS Word Source file
 - Adobe Acrobat remediation

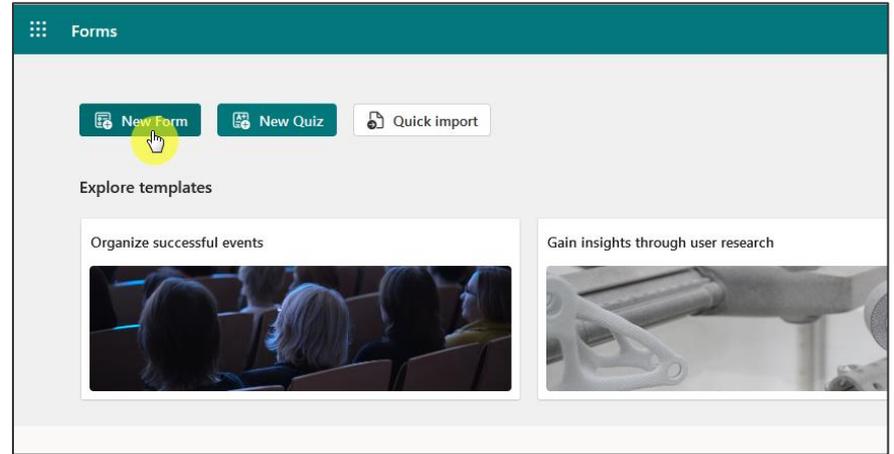


Microsoft Forms

<https://forms.office.com>

Accessibility Items:

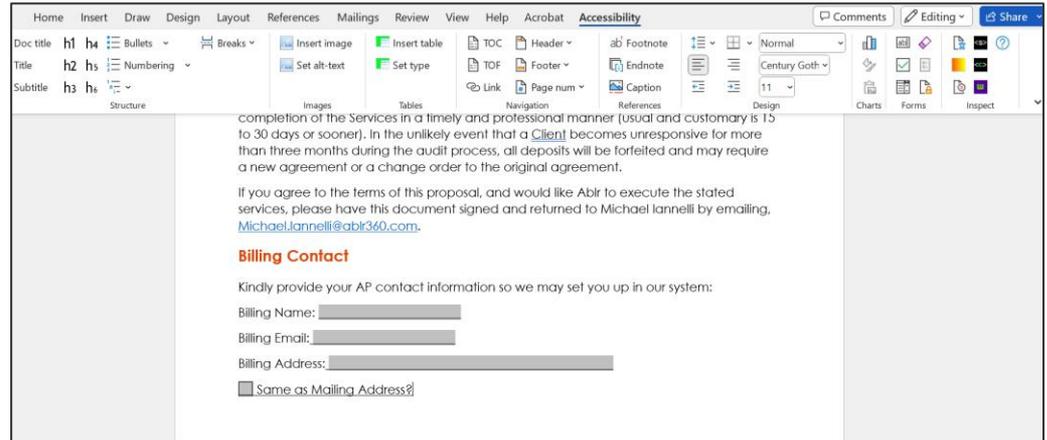
- Color Contrast
- Accessible Instructions
- Themes – moving content



Forms in MS Word

Works for simple forms but still needs some remediation in Adobe Acrobat.

1. Use underline
2. Can use Document Accessibility Toolbar (Vision Australia)

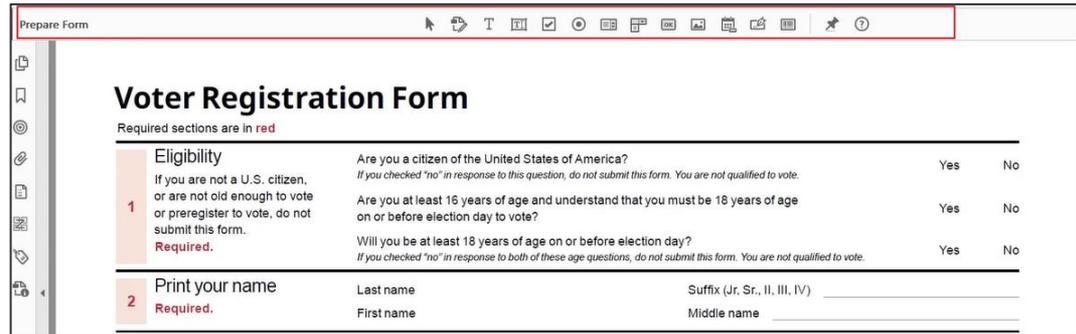


Forms in Adobe Acrobat

Prepare Form tool – Form field auto detection is hit or miss

Manually create form fields

1. Enter field name
2. Select All Properties
3. Add Tooltip
4. **Save time:** Press and hold Control key and drag



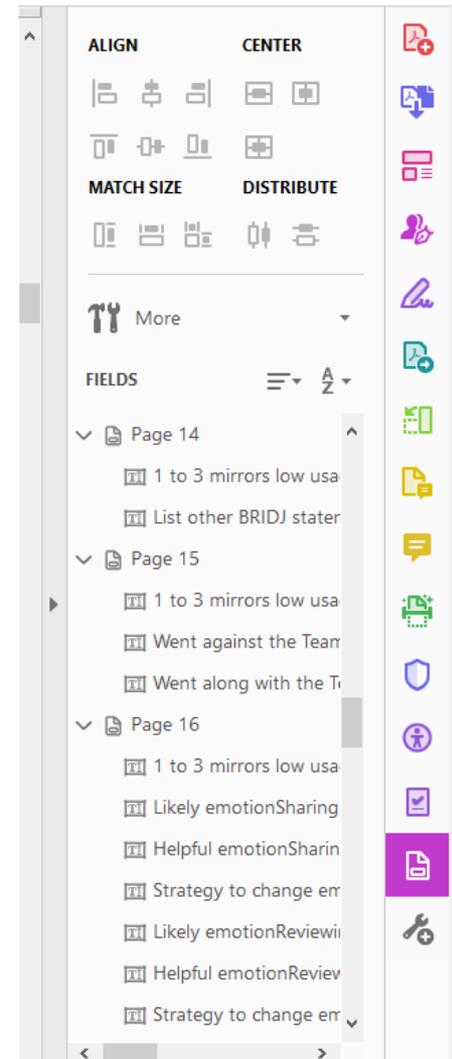
The screenshot shows the Adobe Acrobat 'Prepare Form' tool interface. The main window displays a 'Voter Registration Form' with the following sections:

- Eligibility** (Required section):
 - Question: 'Are you a citizen of the United States of America?' with subtext: 'If you checked "no" in response to this question, do not submit this form. You are not qualified to vote.' and radio buttons for 'Yes' and 'No'.
 - Question: 'Are you at least 16 years of age and understand that you must be 18 years of age on or before election day to vote?' with radio buttons for 'Yes' and 'No'.
 - Question: 'Will you be at least 18 years of age on or before election day?' with subtext: 'If you checked "no" in response to both of these age questions, do not submit this form. You are not qualified to vote.' and radio buttons for 'Yes' and 'No'.
- Print your name** (Required section):
 - Fields: 'Last name', 'First name', 'Suffix (Jr., Sr., II, III, IV)', and 'Middle name'.

The left sidebar contains various tool icons, and the top toolbar includes options for text, tables, checkboxes, and other form elements.

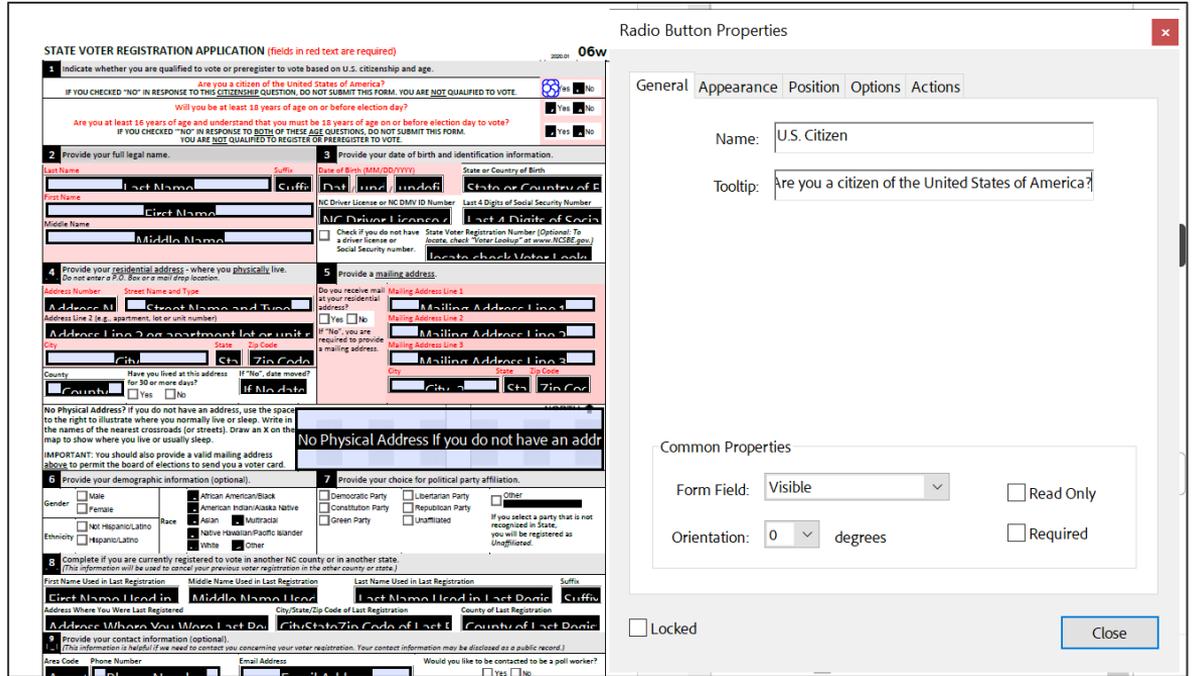
Set tab order in Adobe Acrobat

1. Go to Prepare Form tool
2. Make sure the form fields are in the order that you want them to be
3. Drag up or down to correct
4. Notice that having relevant form names will help here



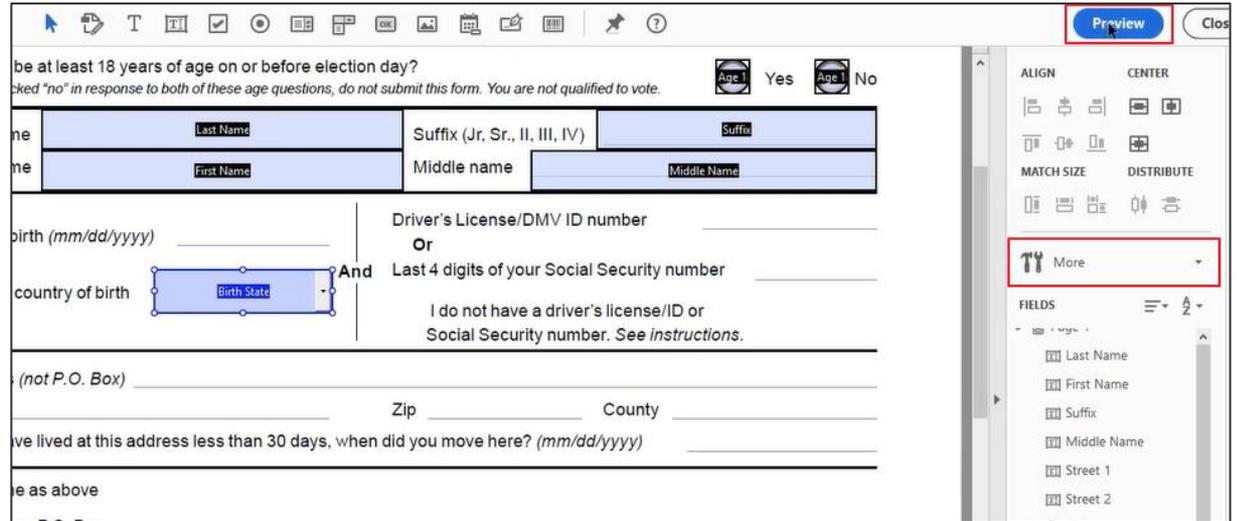
Radio buttons in Adobe Acrobat

1. Add radio buttons
2. Select all, Resize/style button
3. Enter Group Name
4. Enter Tooltip (applies to both radio buttons)
5. Enter Choice for each radio button



Preview Form in Adobe Acrobat

1. Use Preview button to test out form
2. To clear out your entries when you go back to Edit, Select the More Dropdown
3. Select Clear Form



The screenshot displays the Adobe Acrobat interface with a form in preview mode. The form contains several fields for personal information, including name, birth date, and address. A red box highlights the 'Preview' button in the top right corner. Another red box highlights the 'More' dropdown menu in the right-hand sidebar, which is currently expanded to show a list of fields: Last Name, First Name, Suffix, Middle Name, Street 1, and Street 2.

be at least 18 years of age on or before election day?
icked "no" in response to both of these age questions, do not submit this form. You are not qualified to vote.

Age-1 Yes Age-1 No

ne Last Name Suffix (Jr, Sr., II, III, IV) Suffix
ne First Name Middle name Middle Name

birth (mm/dd/yyyy) Driver's License/DMV ID number
Or
country of birth Birth State And Last 4 digits of your Social Security number

I do not have a driver's license/ID or
Social Security number. See instructions.

(not P.O. Box)

Zip County

ve lived at this address less than 30 days, when did you move here? (mm/dd/yyyy)

e as above

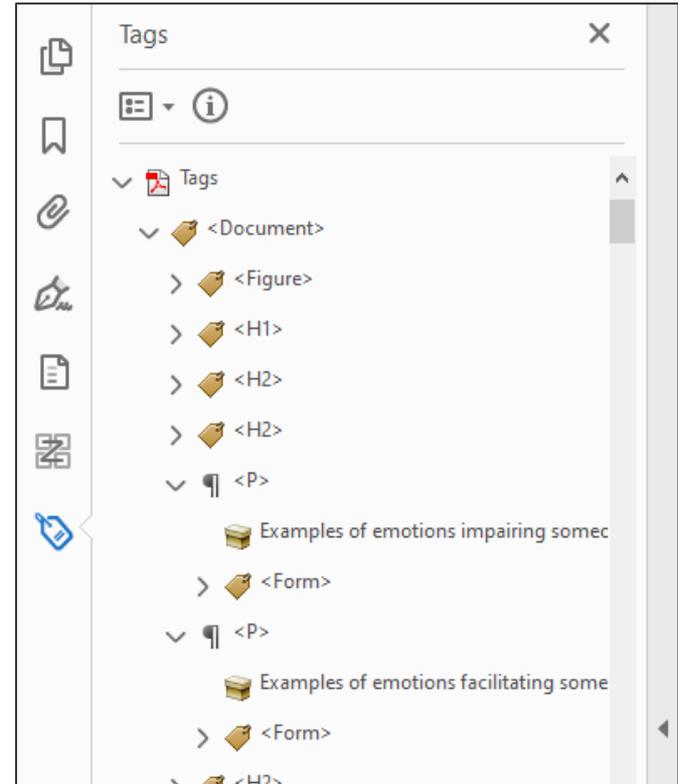
Preview

ALIGN CENTER
MATCH SIZE DISTRIBUTE
More

FIELDS
Last Name
First Name
Suffix
Middle Name
Street 1
Street 2

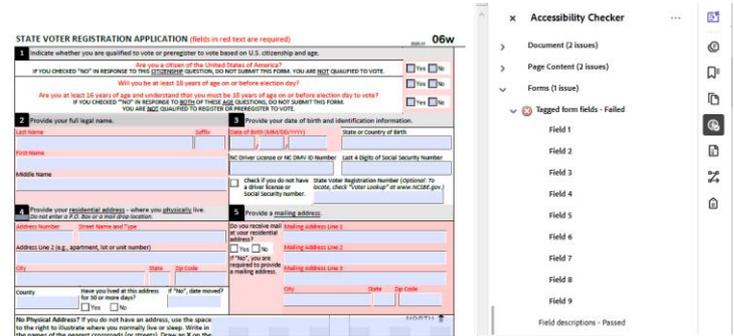
Form Tags in Adobe Acrobat

1. <Form>
2. Field name – OBJR
3. Nest them appropriately within the tag structure – usually same paragraph tag as the text that corresponds with the field



Accessibility Scan in Adobe Acrobat

1. Go to Accessibility tool – run scan
2. Notice that manually created form fields will not be tagged and will have errors in Tagged Annotations and Forms
3. Two ways to tag – Reading order panel, select Form Field (manual can be slow) OR Find > Select Unmarked Annotations > Find (will highlight element) > Tag Element (faster, but have to create Form tag)





Usability Testing with Assistive Technology

Step 6: Use a screen reader to check

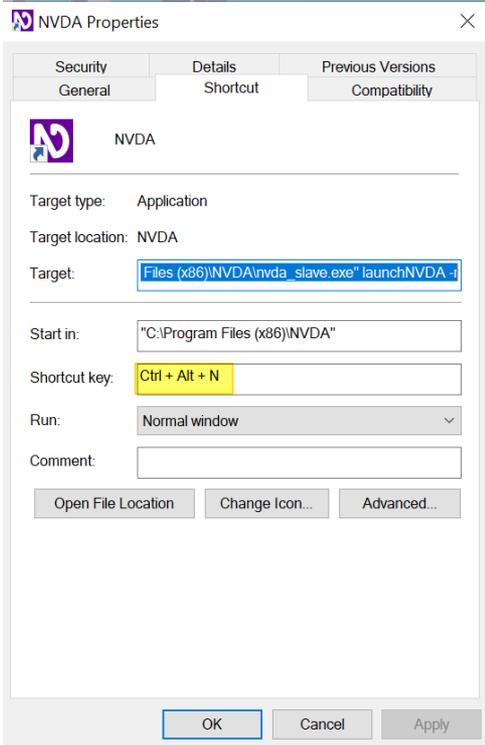
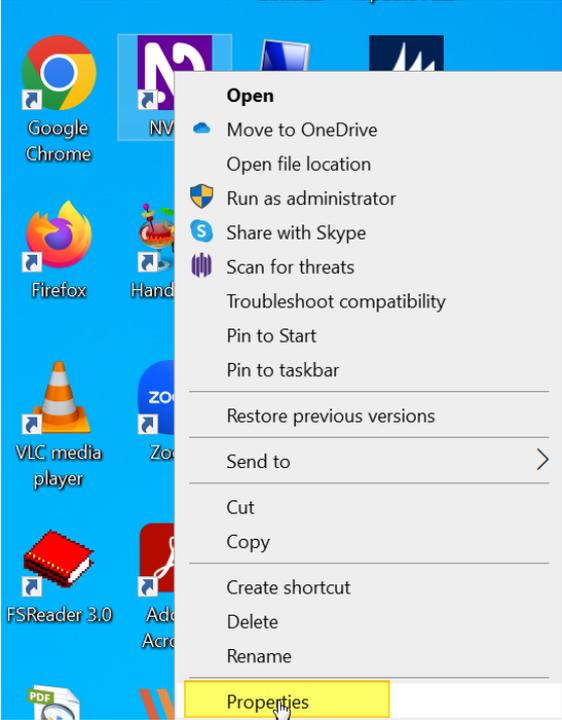
This is an advanced step but provides the end user experience.
Can provide additional screen reader training.

The image shows a screenshot of a "STATE VOTER REGISTRATION APPLICATION" form. The form is titled "STATE VOTER REGISTRATION APPLICATION (fields in red text are required)" and includes a date "2020.01" and a version number "06w". The form is divided into several sections, each with a numbered heading:

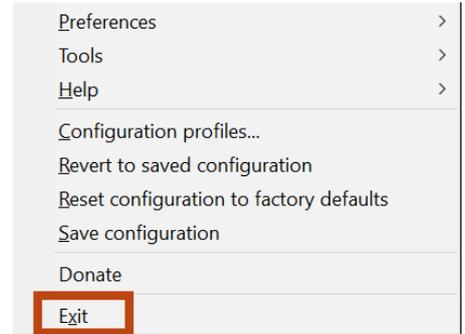
- 1** Indicate whether you are qualified to vote or preregister to vote based on U.S. citizenship and age. This section contains three questions with "Yes" and "No" radio buttons:
 - Are you a citizen of the United States of America? IF YOU CHECKED "NO" IN RESPONSE TO THIS CITIZENSHIP QUESTION, DO NOT SUBMIT THIS FORM. YOU ARE NOT QUALIFIED TO VOTE.
 - Will you be at least 18 years of age on or before election day?
 - Are you at least 16 years of age and understand that you must be 18 years of age on or before election day to vote? IF YOU CHECKED "NO" IN RESPONSE TO BOTH OF THESE AGE QUESTIONS, DO NOT SUBMIT THIS FORM. YOU ARE NOT QUALIFIED TO REGISTER OR PREREGISTER TO VOTE.
- 2** Provide your full legal name. Fields include Last Name, Suffix, First Name, and Middle Name.
- 3** Provide your date of birth and identification information. Fields include Date of Birth (MM/DD/YYYY), State or Country of Birth, NC Driver License or NC DMV ID Number, and Last 4 Digits of Social Security Number. There is also a checkbox for "Check if you do not have a driver license or Social Security number." and a field for "State Voter Registration Number (Optional: To locate, check "Voter Lookup" at www.NCSBE.gov.)".
- 4** Provide your residential address - where you physically live. Do not enter a P.O. Box or a mail drop location. Fields include Address Number, Street Name and Type, and Address Line 2 (e.g., apartment, lot or unit number).
- 5** Provide a mailing address. Fields include Mailing Address Line 1, Mailing Address Line 2, and a checkbox for "Do you receive mail at your residential address?".

Overlaid on the right side of the form is a window titled "NVDA Speech Viewer". The window displays the text of the first question from section 1, along with the "Yes" and "No" options. The text is read out by the screen reader, and the window includes a "Quick tools" toolbar and a checkbox for "Show Speech Viewer on Startup".

Creating a Keyboard Shortcut



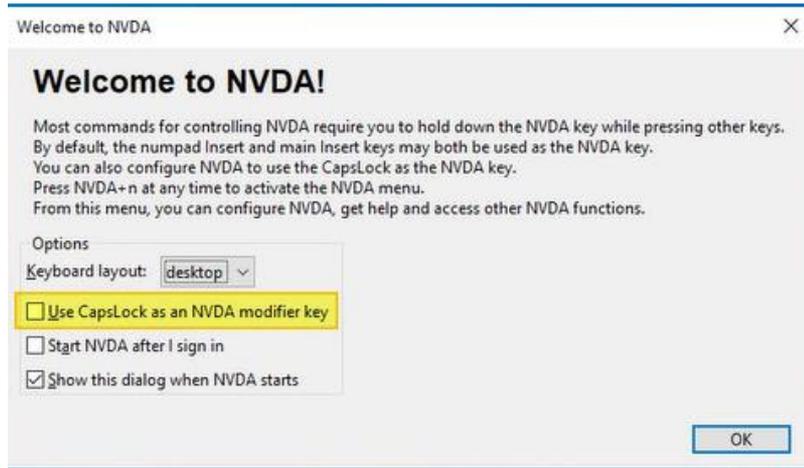
Turning NVDA Off



Turn off with Ctrl + N

Shortcut = NVDA Key + Q (for Quit)

Initial Set Up



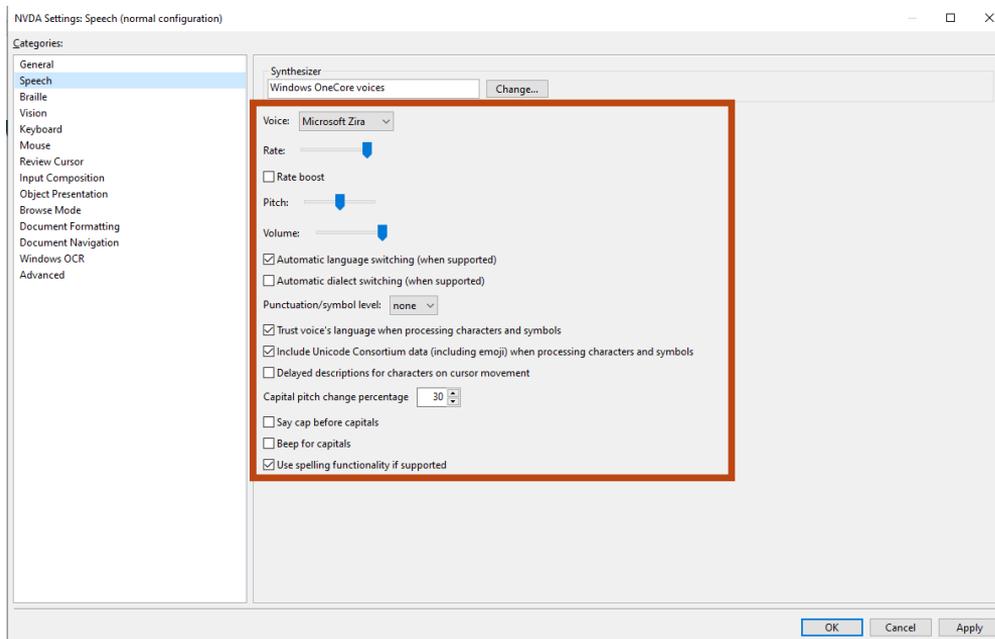
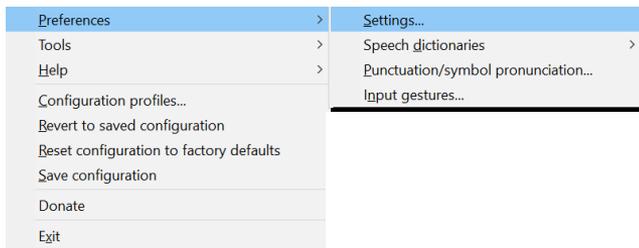
- Activate the CapsLock key to be your NVDA Modifier Key
- Referred to as NVDA Key in Commands list

Turning NVDA On

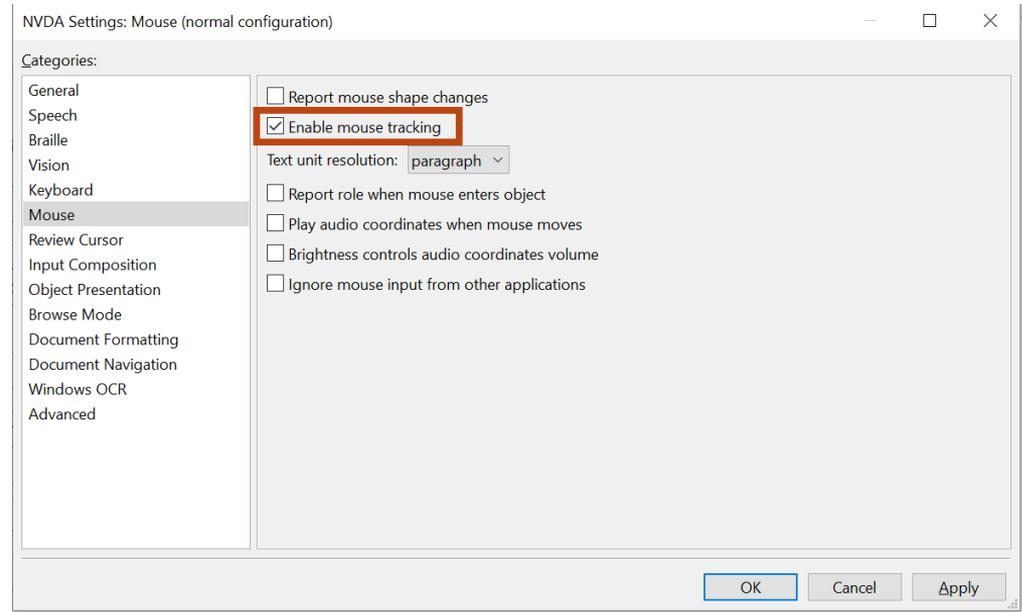
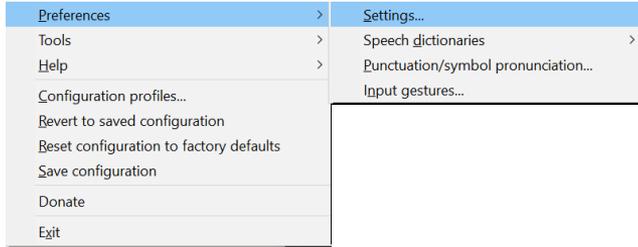


Turn on with Ctrl + Alt + N or double clicking the NVDA icon

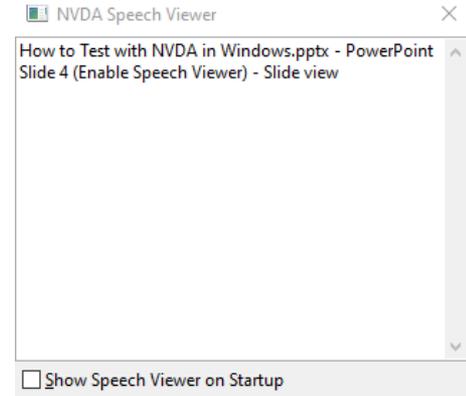
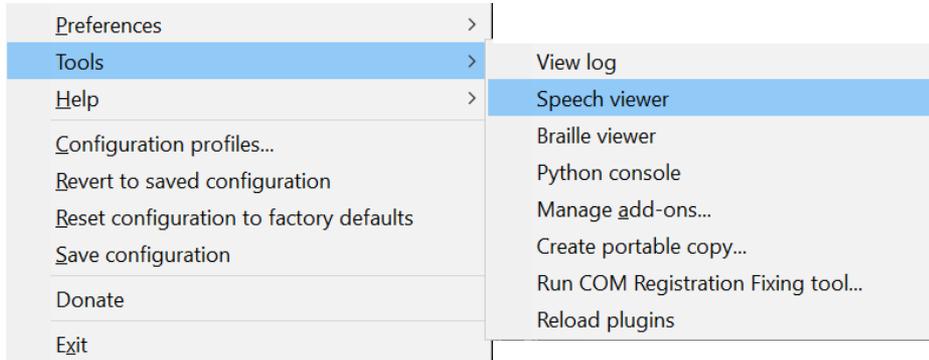
Customizing Settings – Voice and Speech Rate



Customizing Settings - Mouse



Enable Speech Viewer



Important Commands

- Silence Speech = **CTRL**
- Navigate Active Elements = **Tab or Shift + Tab**
- Back to Top of Page = **CTRL + Home**
- Read page = **up/down arrow**
- Select currently focused element = **Enter (or Space)**

Navigating a Page

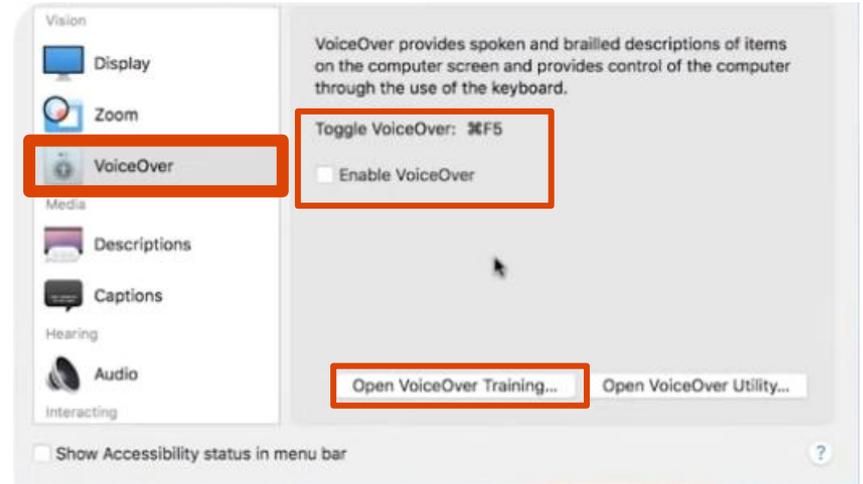
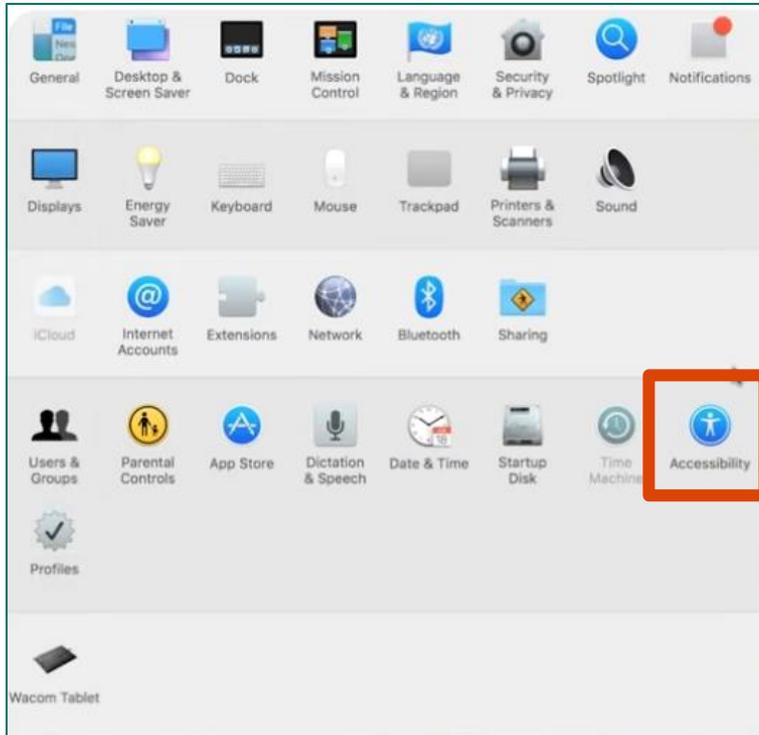
Helpful Shortcuts include, skip by:

- Heading = **H** or **Shift + H**
- Link = **K** or **Shift + K**
- Button = **B** or **Shift + B**
- Landmark = **D** or **Shift + D**
- Table = **T** or **Shift + T**
- List = **L** or **Shift + L**
- Graphic = **G** or **Shift + G**

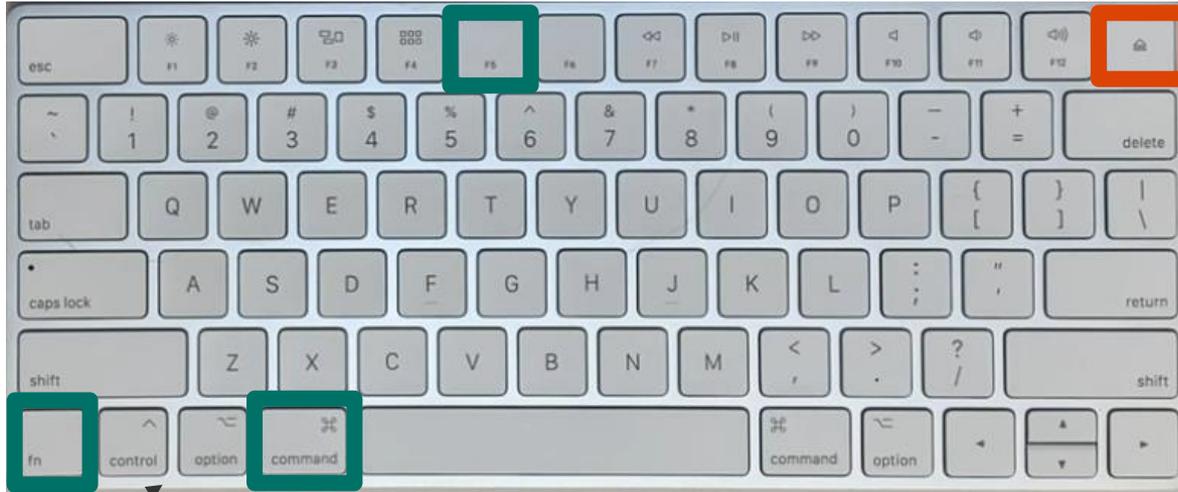
NVDA Resources

- [NVDA Quick Start Guide](#)
- [NVDA User Manual](#)
- [Screen Reader Basics](#) – NVDA (YouTube) is an older video, but parts are still valuable.

Enabling VoiceOver Mac



Turn VoiceOver ON or OFF



Triple tap
top right
button

Fn +  + F5

Turn VoiceOver ON or OFF (Mac)



⌘ + F5

VoiceOver Keys to Activate Commands



VO = Control + Option
pressed together

- **VO + arrows** = navigate screen
- **VO + SPACE** = Open
- **VO + Shift + down/up arrow** = interact with content
- **VO + Command + H** = Navigate by heading
- **Control** = stop speech

Navigating with the Rotor (Mac)

Web Spots

VO + U =
Activate the
Rotor

Tables

Google Inc. 2 columns, 17 rows
2 column
2 column
2 column

Landmarks

main
Portals navigation
Google nav
Alphabet In
Links to rel
Navbox na
Personal to
Namespac
Views navi
search
banner
Navigation
Interaction
Tools navig
▼ Print/expor

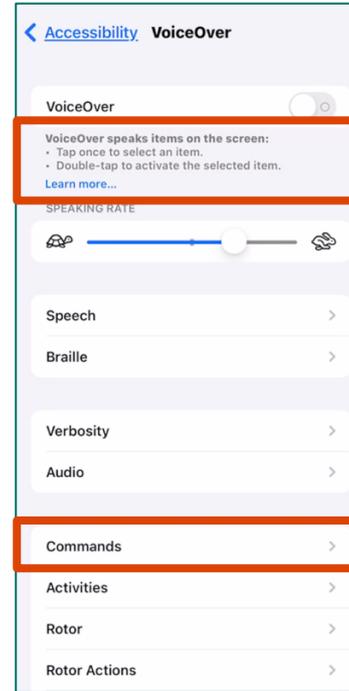
Links

Hide
Commons:Wiki Loves Monuments 2016 in the United States
Wiki Lo
Page se
navigat
search
Google
Google
Alphab
Goggle
Googol
Google
Google
Google
▼ Type

Headings

- 1: Google
- 2: Contents
- 2: History
- 3: Financing, 1998 and initial public offering, 2004
- 3: Growth
- 3: 2013 onward
- 3: Acquisitions and partnerships
- 4: 2000–2009
- 4: 2010–2012
- 4: 2014–2016
- 3: Google data centers
- 3: Alphabet
- 2: Products and services
- 3: Advertising
- ▼ 3: Search engine

Enabling VoiceOver iDevices



[Done](#)

VoiceOver Commands

VoiceOver speaks items on the screen and provides helpful hints. You can control VoiceOver using a simple set of gestures.

Interaction

- Tap once to select an item.
- Double-tap to activate the selected item.
- Swipe three fingers to scroll.

Basic Navigation

To go Home

- Slide one finger up from the bottom edge until you feel the first vibration then lift your finger.

To use the App Switcher

- Slide up farther from the bottom until you feel a second vibration then lift your finger.

To use Control Center

- Slide one finger down from the top edge until you feel the first vibration then lift your finger.

To use Notification Center

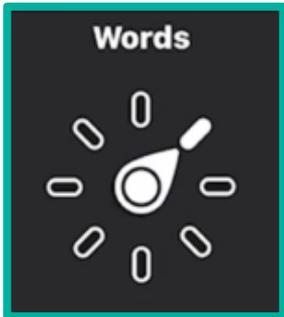
- Slide down farther from the top until you feel a second vibration then lift your finger.

Gestures

Use VoiceOver gestures to perform actions such as navigating and interacting with items on the screen.

- **Touch screen or drag finger** – read screen
- **Flick right/left** – next/previous item
- **Double tap** – select currently focused item
- **Two finger scrub back and forth** - escape
- **Two finger tap** – pause/resume speech
- **Three finger triple tap** – screen curtain

Navigating with the Rotor



VoiceOver Resources

- [VoiceOver User Guide](#)
- [VoiceOver Standard Gestures](#)
- [Screen Reader Basics \(YouTube\)](#)
- [Navigating iPhone/iPad with VoiceOver](#)
- [Turn on and Practice VoiceOver](#)

Get in touch

Ablr

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Thank You!

