

INCLUDE
INCLUSIVE DIGITAL ENVIRONMENTS TO ENABLE HIGH-QUALITY EDUCATION FOR DISADVANTAGED AND DISABLED LEARNERS



Co-funded by the
Erasmus+ Programme
of the European Union



GOOD PRACTICE 3

Accessible PDF Documents

Document Description, Title and Language

The Document Description gives a screen readers user a brief summary of the document they are about to read.

Recommendations!

- Set a default document title and description for the screen reader to be able to scan and read out loud to its user. Under the Description tag, fill out both the Author and the Title of the PDF.
- Always set the language of the document. Access Advanced tag and in “Reading Options” section, choose which language your PDF is in.

Reading Order

The tab order will tell the computer the order that a user needs to go through, as they are tabbing through the page.

Recommendations!

- Always check that the text and images are not read out of order. If you need to make any adjustments to the order grab, drag and drop the tags in the Order panel.

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Hyperlinks

Recommendations!

- Always give a good description for the links.
- Do not use only “click here” or “read more”. Instead you can use: Click here to access the *“Title of the link”*.
- Use a descriptive word and hyperlink. Each link must be uniquely identified, to allow screen readers to go from link to link within a document.

Tags

The document tags allow a screen reader to know if they are looking at an image, a paragraph, a heading, sections, tables and other page elements.

Recommendations!

- Always use the tags for a logical structure of the document.

Alternative Text (Alt text)

Alt text allows screen readers to scan a description of tables, figures, or images that may be on the document.

Recommendations!

- Always provide Alternative Text (Alt text) to the images, figures, tables or any graphical representation added in the document.
- The Alternative text should be defined in such a way to explain very well what the graphic represents.

Use Accessibility Checker

To make sure that your pdf document is accessible you need to:

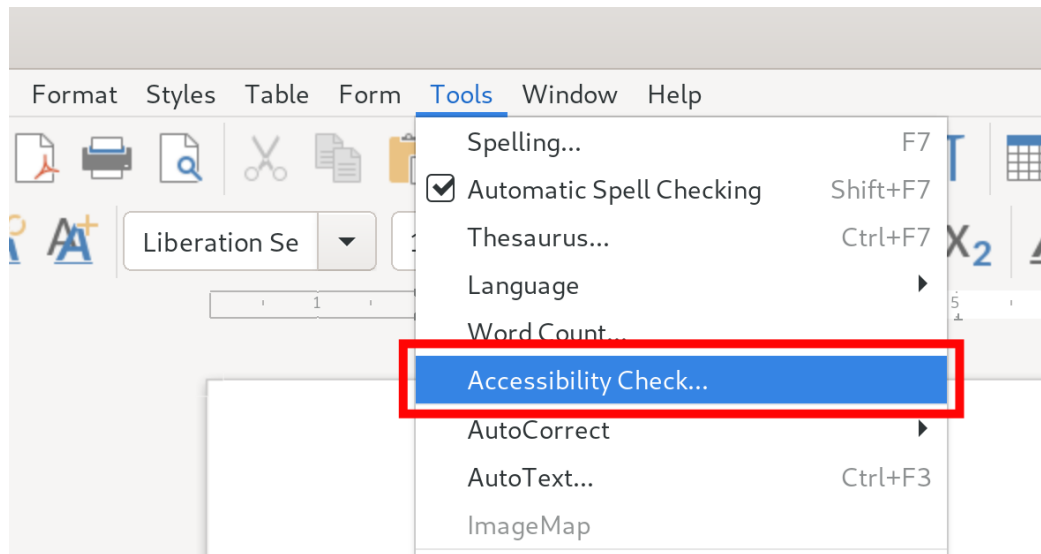
- Go to Tools panel and select the tab Accessibility.
- With the Accessibility Tab open, look for Full Check and select it. A new window will be opened where you can choose different options, like where the PDF is tagged, has no images, reading order. It is best to leave everything checked and then select “Start Checking”.

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- The Accessibility Checker list with possible errors will be displayed and from here you can look at an in-depth synopsis on your document's issues.



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