
Making Accessible PDFs

From Scanned Documents

I. Introduction

Most users can gain access to Adobe Photoshop, a scanner, and Acrobat Professional 7.0. With these tools users can scan a document and make an accessible PDF file. We have found that the whole process is more successful when the scanned document comes from a scanning application such as Photoshop. The file should be a high resolution and saved as a TIF file. TIF files can be opened in Acrobat Professional.

II. Procedure

Step 1

Open the TIF file in Acrobat Professional.

1. File > Open.
2. Select All Files from the Files of Type: pull down window.
3. Click on the Open button.
4. Click the OK button.

Step 2

TIF files opened in Acrobat Professional are just a large image and the words need to be converted to text through the OCR processing tool.

Converting Scanned Pages to Searchable Text

1. Choose Document > Recognize Text Using OCR > Find All OCR Suspects.

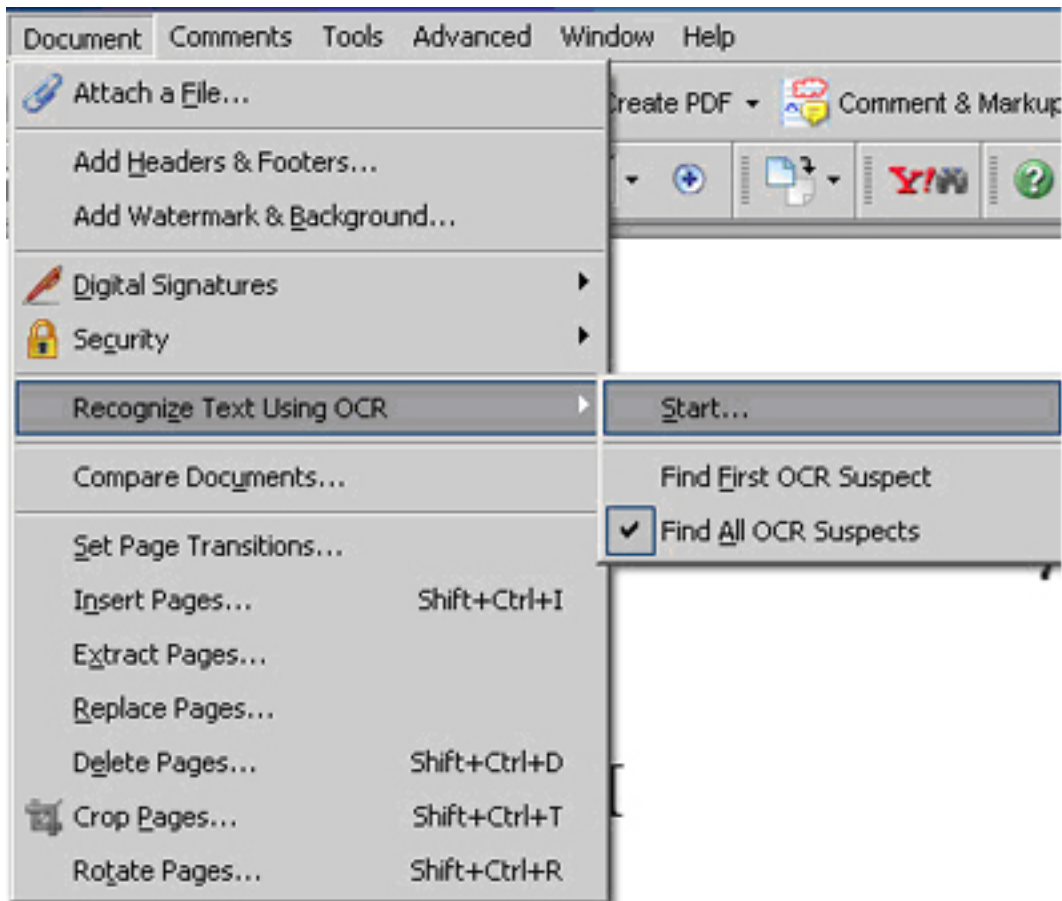


Figure 1. Find All OCR

2. Choose Document > Recognize Text Using OCR > Start.
3. Specify the pages to be converted.
4. Under Settings, click the Edit button. Choose Formatted Text & Graphics under PDF Output Style.
5. Click the OK button.

Correcting Words from Converted Pages:

OCR suspects will need to be edited with the TouchUp Text tool. Each suspect can be edited as text or left as a graphic/image. You will notice that the text is now editable and is no longer an image. The text can be selected.

1. Choose Tools > Advanced Editing > TouchUp Text Tool (see Figure 2. TouchUp Text).

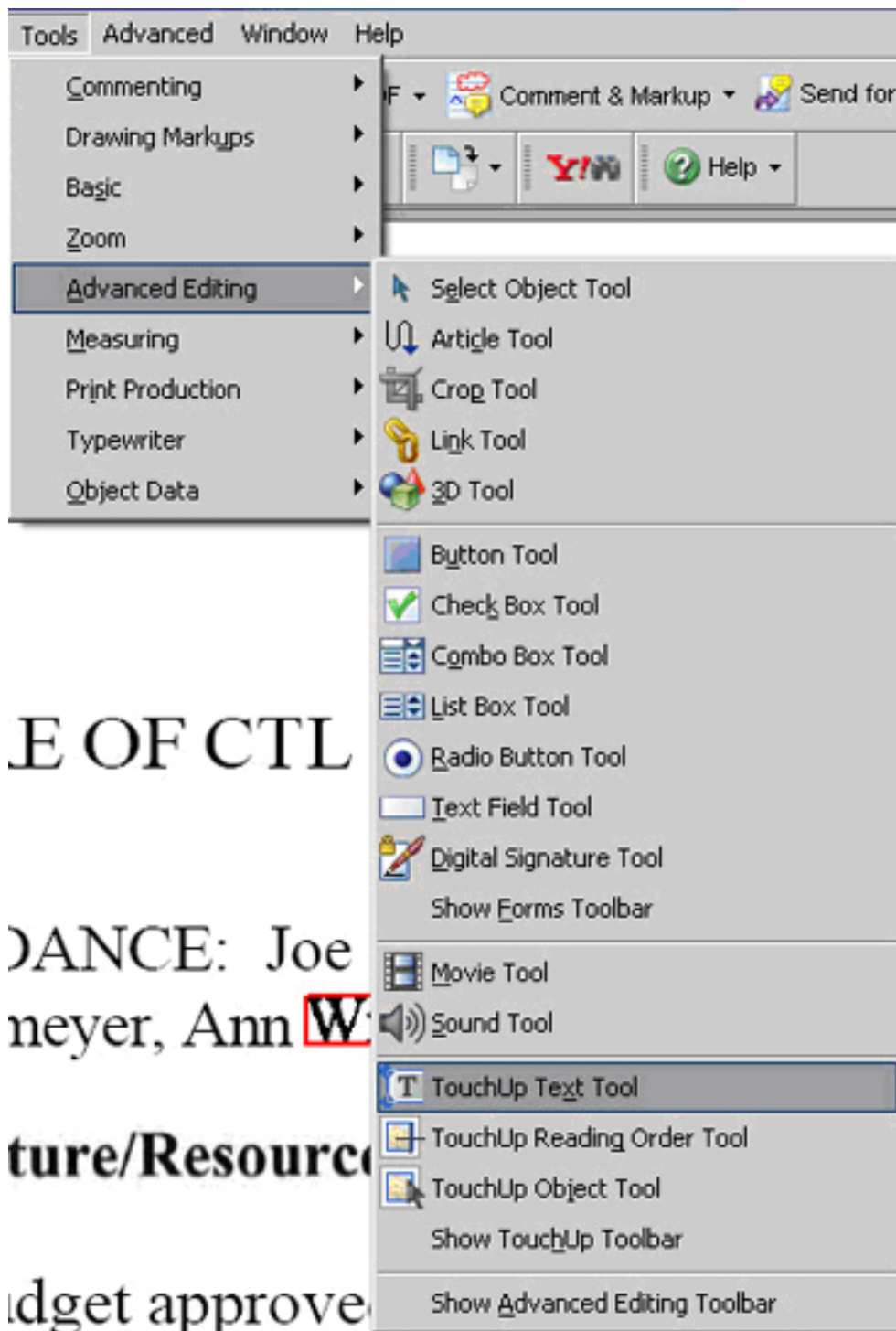


Figure 2. TouchUp Text

2. With the TouchUp Text Tool enabled, click on one of the red OCR Suspects.
3. The Find Element window will pop up. Here you can review the document suspect by suspect and repair any faulty suspects. If the suspect's text is correct, click Accept and Find, otherwise type the correct word.
4. Occasionally the OCR will identify image elements as text. To fix this, click Not Text.

5. Continue through the document until all suspects have been remedied, then click OK.
6. The scanned .tif has been converted into a searchable, selectable PDF. Next, you must ensure that the PDF is ADA-Accessible.

Step 3:

Document Properties

Now when you open the PDF in Adobe Acrobat Professional, there a few more tasks you need to complete.

1. With the generated PDF file open in Adobe Acrobat Professional 7.0, select File > Document Properties.
2. Click on the Description tab and make certain that the Title: and Author: areas are filled out with the proper information.
3. Click on the Advanced tab > Language:, select English US.
4. Click OK button.

Step 4

Adding Tags to an Existing PDF Document

Tags are displayed in a hierarchical order and indicate the reading sequence of the document. If the scanned document isn't given tags, you can add them.

1. Choose Advanced > Accessibility > Add Tags to Document (see Figure 3. Add Tags).

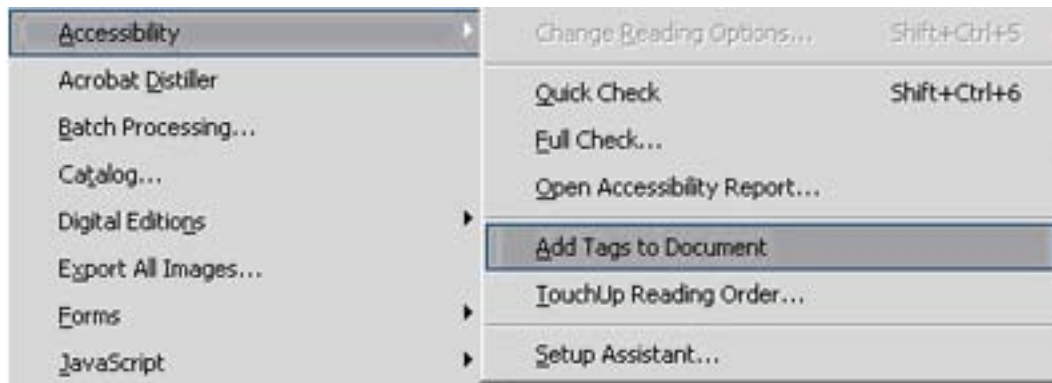


Figure 3. Add Tags

2. Choose View > Navigation Tabs > Tags.
3. From the Options menu > Highlight Content. Now, when you select a tag from the list, the respective element will be highlighted in the document.
4. To make sure an element has an appropriate tag, select the tag, then click Options > Properties.
5. The TouchUp Properties window will open. Verify that the Type is appropriate, and make sure any images have Alternate Text, then click Close.

Step 5

Check Object Ordering

1. To ensure screen-readers handle the elements in the right order, click the Order tab.
2. Move the tags/objects by clicking on the colored boxes and dragging them into place.

3. Tags/Objects can be removed from the Options menu > Cut.

Step 6

Accessibility Check

Now you will need to test your document to make sure it really is accessible. Ensure speakers are connected to your computer and turned on for audio:

1. Select View > Read Out Loud > Read to End of Document and listen to the document being read as a screen-reader would. If alternative text tags have been added properly on the images, the computer voice should also read the content of those tags.
2. Now create an accessibility report by selecting Advanced > Accessibility > Full Check (see Figure 4. Accessibility Check).

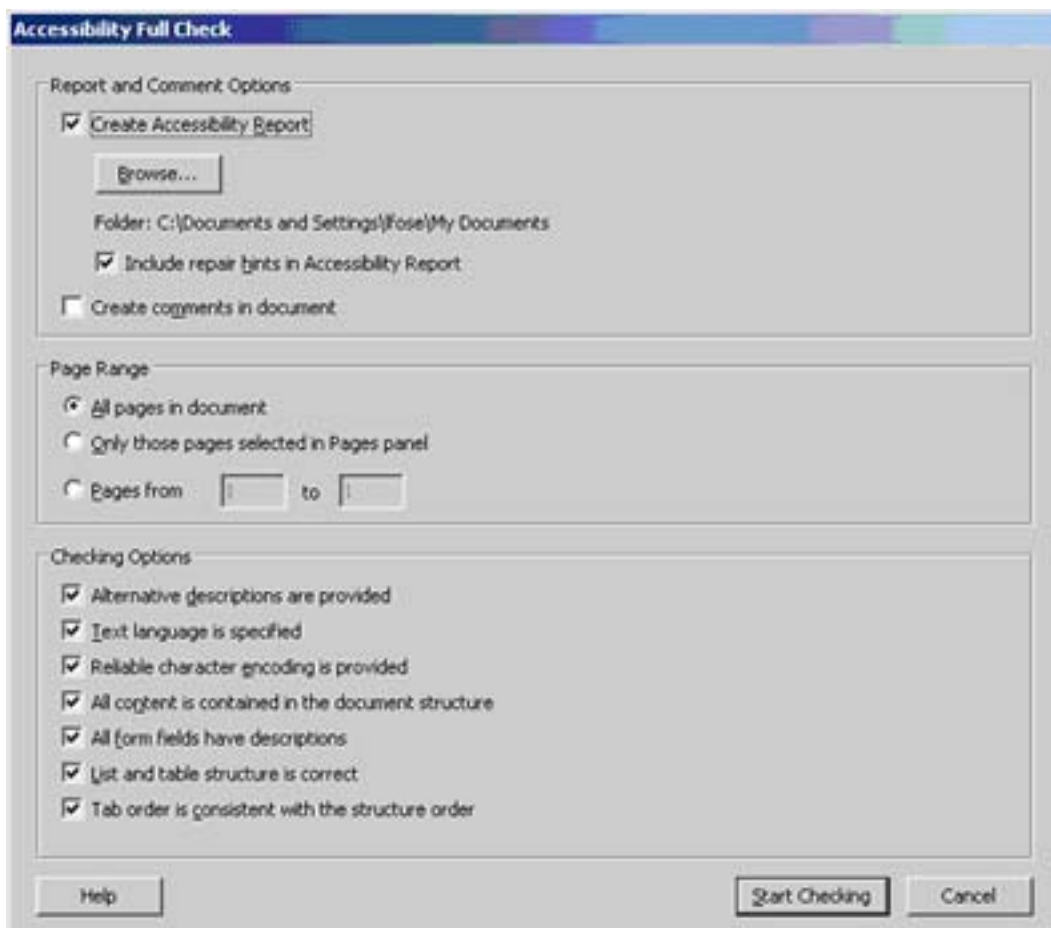


Figure 4. Accessibility Check

3. When the Accessibility Full Check window appears, click on the checkbox where it says Create Accessibility Report. Retain the other default settings in this dialog box, and click Start Checking to look for accessibility problems in the document.
4. After the Accessibility Full Check has completed its analysis, Adobe Acrobat will provide you with a quick accessibility summary. Click OK to continue (see Figure 5. Accessibility Summary).

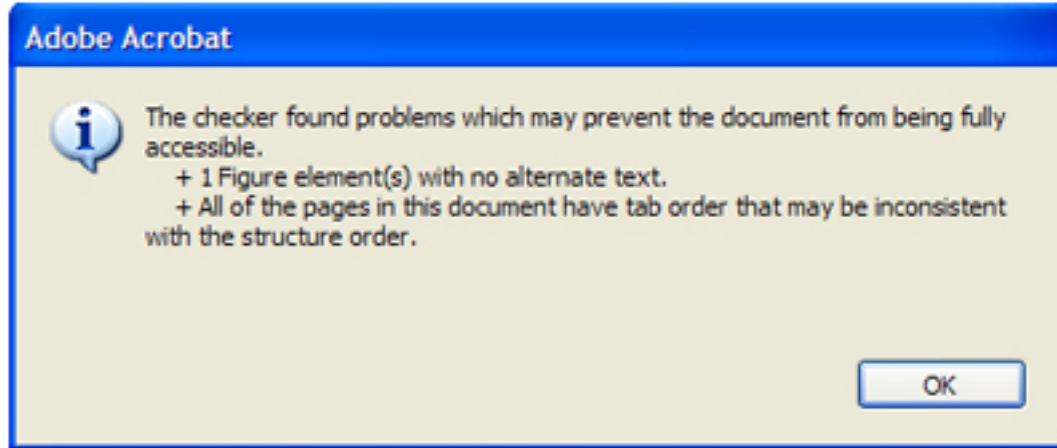


Figure 5. Accessibility Summary

5. A full accessibility summary will appear on the right, with tips on how to fix any problems. If accessibility problems have been detected and flagged, fix them according to the instructions provided in Adobe Acrobat and then run the Accessibility Full Check again.
6. Save the PDF once more by selecting File > Save.

III. Rotating a Document

1. Open the file on your local machine.
2. Go to the Document menu.
3. Click on Rotate Pages.
4. Select the direction, amount, and pages you would like to rotate.
5. Click OK and save the document after confirming that it has rotated correctly.

The document will now open in this orientation and you can upload it to Blackboard without having the students rotate it themselves.

References Cited

2007

"Making Accessible PDFs from Scanned Documents." Center for Teaching & Learning.
California Polytechnic State University, SLO.
<http://ctl.calpoly.edu/tech/tutorials/PDFScanned/PDFScanned.html>.