

Quick Steps for Making Accessible Documents

Convert Scanned PDF to Searchable Text using Canvas Ally

Step 1: Upload Document to Canvas and add the document to a Module.

Step 2: Open the Document from the Modules Page.

Step 3: Click on “Alternative formats” next to the document file name at the top.

Step 4: Select “OCRed PDF”> Click “Download.”

Step 5: Click on the Ally indicator icon at the top right of the opened document.

Step 6: Drop your downloaded file to upload or search for the downloaded file on your computer.

Please remind students about the availability of the “Alternative formats” button in Canvas (found when clicking on a PDF in Canvas), where they will find options for OCR, HTML, ePub, Electronic braille, and Audio (MP3) formats.

Save a Word Document in Accessible Format (Optional: Save as PDF)

Step 1: Format document:

- Use appropriate heading styles (Home Tab, Styles Group) – modify styles as needed (right-click on heading style>Modify).
- Add alt-text on all images (Right-click on image>Edit Alt Text>Write a detailed image description).
- Ensure that all tables have heading rows (Select Table>Layout Tab>Repeat Header Rows).

Step 2: Run the Accessibility Checker (File Tab>Check for Issues>Check Accessibility>Make Changes as needed).

Step 3: (Optional) Preserve Accessibility when saving as a pdf (File>Save As>Change File Type to PDF>Click More options>Click Options>Ensure “Document Structure Tags for Accessibility” is Checked off>Click Ok>Save).

Note: Please remind students about the availability of “alternative formats” in Canvas.

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Make a PDF Accessible with Adobe Acrobat DC Pro

Step 1: Open the PDF with Adobe Acrobat DC (licenses are available for full-time faculty and can be requested at: <https://www.utc.edu/information-technology/services/adobe-information.php>).

Step 2: Open the action wizard (Tools>Customize Group>Action Wizard).

Step 3: Click “Make Accessible” in the Actions List on the right-hand menu.

Step 4: Click Start.

Step 5: Uncheck “Leave As Is” and type a document title (if necessary)>OK.

Step 6: On the next screen, make sure “Searchable Text” is selected for the output. Click OK.

Step 7: If the document has no form fields, click “No, Skip this Step” on the next screen.

Step 8: Select “English” as the Language and click OK.

Step 9: Click OK to have Acrobat detect all figures in the document missing Alt Text>Click OK.

Step 10: Add Alt-Text for each image (clicking the right arrow to move through each image), click Save. If there are no images, click OK.

Step 11: On the next page, click “Start Checking” to start the accessibility checker.

Step 12: The accessibility checker will indicate any issues (menu on the left side).

Step 13: Use the “Logical Order” icon on the Left menu (looks like a Z inside four blocks).

Step 14: Verify the reading order is correct. Right-click on any item in the Order list to change the style. (This is where you can add heading levels).

Step 15: (More Advanced), fix any additional accessibility issues as suggested.

- Color contrast issues can be fixed by editing the document (Tools>Edit PDF). Highlight the text, use the Format Menu on the right to select a new color (Box with a “?” or color at the top of the menu).
- Contact WCTL for additional assistance if necessary.

Step 16: Save the PDF.

Step 17: Load the PDF in Canvas as needed.

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