Accessible Documents

Nowadays, universal and unrestricted access to documents has become an important basic requirement for many professional activities. PDF documents, in particular, can be created quickly and easily, they look the same everywhere and, last but important, can be read on any device. Whether for the distribution of printed material or forms: PDF documents are used extensively everywhere to provide various contents.

Not everyone can benefit from this natural access. Especially people with disabilities are often confronted with inaccessible PDF documents. An example: without appropriate precautions, a blind person cannot read a scanned copy, even if it has been converted into PDF format.

In order to make digital documents accessible to blind and visually impaired people, the information they contain must not be prepared just visually. They must also include additional information on the meaning of the content. In PDF documents this is realised via so-called tags.

With Microsoft PowerPoint, you can also create tagged PDF documents. In this flyer, we provide you with the most important steps for this process. Thus, your created documents can be read by everyone.

This short instruction focuses on working with PowerPoint 2019 to create accessible PDF documents in Windows and to create accessible presentations in macOS. You can find a detailed guide on the TU Dresden website.

Contact

Emma F. Müller, M.Sc. ⊠ emma_franziska.mueller@tu-dresden.de

Jens Voegler, M.Sc. ⊠ jens.voegler@tu-dresden.de

Imprint

Publisher: Technische Universität Dresden, Faculty of Computer Science, Chair of Human-Computer Interaction

Editors: Christin Engel, David Gollasch, Emma Müller

Translator: Caroline Meißner

SACHSEN



This measure is co-financed by tax funds on the basis of the budget approved by the Saxon State Parliament.

You can find this digital flyer and a detailed brochure on the subject at:

↗ https://tu-dresden.de/agsbs/dokumente





Accessible PDF Documents

How to create accessible PDF documents with **PowerPoint 2019**



Instruction for Windows

1. Setting Document Title File \rightarrow Info \rightarrow Properties \rightarrow Title

Den	G Upload	😚 Share 🛛 🗞 Copy path 🖾 Open file location		
Info		Optimize Media Compatibility	Properties ~	
Save	Optimize	Are you planning to deliver this presentation on another computer? Optimizing media	Size	176KB
	Compatibility	compatibility can improve your experience. Embedded subtitles and alternate audio	Slides Hidden slides	10
Save As		tracks will be removed.	Title	Lorem Ipsum
		 1 media file requires a network 	*	

2. Setting Document Language

Status bar \rightarrow Language \rightarrow Default

Slide 1 of 10 English (United Kingdom) C Accessibility: Investigate

3. Using Slide Layouts and Master Slides Home → Layout

File	Hom	e Insert	Design	Transitions	Animat	ions	Slide Show	Rev	riew	View	Help		🖻 S	har
Past		New	BI				}⊟ ~ ‡≣ ~ ≣ ≕ ~ ≣ = ■		Shape	s Arrange	Quick Styles ~	& . 2 . 9 .	P Editing	l Di

4. Tables: Mark Header Row/First Column Seelct table → Table Design → Header Row/First Column

File	Home	Insert	Design	Transitions	Animations	Slide Show	Review	View	Help	Table Design	Layout	ß	P
Total		First Colu Last Colu Banded C	mn				∧	Quick Styles	<u>∧</u> ∼ ∧ ∧	1 pt	Draw E Table	Eraser	

5. Pictures: Content Description

Select picture \rightarrow Picture Format \rightarrow Alt Text

In	sert Design	Transitions	Animations		le Show	Review	View	Help	Picture Format
ý:	Color ~		📡 <u> </u>	젵	Bring	Forward ~		14:]] 4,11 cm 🗘
ction	s Artistic Effects ~		Quick yles ~ 🔀 ~	Alt Text	Send	Backward	* !些 * ◇ *	Crop	29,39 cm 🗘

6. Accessibility Check

Review \rightarrow Check Accessibility

File Hom	e Insert	Design	Transitions	Animations	5 S	lide Show	R	leview	View	Help	
^{abc} Spelling ⊞ Thesaurus	P.	<u>(</u>)	5 Translate	ţ	\sum		Ċ	[
	Check Accessibility	Smart Lookup	Ă ⁺ Language ∽	New Comment	Delete ~	Previous	Next		now nents ~	Compare	

7. PDF Export

File \rightarrow Export \rightarrow Create PDF/XPS document Options: Include non- printing information (select all)

Instruction for macOS

FI

1. Setting Document Title

 $\mathsf{File} \rightarrow \mathsf{Properties} \rightarrow \mathsf{Summary} \rightarrow \mathsf{Title}$



2. Setting Document Language Status bar \rightarrow Language \rightarrow Set as default

Slide 5 of 10 English (United Kingdom)

3. Using Slide Layouts and Master Slides Home \rightarrow Layout

Home	Insert	Draw	Design	Т	ransi	tions		Ani	matio	ns	Slide	e Sho	w	Reviev	v	v
Ên -	χ.								•	``	A	A	A	:=	v	1
Paste	. E 🗸	New Slide	j v B	Ι		ab	X ²	X ₂	AV √	Aa	× .	0 ~	A			

4. Tables: Mark Header Row/First Column Select table \rightarrow Table Design \rightarrow



5. Pictures: Content Description

Select picture \rightarrow Picture Format \rightarrow Alt Text

Home	e In	nsert	Draw	Design	Transitions	Ani	mations	Slide S	Show Re	view Vie	w Pict	ure Format	ि ⊥el	l me
Rem Backg		Correct	v 🔼	v Dur Artistic Effects	Transparency	闻 家 ~ 招 ~	Quick Styles	☑ ~ @ ~	Alt Text	Arrange	Crop	12,07 cm	0	Forma Pane

6. Accessibility Check

Review \rightarrow Check Accessibility

Home	Insert	Draw De	sign Tran	sitions	Animations	Slide Sh	now	Review	View	Tał
abc Spelling	Thesaurus	Check Accessibility	Translate	New Comment	Delete Previous	Next	Sho	w A	Iways Open s Read-only	Res Perm

For macOS, it is currently not possible to create accessible PDF documents directly from PowerPoint. You therefore need an additional Add-In, e.g., the PDFMaker from Adobe Acrobat DC.

Dynamic content

~

Animations or videos cannot be reproduced in a PDF document. Therefore, remove all animations for the PDF export. Videos should be linked via a hyperlink in the document. Make sure that subtitles and audio descriptions are available for such media.

PDF/UA Check

For accessible PDF documents, there is the PDF/ UA standard, whose compliance is the basis of an accessible document.

After the export you should check the PDF document on compliance with this standard and, if necessary, correct any existing errors.

There are many programs for automatic checking of a PDF document. Some also allow you to correct errors. In the following table you can see a selection of such programs. It also shows which ones are available for free.

Program	Check	Correction	Free
PDF Accessibility Checker PAC 3	yes	no	yes
Adobe Acrobat DC	yes	yes	no
AxesPDF Quickfix	yes	yes	no
PAVE Online Tool	yes	yes	yes

Please note: With an automatic check method, it is not possible to check the correctness of the reading order, table structure and alternative texts. Therefore, they have to be checked manually.

Moreover, not all programs check on the maintenance of the minimum contrast between text and background. You can use programmes such as the **Colour Contrast Analyser** for that purpose.