COOL4Ed ACCESSIBILITY CHECKPOINTS

METHODS FOR PDF FORMATS (ASSISTIVE TECHNOLOGIES)



Evaluation time

Estimate evaluation time per book:

- Novice rater: Approx. 2 hours
- Experienced rater: 1 ~ 1.5 hours

Depending on book content and amount of material,

- STEM books
- Books with more pages
- Books with lots of images

Takes longer to evaluate

Accessibility Checkpoints

- 1. Accessibility Documentation
- 2. Text Access
- 3. Text Adjustment
- 4. Reading Layout
- 5. Reading Order
- 6. Structural Markup/Navigation
- 7. Tables

- 8. Hyperlinks
- 9. Color and Contrast
- 10. Language
- 11. Images
- 12. Multimedia
- 13. Flickering
- 14. STEM
- 15. Interactive Elements

STEPS:

1. Visit Cool4Ed eTextbook Reviews site @ <u>http://www.cool4ed.</u> <u>org/reviews.html</u>



STEPS:

- 1. Visit Cool4Ed eTextbook Reviews site @ <u>http://www.cool4ed.</u> org/reviews.html
- 2. Select desired titles
- 3. Search for preferred formats
- 4. Download text

STEPS:

2. Select desired titles



3. Search for preferred format and download text

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Bookshare	Download a free accessible version of this book.



Formats

Online texts are available in various formats and should be evaluated based on the following rankings:

- 1. EPUB3
- 2. HTML
- 3. Microsoft Word
- 4. PDF

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Bookstore	Get a premium, interactive ebook
Print	Get a low-cost, professionally printed copy.
PDF	Download a free PDF of this book.
Web View	Read live on the web.

Formats

In other words, EPUB3 is ideal, but if it is not available, we move down the list and search for the next available format

4. Download textbook or open link (if applicable)

GET INTRODUCTORY STATISTICS!

Bownload on the iBookstore	Get a premium, interactive ebook
Print	Get a low-cost, professionally printed copy.
PDF	Download a free PDF of this book.
Web View	Read live on the web. (HTML)

Formats

Note: This is an OpenStax text. Although EPUB3 isn't listed, it <u>is</u> available!

To determine if there is an EPUB3 format for OpenStax texts, additional navigation is required.

GET INTRODUCTORY STATISTICS!

Bookstore	Get a premium, interactive ebook
Print	Get a low-cost, professionally printed copy.
PDF	Download a free PDF of this book.
Web View	Read live on the web.
Bookshare	Download a free accessible version of this book.

From the "Web View" select "Get This Book!"

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Now you can download the EPUB file!

Note: At the time of this writing, only OpenStax texts have been found to need additional navigation. All other texts have been found to clearly list out all available formats.



All information obtained from textbook evaluation will be entered into checklists:

	HTML Accessib	ility Checklist							
ontent	Name of book	Format	OS Used	Total Number of Pages N	umber of Chapters				
		HTML							
Check point	Criteria	Amount of Materi	al Pass/Fa		EPUB Accessib	lity Chacklist			
1 Acc. Documentation	A. URL to Formal Accessibility Policy		1.1		EFOB ACCESSID	ity checkist			
1 Acc. Documentation	B. URL to Accessibility Statement			Content	Name of book	Format	OS Used	Total Number of Pages	Number of Chapt
Acc. Documentation	C. URL to Accessibility Evaluation Report			Conterne		EPUB	00 0000	Total Hamber of Fages	realized of energy
Text Access	Text to Speech		0		18 (A)		-		
Text Adjustment	A. Compatible		0	# Check point	Criteria	Amount of Material	Pace/Fail	Additional Info	
Text Adjustment	B. Adjust font and colors		0	1 Acc. Documentation	A. URL to Formal Accessibility Policy	Princome of Procental	russyrun		
Reading Layout	A. Reflow the text	30 web pages		1 Acc. Documentation	B. URL to Accessibility Statement		-		
Reading Layout	B. Page # match printed material & reflow of text	30 web pages		1 Acc. Documentation	C. URL to Accessibility Evaluation Report		-		
Reading Order	Digital resource layout			2 Text Access	Text to Speech	0 pages	-		
Stuctural Markup	A. Navigation text		-	3 Text Adjustment	A, Compatible	0 pages			
Stuctural Markup	B. Lists		-	3 Text Adjustment	B. Adjust font and colors	0 pages			
Stuctural Markup	C. eReader application		-	4 Reading Layout	A. Reflow the text	0 pages			
Table Markup	Table Markup		_						
Hyperlinks	Hyperlinks (within book)	-	_	4 Reading Layout	B. Page #s match printed material & reflow of text	ru pages			
Hyperlinks	Hyperlink (live on internet)	20 links	_	5 Reading Order	Digital resource layout				
Color and Contrast	A. Color redundancy	20 III IKS	_	6 Stuctural Markup	A. Navigation text		-		
Color and Contrast	B. Contrast		-	6 Stuctural Markup	B. Lists		-		
Language	A. Markup		-	6 Stuctural Markup	C. eReader application				
	B. Passage Markup		_	7 Table Markup	Table Markup	Sector 1			
Language	A. Non-decorative		-	8 Hyperlinks	Hyperlinks (in-book)	30 links			
Images			_	8 Hyperlinks	Hyperlink (live)	20 links			
Images	B. Decorative		_	9 Color and Contrast	A. Color redundancy				
I Images	C. Complex			9 Color and Contrast	B. Contrast				
Multimedia	A. Text Track			10 Language	A. Markup				
2 Multimedia	B. Transcript			10 Language	B. Passage Markup		1		
Multimedia	C. Assistive Player			11 Images	A. Non-decorative	-			
8 Flickering	Flickering	10 links		11 Images	B. Decorative		1		
STEM	A. Markup (figures)	10 figures		11 Images	C. Complex				
STEM	A. Markup (graphs)	10 graphs		12 Multimedia	A. Text Track				
STEM	A. Markup (equation)	10 equations		12 Multimedia	B. Transcript				
STEM	B. Notation Markup (figures)	10 figures		12 Multimedia	C. Assistive Player		1		
STEM	B. Notaition Markup (graphs)	10 graphs		13 Flickering	Flickering	10 links			
STEM	B. Notation (equation)	10 equations		14 STEM	A. Markup (figures)	10 figures			
Interactive Elements	A. Keyboard			14 STEM	A. Markup (graphs)	10 graphs	1	1	
Interactive Elements	B. Markup		_	14 STEM	A. Markup (equation)	10 equations			
Interactive Elements	C. Text Prompts		_	14 STEM	B. Notation Markup (figures)	10 figures			
				14 STEM	B. Notaition Markup (graphs)	10 graphs			
				14 STEM	B. Notation (equation)	10 equations			
				15 Interactive Elements	A. Keyboard	as equations	1	1	
				15 Interactive Elements	B. Markup	-	1		
				15 Interactive Elements	C. Text Prompts		-	1	

For every book, enter the following:

- Content area
- Name of book
- Format (i.e., EPUB, HTML, Word, or PDF)
- OS used (e.g., Microsoft; Windows)
- <u>For EPUB, Word, and PDF formats</u>: Total number of pages (obtained from Word or PDF format preferably, if available)
- For HTML only: Total number of chapters

Note: <u>Only Windows</u> <u>will be used for</u> <u>analysis</u> until Apple equivalents are decided upon.



Example for the EPUB format of <u>Introductory Statistics</u> (PDF version has 863 pages)



Note: When certain information is entered such as the <u>number</u> of pages or <u>number of chapters</u>, certain information in the checklist is updated:

Content	Name of book	Format	OS Used	Total Number of Pages	Number of Chanter
Introduction to Statistics		EPUB	Windows		number of chapter
# Check point	Criteria	Amount of Material	Pass/Fail	Additional Info	¢
1 Acc. Documentation	A. URL to Formal Accessibility Policy	Amount of Matchar	rassyran	Additional anto	
1 Acc. Documentation	B. URL to Accessibility Statement				
1 Acc. Documentation	C. URL to Accessibility Evaluation Report				
2 Text Access	Text to Speech	172.6 pages		5	
3 Text Adjustment	A. Compatible	86.3 pages			
3 Text Adjustment	B. Adjust font and colors	86.3 pages			
4 Reading Layout	A. Reflow the text	172.6 pages			
4 Reading Layout	B. Page #s match printed material & reflow of text	172.6 pages			

This information is based upon predetermined values for the amount of information that needs to be evaluated. You only need to <u>round up</u> to the next page count (or link count).

Content	Name of book	Format	OS Used	Total Number of Pages	Number of Chapter
Introduction to Statistics	Introductory Statistics	EPUB	Windows		
Check point	Criteria	Amount of Material	Pass/Fail	Additional Info	
1 Acc. Documentation	A. URL to Formal Accessibility Policy		and the second		
1 Acc. Documentation	B. URL to Accessibility Statement		1		
1 Acc. Documentation	C. URL to Accessibility Evaluation Report			173 pages	6
2 Text Access	Text to Speech	172.6 pages		87 pages	
3 Text Adjustment	A. Compatible	86.3 pages			
3 Text Adjustment	B. Adjust font and colors	86.3 pages		87 pages	
4 Reading Layout	A. Reflow the text	172.6 pages		173 pages	6
4 Reading Layout	B. Page #s match printed material & reflow of text	172.6 pages		173 pages	3

The percentages used are included in this presentation, but that is only for your reference – the checklist will fill out this information for you!

	EPUB Accessibi					
Content	Name of book	Format	OS Used	Total Number of Pages	Number of Chapter	
Introduction to Statistics	Introductory Statistics	EPUB	Windows			
Check point	Criteria	Amount of Material	Pass/Fail	Additional Info		
1 Acc. Documentation	A. URL to Formal Accessibility Policy					
1 Acc. Documentation	B. URL to Accessibility Statement					
1 Acc. Documentation	C. URL to Accessibility Evaluation Report			173 pages	S	
2 Text Access	Text to Speech	172.6 pages		87 pages		
3 Text Adjustment	A. Compatible	86.3 pages				
3 Text Adjustment	B. Adjust font and colors	86.3 pages		87 pages		
4 Reading Layout	A. Reflow the text	172.6 pages		173 pages	5	
4 Reading Layout	B. Page #s match printed material & reflow of text	172.6 pages		173 pages	3	

Skills Commons Accessibility Checkpoints

All information obtained from textbook evaluation will be entered into the checkpoints document:



- 3. Text Adjustment
 - A. Text is compatible with assistive technology.
 - B. The resource allows the user to adjust the font size and font/background color (or is rendered by an application such as a browser, media player, or reader) that offers this functionality).

Additional Information: Please describe the technologies (hardware and software versions) and methodologies you used to evaluate the accessibility of the resource for this feature.

Enter info such as the pages you evaluated here as well.

Pass, Fail, or N/A?

- Evaluate material based on the amount of material included in the checklist.
- If there is no related materials, mark N/A for that checkpoint. The only exception are <u>Acc Documentation</u> and <u>Flickering</u>.





Ratings

• Ratings are on a scale of 1-10



- Failure to meet a checkpoint (Fail) should not be rated above a 7
- Meeting a checkpoint (Pass) should not be rated below a 7

PDF

PDF Evaluation Requirements

OS

• Windows OS (XP or above)

Require Downloading

- NVDA (Download)
- Color Contrast Analyzer- CCA (<u>Download</u>)
- Adobe Acrobat Reader DC (<u>Download</u>) OR
- Adobe Acrobat XI Pro or DC (DC: <u>Download</u>, \$449)
- ** Pro/complete version is suggested, versions older than XI should not be used ** Following screenshots are done with Adobe Acrobat XI Pro

NVDA

Keep in mind when using NVDA:

- Make sure that NumLock is off.
- Try using only the keyboard.
- For more keyboard shortcut (<u>Click here</u>)

```
Note

The NVDA key is set to the Insert key by default, but it can be changed to the

Caps lock key when installing NVDA for the first time. If you want to change your

NVDA key preference later, press Ctrl + NVDA + K.
```

1. Accessibility Documentation

For the textbooks' organizations, find the following:

- ☑ URL to formal Accessibility Policy
- \checkmark URL to accessibility statements
- ✓ URL to Accessibility Evaluation Report

2. Text Access

The text of the digital resource is available to assistive technology that allows the user to enable text-to-speech (TTS) functionality

Text Access

STEPS:

- 1. Download NVDA
- 2. Open the book with Adobe Acrobat
- 3. Activate NVDA (Ctrl + Alt + N)
- 4. Use NVDA to read from top of the page (Numpad +) Use Ctrl to stop

Note: make sure your speaker is on!

3. Text Adjustment (Size)

 \checkmark The text allows the user to adjust the font size

3. Text Adjustment (Size) STEPS:

- 1. Open file with Adobe Acrobat XI Pro
- 2. Edit > Preference > Accessibility
- 3. Select <u>Always use Zoom Setting</u> > Reflow (drop down)
- 4. Click <u>OK</u>
- 5. <u>CLOSE</u> Adobe Acrobat Pro
- 6. Open the file with Adobe Acrobat Pro again
- 7. Zoom in and out to see if the text adjust its size to fit the screen
- 8. Remember to deselect <u>Always use Zoom Setting</u> > click ok > close and reopen the file (to keep everything in original format for the rest of the evaluation)

3. Text Adjustment (Size)

 Amount of Material to Be Evaluated

*** Sample 5 pages ***

tegories:	Document Colors Options
ommenting 🔺	Replace Document Colors
ocuments III Screen	🗇 Use Windows Color Scheme
eneral ge Display	○ Use High-Contrast colors High-contrast color combination:
0 & Multimedia	Custom Color: Page Background: Document Text:
cessibility	☑ Only change the color of black text or line art.
tion Wizard dobe Online Services	Change the color of line art as well as text.
atalog olor Management ontent Editing 🛛 🗉	Override Page Display Always use Page Layout Style Single Page
onvert From PDF onvert To PDF nail Accounts	Always use Zoom Setting
rms entity	Tab Order 10%
ernet aScript	Vuse document structure for tal 50%
nguage easuring (2D) easuring (3D) easuring (Geo)	Other Accessibility Options 100% Always display the keyboard se 125% S0% Always use the system selectio 200%
ultimedia (legacy) ultimedia Trust (legacy)	Show Portfolios in Files mode 400%
ading viewing	Screen reading and reading order options are available on the Reading panel. Multimedia accessibility options are available on the Multimedia panel. Other document color settings are found on the Forms, Full Screen, Measuring, Spelling, and Units & Guides preferences.

OK

3. Text Adjustment (Color)

The text allows the user to adjust the font/background color

3. Text Adjustment (Color)

STEPS:

- 1. Open file with Adobe Acrobat XI Pro
- 2. Edit > Preference > Accessibility
- Select <u>Replace Document Colors</u> > Green text on Black (drop down)
- 4. Click <u>OK</u>
- 5. Remember to deselect <u>Replace Document Colors</u> > click OK > close and reopen the file (to keep everything in original format for the rest of the evaluation)

3. Text Adjustment (Color) Preferences

Categories: Commenting Documents Full Screen General Page Display 3D & Multimed Accessibility stion Minnes

 Amount of Material to Be Evaluated

*** Sample 5 pages***

erences	
ategories:	Document Colors Options
Commenting	Replace Document Colors
Documents	
ull Screen	🔘 Use Windows Color Scheme
ieneral	Use High-Contrast colors High-contrast color combination: Green text on black
age Display	o user high-contrast colors and high-contrast color combination.
	🔘 Custom Color: 🛛 Page Background: 🔳 Document Text: 🔳
D & Multimedia	
ccessibility	Only change the color of black text or line art.
ction Wizard	Change the color of line art as well as text.
dobe Online Services	
atalog	Override Page Display
olor Management	
ontent Editing	🔲 Always use Page Layout Style Single Page 👻
onvert From PDF	
onvert To PDF	Always use Zoom Setting Reflow
mail Accounts	
lentity	Tab Order
ternet	Vise document structure for tab order when no explicit tab order is specified
waScript	Se document structure for tab order when no explicit tab order is specified
anguage	
leasuring (2D)	Other Accessibility Options
leasuring (3D)	Always display the keyboard selection cursor
leasuring (Geo)	Always use the system selection color
lultimedia (legacy)	Show Portfolios in Files mode
lultimedia Trust (legacy)	
ading	Screen reading and reading order options are available on the Reading panel. Multimedia accessibility
eviewing	options are available on the Multimedia panel. Other document color settings are found on the Forms, Full
earch	Screen, Measuring, Spelling, and Units & Guides preferences.
ecurity _	

OK

Cancel

4. Reading Layout (reflow)

Text of the digital resource is compatible with assistive technology that allows the user to reflow the text by specifying the margins and line spacing

• Amount of Material to Be Evaluated

*** Sample 5 pages ***

4. Reading Layout (reflow) STEPS:

- 1. Open file with Adobe Acrobat XI Pro
- 2. Edit > Preference > Accessibility
- 3. Select <u>Always use Zoom Setting</u> > Reflow (drop down)
- 4. Click <u>OK</u>
- 5. <u>CLOSE</u> Adobe Acrobat Pro
- 6. Open the file with Adobe Acrobat Pro again
- 7. Zoom in and out to see if the text reflows
- 8. Remember to deselect <u>Always use Zoom Setting</u> > click ok > close and reopen the file (to keep everything in original format for the rest of the evaluation)

4. Reading Layout (reflow)

 Amount of Material to Be Evaluated

*** Sample 5 pages ***

licitees	
tegories:	Document Colors Options
ommenting	Replace Document Colors
ull Screen	🔘 Use Windows Color Scheme
neral ge Display	O Use High-Contrast colors High-contrast color combination:
& Multimedia	Ocurrent Text: Ocurr
cessibility	☑ Only change the color of black text or line art.
tion Wizard obe Online Services	Change the color of line art as well as text.
talog Ior Management	Override Page Display
ntent Editing Envert From PDF	Always use Page Layout Style Single Page +
nvert To PDF ail Accounts	Always use Zoom Setting
ms ntity	Tab Order 10% 25%
aScript	Use document structure for tal 50%
guage asuring (2D)	Other Accessibility Options 100%
asuring (3D) asuring (Geo)	Always display the keyboard st 150% Always use the system selectic 200%
Itimedia (legacy) Itimedia Trust (legacy)	Show Portfolios in Files mode 400%
iding riewing rch	Screen reading and reading order options are available on the Reading panel. Multimedia accessibility options are available on the Multimedia panel. Other document color settings are found on the Forms, Full Screen, Measuring, Spelling, and Units & Guides preferences.
curity +	

Cancel

OK
4. Reading Layout (# of pages)

☑ If the digital resource is an electronic alternative to printed materials, the page numbers correspond to the printed material

Skip this subsection: We don't have the printed version

5. Reading Order

Reading order for digital resource content logically corresponds to the visual layout of the page when rendered by assistive technology

• Amount of Material to Be Evaluated

*** Sample 5 pages ***

5. Reading Order

STEPS:

- 1. Open the book with Adobe Acrobat
- 2. Locate 5 pages (include page # in the reports) that contains a more complicated layout
- 3. Use the NVDA to read from top of the page (Numpad +) and check if the reading order is logical

6. Structural Markup / Navigation

The text of the digital resource includes markup (e.g. tags or styles) that allows for navigation by key structural elements (chapters, headings, pages) using assistive technology

STEPS:

- 1. Open the book with Adobe Acrobat and activate NVDA
- 2. Use heading quick keys (H & 1-6) to check for all heading levels

Headings and Lists

Command	Description					
H	Headings Quick Key					
1-6	Headings level 1-6					
L	List Quick Key					
	List Item Quick Key					

Structural Markup / Navigation

- ☑ The text of the digital resource includes markup for bullets and numbered lists that is compatible with assistive technology
 - STEPS:
 - 1. Open the book with Adobe Acrobat and activate NVDA
 - 2. Locate a list
 - 3. Use List quick keys (L) to check if the program can recognize it as a list.

Repeat the steps for 10 lists

Headings and Lists

Command	Description					
(H) Headings Quick						
1-6	Headings level 1-6					
L	List Quick Key					
	List Item Quick Key					

Structural Markup / Navigation

☑ If the text of the digital resource is delivered within an ebook reader application, a method is provided that allows users to bypass the reader interface and move directly to the text content that is compatible with assistive technology

Not using reader application, mark N/A on the reports

7. Tables

Data tables include markup (e.g. tags or styles) that identifies row and column headers in a manner that is compatible with assistive technology STEPS:

1. Open the book with Adobe Acrobat and activate NVDA

- 2. Locate a table
- 3. Use Table quick keys (T) to check if the program can recognize it as a table, then use other quick keys to check for all cells.

Repeat the steps for 10 tables

Tables

Command	Description		
T	Table Quick Key		
Ctrl) + Alt) + →) Cell to Right		
Ctrl) + (Alt) + () Cell to Left		
Ctrl) + (Alt) + (Cell Below		
Ctrl) + Alt) + (↑) Cell Above		

8. Hyperlinks

- Functionality: Links (e.g. website or email addresses) within the text of the digital resource are rendered as active hyperlinks in a manner that allows them to be detected and activated with assistive technology.
- Descriptive: The link is descriptive enough for the users to know where the link will take them. If the link appears as an URL = fail this sub-category.
 - E.g. <u>CSULB homepage</u> O <u>www.csulb.edu</u> X
- Checking for both <u>in-book</u> and <u>live</u> hyperlinks

Hyperlinks

- 1. Open the book with Adobe Acrobat and activate NVDA
- 2. Locate a few hyperlinks
- 3. Use Links quick keys (TAB or Shift TAB) to check if the program can recognize it as a link, then press enter to see if the link function correctly (take you to the right location)
- 4. Tab through a total of 50 links (30 in-book, 20 live) from different section of the book to check for both <u>functionality</u> and <u>descriptive</u> name.
- *** If nothing happens then the link doesn't work

9. Color & Contrast (Color Redundancy)

Color redundancy (information is not conveyed by color alone) needs to be checked manually

n changes in classrooms has several other effects. One, for example, is that it can tempt teachers to think that what is taught is equivalent to what is learned—even e different. If I assign a reading to my students about the Russian Revolution, it would be nice to assume not only that they have read the same words, but also lear read and learned all of what I assigned; others may have read everything but misunderstood the material or remembered only some of it; and still others, unfortunat firm this picture, if asked confidentially. There are ways, of course, to deal helpfully with such diversity of outcomes; for suggestions, see especially ctional strategies I adopt, they cannot include assuming that what I teach is the same as what students understand or retain of what I teach.

as dependent on sequencing and readiness

veen teaching and learning creates a secondary issue for teachers, that of educational **readiness**. Traditionally the concept referred to students' preparedness to constant school, for example, if he or she was in good health, showed moderately good social skills, could take care of personal physical needs (like eating hunch or preparedness) to care the school for example, if he or she was in good health, showed moderately good social skills, could take care of personal physical needs (like eating hunch or preparedness). Table 2.6 shows a similar set of criteria for determining whether a child is "ready." to learn to read (Copple & Bredekamp, 2006). At older ages (such as in high to take a course in physics, for example, a student must first have certain prerequisite experiences, such as studying advanced algebra or calculus. To begin work to mention also studying educational psychology!).

E.g.
 Links are presented with color (blue) and underline.

9. Color & Contrast (Contrast Ratio)

- ✓ The visual presentation of text and images of text in the digital resource has a contrast ratio of at least 4.5:1 (AA)
- \checkmark Large text (18 point +) has a contrast ratio of at least 3:1 (AA)



Color & Contrast (Contrast Ratio)

Colour Contrast Analyzer (CCA)

- 1. <u>Download Colour</u> <u>Contrast Analyzer Tool</u>
- 2. Open the book you want to evaluate with Adobe Acrobat
- 3. Open the CCA application



Color & Contrast (Contrast Ratio)

- 4. Make sure you are in the **Result --Luminosity** mode.
- 5. Click the **Foreground eye dropper** tool, hover over and click the foreground color to select it.



Color & Contrast (Contrast Ratio)

- 6. Click the **Background eye dropper** tool, hover over and click the background color.
- 7. Determine if the text is greater than 18 points (e.g. Header).
 Small text: Check under "Text" (AA)

Large text (18+): Check under

"Large text" (AA)



10. Language

- The text of the digital resource includes markup that declares the language of the content in a manner that is compatible with assistive technology
- If the digital resource includes passages in a foreign language, these passages include markup that declares the language in a manner that is compatible with assistive technology

*** Can only be checked if you have the Pro version, mark N/A for this checkpoint if you don't have Pro/ Complete version

10. Language

- Adobe Acrobat Pro: Accessibility Checker
 - 1. Open the file in Adobe Acrobat Pro XI
 - 2. Select Accessibility Tools



10. Language3. Select Full Check.

🔁 coll1562-OP.pdf - Adobe Acrobat Pro		
File Edit View Window Help 📸 Create - 🚰 🗒 🏟 🖶 📝 🖂 🏟 💬 🍫 🖓 🧔 🖉	► Content Editing	Customize 👻 📔
1 / 863	► Pages	Tools Sign Commen
	Interactive Objects	► Content Editing ► Pages
	▶ Forms	Interactive Objects
	► Action Wizard	Forms Action Wizard
	 Text Recognition 	Text Recognition Protection
	 Protection 	▼ Accessibility
	▼ Accessibility	Change Reading Options Full Check
	Change Reading Options	Open Accessibility Report Add Tags to Document
	🎯 Full Check	Set Alternate Text
	🔇 Open Accessibility Report	Add Tags to Form Fields
Introductory Stat	🔊 Add Tags to Document	Setup Assistant
	Set Alternate Text	
	🔎 Run Form Field Recognition	
	Reference Add Tags to Form Fields	
	Touch Up Reading Order	
	🙀 Setup Assistant	

10. Language

4. Select the <u>Start Checking</u> button to begin the full check.

Accessibility Checker Options
Report Options
Create accessibility report Folder: C:\Users\sh-psy336\Documents Choose
Attach report to document
Page Range
All pages in document O Pages from 1 to 1
Checking Options (31 of 32 in all categories)
Category: Document
Accessibility permission flag is set
Document is not image-only PDF
✓ Document is tagged PDF
Document structure provides a logical reading order
Text language is specified
☑ Document title is showing in title bar
✓ Bookmarks are present in large documents
Document has appropriate color contrast
Select All Clear All
Show this dialog when the Checker starts
Help Cancel

10. Language Results

🚱 🥝 🔚 💿 🎟 🗵 🛷

In the Water line The Water l
Accessibility Cacker Content (5) issues Content (6)

11. Images

- ✓ Non-decorative images have alternative text that is compatible with assistive technology (or is rendered by an application such as a browser, media player, or reader that offers this functionality)
- Decorative images are marked with null alternate text or contain markup that allows them to be ignored by assistive technology
- Complex images, charts, and graphs have longer text descriptions that are compatible with assistive technology

Images

STEPS:

- 1. Open the book with Adobe Acrobat and activate NVDA
- 2. Locate an image
- 3. Use Image quick key (G) or Link quick key (TAB) to check if the program recognize it as an image or link.
- 4. Check if the image have alternative text

<u>Practice and examples</u>***

Images (Additional Manual Check)

- Check manually: Make sure the descriptions for the images are descriptive enough for both non-decorative images and complex images.
- <u>Rule of thumb</u>: if the image cannot be described in one sentence, it's complex!

12. Multimedia

- A synchronized text track (e.g., open or closed captions) is provided with all video content
- A transcript is provided with all audio content

STEPS:

- 1. Search the entire book for multimedia content
- 2. Search for synchronized text tracks or transcripts

***If there's no multimedia, mark N/A in the reports

12. Multimedia

Audio/video content is delivered via a media player that is compatible with assistive technology

Not using additional assistive tech to open audio/video content, mark N/A in all reports for this sub-category.

12. Multimedia (Synchronized Text)

Find multimedia
 Search for availability of a text track (e.g., CC)

New to art? This is a good place to start. Art gives us access to the way people at different moments in history have understood the world. Jump in and explore!

First things first

ALL CONTENT IN "FIRST THINGS FIRST"

9	Cave painting, contemporary art and everything in between	Why look at art? Total energy points 162	
Ø	Why look at art?		
0	A brief history of Western culture		
0	Common questions about dates		
0	A brief history of representing of the body in Western sculpture	LA CONTRACTOR OF CONTRACTOR	
Ø	A brief history of representing the body in Western painting		
0	What made art valuable—then and now		
0	What maps tell us	But maybe sometimes art is	
0	The skill of describing	everywhere, in the street,	0@\$[]

12. Multimedia (Transcript)

- 1. Find multimedia
- 2. Search for availability of a transcript



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0	Interactive 1	transc	ript
0	Embedded	quest	ions

oressional, and Da vid Torgersen whose voices and

12. Multimedia (Transcript)

Why look at art? This was the question we posed to several of our colleagues at a conference for museum professionals. Special thanks to Laura Mann, Anna Velez, an anonymous professional, and David Torgersen whose voices and insights are included here.

🔅 Options 👻 🕝 Share 👻 🚯 Info

0:00 [MUSIC PLAYING]

- 0:05 SPEAKER 1: I think it's important
- 0:07 that people look at art because we live in a visual world.
- 0:11 And understanding, and looking at,
- 0:14 and thinking about the way images
- 0:16 communicate in all kinds of ways is important to being alive
- 0:21 today.
- 0:22 SPEAKER 2: If one has heightened visual acumen, which
- 0:26 you get from spending time looking at things, whether it's

13. Flickering

Resources should not contain anything that flashes more than <u>three times</u> in any <u>one-second period</u>

Note: No examples have been found for this format

If there is no flickering = Pass this checkpoint

14. STEM

STEM: Science, Technology, Engineering, and Math

- STEM content is marked up in a manner that is compatible with assistive technology
- The resource conveys both the notation (presentation) and meaning (semantics) of the STEM content
- Including but not limited to:
 Figures
 Graphs
 Tables
 Equations

13. STEM

STEPS:

- 1. Open up the book with Adobe Acrobat
- 2. Locate a STEM content
- 3. Select the sentence right before the content
- 4. Use Numpad + to start reading at current location
- 5. Check if the reader reads the content correctly

Reading Text

Command	Description
← or Numpad 1	Say Prior Character
\rightarrow or Numpad 3	Say Next Character
Numpad 2	Say Current Character
Numpad 5	Say Word
Numpad 5 twice quickly	Spell Word
Ctrl) + - or Numpad 4	Say Prior Word
(Ctrl) + → or Numpad 6	Say Next Word
1 or Numpad 7	Say Prior Line
↓ or Numpad 9	Say Next Line
(NVDA) + () or Numpad (8)	Say Current Line
(NVDA) + () twice quickly	Spell Current Line
(NVDA) + () or Numpad +	Read all starting at current position
Shift) + Numpad 7	Top line
Shift) + Numpad 9	Bottom Line
Shift) + Numpad 1	Start of Line
Shift + Numpad 3	End of Line

STEM

If the image itself does not contain an Alt tag but the content/text around it does have a notation (presentation) and meaning (semantics) of the STEM content with good description then we may PASS it with a note included.



Figure 1.15 Biologists may choose to study *Escherichia coli* (*E. coli*), a bacterium that is a normal resident of our digestive tracts but which is also sometimes responsible for disease outbreaks. In this micrograph, the bacterium is visualized using a scanning electron microscope and digital colorization. (credit: Eric Erbe; digital colorization by Christopher Pooley, USDA-ARS)

STEM

Successive Ionization Energies (kJ/mol)

	Na	Mg	Al	Si	Р	S	Cl	Ar
IE ₁	496	738	578	787	1012	1000	1251	1520
IE_2	4562	1451	1817	1577	1903	2251	2297	2665
IE_3	6912	7733	2745	3231	2912	3361	3822	3931
IE_4	9543	10540	11575	4356	4956	4564	5158	5770
IE_5	13353	13630	14830	16091	6273	7013	6542	7238
IE_6	16610	17995	18376	19784	22233	8495	9458	8781
IE ₇	20114	21703	23293	23783	25397	27106	11020	11995



Table 4.1

Labels, descriptions, or tags should be descriptive

STEM

• Amount of Material to Be Evaluated

For BOTH Markup and Notation, find:

10 figures
 10 graphs
 10 equations
 10 tables

As Applicable: If there is no STEM content, mark N/A on the report

15. Interactive Elements

☑ Keyboard

Interactive elements allow for keyboard-only operation WITH and WITHOUT assistive tech

STEPS:

- 1. Use the <u>TAB</u> key to navigate the menu
- 2. Items that are selected will have a box around the link
- 3. Use the <u>ENTER</u> key to select a link or other item

***As Applicable:

If there is no Interactive Elements, mark N/A on the report***

Interactive Elements

Markup

Each interactive element conveys information to assistive technology regarding the element's

- ☑ name
- ✓ type

✓ status

***As Applicable:

If there is no Interactive Elements, mark N/A on the report***

Interactive Elements

Text prompts
 The following are conveyed with assistive technology:
 Instructions
 Prompts
 Error messages

***As Applicable:

If there is no Interactive Elements, mark N/A on the report***