



Accessibility for Internet Site Managers

Creating Accessible Pages PDFs, and Drupal Sites

Today's Agenda



Digital
Accessibility
Overview



Content
Management &
Accessibility



Creating
Accessible
Drupal Pages

Digital Accessibility

Perceivable | Operable | Understandable | Robust

- Visual Information has caption / description and alt text.
- Headers & Styles are used
- Labels & Alternate text for screen readers.
- Descriptions: Audio / Visual Descriptions
- Descriptive Links
- Plain Language



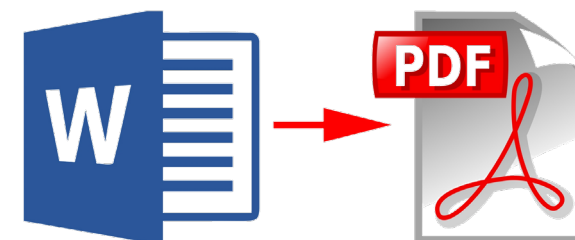
Checking Accessibility | Word

If the document was made accessible in Word it will carry over reading order, links, and a document created in Word should contain almost all the information necessary for an accessible PDF, including:

- Headings & Styles
- Alternative text for images
- Table structure (Identify Headers)
- Descriptive Links
- Lists
- Columns
- Legible text size
- Good contrast
- No color reliance
- Document title (If listed in File>Info)



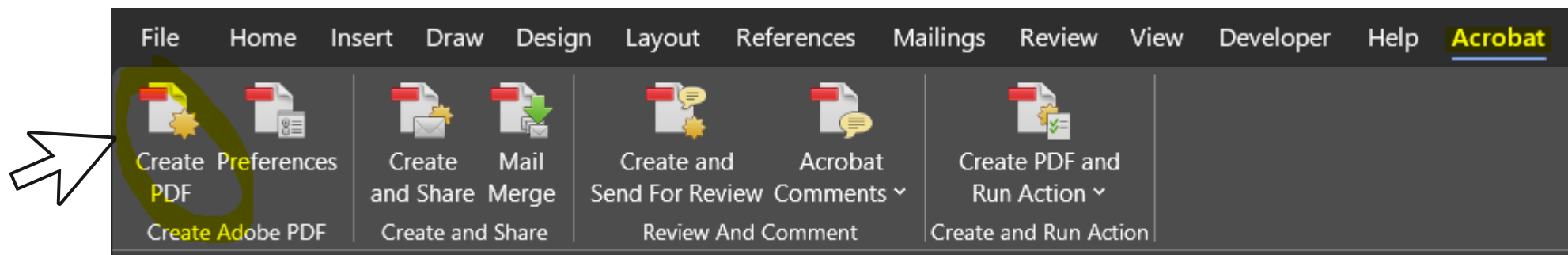
Word to PDF Accessibility



Often documents are created with the intention of sharing publicly. They are then converted to PDFs to allow access to those who do not have Word. If the document was made accessible in Word, it will carry over.

NEVER use a scanned PDF, and don't use the Print as PDF unless necessary.

If you have Adobe Acrobat (Ability to Edit PDFs) Use the Acrobat Menu in word to select 'Create PDF' to get the best results.

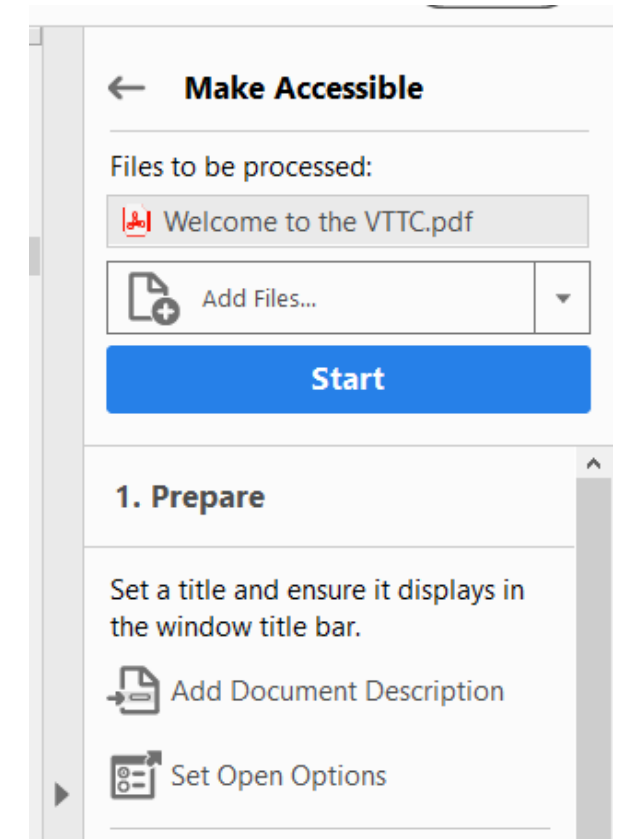


Accessibility Wizard

The "Make Accessible" action is the easiest way to ensure your PDFs are as accessible as possible, especially when starting with scanned or untagged PDFs.

The wizard will then run you through several steps:


- 1.Document Description & Title
- 2.Set Open Options
- 3.Recognize Text using OCR
- 4.Detect Form Fields
- 5.Set Tab Order Property
- 6.Set Reading Language
- 7.Add Tags to Document
- 8.Set Alternate Text
- 9.Run Accessibility Full Check



Finding the Action Wizard

You will need to:

1. Add the Action Wizard by selecting 'More Tools'.
2. Scroll to the bottom in the "Customize section" and click Add Action Wizard.
3. Now the Action Wizard is part of your menu.

 More Tools

Customize



Create Custom Tool

Add ▾



Action Wizard

Add ▾



Index














Add ▾



JavaScript

Add ▾

Search tools

-  Create PDF
-  Combine Files
-  Edit PDF
-  Fill & Sign
-  Export PDF
-  Organize Pages
-  Send for Comments
-  Comment
-  Scan & OCR
-  Protect
-  Accessibility
-  Action Wizard
-  More Tools

ACTIONS LIST

- Make Accessible
- Archive Documents
- Publish Sensitive Inform...
- Optimize for Web and M...
- Optimize Scanned Docu...
- Prepare for Distribution



← Make Accessible

Files to be processed:

Drupal 10 Agency CMS W...

Add Files...

Start

1. Prepare

Set a title and ensure it displays in the window title bar.

Add Document Description

Set Open Options

Recognize Text using OCR

Detect Form Fields

Set Tab Order Property

2. Set Language & Tags

Set Reading Language

Autotag document

Set Alternate Text

[Full Report](#)

Action Wizard | Make Accessible

- Click on the Action Wizard Icon
- Select the 'Make Accessible' Action.

Security Warning



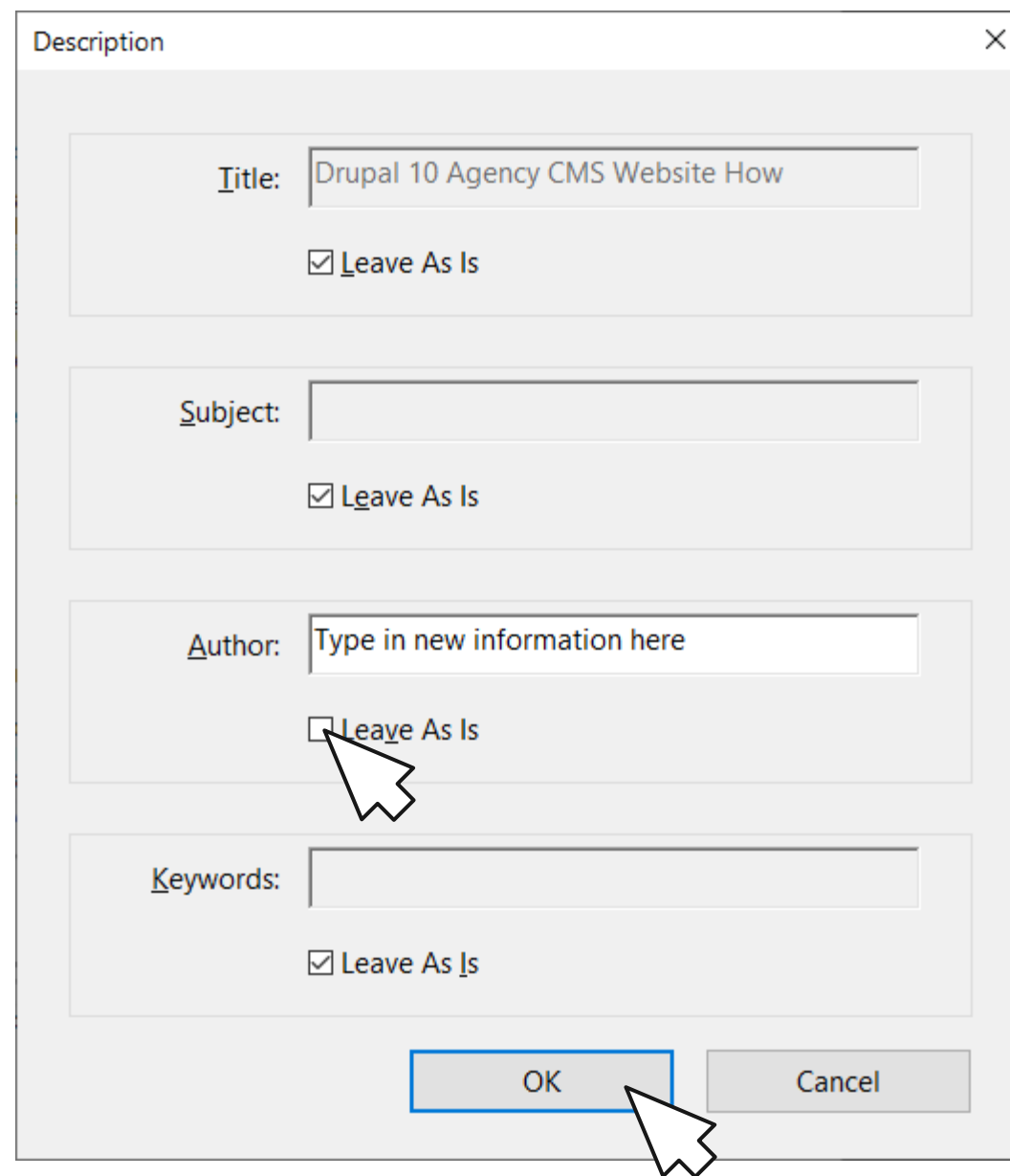
This operation requires Acrobat to have write access to the filesystem. Do you want to allow this operation?

Allow

Block

Make Accessible | Description & Document Title

- To edit the title or other pieces of information here uncheck “Leave as Is” and enter the new information.
- **Title is Mandatory.** If it is blank, uncheck “Leave as Is” and enter a descriptive title.
- Once complete click ok.



Description

Title: Leave As Is

Subject: Leave As Is

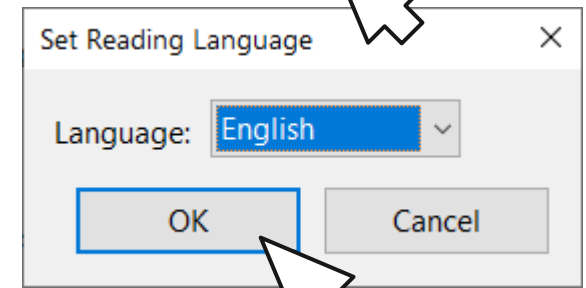
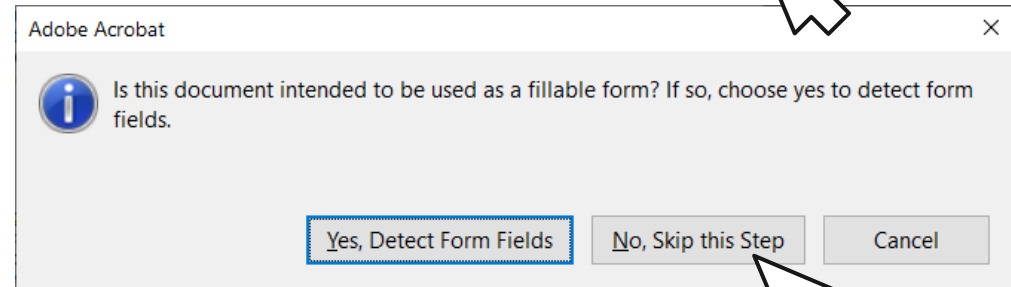
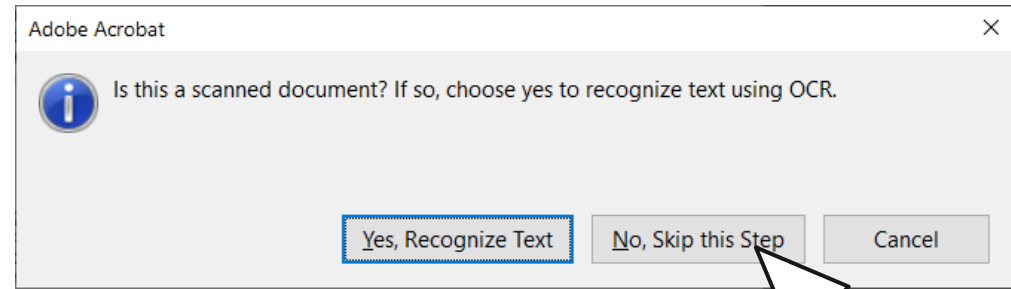
Author: Leave As Is

Keywords: Leave As Is

OK Cancel

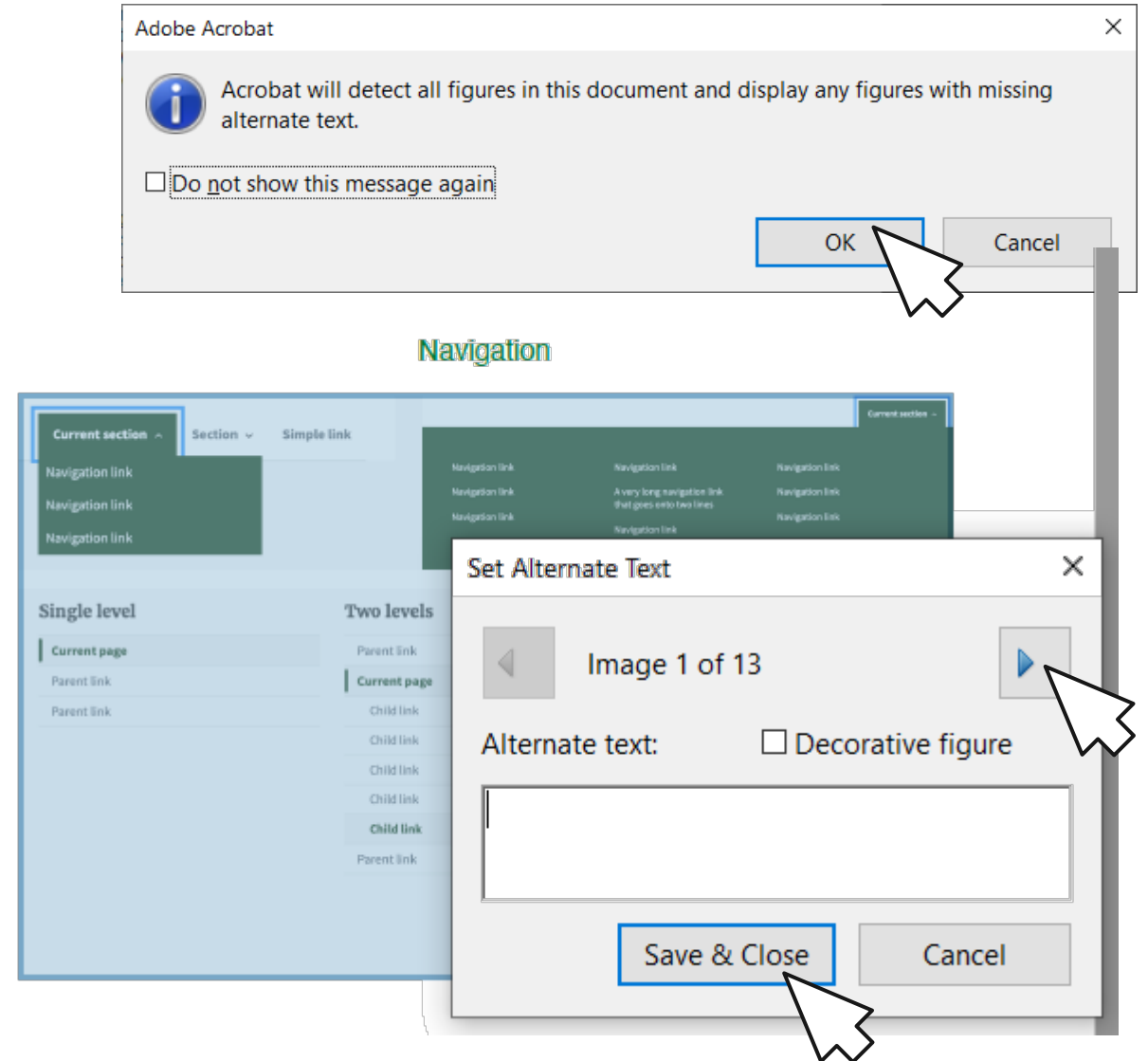
Make Accessible | Scans, Forms & Language

- Scanned documents should not be used unless necessary. If scanned, click “Yes, recognize Text”. If not click No Skip this Step.
- If the file has fillable form fields, click ‘Yes Detect Form Fields’. If it does not, click ‘No Skip this Step’.
- Next set the reading Language. Click Ok.



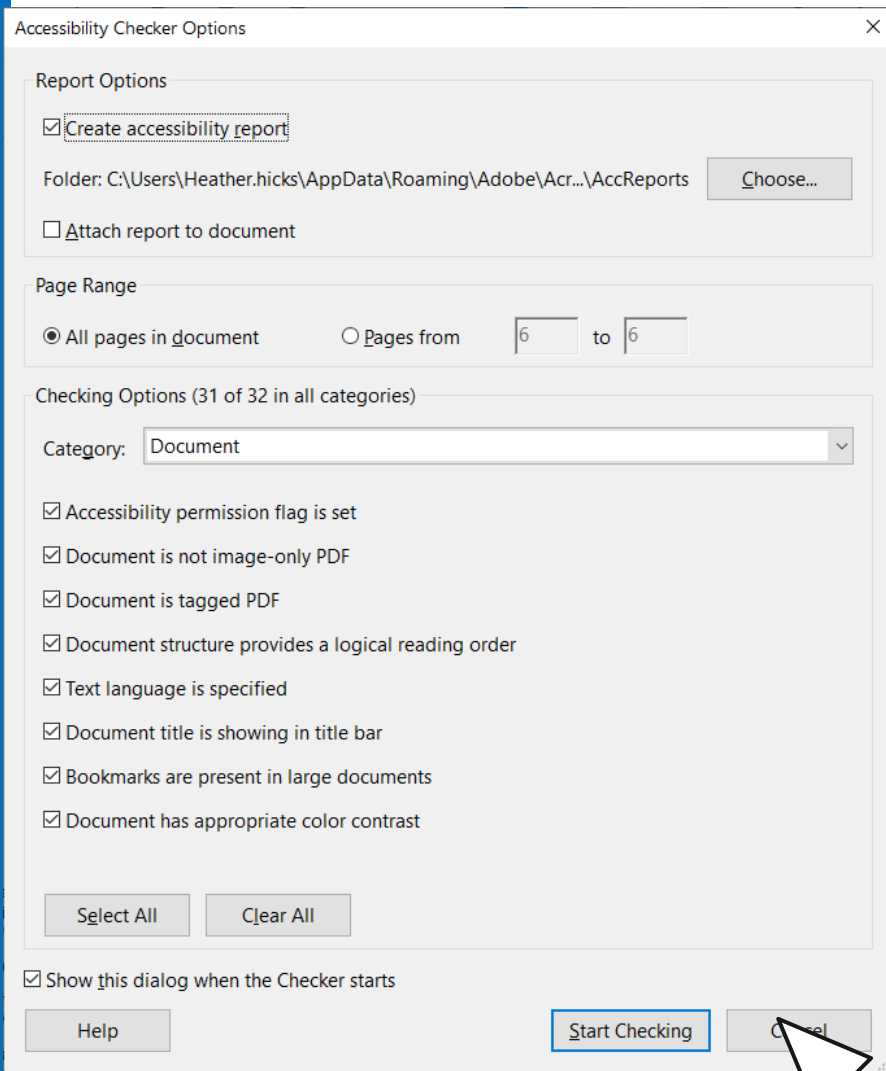
Make Accessible | Alternate Text

- A pop-up notifying you acrobat will look for figures and determine their alternate text, pops up. Click Ok.
- The pop-up switches to a box called Set Alternate Text and lists the number of images. The screen highlights the selected image, and the pop up has a text entry field to enter your brief alt text or mark the item as a decorative figure.
- Once the text is entered use the arrows to move to the next image.
- Continue this until all the images have a description that indicates what the image is communicating. Charts and graphs require additional text or description.
- Once all Alt text is entered, click Save & Close.



Make Accessible | Accessibility Checker

The Accessibility Checker Options Pops Up.



Accessibility Checker Options

Report Options

Create accessibility report

Folder: C:\Users\Heather.hicks\AppData\Roaming\Adobe\Acr...\AccReports

Attach report to document

Page Range

All pages in document Pages from to

Checking Options (31 of 32 in all categories)

Category:

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

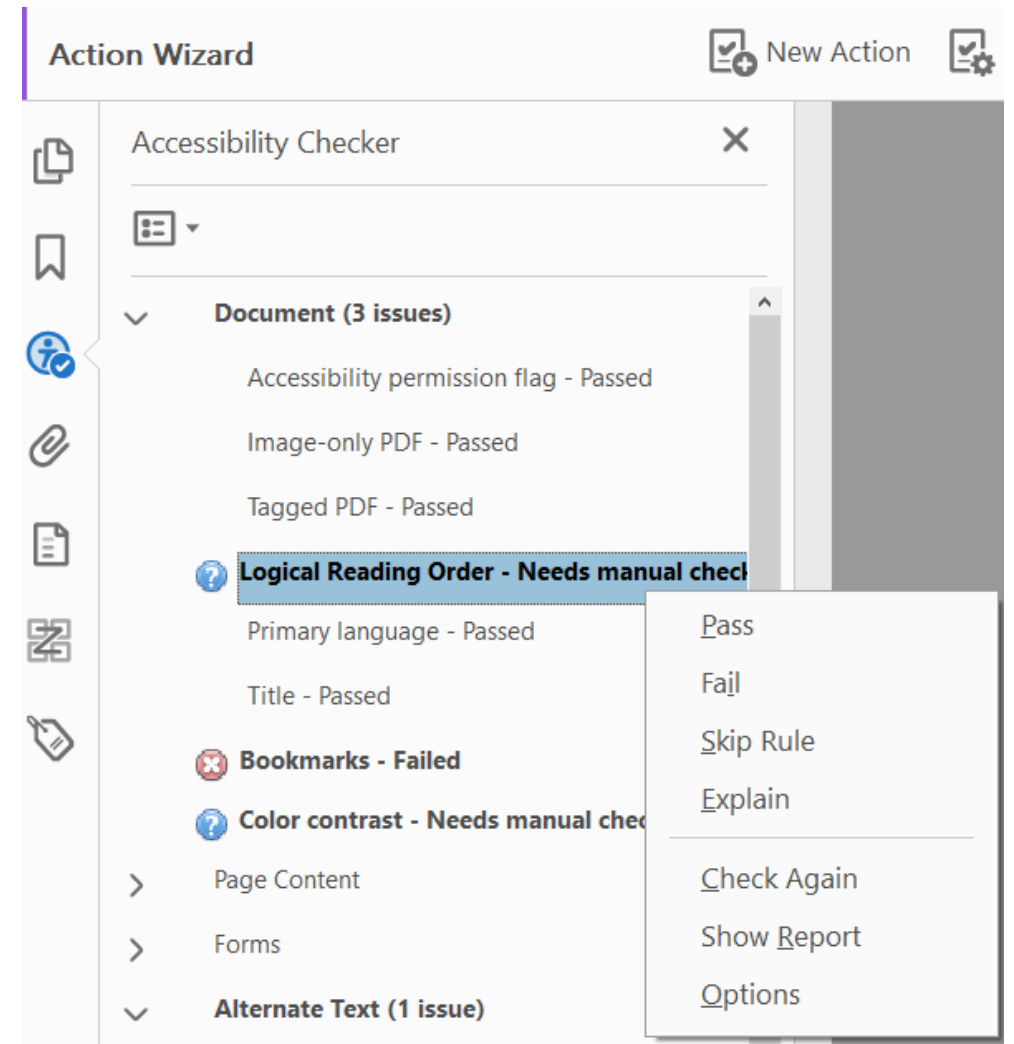
Document title is showing in title bar

Bookmarks are present in large documents

Document has appropriate color contrast

Show this dialog when the Checker starts

- Click Start Checking.
- Review Items marked x or ?
- Items that say “needs manual check” require the user to review.
- Once manual check is complete you can right click and select “pass”.



Action Wizard

New Action

Accessibility Checker

Document (3 issues)

- Accessibility permission flag - Passed
- Image-only PDF - Passed
- Tagged PDF - Passed
- Logical Reading Order - Needs manual check**
 - Primary language - Passed
 - Title - Passed
- Bookmarks - Failed**
- Color contrast - Needs manual check**

Page Content

Forms

Alternate Text (1 issue)

Pass

Fail

Skip Rule

Explain

Check Again

Show Report

Options

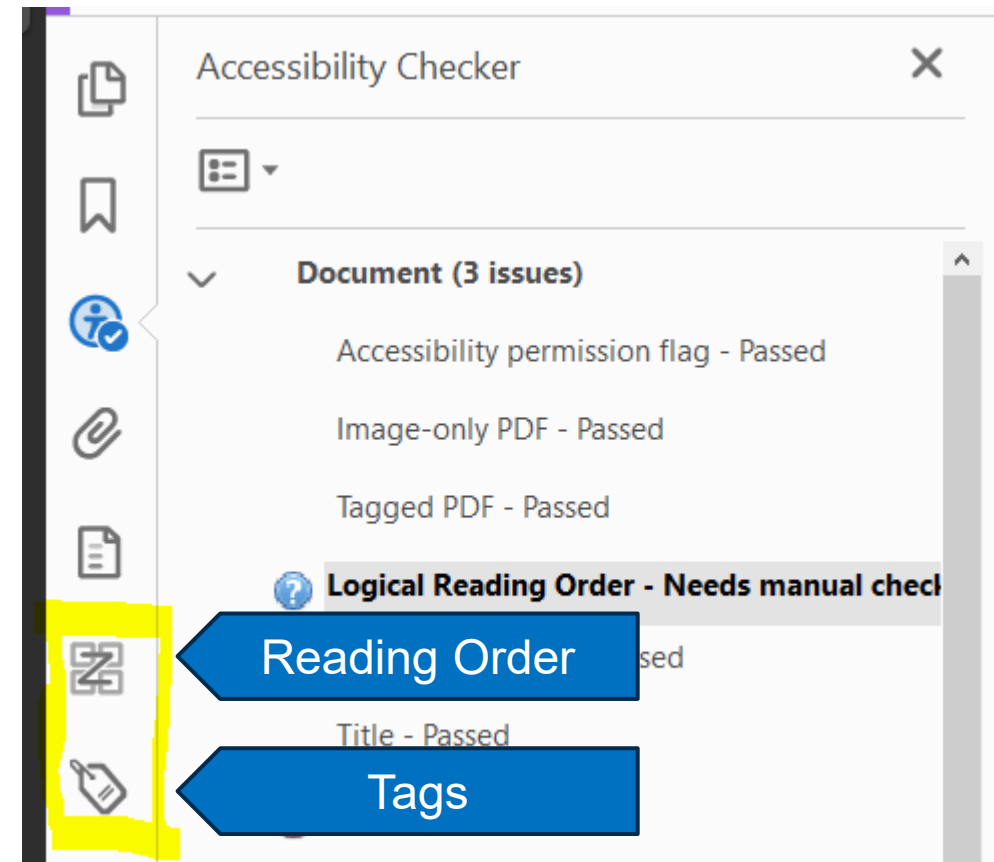
Manual Checks

- Are the colors high contrast?
- Are the Headers consistently H1-H4 in order?
- Is the Reading Order Logical?
- Are figure descriptions and captions helpful and clear?
- Are links descriptive?
- Do the tags make sense?
- Are things communicated by visuals, also communicated another way? (by text and audio)

Manual Checking Reading Order & Tags

The final two steps are the items which require some manual review. Reading order and Tags.

- **Reading Order:** The order in which a screen reader or other assistive device will move through the document. Reviewer must ensure that it follows a logical reading order (Typically left to right top to bottom)
- **Tags:** Indicates document structure and reading order for screen reader users.

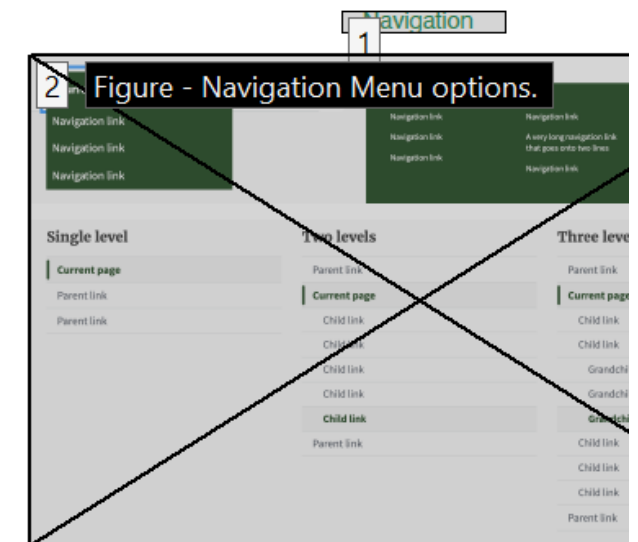
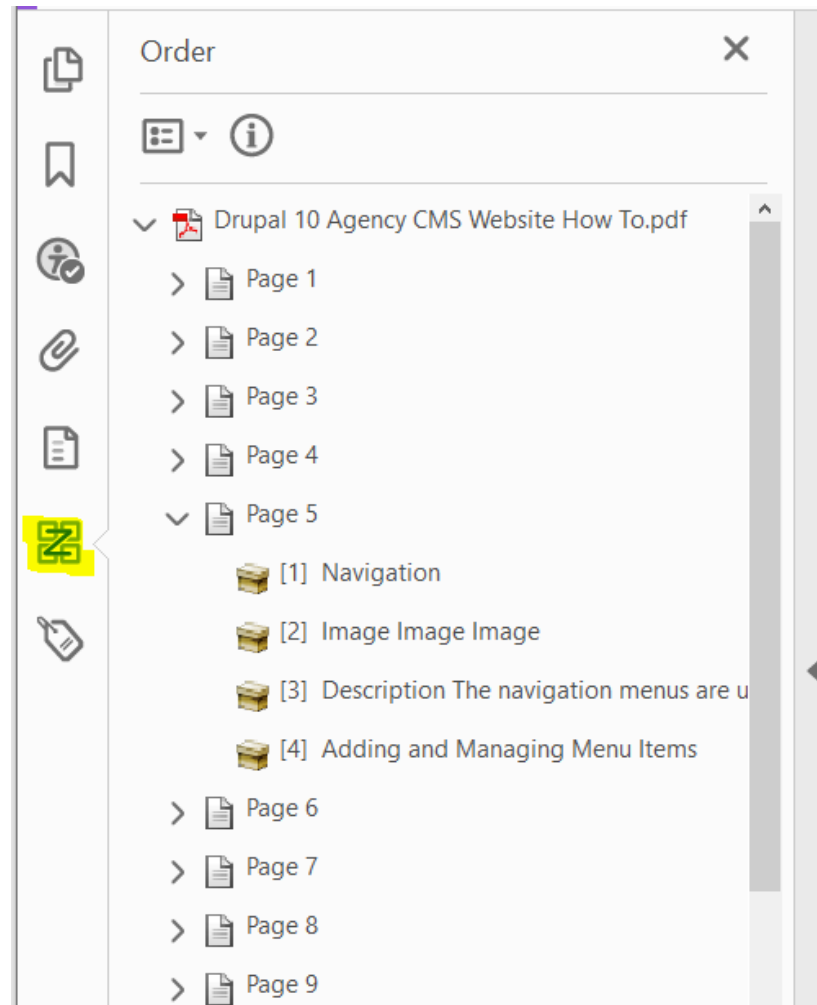


Reading Order

Click the Reading Order Icon. The Order panel will display.

In the order panel you will see each page of the document listed. Expand the page to see all the elements in the order the screen reader will read them. Click and drag to adjust.

On the PDF the number of the element displays allowing for visual check.

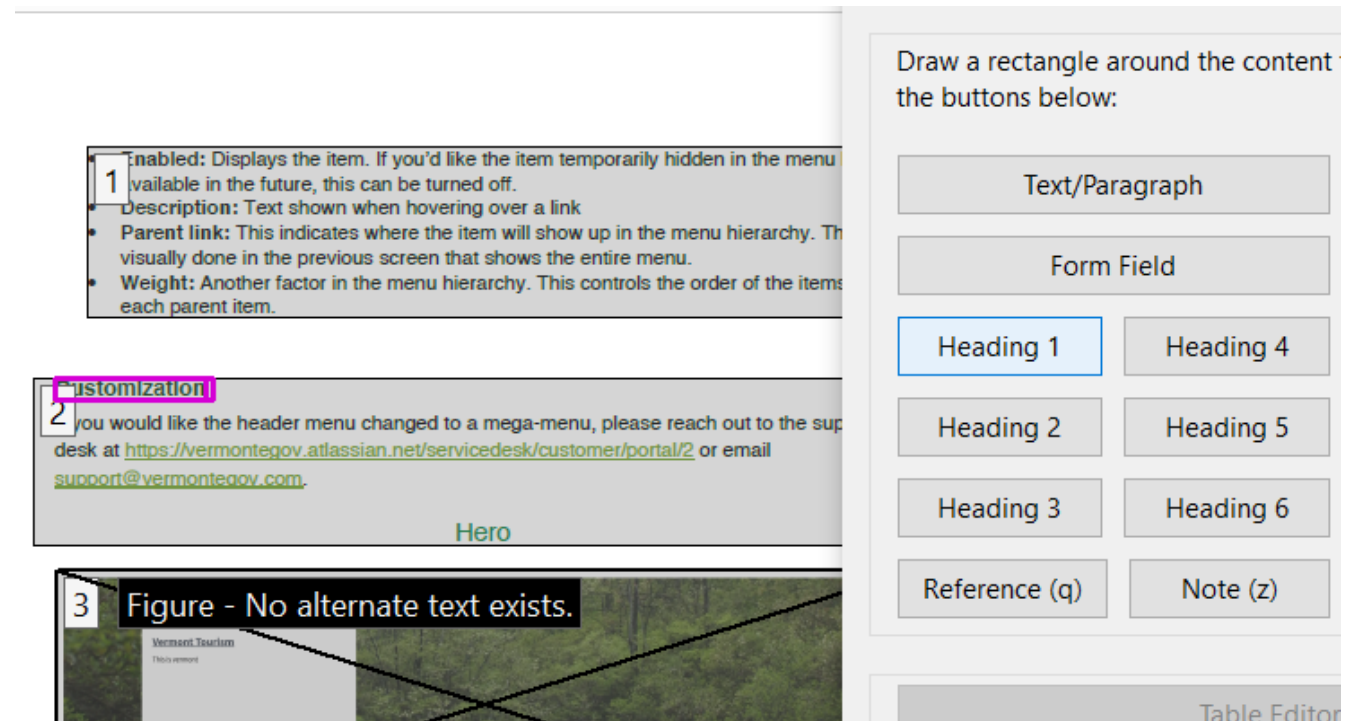
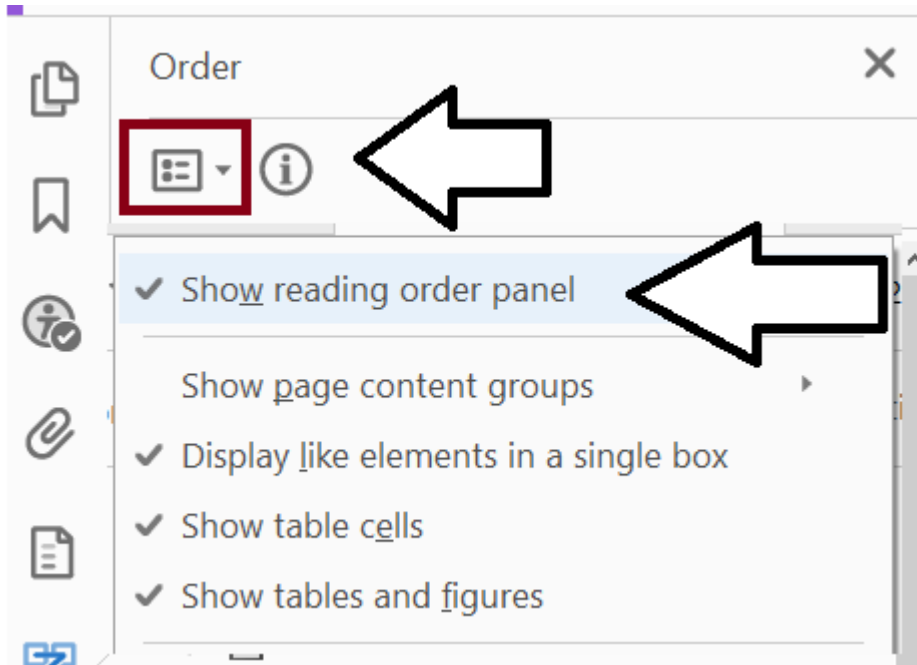


3 Description
The navigation menus are used to guide users to other sections of the site. The navigation menus available, the header menu and side menu. You can use one or both.

4 Adding and Managing Menu Items
To access the menu edit page, navigate to Structure -> Menus -> Main Navigation Menu. You may also hover over the menu itself on the page and use the context menu to directly to the edit page.

Reading Order Panel

To manually adjust items, Click on the Options drop down menu, and select Show reading order panel. You can now use your mouse to highlight items or text and indicate which type of element the item is.



Tag Structure

- Tags display like an outline. Use the >< arrows to expand.
- Click on a tag to highlight it on the page

Our goal is that people using screen readers and other devices can easily move about the document and use it with ease.

Tags

Drupal 10 Agency CMS Website How - Adobe Acrobat Pro (32-bit)

File Edit View E-Sign Window Help

Home Tools Drupal 10 Agency ... x

3 / 23 75%

Accessibility tags

Tags

- <H1>
- <TOC>
- <Part>
- <H2> (Header Level 2)
- Introduction
- <Sect>
- <H3> (Header Level 3)
- Purpose of the
- <P> (Paragraph Text)
- The purpose of
- <Sect>
- <Part>
- <Part>
- <Part>
- <Part>
- <Part>
- <Part>
- <Part>
- <Part>
- <Part>
- <Part>

Introduction

Purpose of the Documentation

The purpose of this documentation is to provide a comprehensive overview of the functionalities, and usage of the WCMS. It aims to assist users in using the WCMS to create, manage, and customize their website content.

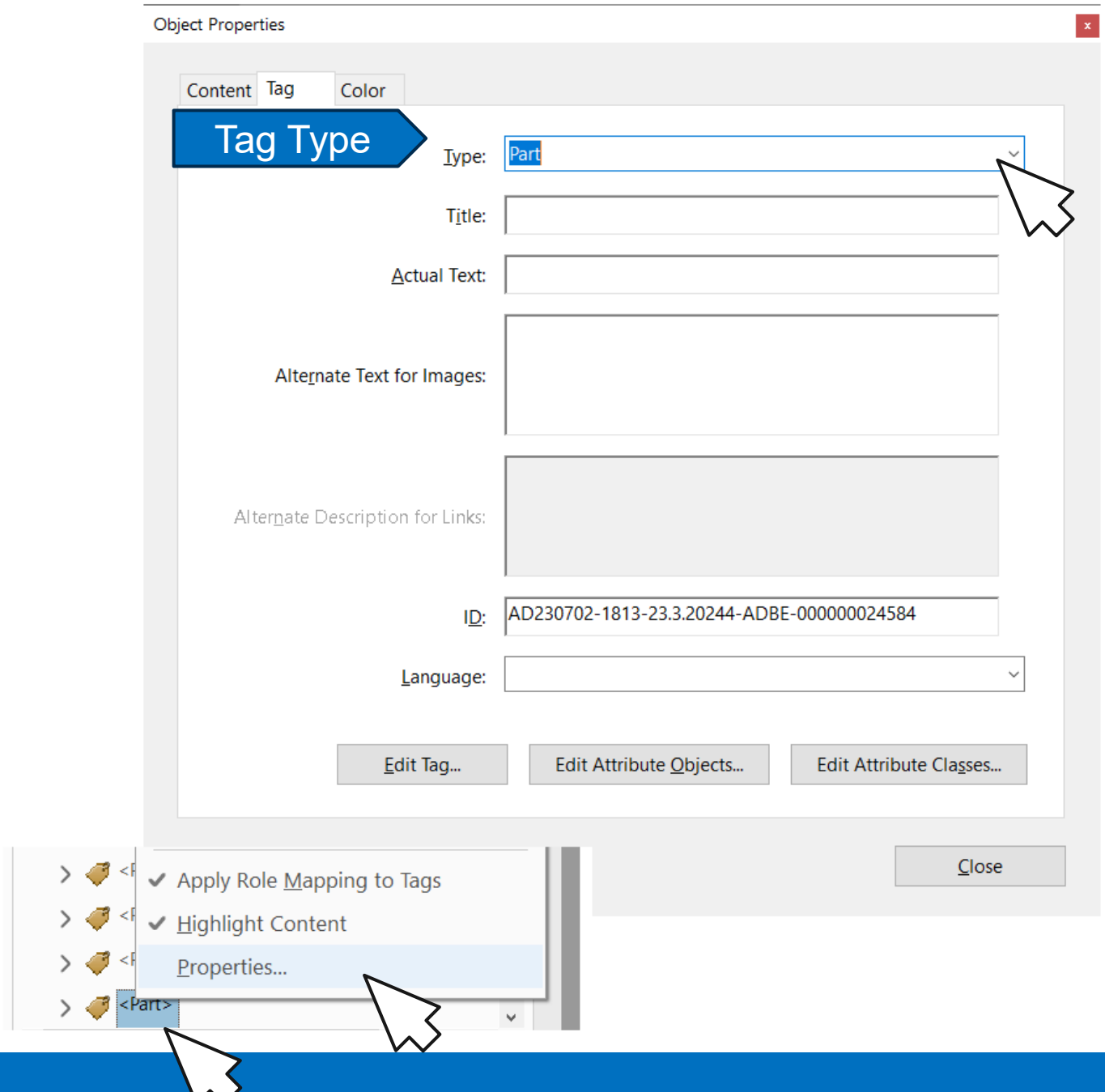
Target Audience

The target audience for this documentation includes website administrators and technical users, providing step-by-step instructions on how to use the WCMS to manage website content. It is intended for users who are familiar with web development and are looking for detailed technical information.

8.50 x 11.00 in

Editing Tags

- To edit a tag you can right click on the tag and select Properties.
- Use the Type Drop down to select a new tag.
- You can also edit tags with the reading order panel.



PDF Tags | General & Heading Tags

Heading Tags

- **<H1>** = Heading 1. This is the title of your document. There should only be one **<H1>** for the entire document.
- **<H2>** = Heading 2. This is the highest-level sub-headings in a document.
- **<H3>** = Heading 3. This is a third level heading.
- **<H4>** = Heading 4. This is a fourth level heading. Below heading 4 is not recommended.

General Tags

- **<P>** = Paragraph.
- **<Figure>** = A figure or image.
- **<Caption>** = Caption. When an image is tagged as a figure, the caption tag tags the caption for it.
- **<L>** = A list. All tags within this tag are part of a list.
- **** = List item. This tag should always be embedded within an **<L>** tag.
- **<Link>** = A hyperlink.

PDF Tags | Container & Table Tags

Container Tags

- **<Document>** - Main document tag used to encompass all the tags and content in the tag structure
- **<Part>** - Part tag used to encompass large parts of tags and content
- **<Div>** - Division tag used to encompass groups of tags and content
- **<Art>** - Article tag used to encompass a standalone group of tags and content
- **<Sect>** - Section tag used to encompass a section of tags and content in a Part or Article

Table Tags

- **<Table>** = A table. All tags within this tag are part of a table.
- **<TR>** = Table row. You should have one of these tags for each row in your table.
- **<TD>** = Table data. This is used to tag data cells in a table.
- **<TH>** = Table Heading. This is used to tag table heading cells.

Managing Drupal

Depending on department roles specific functions and steps may fall to different or various people or groups, but anyone creating content for the intranet or internet will need to take specific steps to ensure content is the most accessible possible. Roles typically fall under three categories, and may be one or more:

Content Owner / Creator: Person who owns the content. Would be responsible for updating material or at least passing updates on to content managers.

Content Manager: Person with creating rights for the Internet / Intranet. Can post documents or files or create and edit pages (Not all content managers have page edit rights) .

Site Administrator: Primary Point of Contact for site / Governance Member. Like is a content manager, but also may need to communicate with other content managers to provide standards, guidelines, processes or trainings.

Content Owners

Content Owners are responsible for the following:

[Roles may be adjusted based on department processes.]

- **Building Accessible Documents**
 - Alternative text for images, buttons, tables etc.
 - Descriptive Links.
 - Using Headers logically in order
 - Use Accessibility Checker
- **Confirming accessibility** of document / PDF before posting or sending to content manager.
- **Reviewing Content for accuracy** (annually or based on set review date)

Note: If a PDF is required and user doesn't have Adobe Acrobat; content managers will complete the PDF Accessibility process.

Content Managers

Drupal Page or Site Managers are responsible for the following, though roles may be adjusted based on department processes.

- **Building Accessible pages (If applicable)**
 - Alternative text for images, buttons, tables etc.
 - Descriptive Links.
 - Using Headers logically in order
- **Confirming accessibility** of document / PDF before posting.
- **Returning inaccessible documents** to the creator to update.

Note: If a PDF is required and the user doesn't have Adobe Acrobat that some content managers have should complete the PDF Accessibility process.

Site Administrator

Site Administrators are responsible for the following, though roles may be adjusted based on department processes.

- **Building Accessible pages.**
- **Managing Content Managers Training & Roles**
- **Confirming accessibility** of document / PDF before posting.
- **Returning inaccessible documents** to the creator to update.

Note: If a PDF is required and the user doesn't have Adobe Acrobat that some content managers have should complete the PDF Accessibility process.

Drupal Page Accessibility

- Accessibility for Basic Pages
- Accessibility fields for Document / File Uploads
- Accessibility for Custom Blocks
- Website Accessibility Tips

Basic Page Accessibility

Edit Basic page Home Page

- Page accessibility is primarily dependent on manual checks and the user's own knowledge.


View

Edit

Delete

Revisions

Home »

 You are editing the Home Page

Title *

Home Page

Body

B *I* U               | Heading 3 | Styles

 Source

Welcome to the Vermont Agency of Human Services!

Browsing our website you can learn general information about our departments, programs and services, access resources and tools, and explore cross-agency initiatives that are advancing our mission through innovation.

[أهلاً وسهلاً!](#) [Dobro došli!](#) [kyaosopartaal!](#) [Welcome!](#) [Bienvenue!](#) [Svāgatam!](#) [Добро пожаловать!!](#) [¡Bienvenido!](#) [Karibu!](#) [Chào Mõng Quyù Vò!](#)

Premium Pay for Workforce Recruitment and Retention

On March 16, 2022, Governor Scott authorized \$60 million for certain health care and social service employers to provide premium pay for workforce recruitment and retention. These funds have been made available to the State of Vermont through the Federal Coronavirus State Fiscal Recovery Fund and Section 9817 of the American Rescue Plan Act. The Agency of Human Services (AHS) is administering this program. [Find information on the application process, deadlines, and informational webinars.](#)

[Guidance for Licensed Health Care Providers](#)

Previous guidance issued under the Governor's Executive Order 01-20 concerning the Covid-19 pandemic, and provided to health care providers licensed under Title 26 of the Vermont Statutes Annotated, are hereby rescinded.

Published

Last saved: 07/21/2022 - 15:17

Author: admin

Create new revision

Revision log message

Briefly describe the changes you have made.

MENU SETTINGS (Not in menu)

URL ALIAS (Automatic alias)

Generate automatic URL alias

Uncheck this to create a custom alias below.

URL alias

/home

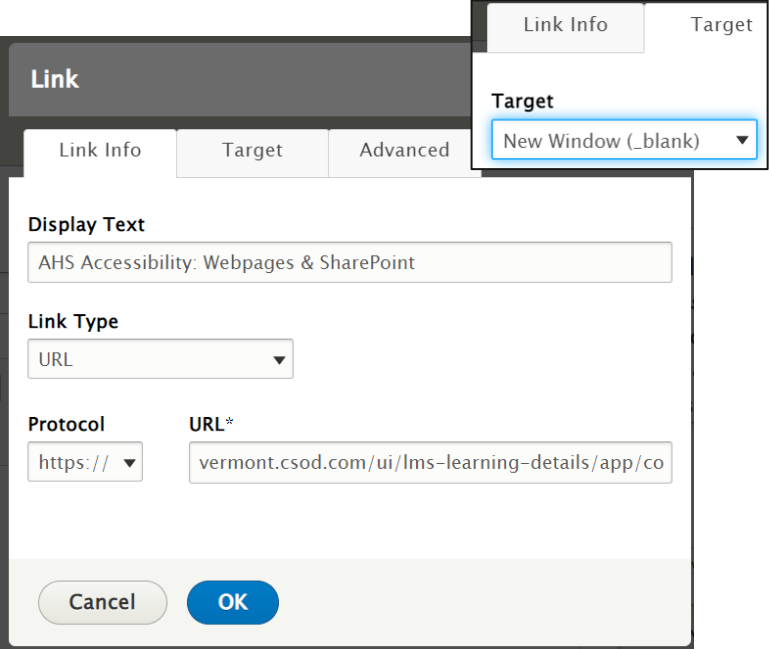
Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.

AUTHORING INFORMATION (By admin (1) on 2013-12-23)

Authored by

Basic Accessibility

- Headings (Levels 2-4) should be used. Lower than 4 is not ideal due to font size. Heading one is the Page title.
- Links should:
 - Be Descriptive [Display Text]
 - Open in New Window [Target> New Window (_blank)]
 - Alternate text/ tool tip and should be descriptive.
- Images should be used sparingly in text blocks.
 - They should either be center or right aligned.
 - They must have alternate text.
 - They should also have a description.
- Pages / Sites, and documents should have a clear contact for accessibility accommodations.
- Text should be in plain language. No acronyms.
- Lists should have adequate space between lines (UL)



The image shows a 'Link' dialog box with several tabs: 'Link Info', 'Target', and 'Advanced'. The 'Target' tab is selected, and a dropdown menu is open showing 'New Window (_blank)'. The 'Display Text' field contains 'AHS Accessibility: Webpages & SharePoint'. The 'Link Type' is set to 'URL'. The 'Protocol' is 'https://' and the 'URL*' is 'vermont.csod.com/ui/lms-learning-details/app/co'. There are 'Cancel' and 'OK' buttons at the bottom.

Basic HTML for Accessibility

Note that some sites may reject additional certain HTML code and should be tested.

- Links:

- Web Link: `Link Display Text`
- Image Links ``
- Telephone Numbers ` Display Phone Number `
- Email Addresses ` Display Text `

- Images: `< Img src="Image link" width = "Pixels or %" Height= "Pixels or %" " alt = "Alternate Text" >`

- Line Spacing

- ` Text ` Called Unique line adds half a line of space between items.
- `<p> Text </P>` puts a full line of space in between.

Drupal Document Accessibility

- Files should be made accessible prior to uploading.
- File Name should not have spaces.
- Document Name: Simplified and clear title for public use.
- Description 1: Alternate Text for File Label
- File Format, Tags & Categories increase search power and accessibility.
- Do not use a thumbnail unless needed.
- Full Description: Appears on document placeholder page and increases search functionality. Ideally copy and paste short summary here.

Edit Document Nurse Preceptor Grants Webinar and Office Hour Slides

View Edit Delete Revisions

Home » » Nurse Preceptor Grants Webinar and Office Hour Slides

Document Name
Nurse Preceptor Grants Webinar and Office Hour Slides

File
Nurse Preceptor Grants Webinar and Office Hour Slides vf.pdf

Description
Open Nurse Preceptor Grants Webinar and Office Hour Slides
The description may be used as the label of the link to the file.

Remove

File Format *
PDF

Date
mm/dd/yyyy

Optionally add a date for the attached file

Tags
- None -

Please click to make selection. To select more than one hold down control while clicking.

Thumbnail Image
Choose File No file chosen

One file only.
75 KB limit.
Allowed types: png gif jpg jpeg.
Images must be larger than 150x150 pixels. Images larger than 600x600 pixels will be resized.

Description

Category
- None -

Published

Save Preview Delete

Published
Last saved: 05/18/2023 - 13:22
Author: Fran.Hodgins@vermont.gov
 Create new revision

► MENU SETTINGS (Not in menu)

▼ URL ALIAS (Automatic alias)
 Generate automatic URL alias
Uncheck this to create a custom alias below.
URL alias
/document/nurse-preceptor-grants-webinar-and-office-hour-slides
Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.

► AUTHORIZING INFORMATION (By Fran.Hodgins@vermont.gov (842) on 2023-05-18)

► PROMOTION OPTIONS (Promoted to front page)

Block Accessibility

- Block Description, Headline and Link Text should all be similar, logical and descriptive (they can match).
- If using an image as part of your custom block add alternate text.

Headline

Text

LINK

URL *

Start typing the title of a piece of content to select it. You can also

Link text

Revision information

No revision Create new revision

Save

[Delete](#)

Edit custom block *How to Get Help*

[Edit](#) [Delete](#)

Home

Block description *


A brief description of your block.

Icon fa-

Name of the Font Awesome Icon. See the [Font Awesome icon list](#) for valid


[▶ ADDITIONAL FONT AWESOME SETTINGS](#)

Image



Alternative text *

Short description of the image used by screen readers and displayed when the image is not loaded. This is important for accessibility.

 [Get help now2.jpg](#) (286.59 KB)

Questions



▶ **Thank you**

[Adobe Acrobat \(PDF\) Accessibility | WebAIM](#)

[AHS Accessibility: Webpages & SharePoint](#)