



Kansas Partnership for Accessible Technology

Ideas for addressing PDF
Accessibility on Kansas
State Web Sites

CommonLook

- A brand of NetCentric Technologies (est. 1995)
- Dedicated to PDF accessibility since 2004
- First with 3rd party PDF tagging software
- Complete solutions for the entire document lifecycle
- On demand PDF accessibility services
- PDF/UA and WCAG 2.0 support coming soon!



1500

Where is PDF going?

UP

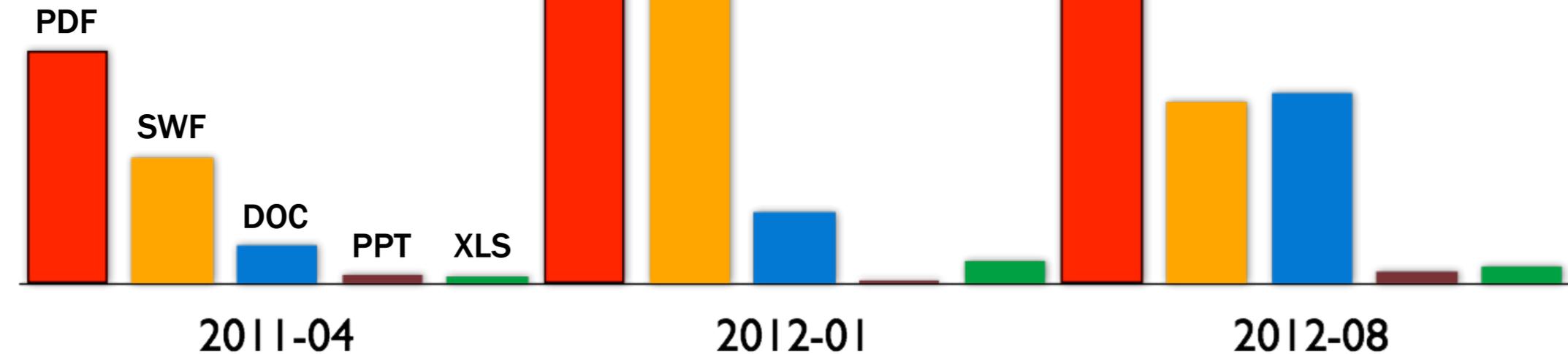
1000

Millions of Files Online

Source: Google "filetype:X" search

- PDF
- SWF (Flash)
- DOC / DOCX
- PPT / PPTX
- XLS / XLSX

500



Why PDF?



Users and Organizations **LOVE PDF!**

- PDF is reliable, and looks the same everywhere (Windows, Mac, Linux, tablet, phone, printer, etc.)
- PDF is difficult to alter but may be secured, stamped, annotated, redacted, digitally signed and much more
- PDF works offline; PDF/A files will last forever
- PDF is sturdy, powerful and flexible; it's "electronic paper", but in a good way
- PDF files are EASY, ok!
- BUT - it does have it's challenges...

Why PDF?



Web Content Managers **HATE PDF!**

- PDF appearance is unmanaged (no CSS and template usage beyond web content management's control)
- No visibility: even 1,000 page PDF files are “managed” by Content Management Systems as single objects
- While web pages can easily be fixed or tweaked, changing PDF files usually means returning to the source
- HTML is “light,” PDF files can be huge (after all, they may contain hundreds or thousands of pages)
- Anyone can and does make PDF documents and forms, so why is it a “web content” problem?

Why PDF?



1500

Deal with it.

PDF

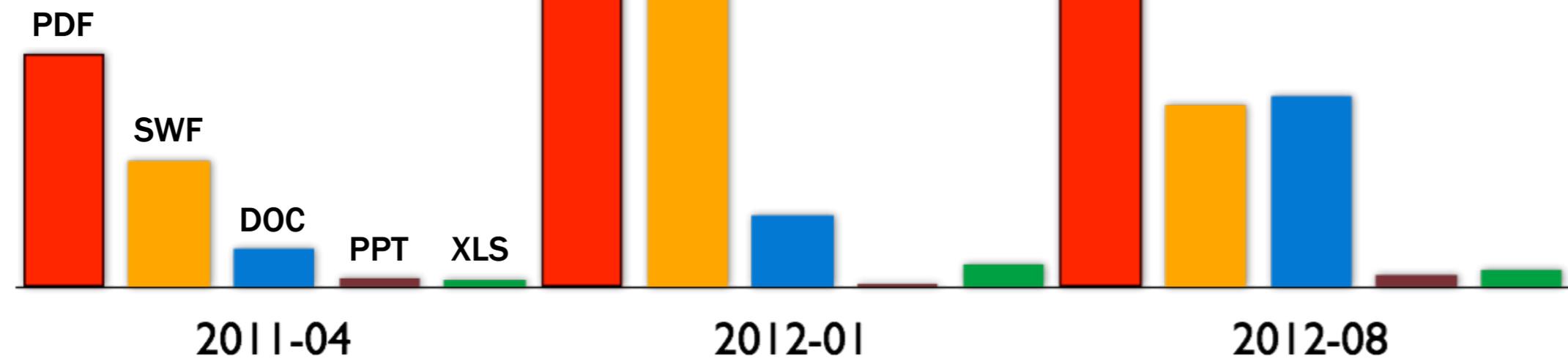
Millions of Files Online

Source: Google "filetype:X" search

1000

500

- PDF
- SWF (Flash)
- DOC & DOCX
- PPT & PPTX
- XLS & XLSX



Why PDF?



PDF/UA and WCAG 2.0



PDF/UA

The ISO Standard for accessible PDF technology

*...and the first accessible
(tagged) ISO Standard...*

(available from iso.org)

INTERNATIONAL
STANDARD

ISO
14289-1

First edition
2012-07-15
Corrected version
2012-08-01

Document management applications —
Electronic document file format
enhancement for accessibility — Part 1:
Use of ISO 32000-1 (PDF/UA-1)

*Applications de la gestion de documents — Amélioration de
format du fichier du document électronique pour l'accessibilité —
Partie 1: Utilisation de l'ISO 32000-1 (PDF/UA-1)*



Reference number
ISO 14289-1:2012(E)

© ISO 2012

What is PDF/UA?



Why the world needs PDF/UA

- **FACT:** A key problem with accessibility today (and especially with PDF) is inconsistent & insufficient methods and tools.
- **FACT:** The reality is that PDF creation can't be fully controlled; PDF files are easy to make, using any software. This isn't a "bad thing" - PDF is a reality for good reasons.
- **FACT:** PDF/UA provides a clear normative framework for software to create, test and remediate accessible PDFs.
- **FACT:** PDF/UA makes it easier for software developers to produce WCAG 2.0 conforming PDF files because it provides technically-specific requirements. Development is encouraged because the risk is reduced, the objective is clearly defined and the marketplace is expanded.

What is PDF/UA?



Who supports PDF/UA

- ISO 14289 was published in August, 2012
- Adobe Systems has announced plans to support PDF/UA
- NetCentric is actively working on both PDF/UA and full WCAG 2.0 support in CommonLook products
- NV Access is working on PDF/UA support for NVDA
- The PDF Association's PDF/UA Competence Center is developing the "Matterhorn Protocol" validation model to help ensure PDF/UA vendors produce consistent results
- Other PDF producers and accessibility vendors are planning support for PDF/UA

What is PDF/UA?



How WCAG 2.0 works with PDF/UA

- Use WCAG 2.0 to set general principles
- Use WCAG 2.0 to specify design requirements
- Use WCAG 2.0 to specify scripting requirements
- Use WCAG 2.0 to specify multimedia requirements
- Use PDF/UA to achieve WCAG 2.0 with PDF
- Use PDF/UA conforming software to check PDFs
- Use PDF/UA to procure accessible PDF software
- Use PDF/UA to specify navigation requirements



How can you use PDF/UA?

Are you looking for an international standard for accessible electronic documents and forms with specific technical requirements directly applicable to any PDF writing or reading software?

Consider adopting PDF/UA as a key component in your overall accessibility strategy.

Do you need to improve accessibility in the electronic documents and forms your organization produces?

Ask your authoring software vendor about their plans to support PDF/UA.

Do you read PDF files but need better navigation options, or reliable control of the size and formatting of text?

Ask your PDF reader vendor about their plans to support PDF/UA.

Do you use Assistive Technology and want better performance when reading and using PDF files?

Ask your AT vendor about their plans to support PDF/UA.



End Users Get

- A top-quality reading and navigating experience with conforming AT
- High-quality results accessing PDF content on mobile devices
- Improved re-use (copy & paste, extract to HTML)
- High quality search results with conforming search engines

Organizations Get

- Enhanced communications with persons using conforming AT
- Technically-specific means of meeting WCAG 2.0 in PDF
- Guidance for software and document procurement
- Reduced liability exposure

What is PDF/UA?



So... PDF/UA is the new
standard for Accessible PDF

What's the solution today?



Here is how some of your neighboring states are addressing the problem of Accessible PDF?

Two approaches





- **Texas DIR (Department of Information Resources) provides resources, best practices, training, and support.**
- **Decentralized Information Technology approach.**
- **Each agency is responsible for their own compliance with the Federal and Texas laws.**
- **Texas has done an excellent job of providing “free” resources on the web.**



 Search

- Home
- About

Texas Key Laws & Resources

- ADA
- Access to Information
- Accessible Communications
- Accessible Documents
- Aging Texans
- Jurors, Witnesses and Offenders
- Building Accessibility
- Communications Technology
- Disability History
- Driver's Licenses and Personal IDs
- Public Education
- Higher Education
- Emergency Management
- Employment Protections
- Financial Assistance
- Genetic Testing
- Guardianship
- Health
- Health Care Directives
- Housing
- Insurance
- Insurance: Health
- Intellectual Disability Protections

Creating Accessible Microsoft Office 2010 Documents

The Texas Governor's Committee on People with Disabilities is proud to host these learning modules on making Microsoft Office 2010 documents accessible to people with disabilities. These modules were created by a multi-agency team of accessibility professionals. Accessible documents are more portable and usable for everyone, not just people with disabilities because accessible documents work better across all web browsers, computer systems, and other devices. Ensuring that your documents are made in an accessible manner provides everyone with an equal opportunity to access information from your agency, program or service. The Committee encourages widespread use of these modules by public and private entities.

If you have questions, comments or compliments about these learning modules, please contact GCPD@governor.state.tx.us

Assistive Technology

Understanding Assistive Technology



- [YouTube Video: Understanding Assistive Technology](#)
- [Download Audio MP3 File: Understanding Assistive Technology](#)
- [Download Instructional Word Document: Understanding Assistive Technology](#)
- [Download Instructional Adobe PDF: Understanding Assistive Technology](#)

How to Test a Document Using JAWS



- [YouTube Video: How to Test a Document Using JAWS](#)
- [Download Audio MP3 File: How to Test a Document Using JAWS](#)
- [Download Instructional Word Document: How to Test a Document Using JAWS](#)

Microsoft Word 2010

Productivity/Accessibility Ribbon Explained



- [YouTube Video: Productivity / Accessibility Ribbon Explained](#)
- [Download Audio MP3 File: Productivity / Accessibility Ribbon Explained](#)
- [Download Instructional Word Document: Productivity / Accessibility Ribbon Explained](#)
- [Download Instructional Adobe PDF: Productivity / Accessibility Ribbon Explained](#)

[Download Accessibility Ribbon Quick Reference Word Document](#)

[Download Accessibility Ribbon Quick Reference Adobe PDF](#)

Productivity/Accessibility Ribbon Installation Instructions



- [Download Word Ribbon \(.exportedUI\) File \(Zipped File\)](#)
- [Download Instructional Word Document: Productivity / Accessibility Ribbon Installation Instructions](#)
- [Download Instructional Adobe PDF: Productivity / Accessibility Ribbon Installation Instructions](#)

Using the Accessibility Checker



- [YouTube Video: Using the Accessibility Checker](#)
- [Download Audio MP3 File: Using the Accessibility Checker](#)
- [Download Instructional Word Document: Using the Accessibility Checker](#)
- [Download Instructional Adobe PDF: Using the Accessibility Checker](#)

Requirements to Make a Word Document Accessible



- [YouTube Video: Requirements to Make a Word Document Accessible](#)
- [Download Audio MP3 File: Requirements to Make a Word Document Accessible](#)
- [Download Instructional Word Document: Requirements to Make a Word Document Accessible](#)
- [Download Instructional Adobe PDF: Requirements to Make a Word Document Accessible](#)

How to Make an Old Document Accessible



- [YouTube Video: How to Make an Old Document Accessible](#)
- [Download Audio MP3 File: How to Make an Old Document Accessible](#)
- [Download Instructional Word Document: How to Make an Old Document Accessible](#)
- [Download Instructional Adobe PDF: How to Make an Old Document Accessible](#)

Templates and Styles, the Basics (Headings/Structure)



- [YouTube Video: Templates and Styles, the Basics \(Headings/Structure\)](#)
- [Download Audio MP3 File: Templates and Styles, the Basics \(Headings/Structure\)](#)
- [Download Instructional Word Document: Templates and Styles, the Basics \(Headings/Structure\)](#)
- [Download Instructional Adobe PDF: Templates and Styles, the Basics \(Headings/Structure\)](#)



Live now: President Obama's inauguration ceremony.



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GUIDE



Creating Accessible Microsoft Word 2010 Documents: Requirements to Make ...



txgcpd · 23 videos

154 views

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Published on Aug 9, 2012

This is one of a collection of learning modules created by the collaboration of a group of Texas state agencies. This module summarizes the seven requirements that make electronic

Show more

All Comments



Scion Motivate

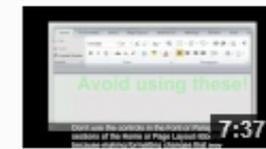
by scion
186,366 views

Ad



Creating Accessible Microsoft Word 2010

by txgcpd
108 views



Creating Accessible Microsoft Word 2010

by txgcpd
95 views



Creating Accessible Microsoft Word 2010

by txgcpd
55 views



AT Minute - Microsoft Accessibility

by pacercenter
152 views



Creating Accessible Microsoft Word 2010

by txgcpd
89 views



Word, Styles and Accessibility

by marisol204832
879 views



Creating Accessible Microsoft Word 2010

by txgcpd
116 views



Eight Essentials for Creating Accessible PDF

by titantechtraining

Summary of Texas Approach

- Excellent distribution of the “Best Practices” information for Adobe and Microsoft Accessibility features.
- Training and web site scanning tools are helpful to State Agencies that don't have the budget for additional services.
- Decentralized IT approach limits what can be done on a state-wide level.
- While much of their work is very useful, it was **disappointing to the Accessibility Council** to discover that despite their best efforts, following the Adobe and Microsoft accessibility recommendations still resulted in inaccessible content being created.
- Tools beyond Microsoft and Adobe are necessary to ensure PDF files are fully accessible despite adopting best practices.





- **Centralized Information Technology approach.**
- **Oklahoma Able Tech authorized by Oklahoma HB2197 to coordinate with the centralized IT (OMES) to provide technical assistance on Accessible EITA.**
- **State agencies previously were responsible for their own compliance with the law.**
- **OMES and Able Tech are now in discussions on how to provide access to tools for accessibility and training to all state agencies and higher education.**



Case Study – Oklahoma Department of Human Services

- **Challenge:** re-launched web site under OK.gov, Required to meet Section 508 and OK regulations due to receiving Federal funding, PDF content on the site not in compliance.
- **Solution:** Evaluated 3,700 PDF files for Compliance
- Divided up into three groups , Outdated, Grandfathered under EITA Act and Files needing to be Accessible
- Department used Office and Adobe tools to address some of the compliance issues, but found that it was very time consuming or impossible to resolve some accessibility issues.
- Implemented CommonLook PDF and Office and was able to reduce time spent on accessibility, improved user experience on the site, and delivering truly open and accessible government to all visitors to the OKDHS Web site.



Customer Profile

OKDHS is the state's largest agency. It provides a wide variety of services to Oklahoma citizens as well as businesses. OKDHS has more than 8,000 employees and is responsible for the delivery of services to more than one out of three Oklahoma residents through the 40 state and federal programs it administers.



“The product is so easy to use...we've been able to overcome a lot of the challenges we had working with Adobe Acrobat, such as the tree structure.”

**-Douglas Doe
OKDHS**



“We've gone from about eight hours per page, to an average of about 10 to 15 minutes with the NetCentric solution. When you look at the sheer number of documents we are dealing with, that's thousands upon thousands of hours saved. There's no way we would have been able to do this with Adobe Acrobat Professional alone.”

**-Douglas Doe
OKDHS**

Summary of Oklahoma Approach

- Oklahoma EITA laws have been on the books since 2004, but have not been strictly enforced until recently.
- Prior to IT consolidation, each agency was required to follow the regulations, but without guidance, each took a different approach, some more successful than others.
- Centralized IT allows the state to consider tools and shared resources such as training.
- Centralized IT and the new OK.gov web site consolidation showed the need to specialized tools. Microsoft and Adobe tools were not enough to do the job properly.
- Bottom Line – without the proper tools, Oklahoma could not expect their agencies to be able to address the problem.
Accessibility needs to shift from webmasters to content providers



Links and Resources

- Texas Department of Information Resources Accessibility
<http://www.dir.texas.gov/management/accessibility/Pages/Overview.aspx>
- Texas Governor's Accessibility Resources
<http://governor.state.tx.us/disabilities/accessibledocs>
- Oklahoma Able Tech
<http://www.ok.gov/abletech/>
- Oklahoma Department of Human Services Case Study
<http://www.commonlook.com/files/Section-508-Compliance-Resources/CommonLook-Case-Study-OK.pdf>
- Kansas Partnership for Accessible Technology Resources
<http://oits.ks.gov/kpat/resources/#pdf>



CommonLook and PDF/UA

- NetCentric has produced accessible PDF files for years; CommonLook tools & services cover most of PDF/UA today
- PDF/UA creation, validation and remediation software is under development and will be available in 2013
- Existing CommonLook software customers with current maintenance and support will be upgraded at no charge

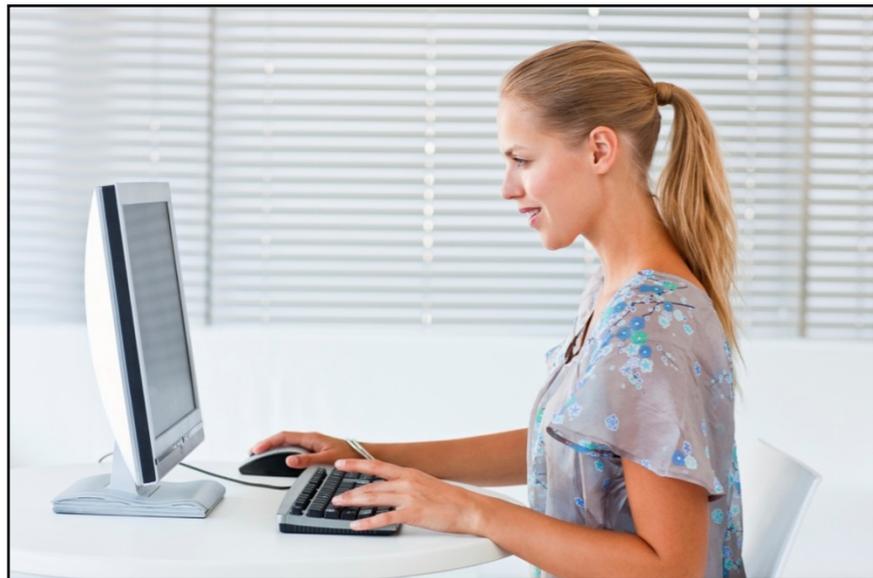


Review the Challenges

- Most people creating PDF files don't understand or practice accessible authoring, or lack capable software
- Many have software that can tag PDF files but don't know how to use it, so quality is low even when PDFs are tagged
- Microsoft Office tools like the "Accessibility Checker" are a good first step, but don't necessarily produce reliably tagged and accessible PDF
- Adobe Acrobat does not provide a consistent, methodical process for checking and remediating PDF files
- Content Management Systems don't include a useful means of evaluating PDF files for accessibility



CommonLook Solves PDF Accessibility Problems



PDF Creation

- Authoring
- Preparation
- Generation



Remediation

- Verification
- Remediation
- Outsourcing



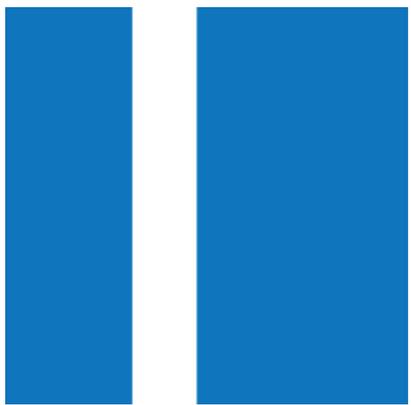
Management

- Awareness
- Management
- Training



CommonLook Office

- Works with Microsoft Word & PowerPoint
- Provides complete guidance prior to PDF creation
- Creates accessible PDF documents and forms



CommonLook Office - Features

- Task by task, checkpoint by checkpoint for easy learning
- All Section 508 (1194.22) checkpoints covered
- Powerful Regular Expression-based quality control mechanism for alternative text
- Complete table structure management, including “presentation” tables and tables with row headers
- Make accessible PDF forms from Word and PowerPoint
- Creates an accessible, Section 508 compliant PDF file once checkpoints are complete



CommonLook Office - Benefits

- **Methodical:** systematic approach ensures quality results
- **Structured:** reduces complexity for new users
- **Flexible:** includes power tools for advanced users
- **Cost-effective:** minimizes expensive verification work
- Increases awareness of accessibility requirements
- Leads to improved skills with MS Word and PowerPoint



CommonLook Office

The screenshot displays the CommonLook Office interface. On the left, there is a sidebar with a 'Reports' section and a bar chart showing '517' for 'Files' and '15' for 'Forms'. The main window is titled 'CommonLook Office - Checkpoints' and shows a breadcrumb path: 'Content Preparation > Word > Logical Heading Levels'. Below the breadcrumb, a message states: 'Check for headings, ensure heading levels are not skipped. [More...](#)'. A navigation bar contains three buttons: 'All Checkpoints', 'Current Checkpoint', and 'Checkpoint Preferences'. The main content area features a red 'X' icon and the text: 'One or more heading levels are skipped.' Below this, it says: 'Headings identified in this document. Errors are noted.' A list of headings is shown, with the first item highlighted in blue: 'Heading 1 (PDF Tag: H1)'. The subsequent items are: 'Heading 3 (PDF Tag: H3) - Heading level skipped', 'Heading 3 (PDF Tag: H3)', 'Heading 3 (PDF Tag: H3)', 'Heading 4 (PDF Tag: H4)', 'Heading 4 (PDF Tag: H4)', 'Heading 4 (PDF Tag: H4)', and 'Heading 4 (PDF Tag: H4)'.





CommonLook Office

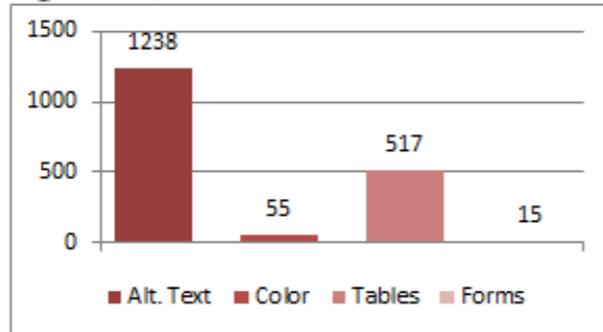
Clarity scan, summary and reports

For accessibility characteristics. The software generates reports. Use CommonLook Clarity to identify PDF documents requiring human verification.



of pages: 1659

Pages with Errors



Checking or correction

File Name	Number of Pages	Tagged	Compliant	Produced	Document Source	Number of Figures	Number of Tables	Number of Forms	Number of Tables	Number of Tables
http://www.commonlook.com/files/commonlook-and-office-at-csmc-2012/CLAR_2012_PDF.us.presentation.pdf	24	Yes	No	No	Keywords: ClarityStar	2	0	0	0	0
http://www.commonlook.com/files/2012-02-07-svc/Duff_Johnson-WCHP.presentation.pdf	22	Yes	No	No	Keywords: ClarityStar	14	2	0	0	0
http://www.commonlook.com/files/resources/Documents/accessibility.pdf	20	Yes	No	No	Acrobat PDFMaker 9.1 for PowerPoint	6	0	0	0	0
http://www.commonlook.com/files/2012-02-07-svc/Morgan_Water-WCHP.presentation.pdf	8	Yes	No	No	Acrobat PDFMaker 9.1 for PowerPoint	3	0	0	0	0
http://www.commonlook.com/files/2012-02-07-svc/commonlook_brochure.pdf	8	Yes	No	No	QuarkXPress/2.27.5	0	0	0	0	0

PDF document.



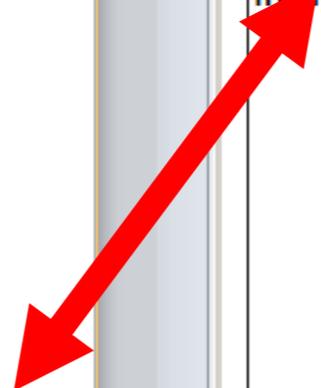
CommonLook Office - Checkpoints

Section 508 > 1194.22 > (a) Text Tags

Ensure graphics include appropriate alternative text. [More...](#)

All Checkpoints Current Checkpoint Checkpoint Preferences

Image{No alternative text provided}
 Image{No alternative text provided}
 Image{Institutional, Document, Summary, Active, Automate
 Image{CommonLook Report icon. }
 Image{No alternative text provided}
 Image{No alternative text provided}
 Image{C:\Users\Duff Johnson Source\Desktop\CL_Clarity



Show images with no textual description

Show all

Textual Description:



CommonLook Office

COMMONLOOK PDF

Help

Our complimentary CommonLook Clarity scan, summary and reports

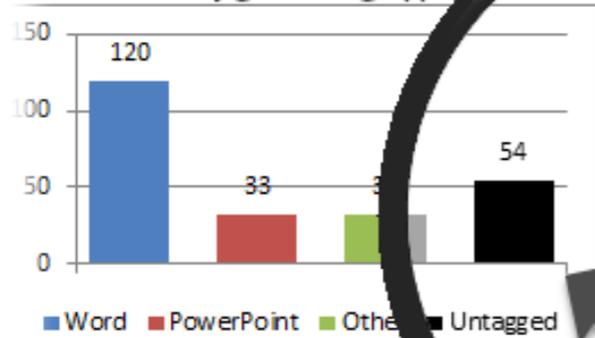
CommonLook Clarity analyzes PDF files posted online for accessibility characteristics. The software generates several reports for management, auditing and other purposes. Use CommonLook Clarity to identify PDF documents failing accessibility standards and identify files requiring human verification.



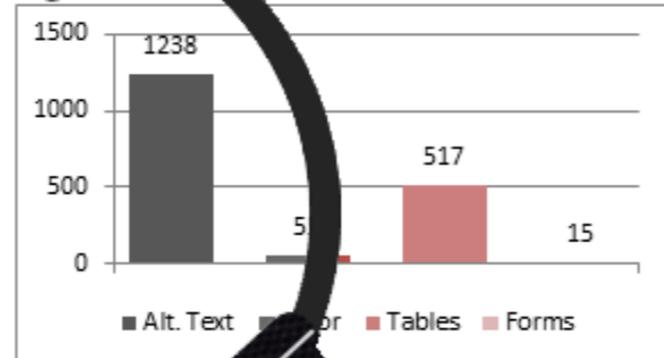
Verification Domain: *ADD-DOMAIN-HERE*

Total number of documents: 142 Total number of pages: 1659

PDF files found by generating application



Pages with Errors



Reports include links to files that require checking or correction.



CommonLook Clarity provides a variety of customizable CommonLook Reports.

Report	Number of Pages	Number of Pages with Errors	Number of Pages with Alt. Text	Number of Pages with Color	Number of Pages with Tables	Number of Pages with Forms
Summary	1659	1770	1238	5	517	15

CommonLook Office - Checkpoints

Section 508 > 1194.22 > (c) Color

If color is used to convey information, ensure that the information is also provided by other means. [More...](#)

All Checkpoints Current Checkpoint

Pages with Color:

Page 1



How CommonLook Office Helps

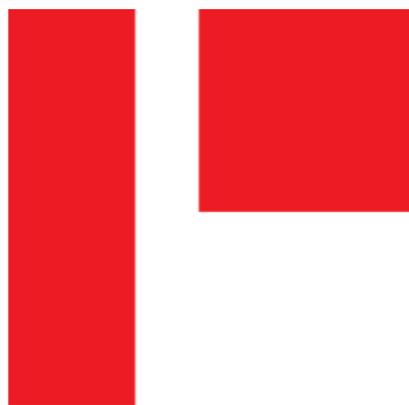
- ✓ Most people creating PDF files don't understand or practice accessible authoring, or lack capable software
- ✓ Many have software that can tag PDF files but don't know how to use it, so quality is low even when PDFs are tagged
- ✓ Microsoft Office tools like the "Accessibility Checker" are a good first step, but don't necessarily produce reliably tagged and accessible PDF
 - Adobe Acrobat does not provide a consistent, methodical process for checking and remediating PDF files
 - Content Management Systems don't include a useful means of evaluating PDF files for accessibility

PDF Creation Solutions



CommonLook PDF

- Works with Adobe Acrobat Professional
- Professional-strength checking and correction for existing PDF documents and forms
- Powerful, comprehensive table structure editor



CommonLook PDF - Features

- Automatically detects and repairs common problems
- “Pass” or “Fail” documents, pages or individual objects (Figures, use of color to convey information, etc)
- Powerful, comprehensive table structure editor (Complete control over cell type, span, scope, ID and more)
- Detailed reports at the object, page and document level
- Replace acronyms and abbreviations with alternate text
- Re-orders page content to follow logical order



CommonLook PDF - Benefits

- Speeds validation and correction of tagged PDF files
- Quickly resolves table structures in seconds vs. minutes with Adobe Acrobat Professional alone
- Improves the user experience even for users with software that doesn't understand PDF tags
- Reports facilitate logging, auditing & quality control



CommonLook PDF

Your complimentary CommonLook Clarity scan, summary and reports

CommonLook Clarity analyzes PDF files posted online for accessibility characteristics. The software generates several reports for management, auditing and other purposes. Use CommonLook Clarity to identify PDF documents failing accessibility standards and identify files requiring human verification.

Verification Domain:

Total number of documents:

142

Total number of pages: 1659

PDF files found by generating application

Pages with Errors

Reports include links to files that require checking or correction

Logical

Ind...	Check...	Status	Description	Remarks
(c) Col...	User ...		Please ensure that all information conveyed with color is ...	
(d) Re...	User ...		Please verify that the logical structure of the page corres...	
(g & h...	Failed		Cell (1,1) does not have column header in table (1)	
(g & h...	Failed		Cell (1,2) does not have column header in table (1)	
(k) Te...	User ...		Choose not applicable if this document is accessible. Pa...	

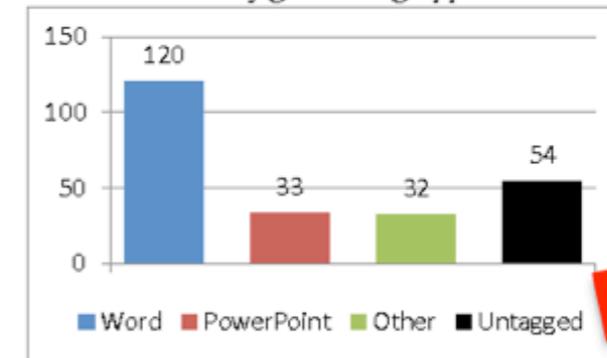
Your complimentary CommonLook Clarity

CommonLook Clarity analyzes PDF files posted online for accessibility characteristics. The software generates several reports for management, auditing and other purposes. Use CommonLook Clarity to identify PDF documents failing accessibility standards and identify files requiring human verification.

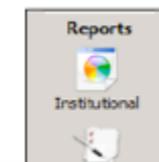
Verification Domain:

Total number of documents: 142 Total number of pages: 1659

PDF files found by generating application



Reports include links to files that require checking or correction



CommonLook Clarity provides six customizable CommonLook Reports.

Types of Reports





CommonLook PDF

Data Table

Please review the logical structure of the table and make sure that each cell has at least one column header and one row header.

Logical Structure

Table Number: 1

		Imported			Domestic		
		Apricots	Cherries		Apricots	Cherries	
			"A" Grade	"B" Grade		"A" Grade	"B" Grade
Perth	Whole Sale	\$1.00	\$9.00	\$6.00	\$1.20	\$13.00	\$9.00
	Retail	\$2.00	\$12.00	\$8.00	\$1.80	\$16.00	\$12.50
Adelaide	Whole Sale	\$1.20	N/A	\$7.00	\$1.00	\$11.00	\$6.00
	Retail	\$1.60	N/A	\$11.00	\$2.00	\$13.00	\$10.00

Table Properties | Cell Properties | Physical View

Cell Type: Table Header Cell | Scope: Column

Col Span: 1 | Row Span: 1

Speak Text:

Linked Headers:

Modify

Passed | Failed | Cancel | End Verification

Examples of Tables

Presentation Table:

This is a test for a presentation table. The table is just used to create 2 columns effect. This is the second column of the table. Again, used for a column effect.

Simple Table:

Quantity	Price
	\$10
0	\$9
0	\$8
0 or more	\$7

Complex table

		Imported			Domestic		
		Apricots	Cherries		Apricots	Cherries	
			"A" Grade	"B" Grade		"A" Grade	"B" Grade
Perth	Whole Sale	\$1.00	\$9.00	\$6.00	\$1.20	\$13.00	\$9.00
	Retail	\$2.00	\$12.00	\$8.00	\$1.80	\$16.00	\$12.50
Adelaide	Whole Sale	\$1.20	N/A	\$7.00	\$1.00	\$11.00	\$6.00
	Retail	\$1.60	N/A	\$11.00	\$2.00	\$13.00	\$10.00



How CommonLook PDF Helps

- Most people creating PDF files don't understand or practice accessible authoring, or lack capable software
- Many have software that can tag PDF files but don't know how to use it, so quality is low even when PDFs are tagged
- Microsoft Office tools like the "Accessibility Checker" are a good first step, but don't necessarily produce reliably tagged and accessible PDF



Adobe Acrobat does not provide a consistent, methodical process for checking and remediating PDF files

- Content Management Systems don't include a useful means of evaluating PDF files for accessibility

PDF Remediation Solutions



CommonLook Clarity

- Scans websites and folders to locate PDF files
- Interrogates PDF files at document, page and object levels
- Generates both summary and actionable reports



PDF Management Solutions



CommonLook Clarity - Features

- Detailed control over website spidering to set report scope
- Schedule scans daily, weekly, monthly or immediately
- Incremental vs. Full scanning options to reduce loads
- Individual checkpoint configuration options
- Report total files & pages, secured and corrupt files
- Report source, contents, existing accessibility features
- Report accessibility errors & content requiring human review
- Six types of reports:

Institutional, Document, Summary, Active, Status, Detailed

PDF Management Solutions



CommonLook Clarity - Benefits

- Provides objective data for assessing PDF accessibility
- Helps direct training and remediation resources
- “Active” report is linked; ready for use by remediators
- Extracts alt. text from figures for high-level quality control
- Tracks progress towards compliance objectives
- Tracks verification by CommonLook Office and PDF
- Spot patterns from detailed object-level reports
- Enterprise class solution for sites up to millions of PDFs



CommonLook Clarity

Summary Institutional Status Report

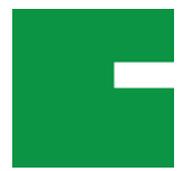
Section 508-Standard 1194.22

Serial	Domain Name	Root URL	Total Pages	Pages Failing							
				a) Text Tags	b) Multimedia Presentation	c) Color	d) Readability	e) Server-side image maps	g & h) Data Tables	j) Flicker	k) Alter
1	Accessibility	http://www.ahha.com/accessibility/	1659	1238	0	0	1234	0	517	0	0
2	CommonLook	http://www.commonlook.com/commonlook-software-services-and-training-for-accessible-pd	102	5	0	0	0	0	0	0	0

Document Source

Serial	Domain Name	Root URL	Total Number of Files	Document Source				Verified by		
				MS Word	MS PowerPoint	MS Excel	Other	CommonLook PDF	CommonLook Office	Common Clarity
1	Accessibility	http://www.ahha.com/accessibility/	142	120	0	0	22	0	0	142
2	CommonLook	http://www.commonlook.com/commonlook-software-services-and-training-for-accessible-pd	10	1	2	0	7	0	0	10





CommonLook Clarity

Summary Document Compliance Status Report

Metric	Count
Figures	1
Figures Lacking Textual Description	0
Tables	5
Tables Lacking Heading Information	0
Form Elements	0
Untagged Form Elements	0
Form Elements Lacking Tool Tips	0
Radio Buttons (Need to be Converted to Forced Checkboxes)	0
Multimedia Elements	0
Scripts	0
Elements with Potential to Flicker	0
Elements that May Require a Timed Response	0
Server-side Image Maps	0
Untagged Elements	765
Pages failing the Color Checkpoint	0
Pages failing the Navigational Links Checkpoint	0
Pages failing the Readability Checkpoint	0

PDF Management Solutions





CommonLook Reports

- **Institutional Report**
Current compliance status across all Verification Domains
- **Document Report**
Compliance statistics for a specific document
- **Summary Report**
Current compliance status for a single Verification Domain
- **Active Report**
Lists PDF files based on specified characteristics
- **Automated Status**
Automated test results for a specific Verification Domain
- **Detailed File Status**
Document, Page and Object-level detail on checkpoint failures

PDF Management Solutions





How CommonLook Clarity Helps

- Most people creating PDF files don't understand or practice accessible authoring, or lack capable software
- Many have software that can tag PDF files but don't know how to use it, so quality is low even when PDFs are tagged
- Microsoft Office tools like the "Accessibility Checker" are a good first step, but don't necessarily produce reliably tagged and accessible PDF
- Adobe Acrobat does not provide a consistent, methodical process for checking and remediating PDF files



Content Management Systems don't include a useful means of evaluating PDF files for accessibility

PDF Management Solutions



CommonLook Services

- Cost-effective, quick and certain remediation of PDF documents and forms
- High-volume capacity (thousands of pages / day)
- Create interactive fillable forms from plain PDF pages
- PDF/UA Compliance Services coming soon
- Available WCAG 2.0 Level AA service
- Guaranteed satisfaction



PDF Management Solutions



CommonLook Training

- Basic accessibility with Microsoft Word and PowerPoint
- Accessible PDF creation with CommonLook Office
- Easing the learning-curve with CommonLook PDF
- Managing electronic documents with CommonLook Clarity
- Develop expert skills to speed through demanding tasks
- Become certified as a CommonLook Trainer



PDF Management Solutions



Recommendations for Success in Kansas



Recommendations for PDF Accessibility in Kansas

- **Discovery Tools** – Kansas Agencies need to know the scope of the problem so they can do something about it.
- Similar to the successful program of web site scanning with SSB-BART's AMP tool, **CommonLook Clarity Cloud Service** would provide a reporting service to each agency, giving them the information necessary to assess the problem.
- No training or support necessary, the applicable reports can be delivered to the web staff for monitoring and showing progress in accessibility of your web sites.



Recommendations for PDF Accessibility in Kansas

- **Remediation**– Once the scope of the problem is understood, each agency can develop a plan to move towards compliance.
- PDF files can be grouped into categories to determine the priorities for remediation.
- PDF files that are identified as needing to be remediated for accessibility can be done using a service such as **CommonLook Service**, or can be done in-house by your staff using tools such as Common PDF.



Recommendations for PDF Accessibility in Kansas

- **Creating Accessible Content going Forward**– Ideally, your agency employees are given the tools and training so that the authors of the content are saving their files as accessible PDF.
- **CommonLook Office** equips every user with the tools to create fully accessible PDF directly from Microsoft Office.
- **CommonLook Office** can be purchased as a Site License, allowing the tool to be purchased for as little as **\$15 per user**. Training completes the program and gives Kansas an excellent plan to ensure accessibility and compliance with the new Section 508 Refresh laws coming in 2013
- **CommonLook PDF** for webmasters and power users



CommonLook Solutions for Accessible PDF

www.CommonLook.com



More Information

