STEPS TO CREATING AN ACCESSIBLE ETD
Equal Access = Essential for Some. Useful for All.

A Publication of the Equal Access Cooperative at Kent State University

Thank you, graduate student, for your efforts to upload accessible ETDs. You are joining thousands of other students across Ohio working to comply with state and federal standards for academic resources, therefore ensuring Equal Access to the results of your hard work and academic discipline for ALL future readers!

The instructions below outline your responsibilities at the **END OF WRITING AND REVIEW**, when you are **READY TO SUBMIT** your final electronic thesis or dissertation.

A. PREPARE YOUR SOURCE DOCUMENT IN WORD

1. *DETAILED DESCRIPTIONS OF ALL IMAGES:*
Scroll through your document. Review the text under each image and make sure you have **detailed descriptions of all visual elements** for EACH figure. This applies to ANY NON-TEXT content: images, tables, graphs, formulas, or charts. If you have completely explained the visual elements of the figure in its description and/or surrounding paragraphs, you have completed this step.

2. *COMPLETE ALL EDITS BEFORE CONVERTING TO PDF:*
Creating the PDF and checking it for accessibility should be the FINAL STEP in preparing your ETD for submission. Confirm that all styling, text and layout are correct before proceeding.

B. EXPORT FROM WORD AS A PDF

1. Select *File* > *Save As* or *File* > *Save a Copy*.
2. In the *Save As* dialog box, choose the *File Format* > *PDF* then select *Options**.
3. **SELECT THE "*DOCUMENT STRUCTURE TAGS FOR ACCESSIBILITY*" CHECKBOX, AND THEN SELECT "*OK*" OR "*EXPORT*".**
4. **NOTE for Mac Users: If* Options *is not available on the* Save *dialog box, look for a selection under the file format box that reads "BEST FOR ELECTRONIC DISTRIBUTION AND ACCESSIBILITY" and check that.*

C. REVIEW THE ACCESSIBILITY OF YOUR PDF

1. Open your exported PDF in Adobe Acrobat ***PRO.*** Click the ***Tools*** tab in the upper left of the document. Scroll down to the section ***Protect & Standardize*** and open ***Accessibility***.
2. Choose ***Set Alternate Text*** on the ***Accessibility*** toolbar and *(if you have written thorough figure descriptions as explained above)* check ***Mark as Decorative*** for each image. ***Save and Close*** when complete.
3. On the right-hand ***Accessibility*** toolbar, click ***Accessibility Check***. Click the ***Choose*** button to select where your accessibility report will save *(best practice is the folder in which you're saving your working thesis or dissertation)*.
4. **REVIEW PAGE TWO/REVERSE OF <u>THIS DOCUMENT</u>** to choose the correct options on the dialog box **BEFORE** you click *Start Checking (Figure 1)*. After making the correct selections, click the *Start Checking* button.
5. Review your results on the left sidebar. Expand the ***Document*** section.
   A. Most documents will show ***"Title - Failed"***; if so, click that line of the report and choose ***"Fix"***.
   B. **UNCHECK** the ***"Leave As Is"*** box immediately below the ***"Title"*** field. Name the document in the dialog box and close *(you may skip the other three options in the box)*.
6. Now look again at the left sidebar, containing the results of your Accessibility Checker.
   A. Confirm that "A*ccessibility permission flag", "Image-only PDF", "Primary language"* and ***"Title"*** all read as ***"Passed"***. See screenshot on page 2/reverse to confirm *(Figure 2)*.
   B. *NOTE: Report may generate errors in the above areas if not saved following the steps in the Word section above.*
7. *FINAL STEPS:* Save and close the file.
   A. Confirm that the accessibility report has saved in your chosen folder (Step C3).
   B. Follow the direction of your ETD contact for submission specifics. Upload or attach both documents (your paper + accessibility report) when asked to submit your accessible ETD.

Scan this QR code or visit the <u>KSU ETD Contacts</u> webpage to find your college's ETD contact and ask any necessary questions.

FIGURE 1
From Step B2: "Save As" or "Save a Copy" boxes when exporting from Word to PDF.

Screenshot of Windows Dialog Box in Word
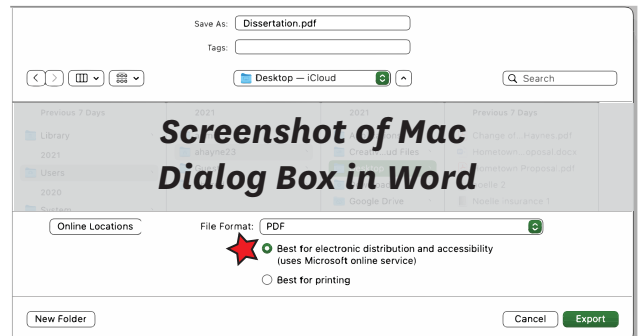
Screenshot of Mac Dialog Box in Word

FIGURE 2 **From Step C4: Accessibility Report Dialog Box**

In REPORT OPTIONS section, click:
- ☑ Create accessibility report
- ☑ Attach report to document

In PAGE RANGE section, click:
- ◉ All pages in document

In CHECKING OPTIONS section, click ONLY:
- ☑ Accessibility permission flag is set
- ☑ Document is not image-only PDF
- ☑ Text language is specified
- ☑ Document title is showing in title bar

Figure 3: Accessibility Report Results Dialog Box

Look for "Passed" on the following:
- Accessibility Permission Flag
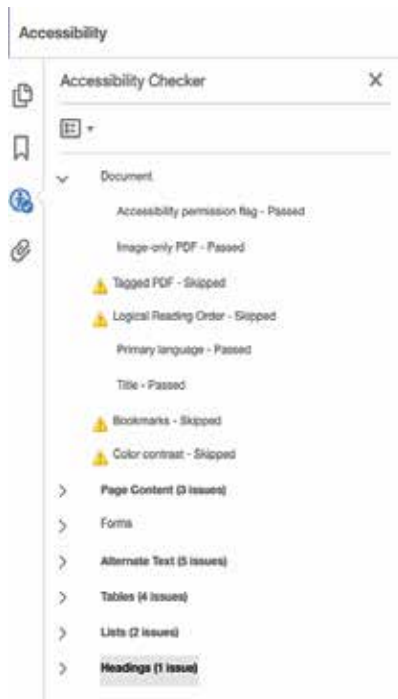- Image-Only PDF
- Primary Language
- Title

Figure 4: Sample Accessibility Report

Accessibility Report

Filename:
Hemantha_Thesis_corrections_after_deffense.pdf

Report created by: Alison Haynes, ahayne23@kent.edu
Organization: Kent State University

[Personal and organization information from the Preferences > Identity dialog.]

Summary

The checker found problems which may prevent the document from being fully accessible.

- Needs manual check: 0
- Passed manually: 0
- Failed manually: 0
- Skipped: 5
- Passed: 23
- Failed: 4

Detailed Report

Document

Rule Name	Status	Description
Accessibility permission flag	Passed	Accessibility permission flag must be set
Image-only PDF	Passed	Document is not image-only PDF
Tagged PDF	Skipped	Document is tagged PDF
Logical Reading Order	Skipped	Document structure provides a logical reading order
Primary language	Passed	Text language is specified
Title	Passed	Document title is showing in title bar
Bookmarks	Skipped	Bookmarks are present in large documents
Color contrast	Skipped	Document has appropriate color contrast

Page Content

Rule Name	Status	Description