Accessible Documents

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

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

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

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

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

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SACHSEN

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

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

TECHNISCHE UNIVERSITÄT DRESDEN
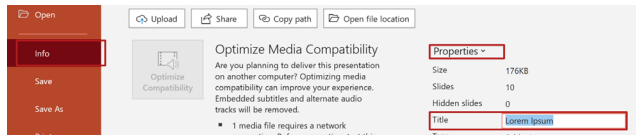
Accessible PDF Documents

How to create accessible PDF documents with PowerPoint 2019

Instruction for Windows

1. **Setting Document Title**
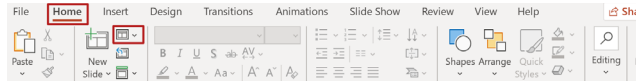   File → Info → Properties → Title

2. **Setting Document Language**
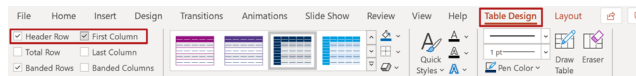   Status bar → Language → Default

3. **Using Slide Layouts and Master Slides**
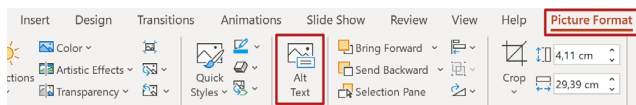   Home → Layout

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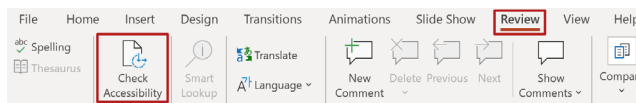   Seelct table → Table Design →
   Header Row/First Column

5. **Pictures: Content Description**
   Select picture → Picture Format → Alt Text

6. **Accessibilty Check**
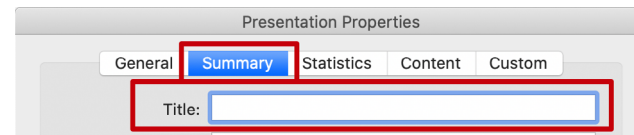   Review → Check Accessibility

7. **PDF Export**
   File → Export → Create PDF/XPS document
   Options: Include non- printing information
   (select all)

Instruction for macOS

1. **Setting Document Title**
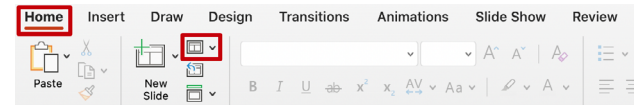   File → Properties → Summary → Title

2. **Setting Document Language**
   Status bar → Language → Set as default

3. **Using Slide Layouts and Master Slides**
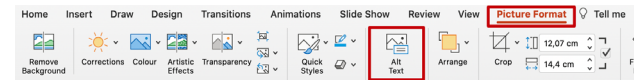   Home → Layout

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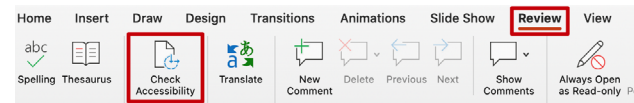   Header Row/First Column

5. **Pictures: Content Description**
   Select picture → Picture Format → Alt Text

6. **Accessibility Check**
   Review → Check Accessibility

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

Dynamic content

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

PDF/UA Check

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

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

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

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

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

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