Creating accessible layered PDFs with complex graphical layouts and elements.

This set of instructions will assume that you already have some background familiarity with photoshop and Acrobat. If you are not familiar with these programs, tutorials are being made on an ongoing basis, and will soon be uploaded to Student Disability Service's Mediaspace account for campus-wide use as they become available.

This document offers instructions that are specific to a Windows environment. You should be able to follow along in a Mac only making some minor keyboard adjustments for various commands.

1. Open the flyer in Photoshop, and then Open the layers pallet. Window → Layers.

2. Sometimes your document may come in with a transparent background. You can fix this by clicking on the + button at the bottom of the layers panel. It looks like this

   . The added layer will come in above your background layer. Unlock the background layer (click and drag the lock off the layer) and now slide (click and drag) the background layer above your new layer. Highlight the new layer and click Shift + F5. A pop-up Fill window will appear. In the Contents field, use the drop down menu to select the color white. Click fill, and close the pop-up window.

3. Flatten layers and save file as a photoshop PDF:
   In the Layers Panel, in the upper right corner there is a hamburger menu button. Click it to open it. Near the bottom of the list of options, select Flatten Image to flatten your layers down. Now, save your image as a Photoshop PDF file and then open it in up in Adobe Acrobat.

4. In Acrobat with your document now opened, open the Accessibility tool box to the right of your main content pane and to your left slide open the menu of accessibility tags. The tool menus look like this:
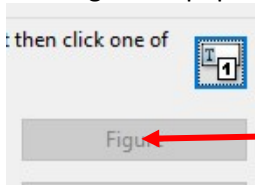
Accessibility

You will be using this tag tool in a later step.

5. In the Accessibility toolbox, to the right of your document, click on Reading Order

Reading Order

to open a Reading Order pop-up window that has numerous small gray boxes in it..

6. In your main content pane, click and drag across the entirety of your image to select it. Once the entire document is selected, it will be outlined in pink. Back In your Reading Order pop-up window with the gray boxes, click on Figure.

: then click one of

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Your image will now have a giant X over it and you will see a box that says Figure – No alternate text exists. You will fix this problem now. Close the Reading Order pop-up window. Back in the Accessibility Toolbox, click Set Alternate text. A pop-up window will appear. Type the entirety of the document's text that you would like the screen reader to read to your viewer. When you're done writing in your text click close. Your links will not be accessible in this document so include a phone number for anyone to call who may require assistance with registering and so on.

7. To double check on your alternate text, open the Accessibility panel to the left of the document pane. Click Tags → Figure and then right click on Image and go all the way down the list to Properties. Click on Properties.

8. Click on the Image's pop-up ==Tags tab== to check that the Alt Text is displayed there. You can make any final edits you need to make to the text now. Save and close your text edits. Save and close your PDF.

9. Sometimes you need to close and reopen the document in order for a screen reader to pick up the Alt Text that is now added to your file.

10. Reopen the document and read it with a screen reader - the screen reader should now be able to read your PDF out loud now. The project is completed.