

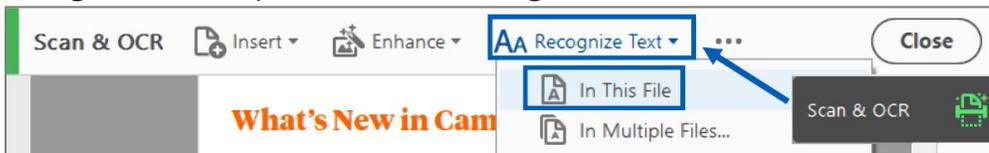
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PROVIDING BASIC ACCESSIBILITY IMPROVEMENTS

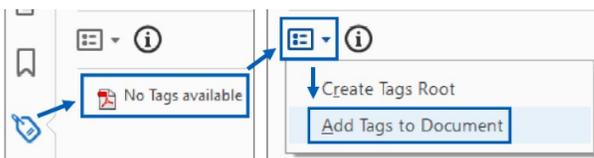
- In Adobe Acrobat, Open “File,” hover on “Export to,” select “Text (Accessible),” and save the .txt file. Examine the .txt file’s contents to verify the text is readable and in logical order.



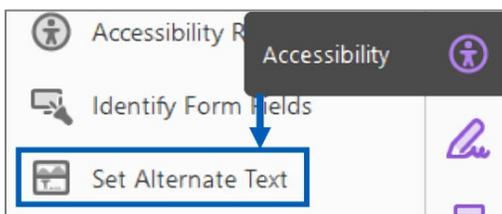
If the .txt is unreadable, open the PDF in Word or InDesign then (re)save it as a PDF or go through Acrobat’s Optical Character Recognition in “Enhance Scans” or “Scan & OCR.”



- Open “View,” then “Show/Hide,” then “Navigation Panes,” and select “Tags.” If the panel says, “No Tags,” open “Options” and click “Add Tags to Document” to autotag the file.



- Use “Set Alternate Text” in the “Accessibility” tool to describe images’ purpose or content. The “Accessibility” tool may need to be added to your right sidebar from the “Tools” tab.



Desirable Alt Text

If Linked To Magazine: Winter 2019 edition of Clemson World magazine.

If Visually Important: Clemson World magazine cover featuring a male, African American student in a wheelchair in the hallway of an athletics building.

- Use visible labels and logical reading order in [Adobe Forms](https://adobe.ly/39PXwif) (https://adobe.ly/39PXwif).

GOING FURTHER

Creating basic accessibility is not enough to meet accessibility requirements. The next step is to add features that will improve navigation and comprehension. For more information, see [Clemson Online’s PDF Accessibility Guide on the Accessibility Portal](https://bit.ly/3wYYSBv) (https://bit.ly/3wYYSBv).