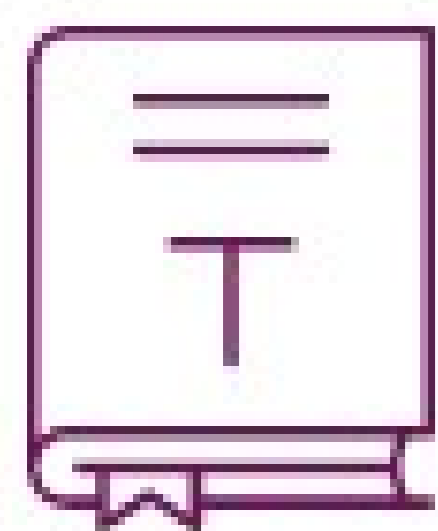


### Context

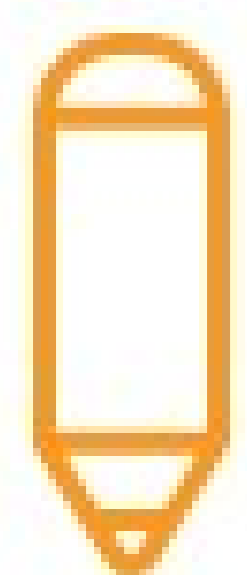
For a person with a disability, reading a PDF page not prepared for accessibility with a screen reader is like reading paragraphs out of order: missing information when explicit images become invisible, having difficulty understanding when figures appear inconsistent. A blank picture, which unfortunately concerns the majority of PDFs available online!



### Presentation

The term "accessible information" refers to information provided in formats that allow each learner to access the content "on an equal basis with others" (CRDPH). Ideally, accessible information in PDF is information that :

- > allows all users and learners to easily navigate the content; and
- > can be perceived and understood effectively through different perceptual channels, such as the use of the eyes and/or ears and/or ears and/or fingers.



### Checklist to create adapted PDF

#### Step 1:



#### **Text:**

- Use the simplest language that suits your document.
- Use large fonts.
- Use a sans serif font such as Arial, Helvetica or Verdana.
- Use "Bullets and Numbers" for lists.



#### **Image :**

- Accompany your images with alternative text that describes them.
- Use high contrast colours for text and background.
- Avoid backgrounds with too many images, shapes or colours.
- Avoid links being hidden behind other objects such as images.

## Step 2:

- Indicate the language of your document under "properties".
- Avoid saving your PDF document as an image.
- Tag your document.
- Use the accessibility checker provided by your software to check your document.
- Fill in the metadata information to help users find information users find information by searching the internet.
- Include all relevant elements in the structure of your document.
- Provide a description of form fields.
- Check that accessibility is not compromised when you protect PDF documents.



## Example

Rock On DC Music Festival Brochure - Adobe Acrobat Pro DC

File Edit View Plug-Ins Window Help

Home Tools Rock On DC Music ...

Tags

Tags

<Document>

> <H1>

> <Figure>

> <P>

> <P>

> <P>

> <P>

> <H2>

> <P>

> <Table>

> <H2>

> <P>

> <H2>

> <L>

> <P>


> <Figure>

> <Figure>

> <Figure>

> <P>

### The Annual Tuesday, Wednesday, & Thursday "Rock On, D.C." Music Festival



Brought to you by Q99.4, A105.8 "The Armadillo", and Pet Warehouse™, the 85<sup>th</sup> Annual "Rock on, D.C." music festival has hundreds of musical acts and pet friendly activities scheduled over the course of this 3-Day event!

Headliners this year include: The Pet Shop Boys, Def Leopard, and Seal!

There is sure to be something for every member of the family to enjoy, including the four-legged members. Come out and enjoy the best music and pet fun that the Washington, D.C. metropolis has to offer!

\*Please note, all pets must be on a leash or in a carrier.

#### Dates and Ticket Prices:

The "Rock On, D.C." Music Festival is always scheduled on the third full week in May from 7:30am-10:00pm. Ticket prices for the event are listed below.

Day	Adult	Child	Four-Pack
Tuesday	\$20	\$10	\$55
Wednesday	\$25	\$15	\$75
Thursday	\$30	\$20	\$90
3-Day Mega-Pass	\$70	\$40	\$200



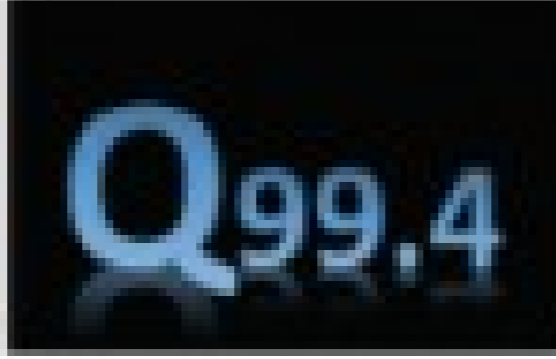
#### Location:

On the Mall in Washington, D.C. between the Capitol Building and the Washington Monument. The "Rock On, D.C." Music Festival is Metro and handicapped accessible.

#### Participating Vendors:

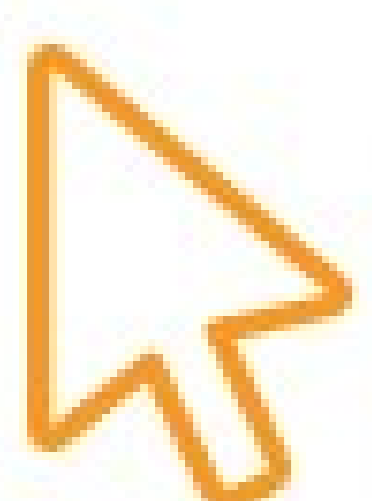
- Boisse Speakers
- Bob's Routine
- Musician's Guitar Place
- Drummer's World

All proceeds will be split equally between the District of Columbia public schools Performing Arts Department and the Washington Animal Rescue League.



Also check out the "Rock On, Ottawa" Music Festival in our sister city, [Ottawa, Ontario, Canada!](#)

- The layout is appropriate and airy ;
- Texts explain the images and can be read for the visually impaired
- Use of large and spaced fonts
- Images and text with high contrast etc....



## Resources

### Guide to make pdf accessible

<https://helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html>