

Using CommonLook's Free Tools for Accessible PDFs

Testing, remediating and creating fully accessible,
standards-compliant PDF documents.

PAUL RAYIUS - COMMONLOOK

We ask you to join us
in creating a culture
that reflects...

Access and Inclusion

and

Civility and Respect

...this week and in all
aspects of our
organization.



Why PDF?

There are more reasons but here are some...

IN WORD

- Accessibility is tied to appearance
- Harder to remediate without changing appearance

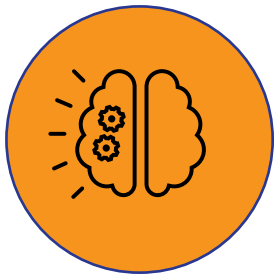
IN PDF

- Attributes can be assigned to provide additional information, functionality, etc.
- Much greater support for data tables, header cells, etc.

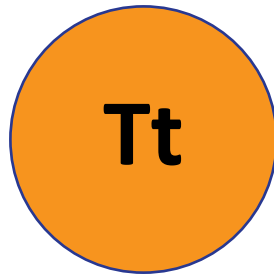
Using CommonLook Office

Accessible PDF from Word: Where to Start?

General Authoring Considerations:



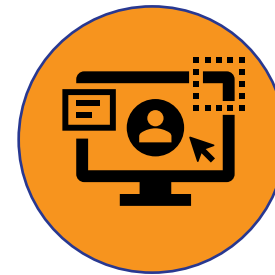
“Understandability”
You’re probably not
rewriting, though!



Font Use
You “might” consider
this and possibly font
size!



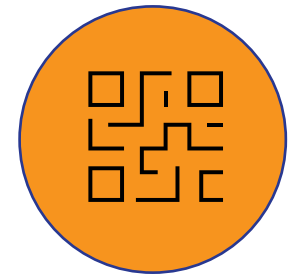
Color Use
(and Contrast)



Spacing and
Formatting



Reading Order



Metadata

Additional Content Considerations

- Tables
- Forms
- Headings and Other Styles
- Graphics
- Lists
- Links



CommonLook Office Demo

STEP 1: Design with accessibility in mind

STEP 2: Create the accessible PDF



Using CommonLook PDF

In Acrobat (or at the Source), First:

- Run OCR (scanned docs)
- Add interactive elements (form fields, links)
- Check Color and Contrast
- Add JavaScript to forms if needed
- Embed fonts (PDF/UA)
- Add Tags/ Check for corruption
 - Sometimes Acrobat will add additional links, too!
- Save AS!

Optional Things to Consider

- Print out the Table of Contents for Headings
- Check for presence of tables (influences “Cleanup” options)
- Look for images that convey information (Alt text or artifact)

Working in CommonLook PDF

1. Check/Fix reading order (tag order)
2. Check/Fix tag types/
 - Clean up empty tags occasionally – esp. at end.
3. Check/Fix other tagging issues
4. Run Validation – Do This LAST!



A “Settings” Adjustment

In the Settings Tab:

- In the Business Group
 - Choose User Preferences
 - Check the checkbox for Empty Spaces...
- Choose an alternate Highlight Color (optional)
- While we’re here – Reset Panels Location (can be handy sometimes!)

Keyboard Shortcuts for CL PDF

When you hover the mouse over a
button in the ribbon

Given in context menus

[Keyboard Shortcuts on our website](#)

commonlook.com/keyboard-shortcuts



CommonLook PDF Demo

STEP 1: Check the Tags – Fix found issues

STEP 2: Verify – Fix remaining issues

STEP 3: Generate Compliance Report (optional)

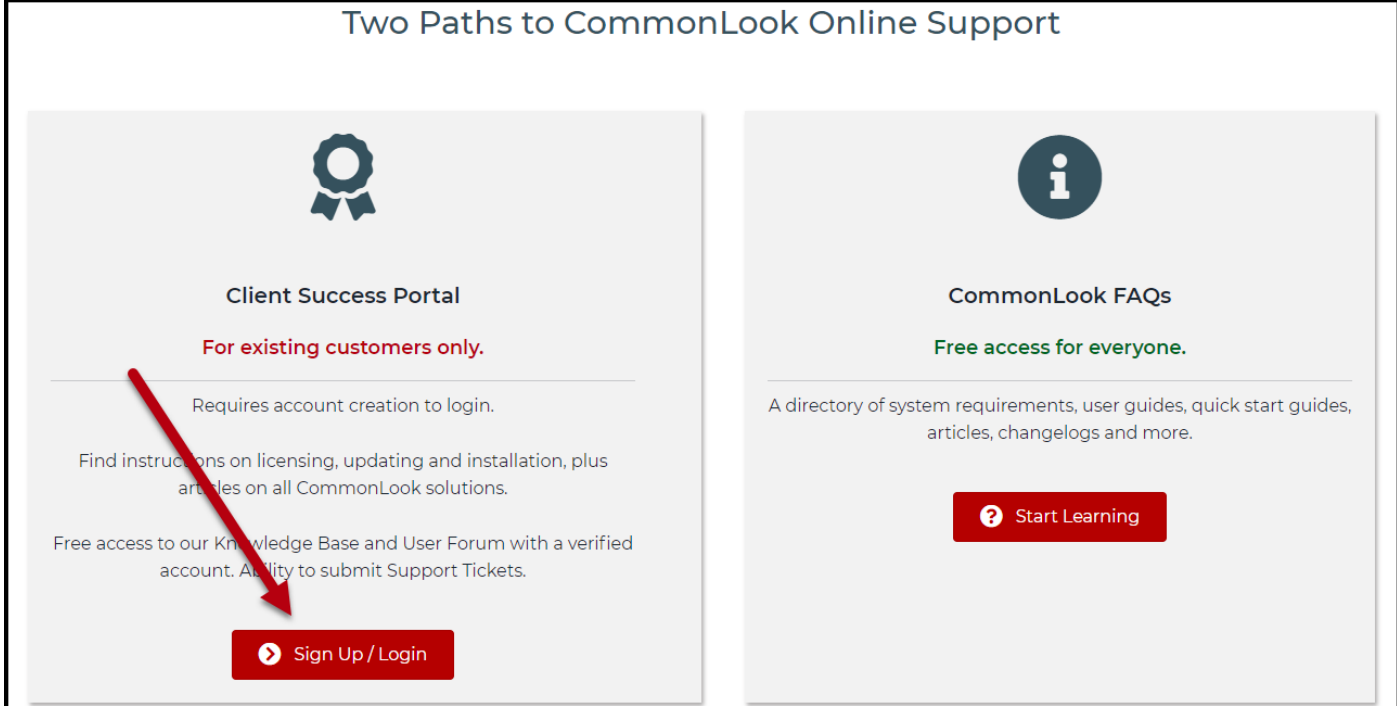


A Great CommonLook Resource!

Knowledge Base (that's FREE, too!)

Go to our [Support webpage](https://commonlook.com/support)
(commonlook.com/support)

Scroll down



The screenshot shows a webpage titled "Two Paths to CommonLook Online Support". It features two main columns. The left column is titled "Client Success Portal" with a ribbon icon. It includes the text "For existing customers only.", "Requires account creation to login.", "Find instructions on licensing, updating and installation, plus articles on all CommonLook solutions.", and "Free access to our Knowledge Base and User Forum with a verified account. Ability to submit Support Tickets." A red arrow points from the text "Ability to submit Support Tickets." to a red button labeled "Sign Up / Login". The right column is titled "CommonLook FAQs" with an information icon. It includes the text "Free access for everyone." and "A directory of system requirements, user guides, quick start guides, articles, changelogs and more." Below this is a red button labeled "Start Learning".



The screenshot shows a web browser window with a green title bar. The page header includes the CommonLook logo and 'Client Success Portal' on the left, and 'Agent Portal' and 'Submit Ticket' on the right. A dark blue banner contains the text 'Welcome to our Support Center'. Below this is a login section with the heading 'Login' and the subtext 'Login to know the status of the ticket'. It features input fields for 'Username or Email' and 'Password', a 'Remember me' checkbox, and a 'Forgot password?' link. A black 'Login' button is at the bottom of the form. To the right of the login form, a red arrow points to a text block: 'Login to track your existing support requests. If you have not created a ticket yet then you would need to register or create a new ticket to begin.' Below this text are two black buttons: 'Request New Account' and 'Submit ticket'. The footer contains the text 'Copyright 2019, All rights reserved' and 'Help Desk Software by HappyFox'.

Additional CommonLook Resources

- Contact your Account Executive for additional training opportunities (or visit info@commonlook.com)
- Online, self-paced, [module-based training](#)



Session Evaluation

- Your feedback helps shape future programming.
- Thank you for attending!