

Accessibility for Theses and Dissertations

Requirements:

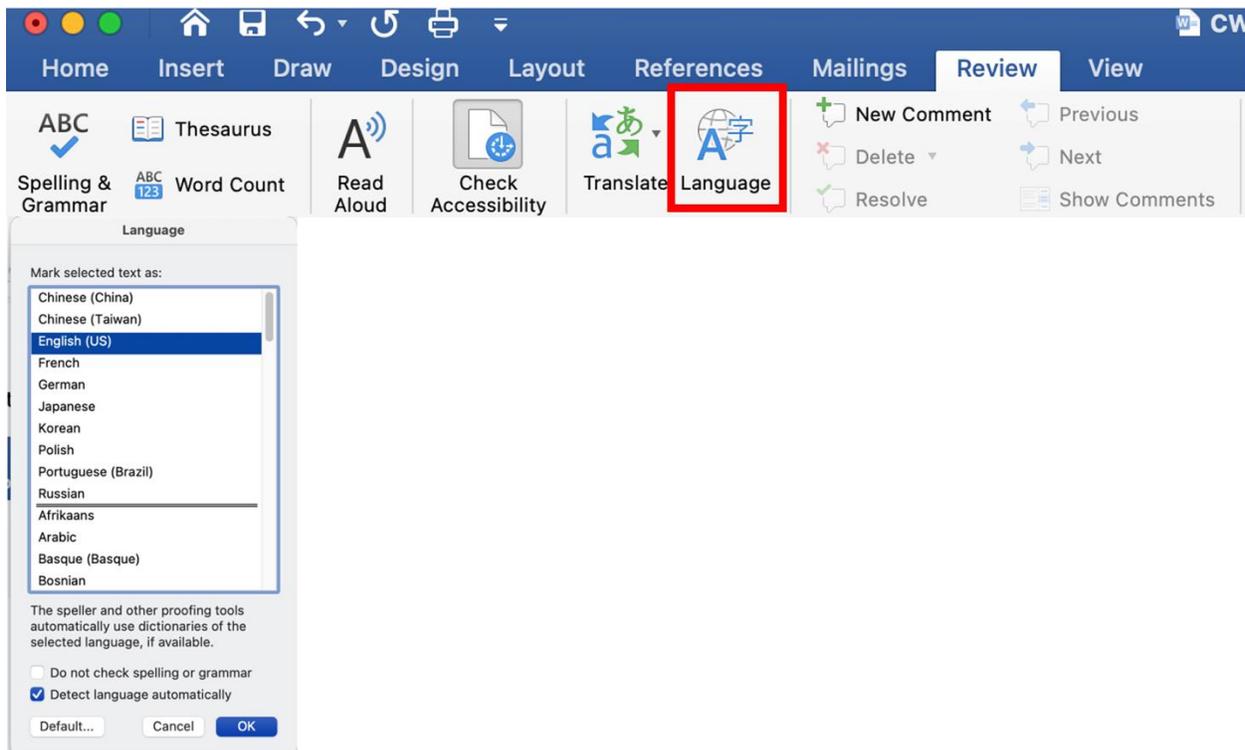
OhioLINK is requiring that all theses and dissertations meet the following minimum criteria for accessibility in order to be uploaded to their site:

1. PDF file includes full text
2. PDF accessibility permission flag is checked
3. Text language of the PDF is specified
4. Figures require alternative text
5. PDF includes a title and use of at least one heading level in the text of the documents

Review the following sections for how to address each of the criteria. The best way to meet the criteria given is using Microsoft Word as it has the required accessibility features. Other word processing software will not be able to meet this criteria and students will need to find a workaround to meet the criteria.

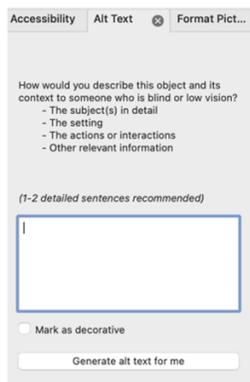
Text Language

To set the text language click Review and then click Language and be sure English is highlighted.



Alt-Text

Every image must have alt-text entered. To access the alt-text menu in Word, double click on the image and select Alt Text. Then enter your Alt Text in the box that opens on the right-hand side. **You should not click “Generate alt text.”**



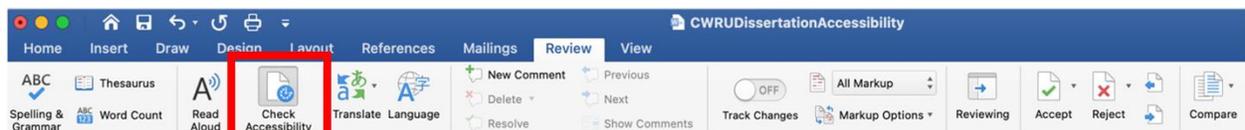
Headings

For all style headings use the headings feature in Word. Do not create headings using bold or larger fonts.



Checking for Accessibility

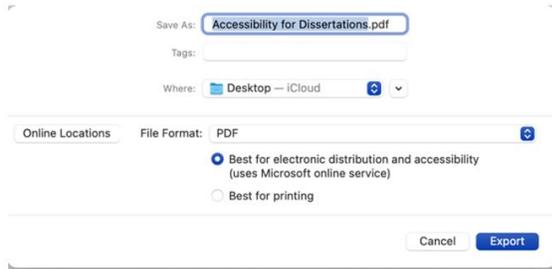
Run the accessibility check in Word in the Review menu and address any issues it identifies.



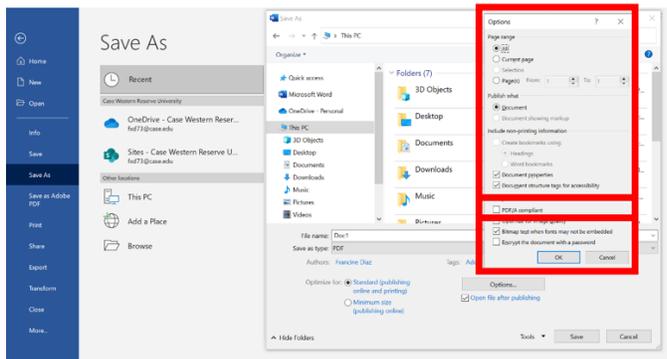
Full Text & PDF Accessibility flag is checked

When saving your Microsoft Word document after your dissertation is finalized you will move to the File Menu and select Save As. Doing this will allow you to select the appropriate setting for accessibility and it ensures your file will have full text. Below you will see the images for a Mac or a PC to save your file properly.

Mac File Menu:



PC File Menu:



Checking your PDF

There are two ways you can check your PDF for any final errors such as the title not being labeled or missing alt text.

Option 1

Foxit is a new PDF editor that is available free to members of the CWRU community.

To use this editor:

- Step 1: See the instructions for how to access at [Foxit Editor Pro available on MyApps](#).

- Step 2: Run the accessibility editor in Foxit. For help on where to find this see [Foxit PDF Editor & eSign Tutorials | Foxit](#).
- Step 3: Use the tutorials found in the link within step 2 to make any edits to your PDF to fix accessibility issues.

Option 2

Adobe Acrobat Pro DC can be purchased for a low student cost through the CWRU Software Center.

To use this editor:

Step 1: Purchase and install Adobe Acrobat Pro DC through the [CWRU Software Center](#).

Step 2: Watch [Fix a PDF starting with the Accessibility Checker in Adobe Acrobat Pro](#) to run the accessibility checker.

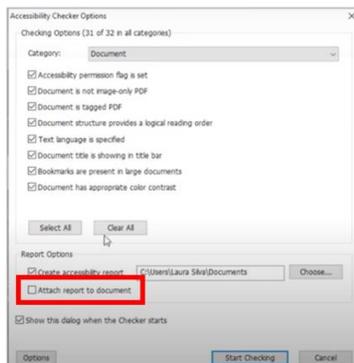
Step 3: Use videos on the same channel found in the link within step 3 to make any edits to your PDF to fix accessibility issues.

Attaching Your PDF Accessibility Report

Based on the software you used to make your PDF accessible in the previous step, select the right option below to learn how to export your accessibility report and attach it to the file. Your report should show that the PDF has passed all checks since you resolved all issues in the previous step.

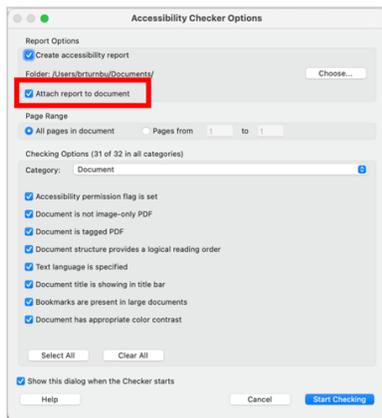
Option 1

You will need to run the accessibility report in Foxit again. Once you run the report again, select attach report to document.



Option 2

Run the accessibility checker in Adobe Acrobat Pro DC, but this time select attach report to document. See the following picture for the location of the box.



Support

For help with installing software for Options 1 or 2, please contact technical support at [UTech Service Desk](#), email help@case.edu, call [216.368.HELP \(4357\)](tel:216.368.HELP(4357)), or [Visit the Care Center in KSL](#) offering walk-up technical support (see page for available hours).