

Accessibility for Theses and Dissertations

Requirements:

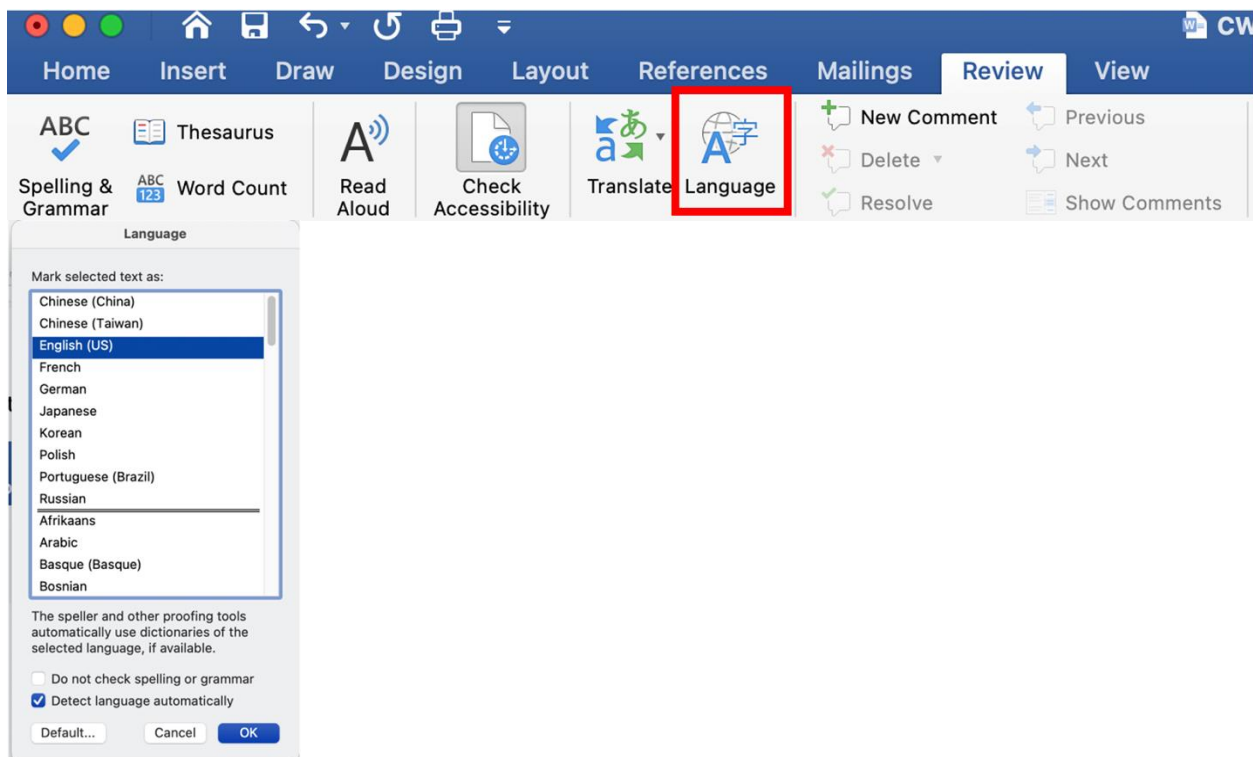
OhioLINK is requiring that all theses and dissertations meet the following minimum criteria for accessibility in order to be uploaded to their site:

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.

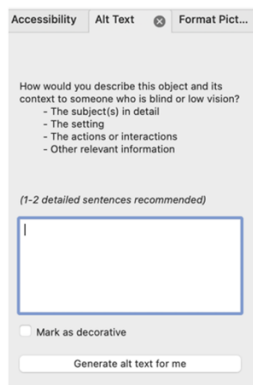
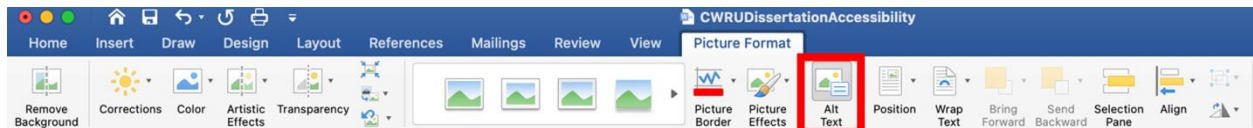
Text Language

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



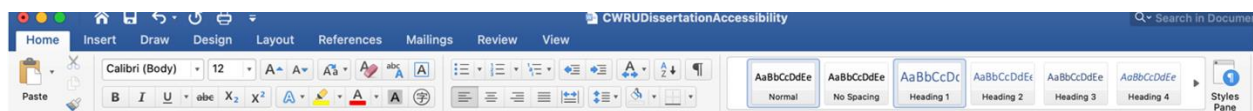
Alt-Text

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.”**



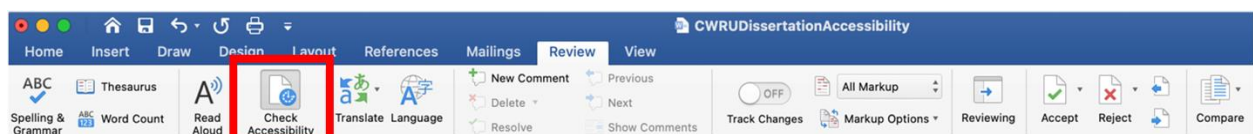
Headings

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



Checking for Accessibility

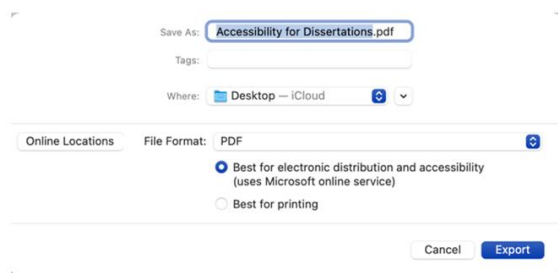
Run the accessibility check in Word in the Review menu and address any issues it identifies.



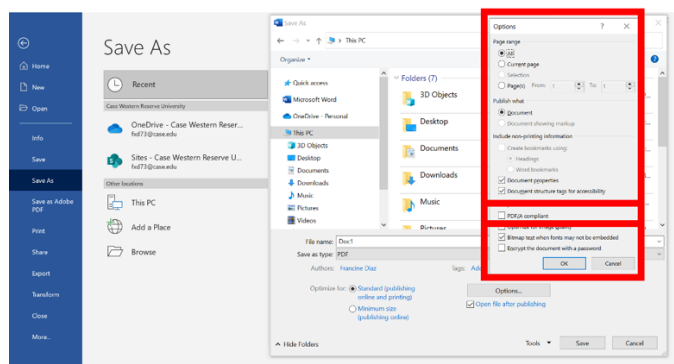
Full Text & PDF Accessibility flag is checked

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

Check your PDF for any final errors such as the title not being labeled or missing alt text.

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 check.

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.

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).