Module:
What is an accessible PDF?

Type of activity:
Presentation and exercises

Level of complexity:
medium

Time required:
30 to 45 minutes

When to use this module:
mid-course

Target group:
participants who have learned the rules of Easy-to-read and wish to produce accessible documents

Group size:
no limit (e.g. group of 10 participants)

Objectives and results:

- Participants will learn what an accessible PDF is, as well as its target audience.
- Participants will learn simple steps to create an accessible PDF.

Media, materials, and preparation:

- The videos and documents mentioned in the text.
- Computer (at least one for every two participants) and video projector

General information:

An accessible PDF is a document that contains XML tags.
XML tags can be used, for example, to indicate a title, an image, a table, a list of bullets, a graphic, and other elements.

These elements structure the document. This way, the document can be read by **screen readers** and **voice assistants** such as NVDA, Voice Over, etc.

Instructions:

- Show these 2 texts side by side:
    - PR4_PDF_EN_2 - non accessible text
    - PR4_PDF_EN_3 - accessible text
- Ask your participants: "What differences do you see?"
  Expected answer: none.
- Then, show these 2 videos one after the other:
    - Non-accessible demo video:
      PR4_PDF_EN_4 - non accessible PDF-subtitles
    - Accessible demo video:
      PR4_PDF_EN_5 - accessible PDF-subtitles
- Ask your participants: "What differences do you hear?"
  Expected answer: there is more information in the accessible version.
- Explain to your participants: The accessible PDF is tagged, and the screen reader recognizes the tags. This gives the user useful structural indications.
  When you create accessible PDF, you ideally work in the source file, i.e. the Word file. When a properly tagged word file is exported as a PDF, the PDF will have good accessibility.
- Show your participants how to add structure to a document.
    - You can use this document to explain it:
      PR4_PDF_EN_6 - Structuring Module
    - Participants then apply the structure to this document:
      PR4_PDF_EN_7 - non accessible text

- The next step is to add alternative texts.
  - Show the video of an image with and without alternative text: PR4_PDF_EN_8 - textual alternative-subtitles
  - Then explain how to add alternative texts. You can use this document: PR4_PDF_EN_9 - instructions for text alternative
  - Participants then add an alternative text in their working document: PR4_PDF_EN_7 - non accessible text
- At the end, check the contrasts.
  - Open a colour contrast analyser tool.
  - Explain how to check the contrasts. You can use this document: PR4_PDF_EN_10 - instructions for contrasts
  - Have the participants check the contrasts in their working document: PR4_PDF_EN_7 - non accessible text

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