

ITS DIGITAL ACCESSIBILITY GUIDE

Collection of Tips, Tricks and How-Tos' to Fix PDF,
Excel and Website Accessibility Issues

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Introduction

As part of digital accessibility, all files needing to be uploaded and housed on the FSU website must first be checked for accessibility.

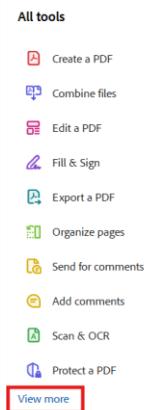
PDF files need to be run through the Accessibility Checker tool found within Adobe. Excel files need to be checked using the feature within Excel, which runs automatically while creating a document, or can be manually launched by selecting **Review > Check Accessibility**. Other website accessibility issues are monitored and flagged using Siteimprove. This guide goes over many fixes for a variety of website accessibility issues.

Finding Accessibility Errors at a Glance

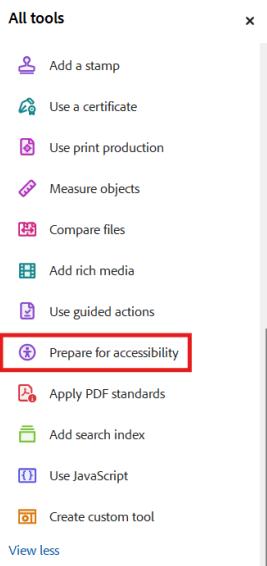
PDFs

To access the Adobe Accessibility Checker, simply do the following:

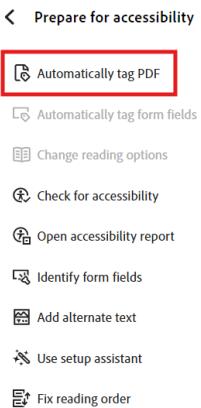
1. Open the PDF in Adobe
2. Click the **View more** option located in the left-toolbar towards the bottom left of your screen



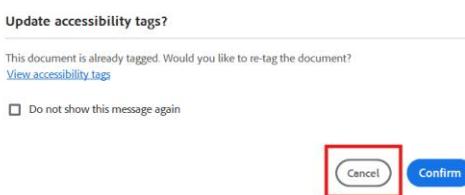
3. Click the **Prepare for accessibility** option located in the left-toolbar towards the center left of your screen



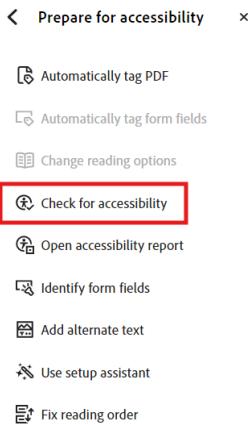
4. Click **Automatically tag PDF** in the menu bar



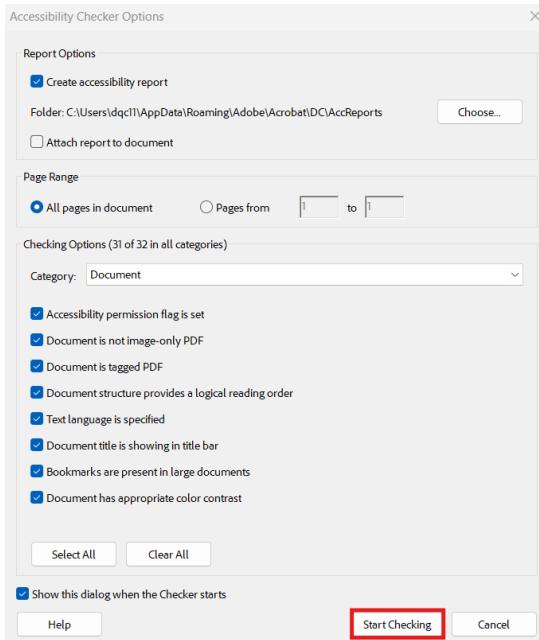
5. Accessibility tags will be added, however if it has already been successfully tagged, you will see this popup where you click Cancel



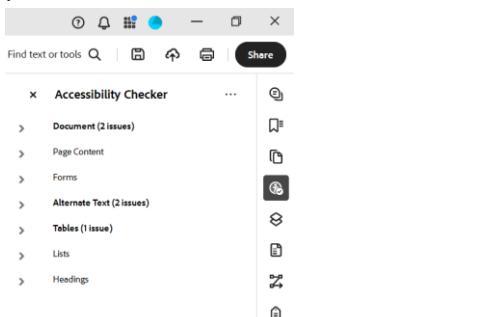
6. Click **Check for accessibility** in the menu bar



7. Click **Start Checking** towards the bottom of the popup box



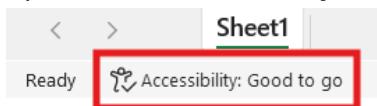
8. Any issues will be indicated towards the top right of your screen, and you can proceed to fix them



Excel

To access and check for accessibility in your Excel file, simply do the following:

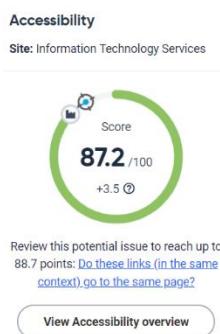
1. Open the Excel file you wish to check
2. Towards the bottom left check and see if it shows any issues and if so, click the option and it will show you the issues that need to be fixed



Website

To access and check for accessibility on the FSU website, simply do the following:

1. Navigate to [Siteimprove](#) and log in using your FSU credentials
2. From the home dashboard, click the **View Accessibility overview** option



3. From the page, click **View all issues**

Fix these issues to improve your score		
Issues	Occurrences	Points you can gain
Form field missing a label →	7	0.85 points
Element IDs are not unique →	4	0.27 points
Container element is empty →	3	0.27 points

PDF Files

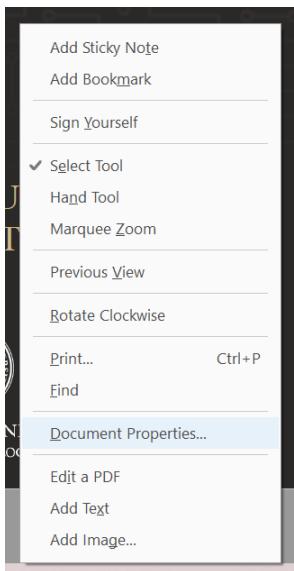
This section is a compilation of the most common issues flagged when running a PDF through the Adobe Accessibility Checker.

Fixing **Title - Failed** issue

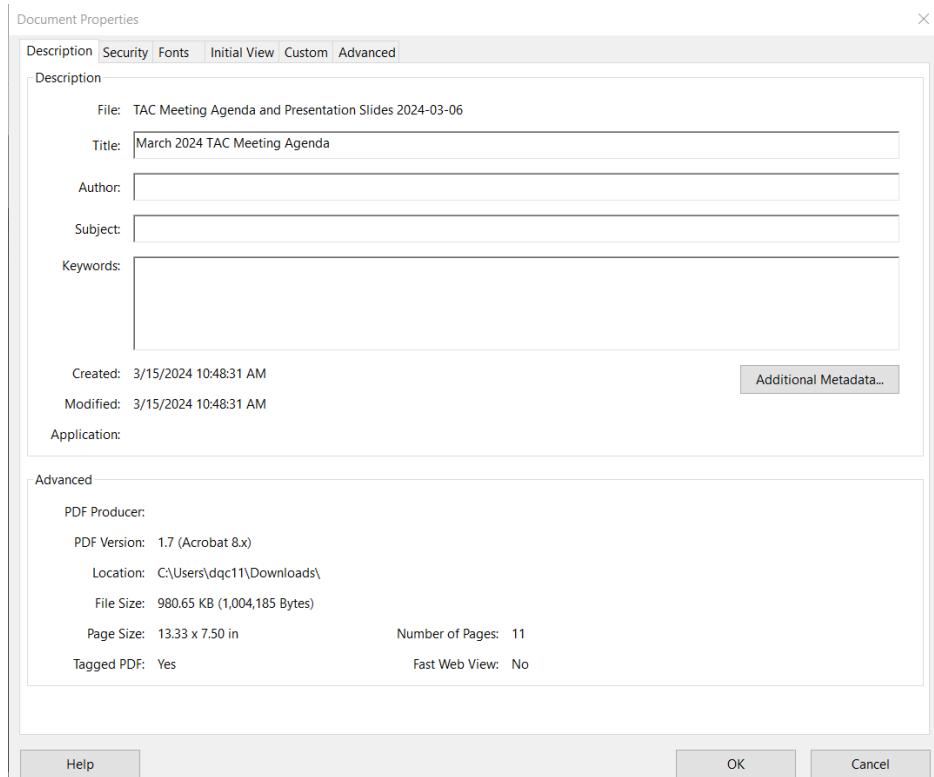
A title must be set for your document.

To fix:

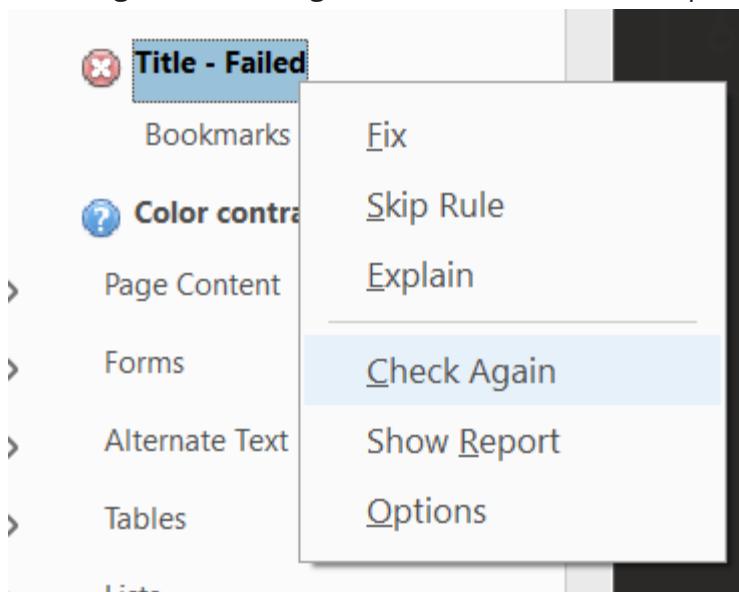
1. Start by right clicking anywhere in your file
2. Select **Document Properties...**



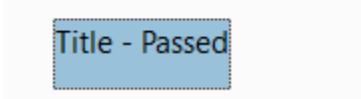
3. In the Document properties popup box, enter the title of your document in the **Title:** box and ensure the other boxes are empty and then click **OK**



4. In the right-sidebar, right click the **Title - Failed** option then click **Check Again**



5. It should now say **Title - Passed**



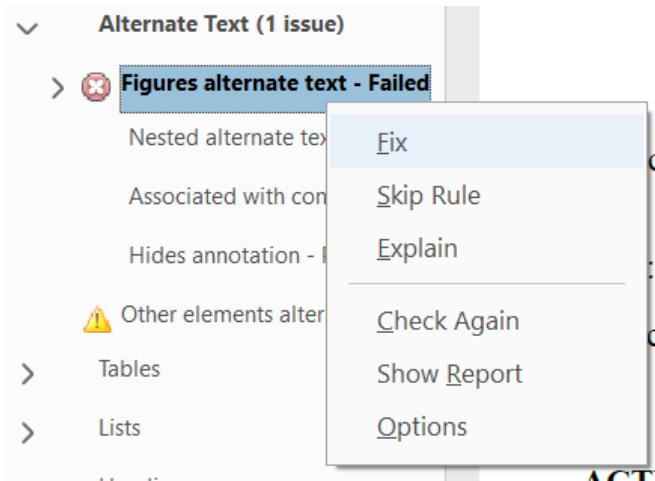
6. Congrats! This issue has now been resolved.

Fixing **Figures alternate text - Failed** issue

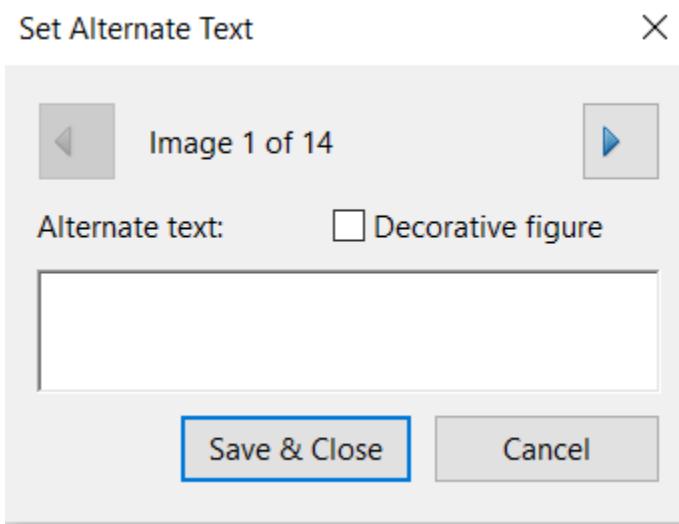
All images and figures must have alt text.

To fix:

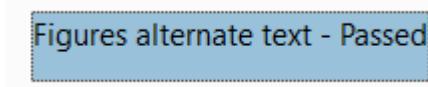
1. In the right -sidebar, right click the **Figures alternate text - Failed** option then click **Fix**



2. A **Set Alternate Text** popup box will appear showing how many images need alternative text
3. Add in the alternative text field or mark as a "Decorative figure" for each instance and then click **Save & Close**



4. It should now say **Figures alternate text - Passed**



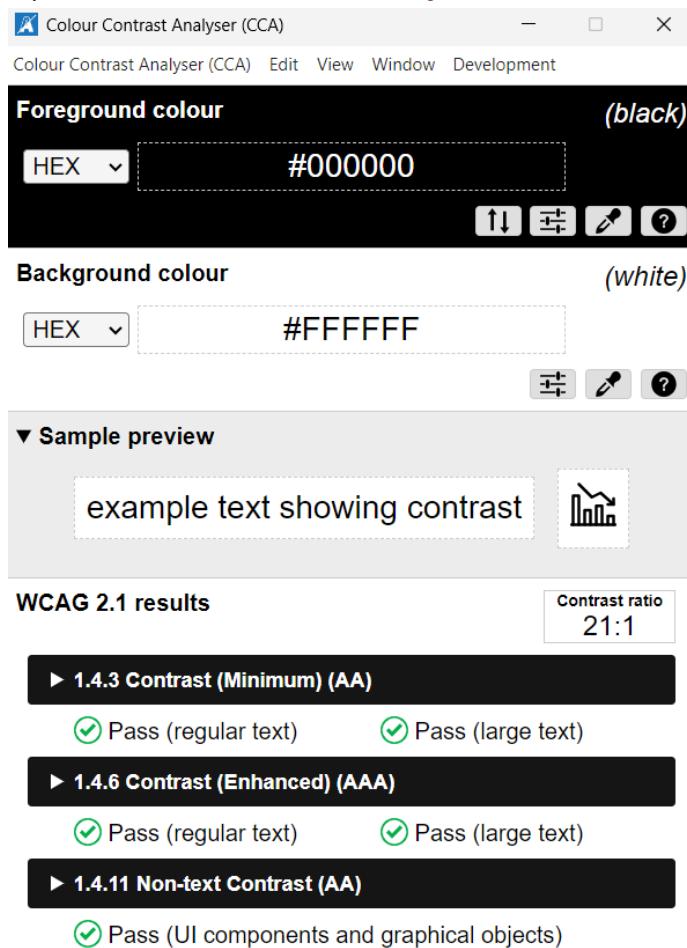
5. Congrats! This issue has now been resolved.

Fixing Color contrast - Needs manual check issue

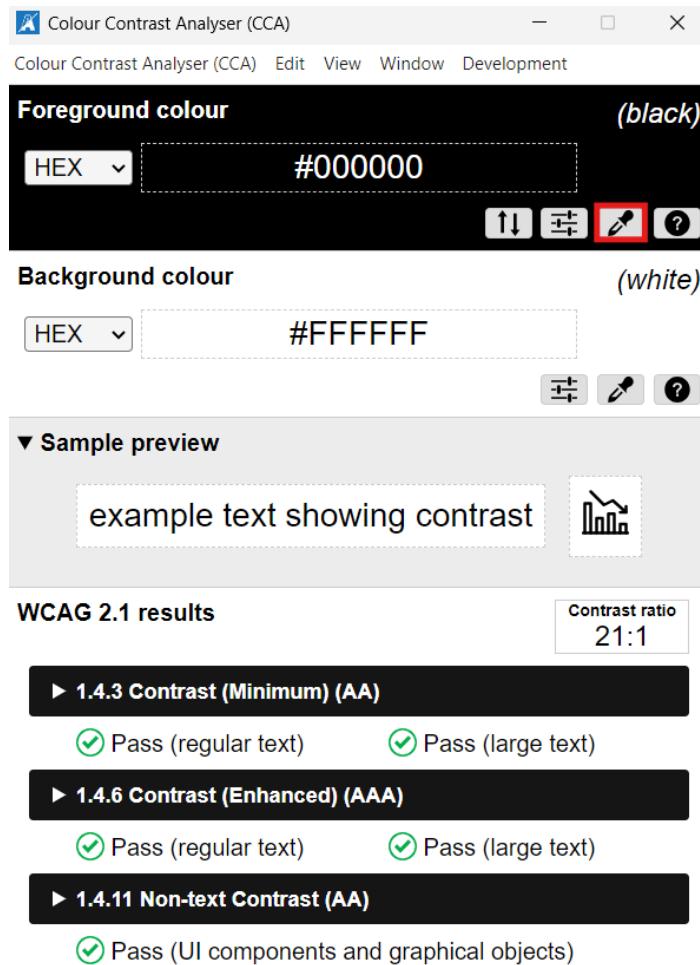
Color contrast is important for users who are color blind or have low vision.

To manually check:

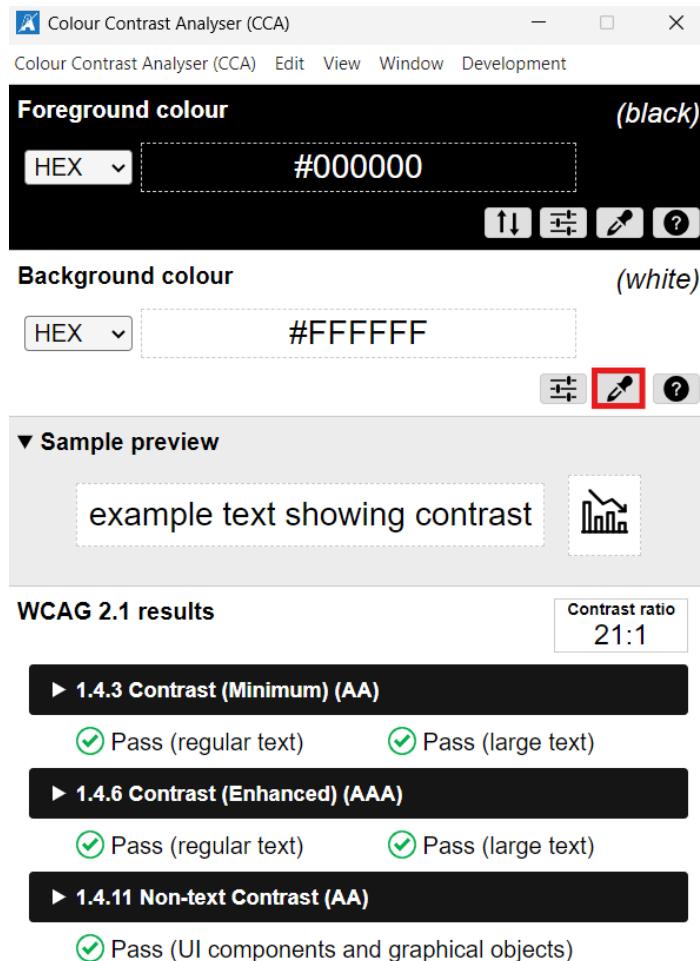
1. Open and skim through the document looking for any instances of text appearing on a solid background color that is different from the text color
2. Open the [Colour Contrast Analyser](#) (we recommend downloading)



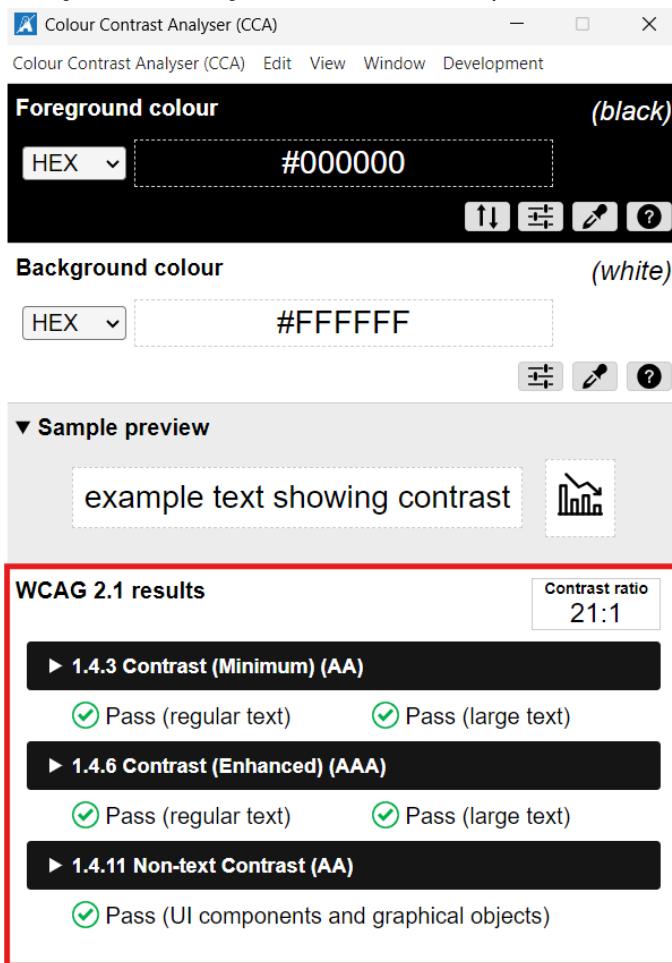
3. Select the **Colour pickler** option in the foreground color section and then click in the area of your PDF the text appears that you want to check



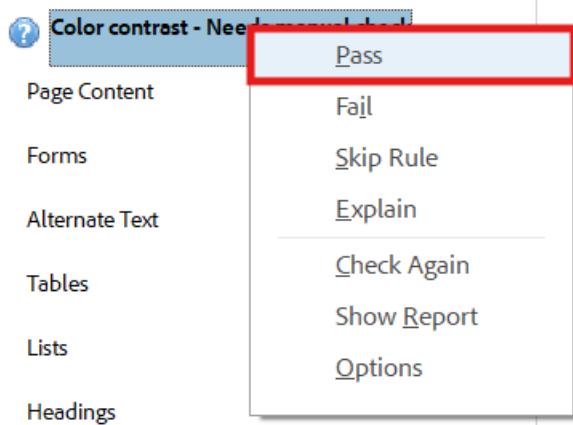
4. Select the **Color pickler** option in the background color section and then click in your PDF the text appears that you want to check



5. With both Foreground and Background color options selected, the Colour Contrast Analyser will tell you if it meets and passes WCAG requirements



6. If the color contrast passes, in the right -sidebar, right click the **Color contrast - Needs manual check** option then click **Pass**



7. It should now have changed to say **Color contrast - Passed manually**

Color contrast - Passed manually

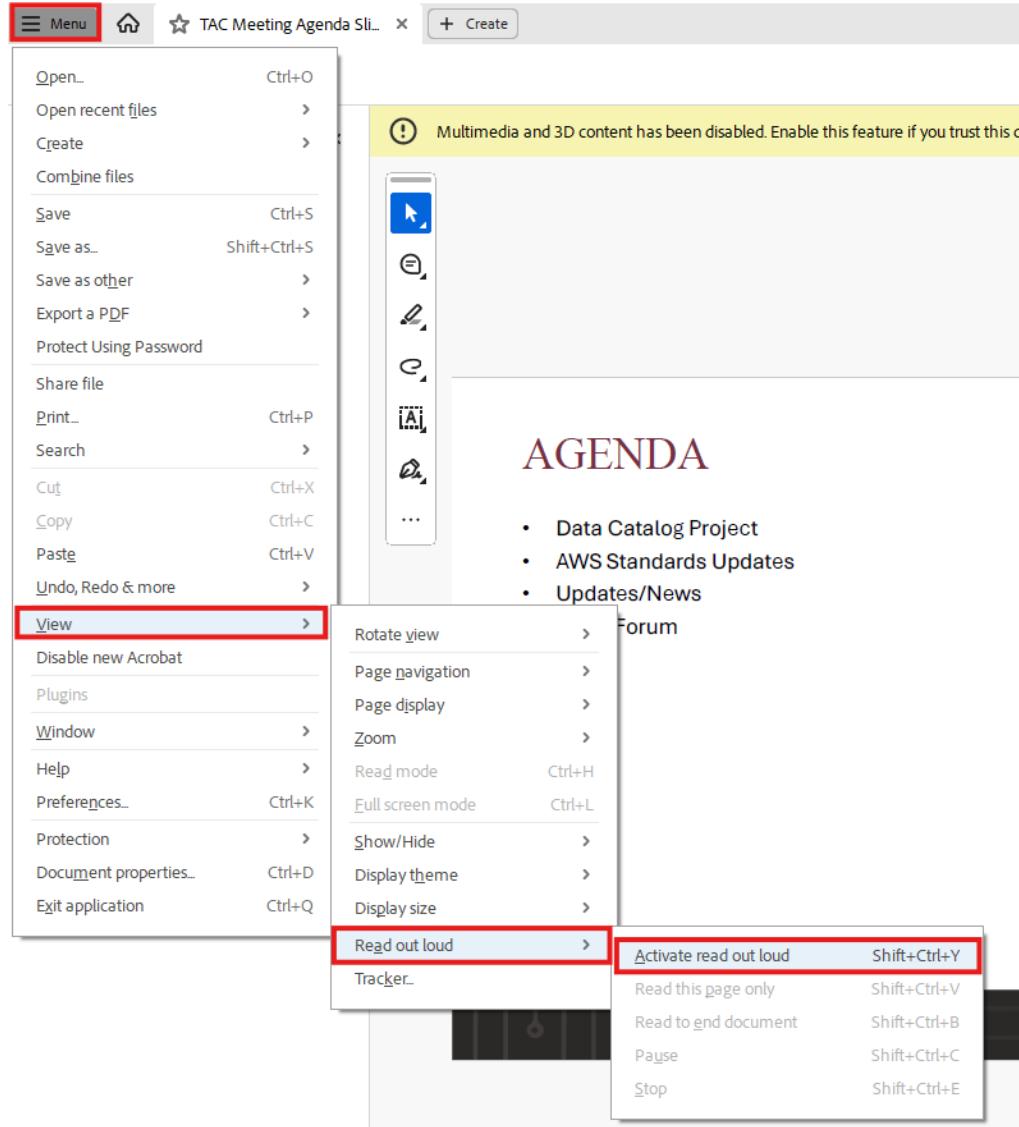
8. Congrats! This issue has now been resolved.

Fixing **Logical Reading Order - Needs manual check** issue

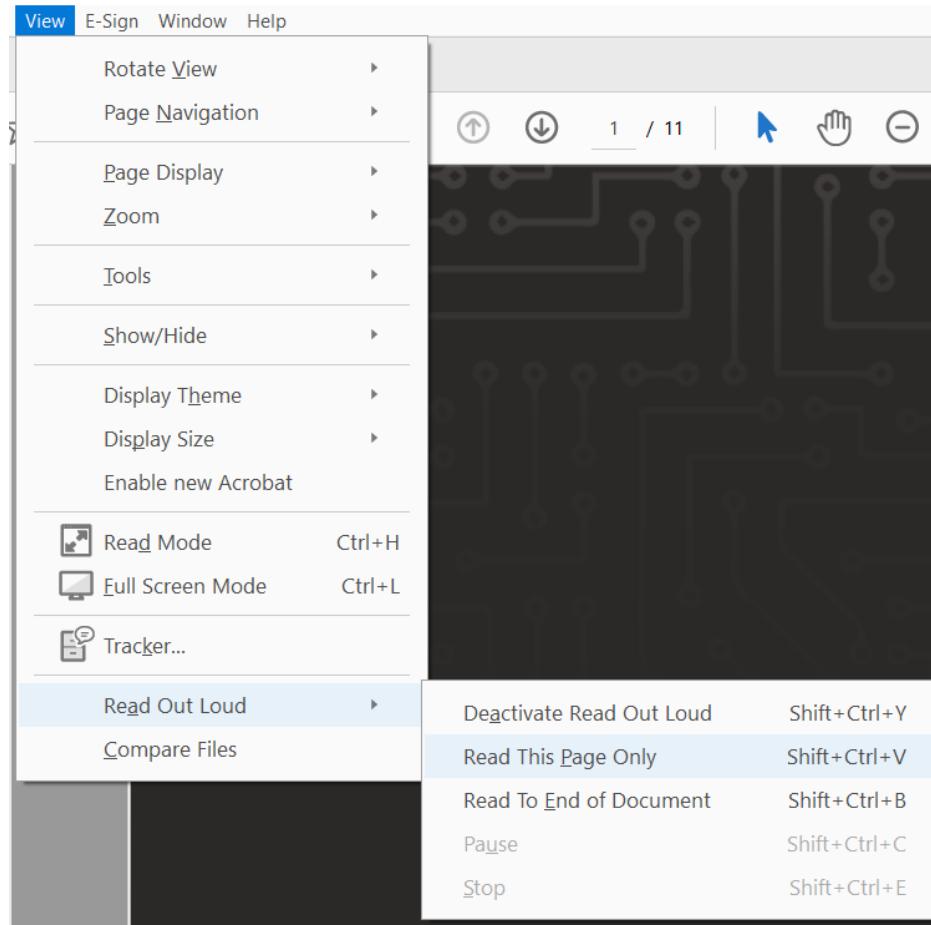
Logical reading order is important for your website visitors who use screen readers.

To manually check:

1. Locate the top menu bar and select **View > Read out loud > Activate read out loud**



2. Again, locate the top menu bar and select **View > Read Out Loud > Read This Page Only**



3. The page will begin to read aloud; listen to see if it reads in logical order and would make sense to someone using a screen reader
4. If it reads logically, skip down to step 9

5. If it does not read logically, click the **Fix reading order** option in the menu

 **Prepare for accessibility**

 Automatically tag PDF

 Automatically tag form fields

 Change reading options

 Check for accessibility

 Open accessibility report

 Identify form fields

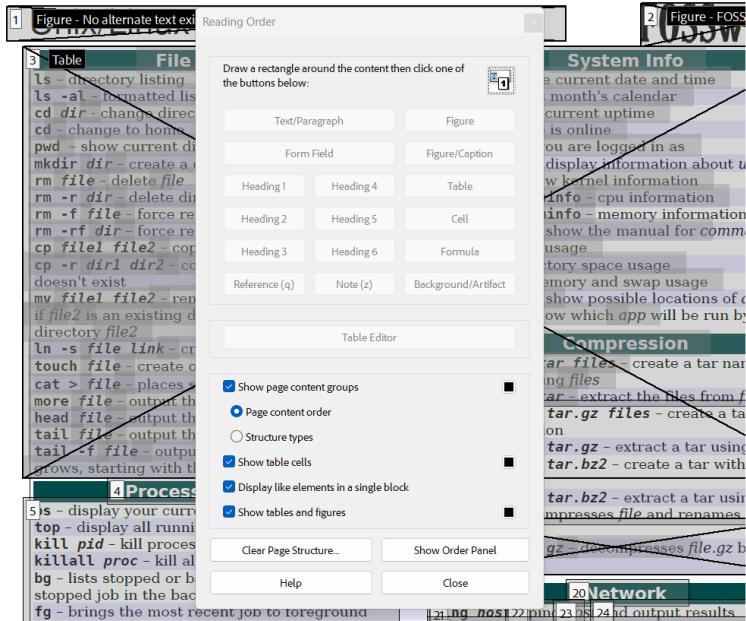
 Add alternate text

 Use setup assistant

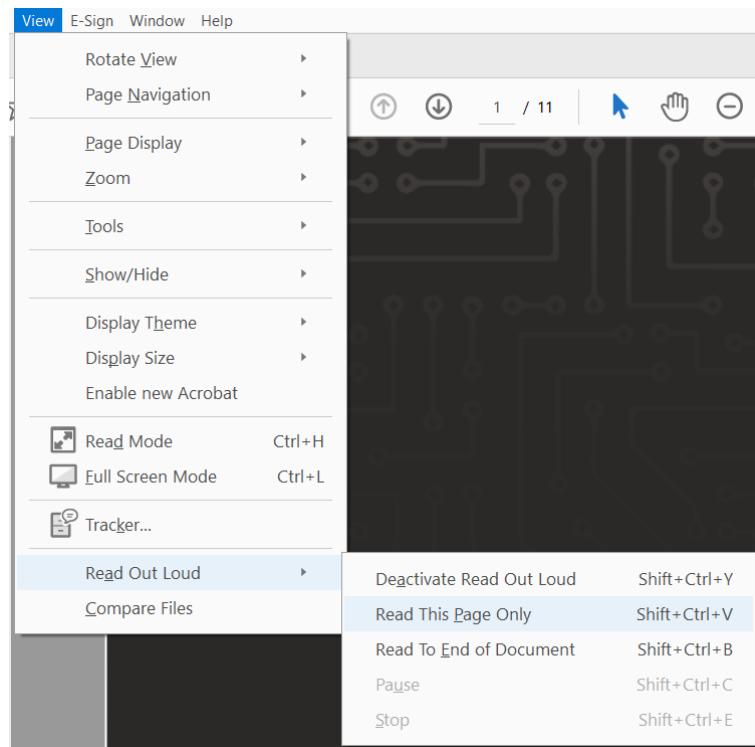
 Fix reading order

6. A **Reading Order** pop-up window will appear where you can proceed to draw, label and correctly reorder how the content will read using the options in the pop-up

window

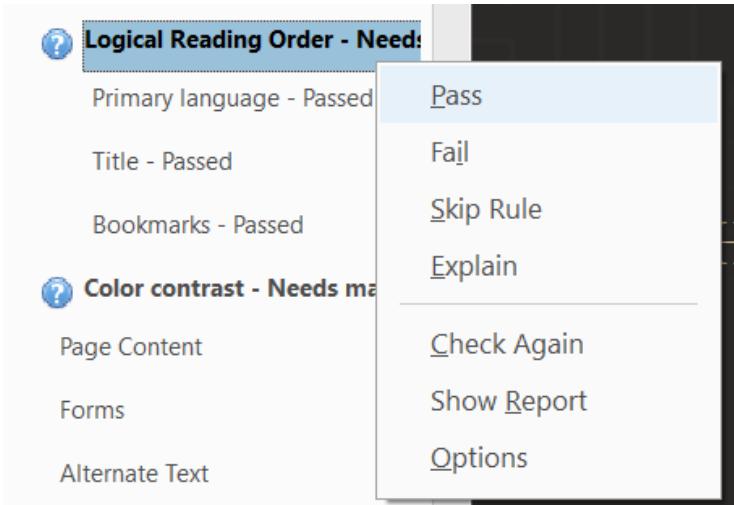


- When finished click **Close** on the pop-up window and let the document read aloud again by locating the top menu bar and selecting **View > Read Out Loud > Read This Page Only**



- It should now read logically (if it does not, go back up to step 5 try again until it does)

9. In the right sidebar, right click the **Logical Reading Order - Needs manual check** option then click **Pass**



10. It should now have changed to say **Logical Reading Order - Passed manually**

Logical Reading Order - Passed manually

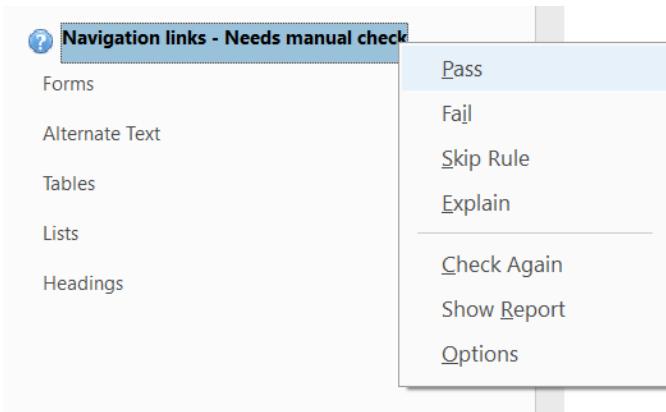
11. Congrats! This issue has now been resolved.

Fixing **Navigation links - Needs manual check** issue

It is important to make sure links in your document point to where they are supposed to go.

To manually check:

1. Open and skim through the document clicking on each link you find to ensure it opens to a valid page
2. If all links open with no issues, in the right -sidebar, right click the **Navigation links - Needs manual check** option then click **Pass**



3. It should now have changed to say **Navigation links - Passed manually**

Navigation links - Passed manually

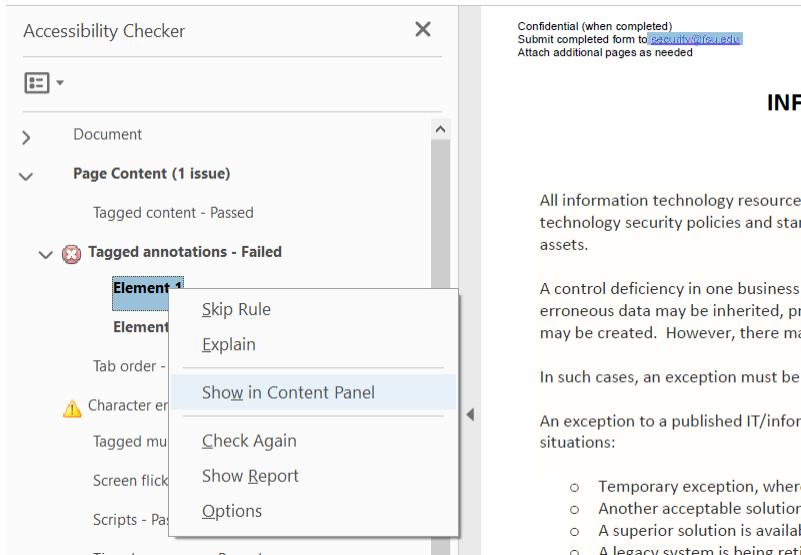
4. Congrats! This issue has now been resolved.

Fixing **Tagged annotations - Failed** issue

Annotations must be tagged correctly in your document.

To fix:

1. Locate the right sidebar and right click the element within the **Tagged annotations - Failed** option then click **Show in Content Panel**



All information technology resource technology security policies and star assets.

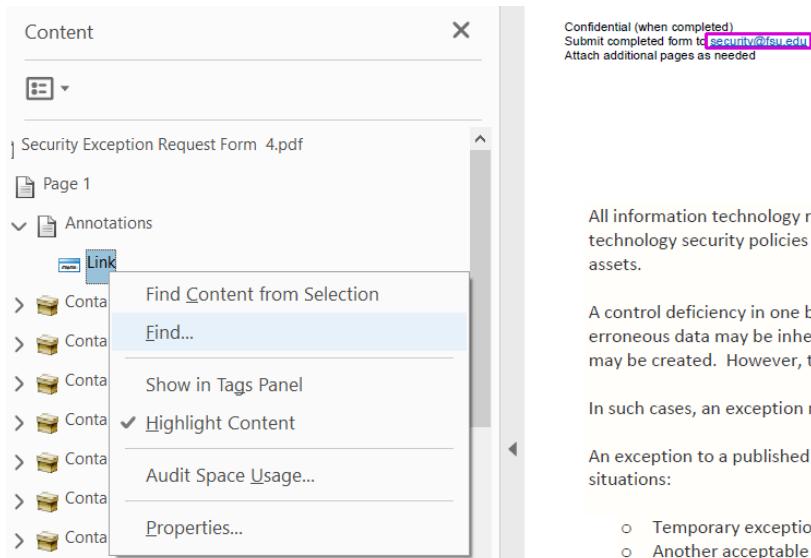
A control deficiency in one business erroneous data may be inherited, pr may be created. However, there ma

In such cases, an exception must be

An exception to a published IT/infor situations:

- Temporary exception, when
- Another acceptable solution
- A superior solution is availab
- A legacy system is being reti

2. Scroll through the right sidebar until you find the **annotations** and the failed one will be highlighted underneath, right click it and then click **Find...**



All information technology res technology security policies ar assets.

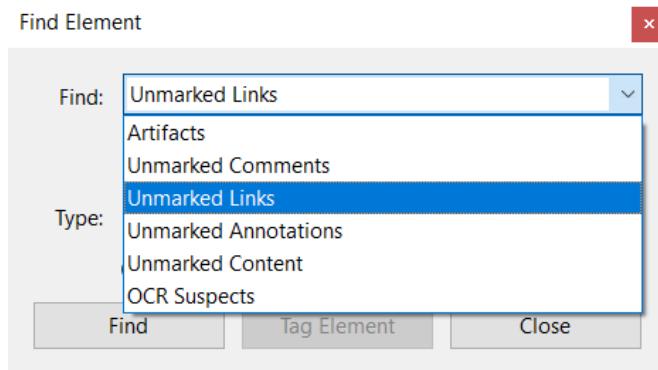
A control deficiency in one bus erroneous data may be inherit may be created. However, the

In such cases, an exception mu

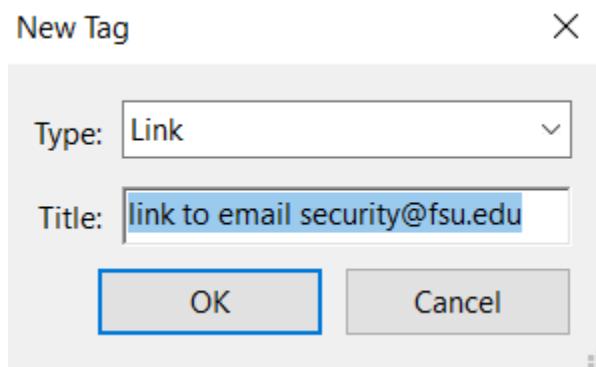
An exception to a published IT situations:

- Temporary exception,
- Another acceptable so

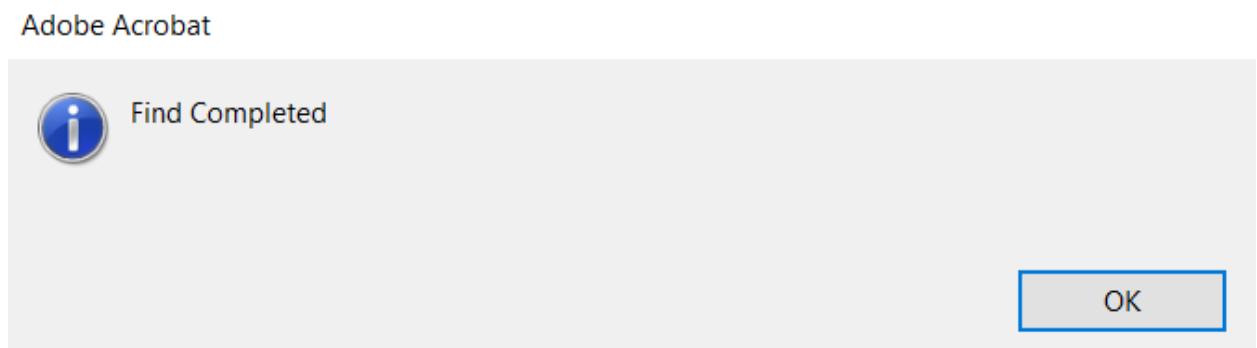
3. A **Find Element** popup box will appear; proceed to select the type of element you are looking for (in this example it is a link) and then click **Find** and **Tag Element**



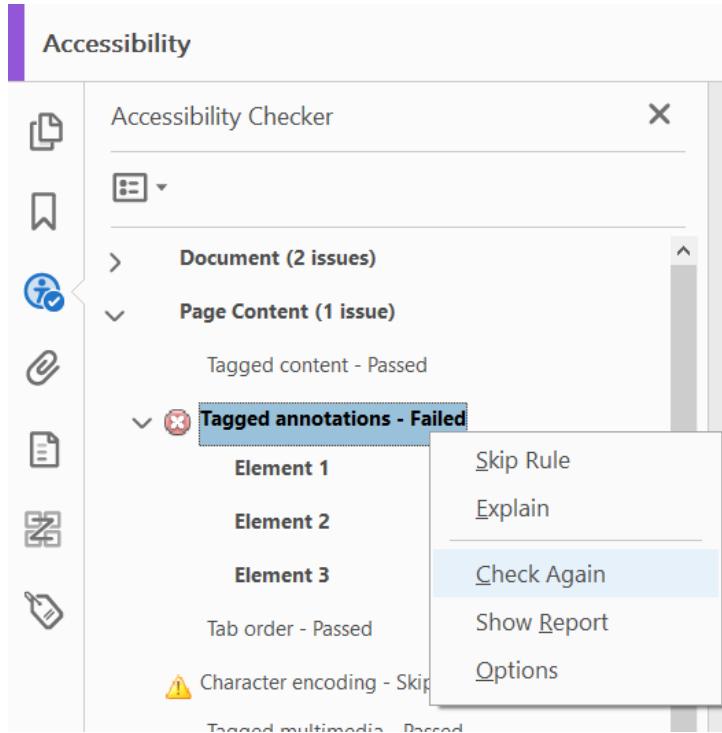
4. A **New Tag** popup box will appear and after selecting the type (again, it is a link in this example), type in the title description and click **OK**



5. If the previous step was completed successfully, another popup box will appear saying Find Completed and click **OK**



6. Locate the right -sidebar and right click the **Tagged annotations - Failed** option then click **Check Again**



7. It should now change to **Tagged annotations - Passed**

Tagged annotations - Passed

8. Congrats! This issue has now been resolved.

NOTE: If the warning does not change, the annotation was not fixed correctly or there was more than one issue, in which case simply start the process for fixing this issue again.

Excel Files

Microsoft has a series of recommendations concerning Excel accessibility. We recommend viewing the following Microsoft support page:

[Accessibility best practices with Excel spreadsheets](#)

Webpage Accessibility

This section compiles the most common issues flagged by Siteimprove for accessibility issues on FSU websites.

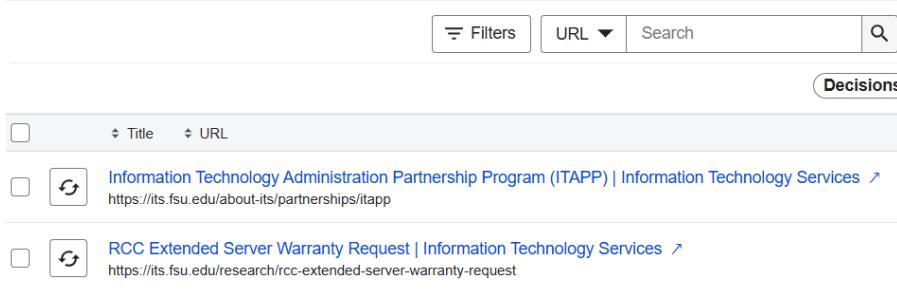
Link missing a text alternative

Links must include alternative text for users of screen readers.

To fix:

1. Navigate to the page where the link without alternative text is located (Siteimprove will show you what page(s) are affected)

Pages with this issue



	>Title	URL
<input type="checkbox"/>	Information Technology Administration Partnership Program (ITAPP) Information Technology Services	https://its.fsu.edu/about-its/partnerships/itapp
<input type="checkbox"/>	RCC Extended Server Warranty Request Information Technology Services	https://its.fsu.edu/research/rcc-extended-server-warranty-request

1 - 2 of 2 items

2. Click **Edit** on the page



Information Technology Administration Partnership Program (ITAPP)

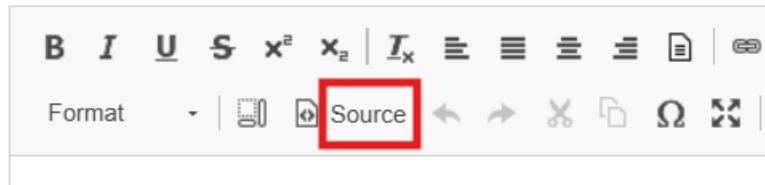
View **Edit** Delete Revisions

ITAPP is a technology collaboration program that brings together faculty, staff, and students to develop and share resources.

3. Click **Source**

Body Section

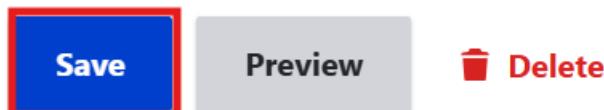
Body



4. Locate the link

5. Add an alt tag (*alt=""*) inside the link code, adding in the text alternative that describes where your link is pointing inside the quotation marks

6. Click **Save**



7. Congrats! This issue has now been resolved.

Example code snippet of link missing alt text:

```
<a href="https://its.fsu.edu/about-its/leadership/jonathan-fozard" style="color: rgb(120, 47, 64);">Jonathan Fozard</a>
```

Example code snippet of link with proper alt text:

```
<a alt="a link pointing to Jonathan Fozard's bio page" href="https://its.fsu.edu/about-its/leadership/jonathan-fozard" style="color: rgb(120, 47, 64);">Jonathan Fozard</a>
```

Image missing a text alternative

Images must include alternative text for users of screen readers.

To fix:

1. Navigate to the page where the image without alternative text is located
(Siteimprove will show you what page(s) are affected)

Pages with this issue

<input type="checkbox"/>	>Title	URL	<input type="button" value="Filters"/>	<input type="button" value="URL ▾"/>
<input type="checkbox"/>	 Information Technology Administration Partnership Program (ITAPP) Information Technology Services	↗ https://its.fsu.edu/about-its/partnerships/itapp		<input type="button" value="Search"/>

Decisions

<input type="checkbox"/>	 RCC Extended Server Warranty Request Information Technology Services	↗ https://its.fsu.edu/research/rcc-extended-server-warranty-request

1 - 2 of 2 items

2. Click **Edit** on the page

Information Technol (ITAPP)

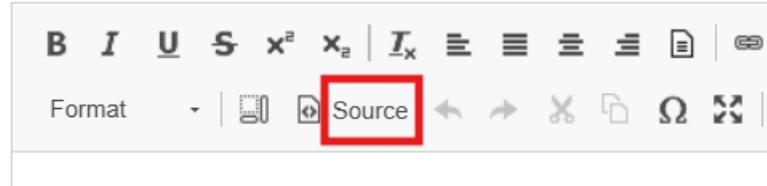
View **Edit** Delete Revisions

ITAPP is a technology collaboration program
resources.

3. Click Source

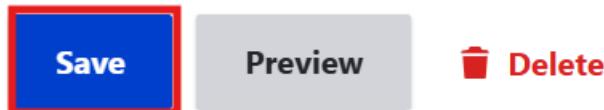
Body Section

Body



4. Locate the code for the image

5. Add an alt tag (*alt=""*) inside the image code, adding in the missing text alternative that describes the image inside the quote marks
6. Click **Save**



7. Congrats! This issue has now been resolved.

Example code snippet of an image missing alt text:

```

```

Example code snippet of an image with proper alt text:

```

```

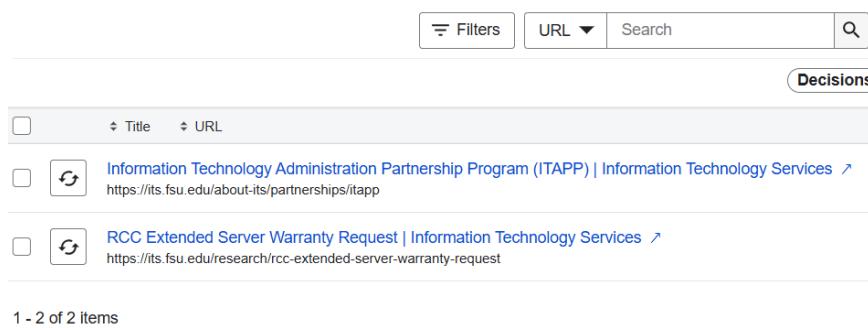
Text is clipped when resized

This is important for site visitors with low vision who may not be able to access information if text is clipped or cut off when scaled up.

To fix:

1. Navigate to the page where the text is clipped when resized (Siteimprove will show you what page(s) are affected)

Pages with this issue



The screenshot shows a list of pages with issues. The first page is 'Information Technology Administration Partnership Program (ITAPP) | Information Technology Services' with the URL <https://its.fsu.edu/about-its/partnerships/itapp>. The second page is 'RCC Extended Server Warranty Request | Information Technology Services' with the URL <https://its.fsu.edu/research/rcc-extended-server-warranty-request>. The interface includes a 'Decisions' button, a search bar, and a 'Filters' button.

1 - 2 of 2 items

2. Click **Edit** on the page

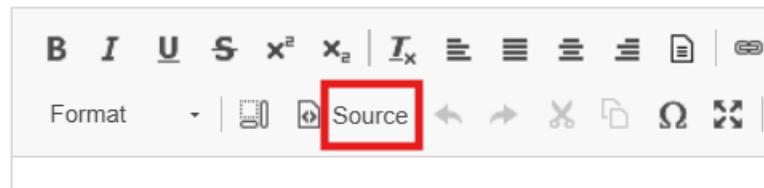


The screenshot shows the 'Information Technology Administration Partnership Program (ITAPP)' page. The title is 'Information Technology Administration Partnership Program (ITAPP)'. Below the title, there are four buttons: 'View', 'Edit' (which is highlighted with a red box), 'Delete', and 'Revisions'. The main content area contains the text: 'ITAPP is a technology collaboration program that brings together IT resources.'.

3. Click **Source**

Body Section

Body



The screenshot shows the CKEditor toolbar. The toolbar includes buttons for bold, italic, underline, and various alignment options. Below the toolbar, there is a 'Format' dropdown and a 'Source' button, which is highlighted with a red box.

4. Locate the style CSS code

Example

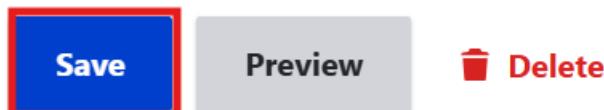
```
<style type="text/css">.links-grid--style-d-2 .links-grid__caption-2 {  
    height: 135px;  
</style>
```

5. Add in code to set the overflow property to visible

Example

```
<style type="text/css">.links-grid--style-d-2 .links-grid__caption-2 {  
    overflow: visible;  
    height: 135px;  
}  
</style>
```

6. Click **Save**



7. Congrats! This issue has now been resolved.

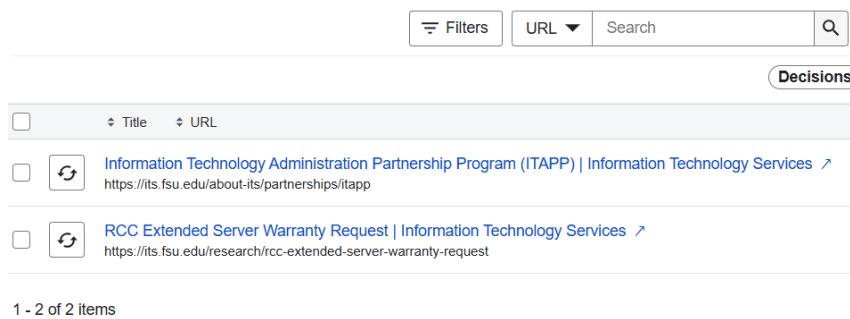
Empty headings

Headings help to break up content and make it easier for visitors to scan a page for information. Headings need to be set up correctly so visitors using screen readers can use them in this way.

To fix:

1. Navigate to the page where the empty headings are located (Siteimprove will show you what page(s) are affected)

Pages with this issue



Filters URL Search Decisions

>Title URL

Information Technology Administration Partnership Program (ITAPP) | Information Technology Services ↗
https://its.fsu.edu/about-its/partnerships/itapp

RCC Extended Server Warranty Request | Information Technology Services ↗
https://its.fsu.edu/research/rcc-extended-server-warranty-request

1 - 2 of 2 items

2. Click **Edit** on the page



Information Technology Administration Partnership Program (ITAPP)

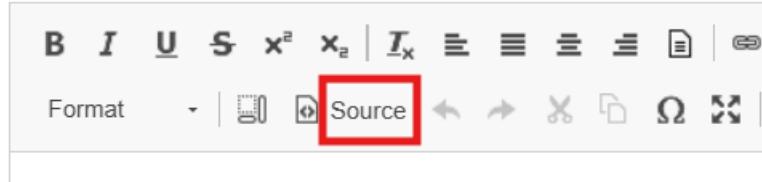
View Edit Delete Revisions

ITAPP is a technology collaboration program that brings together resources.

3. Click **Source**

Body Section

Body



B I U S x^a x_a | T_x ≡ ≡ ≡ ≡ ≡ |

Format | Source |

4. Locate the empty headings (Siteimprove will show you where the issue is on the page)

Occurrences 3 1 selected

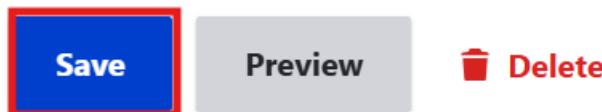
h3 ^

→ Add text — or remove the empty heading tags.

```
<h3>

</h3>
```

5. Add content into the area of code on the page where the empty headings are or if nothing belongs in there, delete the heading tags; this will be a judgement call of the person who oversees editing the page who best knows what should be on the page and how it is displayed
6. Click **Save**



7. Congrats! This issue has now been resolved.

Acknowledgements

- Derek Carraway, FSU Information Technology Services, Integrated Communications
- Anne Hall, FSU Information Technology Services, Custom Application Design
- Dr. John Crow, FSU Information Technology Services, Office of Digital Learning