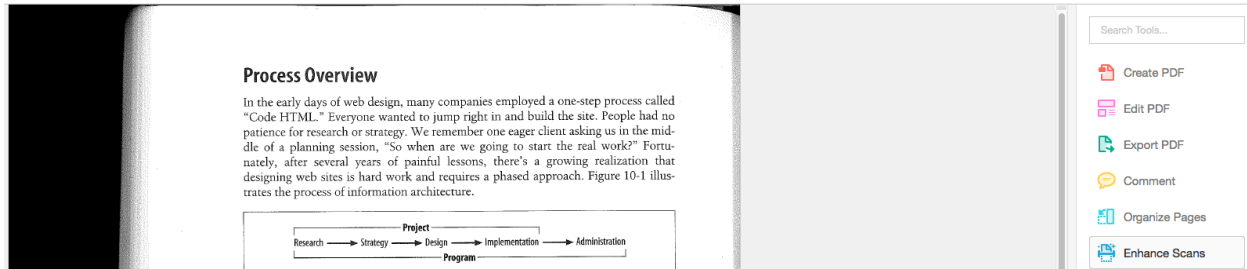


## Editing Scans for Accessibility

Once you have generated scans with relatively crisp text, use Adobe Acrobat to process the scan into an accessible document. Adobe Acrobat can remove or minimize many flaws associated with scanned documents.

### Processing a Typical Scan (Apple Specific Instructions)



Morville, Peter, et. al., (2006). *Information Architecture for the World Wide Web: Designing Large-Scale Web Sites, 3<sup>rd</sup> Edition*. Sebastopol, CA: O'Reilly Media.

1. Open the document in Adobe Acrobat.
2. From the Tools Pane located along the right side of the window, select **Enhance Scans**. The Enhance options appear on the menu bar. (Note: The Tool options can also be accessed from the View pulldown menu selection, **Tools**, or the **Tools** button on the Acrobat window menu bar.)

## Process Overview

In the early days of web design, many companies employed a one-step process called “Code HTML.” Everyone wanted to jump right in and build the site. People had no patience for research or strategy. We remember one eager client asking us in the middle of a planning session, “So when are we going to start the real work?” Fortunately, after several years of painful lessons, there’s a growing realization that designing web sites is hard work and requires a phased approach. Figure 10-1 illustrates the process of information architecture.

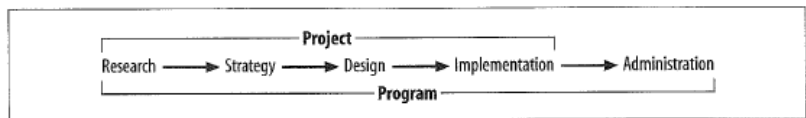


Figure 10-1. The process of information architecture development

The *research* phase begins with a review of existing background materials and meetings with the strategy team, aimed at gaining a high-level understanding of the goals

Morville, Peter, et. al., (2006). *Information Architecture for the World Wide Web: Designing Large-Scale Web Sites, 3<sup>rd</sup> Edition*. Sebastopol, CA: O'Reilly Media.



3. Click on the **Crop Tool** icon. Note that your mouse pointer turns into a crosshair.
4. Click and drag the crosshair pointer so that the portion of the scan that you wish to retain is selected, shown as a rectangle surrounding the selected text.

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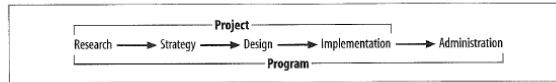


Figure 10-1. The process of information architecture development

The *research* phase begins with a review of existing background materials and meetings with the strategy team, aimed at gaining a high-level understanding of the goals and business context, the existing information architecture, the content, and the intended audiences. It then quickly moves into a series of studies, employing a variety of methods to explore the information ecology.

This research provides a contextual understanding that forms the foundation for development of an information architecture *strategy*. From a top-down perspective, this strategy defines the highest two or three levels of the site's organization and navigation structures. From a bottom-up perspective, it suggests candidate document types and a rough metadata schema. This strategy provides a high-level framework for the information architecture, establishing a direction and scope that will guide the project through implementation.

*Design* is where you shape a high-level strategy into an information architecture, creating detailed blueprints, wireframes, and metadata schema that will be used by graphic designers, programmers, content authors, and the production team. This phase is typically where information architects do the most work, yet quantity cannot drive out quality. Poor design execution can ruin the best strategy. For an information architect, the meat is in the middle and the devil is in the details.

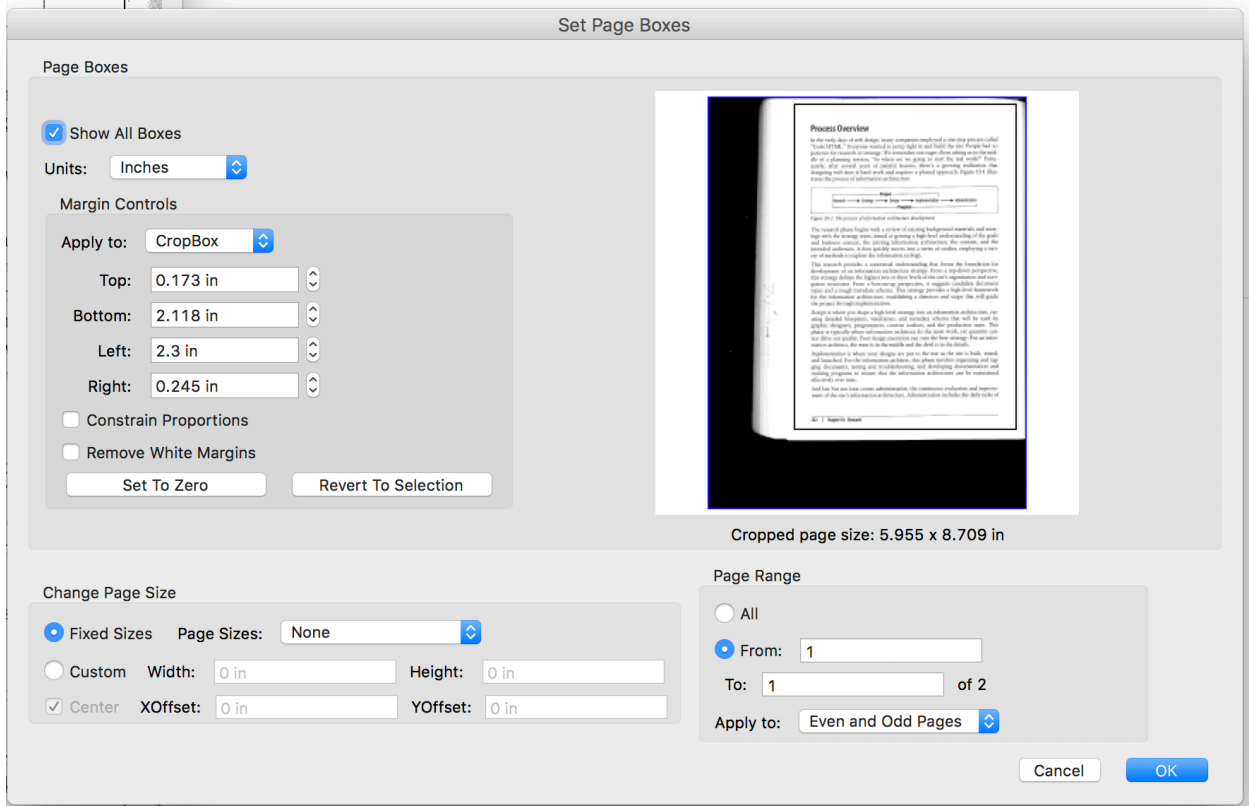
*Implementation* is where your designs are put to the test as the site is built, tested, and launched. For the information architect, this phase involves organizing and tagging documents, testing and troubleshooting, and developing documentation and training programs to ensure that the information architecture can be maintained effectively over time.

And last but not least comes *administration*, the continuous evaluation and improvement of the site's information architecture. Administration includes the daily tasks of

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5. Double-click the selected area.
6. The Set Page Boxes options box opens. From this box you can set cropping options, including setting up automatic cropping that can be applied to multiple pages within a

document, even differentiating between crop characteristics to be applied to even or odd pages. In this case, we will only crop this page. Click **OK**.



7. The page is cropped, removing the black bands seen in the original.

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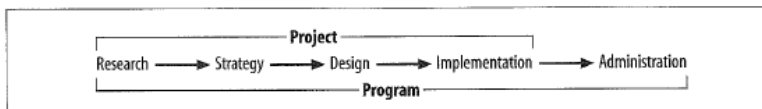


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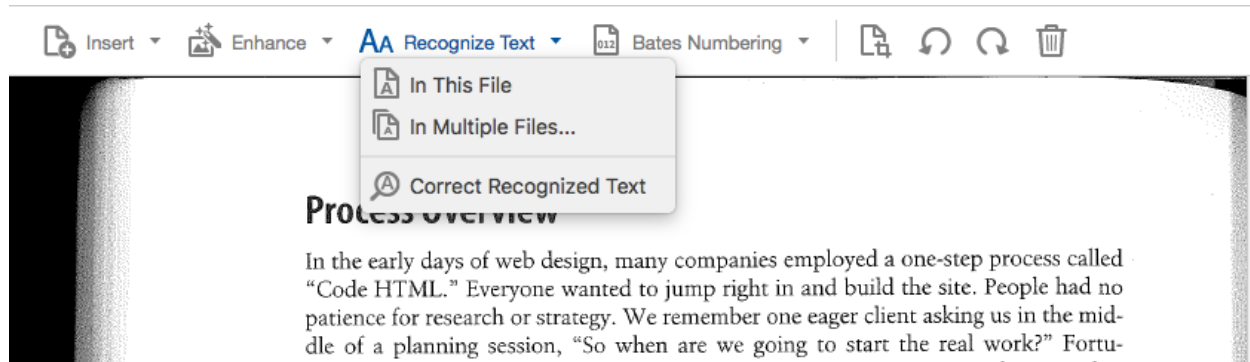
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## Recognize The Scanned Text

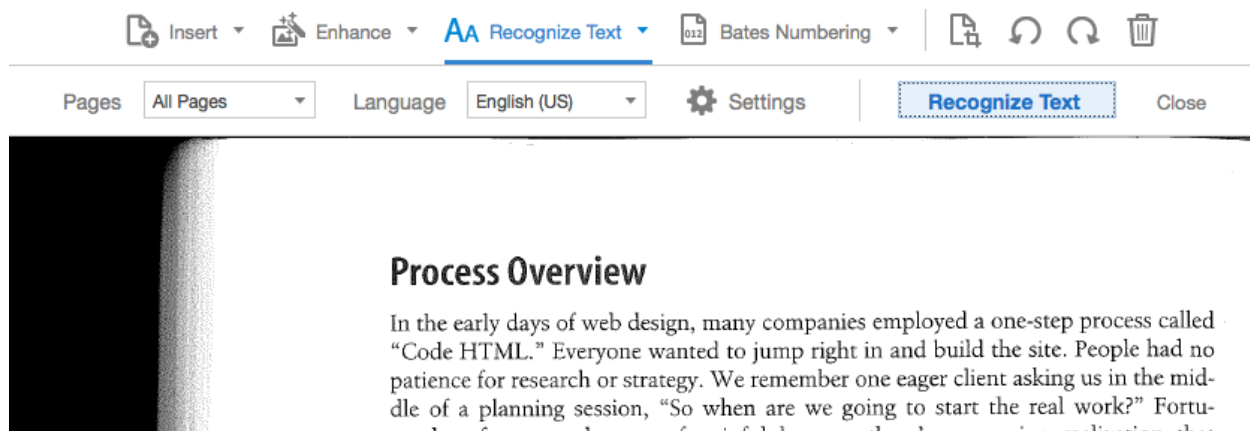
The next step to transform the scanned item into accessible, searchable text is to use Acrobat’s OCR process.

1. From the Enhance Scans menu bar, click **Recognize Text**.
2. Click **In This File** from the pulldown menu.



Morville, Peter, et. al., (2006). *Information Architecture for the World Wide Web: Designing Large-Scale Web Sites, 3<sup>rd</sup> Edition*. Sebastopol, CA: O'Reilly Media.

3. Acrobat opens a second menu bar giving OCR options and settings. Click the **Recognize Text** button.



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4. Depending on the length and complexity of the file being recognized, you may see a progress bar. Once the recognition process is complete, you can review and correct the recognized text by clicking the **Recognize Text** pulldown menu and selecting, **Correct Recognized Text**.

Acrobat opens a second menu bar with specialized options and highlights items that the OCR process marked as suspect. Often, flowcharts or graphics in the source material can cause the program to flag their components as potentially mistakenly recognized. If symbols or components of graphics are highlighted as suspect and are correct, you can

click the **Accept** button. Acrobat has limited capability of retouching graphic components.

Insert Enhance AA Recognize Text Bates Numbering

Review recognized text Image \_\_\_\_\_Pr recognized as \_\_\_\_\_Project\_\_\_\_\_ **Accept** Close

## Process Overview

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```
graph LR; Research --> Strategy; Strategy --> Design; Design --> Implementation; Implementation --> Administration; subgraph Project; Research; Strategy; Design; end; subgraph Program; Design; Implementation; Administration; end;
```

Figure 10-1. The process of information architecture development

The *research* phase begins with a review of existing background materials and meetings with the strategy team, aimed at gaining a high-level understanding of the goals and business context, the existing information architecture, the content, and the intended audiences. It then quickly moves into a series of studies, employing a variety of methods to explore the information ecology.

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Review recognized text Image the recognized as the Accept Close

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```

graph LR
    subgraph Project
        subgraph Program
            Research --> Strategy
            Strategy --> Design
            Design --> Implementation
            Implementation --> Administration
        end
    end
  
```

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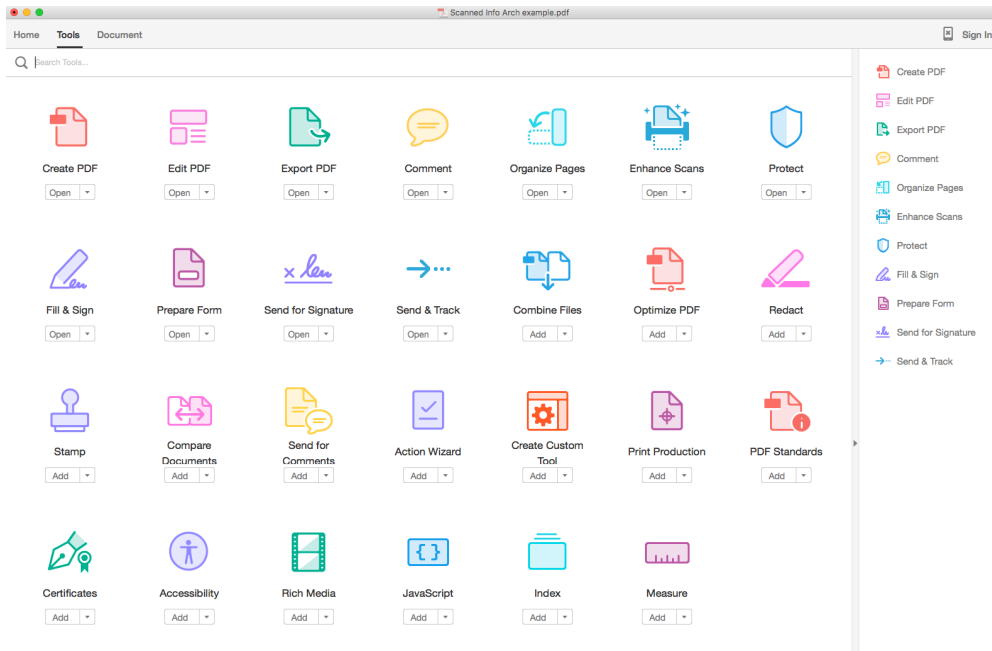
5. Correct any highlighted words by typing any necessary correction in the box “**recognized as**” and click the **Return/Enter** key on your keyboard.

## Autotag the Document

Adobe Acrobat will autotag documents to add missing semantic landmarks, such as headings, which help screen reader users locate information in the document and understand the document’s overall structure.

1. Begin by clicking **Tools** on the Acrobat menu.





2. From the resulting Tools window, select **Accessibility**.



**Accessibility**

This opens the Accessibility pane along the right of the document window.

## Process Overview

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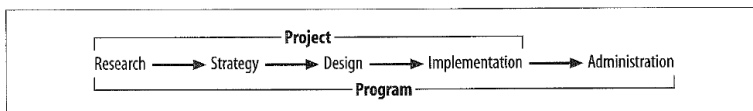
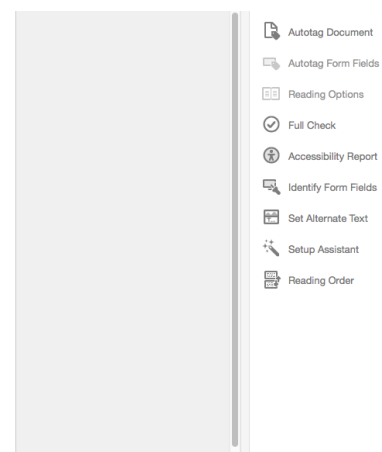


Figure 10-1. The process of information architecture development



3. Select **Autotag Document**.



Autotag Document



Autotag Form Fields



Reading Options



Full Check



Accessibility Report



Identify Form Fields



Set Alternate Text

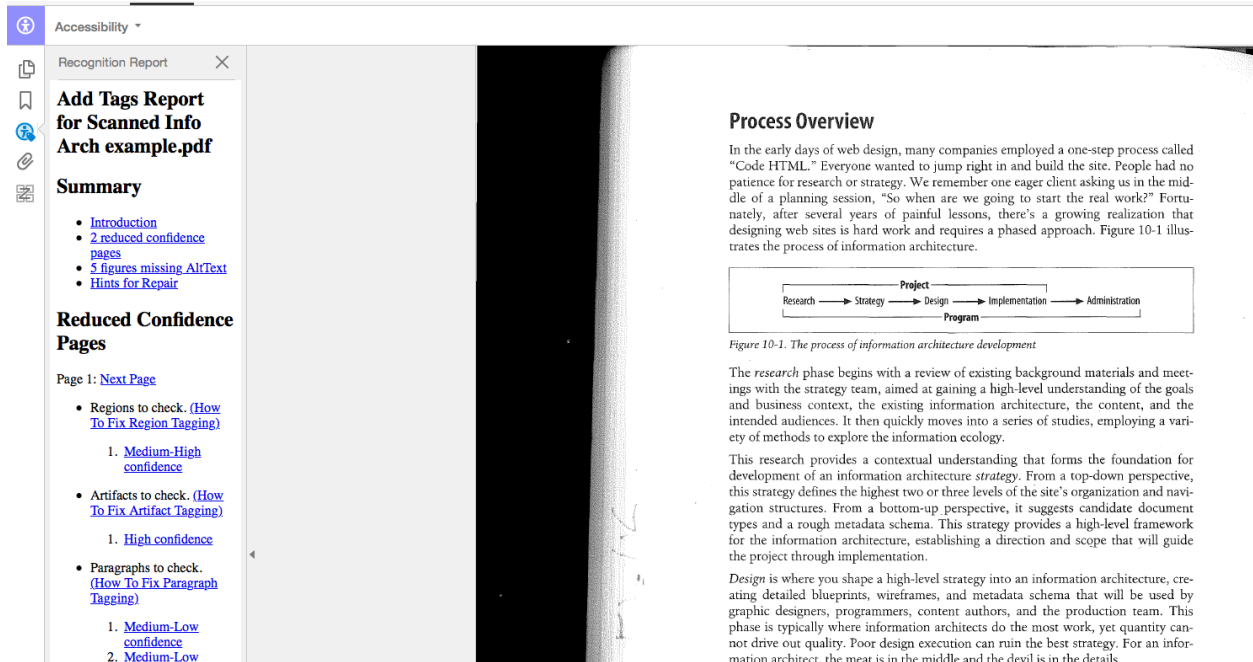


Setup Assistant



Reading Order

Once the autotagging process is complete, Acrobat will open a Recognition Report, listing what the program has done and any areas that were of reduced confidence.



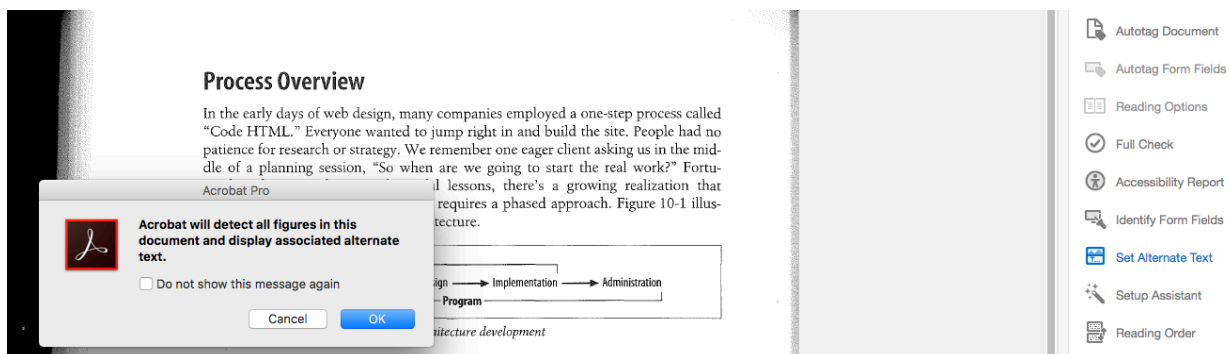
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## Set Alternative Text in the Scanned Document

Alternative text (also referred to as "alt text") provides descriptions of graphics for screen reader users.

To add alternative text to images in the scanned document:

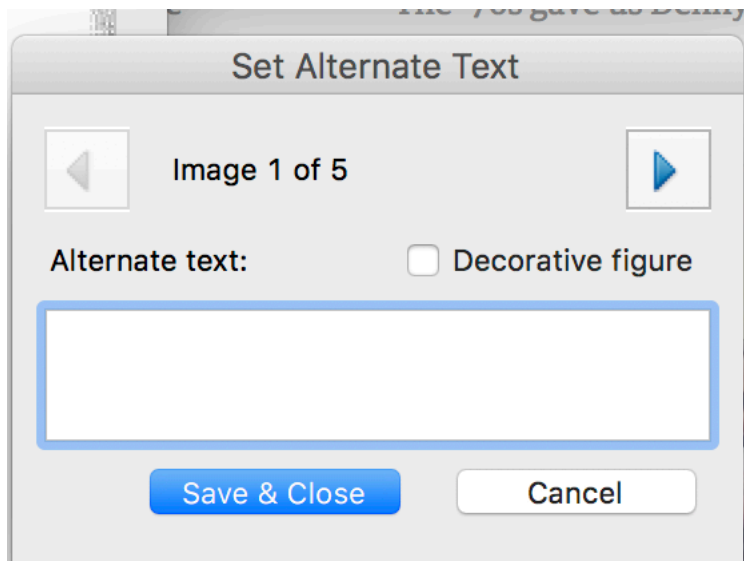
1. From the Accessibility pane on the right, click **Set Alternative Text**. Acrobat will display a dialog box informing you that the program will detect images and display any existing alt text in the document.



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2. Click **OK**. The **Set Alternate Text** dialog box opens. Add an alternative text description of the image in the input area. This description should be succinct but clearly describe what the image displays. Avoid the use of “image of,” “picture of,” or similar constructions. Screen readers will note when they encounter images in the text; however, screen reader users rely on the alternate text descriptions to understand what information should be grasped from the image.

If the image is included for aesthetic reasons only, click the **Decorative figure** box, which informs the screen reader user that a graphic has been encountered that does not contain information critical for the understanding of the document. If decorative figures are not properly tagged, the screen reader notes that an image has been encountered but provides no information to the user whether the image provides important information.



3. Once the alternative text has been added, click the box's right arrow to move to the next detected image.
4. Once all the images have been associated with alternative text, click **Save & Close**.