



# Course Accessibility

## Quick Tips for Adding Real Text to PDFs

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PDF documents provide an easy way to maintain the original formatting of documents regardless of the program that was used to create them. PDF documents can include things such as text, images, links, forms, and much more. The benefit of the PDF is that the end-user isn't required to have the original software in order to view or print a document. All that is needed to view a PDF document is the free Acrobat Reader software.

However, many PDF documents aren't accessible because they aren't properly structured and what appears to be text is really images (pictures of text). Adding real text and tags make a PDF document more accessible.

### CHECK FOR REAL TEXT

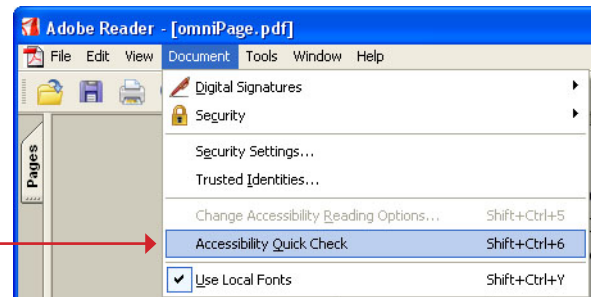
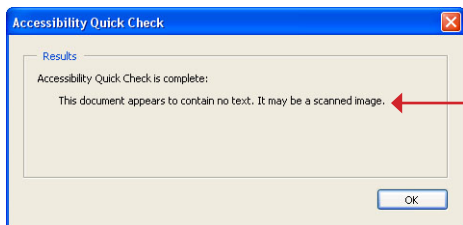
In order for a PDF document to be accessible, real text must be placed behind images. Adding real text will allow you to select and copy the text. People using adaptive technology use this real text, as well as those who like to save text from PDF files to read on their PDA or mobile phone.

Adobe Acrobat Reader version 7 and newer has an Accessibility Check built in that allows you to perform the real text check.

Check for real text in one of the following ways:

- On the **Document** menu, click **Accessibility Quick Check**.

**Note:** You need to add text if you get a message that says:  
**This document appears to contain no text.**



- Try to select text in the PDF document.

If you can select it like you select text in Word, you have real text. If not, then you need to add text.

### ADD REAL TEXT

In order to add real text, you need Adobe Acrobat Professional or Standard. If you do not have this software, it can be found on computers in the Media Development Center (MDC), located in Hale Library, room 214.

1. Open your document in Adobe Acrobat.
2. On the **Document** menu, point to **Recognize Text Using OCR**, and then click **Start**.

**Note:** This process may take several minutes.

3. Save the document after the text has been added.
4. Repeat one of the real text checks to ensure the real text has been added.

