ALT TEXT PIPELINE PRODUCTION PROCESS

Wink Harner, Adaptive Technology Consulting and Training, The Foreign Type
Susan Kelmer, Alternate Format Production Program Manager, Disability Services, CU Boulder

Goals for Today:

- How to create a pipeline for alternate text production that will streamline the process of acquiring and providing alternate format.
- We will include discussion on workflow, from request to provision.
- We will provide links with how to guides for setting up your process.
- All materials available on our Google drive at: https://goo.gl/WnPN5D

Today's Agenda

- Starting Point – Student intake/assessment, identifying appropriate format and platform student will use.
- First Platform – Request process from student, request to publisher, recording/tracking of requests, file storage, file delivery
- Second Platform – Where the pipeline diverges. What format will we be providing, and how will we get there?
- Wrap-up

Starting Point – Student Intake

- Meeting with a student is the first step.
  - Sample Intake Form

Starting Point – Determine Use of Alternate Format

- Determine disability and how the student would best use alternate format.
  - Visual Disabilities (blindness, low vision, color blindness)
  - Mobility Impairment (paralysis, tremors, weakness)
  - Learning Disabilities (processing disorders, dyslexia/dyscalculia, learning disorders, ADHD)

Starting Point – Appropriate Alternate Format

- Blind – Braille, Braille-ready files, screen reader
- Low Vision – Large print, expandable size text
- Color Blindness – descriptive text or keys for describing links to learning outcome
- Mobility Impairments – portable print or portable text
- Learning Disabilities – Text-to-Speech formatting (TTS), screen masking, “clean” files.

Starting Point – What OS is the Student Using?

- iOS – How will they “read” the files?
  - VoiceOver
  - Mac Speech
- Windows – How will they “read” the files?
  - Kurzweil
  - Read and Write Gold
  - Balabolka
  - Natural Reader
  - Other Text-to-Speech readers

First Platform – Set the Process for Requesting (Student)

- By student to DSS
- Electronic request form (Example from Rutgers)
- Paper Form

First Platform – How to Locate Electronic Files

- Do you have enough information? Title, author, ISBN Number?
  - Amazon – best book database in the world
  - Campus bookstore
  - Professor

First Platform – How to Locate Electronic Files

- How to find contact information for a publisher
  - Publisher Lookup
  - Google

First Platform – How to Locate Electronic Files

- Bookshare – Good for most classics, and select publishers like Penguin, Random House, some educational publishers
  - Devices supported by Bookshare
- Access Text Network – Network of major educational publishers including McGraw Hill, Pearson, Cengage, Sage, Norton, etc.
- Accessible Book Finder
- American Printing House for the Blind

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First Platform – How to Locate Electronic Files

- APH Tactile Graphics Library
- Learning Ally (formerly Recordings for the Blind and Dyslexic)
- Bibliovault – good for many educational publishers, including Duke University Press, University of Chicago Press, etc.
- Direct Publisher Requests
  - Email
  - Forms for Oxford, Taylor & Francis
  - List of Publisher Contacts from University of Colorado Boulder

First Platform – Set the Process for Book Production

- Using a database
  - Creating Your Own
  - Use electronic database such as AIM to track Alt Text Production
  - Purchasing a database management system for disability services
    - AHEAD comparison of DB Management systems for a DSS office
- Tracking from request to delivery
  - Paper tracking
  - Electronic tracking
- Timeline for Production
  - Books
  - Handouts/Articles

Sample Electronic Book order Tracking- Work Worder

CLASS INFORMATION

Book Required: **Yes**

Student Request Status:

No syllabus

Share Additional Notes with Other Services:

8/17/2017 BC Student confirmed that they want Accessible Alternative formats for the fall 2017 semester CMP

Update Class Information

Class Date(s), Time(s), and Location(s):

- 08/21/2017 - 12/07/2017 on T at 05:00 PM - 07:50 PM (Location: **MAIN 0421**).

Instructor(s):

- Joel Gordon

Modify Class Information

STUDENT REQUESTS

Accommodation Requested:

- Accessible Alternative Formats

View Accommodation Request Detail

Back to Search List | **View Work Sessions / Class Detail**

CLASS BLOG » ALL ENTRIES » ENTER A BLOG

WORK ORDER DETAIL

Book Title: **No-Nonsense Guide To Islam**

Barcode: **W92568730515250**

Requested on: **05/31/2017 at 03:07:03 PM**

Created on: **07/12/2017 at 03:56:00 PM**

Completed on: **11/13/2017 at 01:49:31 PM**

Quick Statistic on Work Order Completion:

- **165 Days** since request was first submitted.
- **123 Days** since work order was created.

ISBN: **9781904456612**

Publisher: **Nacscorp Inc (New Internationalist)**

Author: **Ziauddin Sardar**

Edition: **Not Specified**

Year: **2007**

Price: **$ 11.95 (N) $ 8.95 (U)**

Work Order Detail

Completed: **Yes**

Electronic Book Order Tracking – Working Notes

04a - OCR & Word Edit

No Nonsense Chapter 2
September 14 from 8:52 am to 9:23 am

Length: **30 Minutes** Pages: **22**

Last Modified on **Thursday, September 14, 2017 at 10:22:33 AM** by Tilmon

04a - OCR & Word Edit

No Nonsense Chapter 1
September 14 from 8:28 am to 8:51 am

Length: **25 Minutes** Pages: **17**

Last Modified on **Thursday, September 14, 2017 at 10:22:00 AM** by Tilmon

14 - Rebind hard copy

No Nonsense Binding
September 12 from 8:37 am to 8:55 am

Length: **20 Minutes** Pages: **0**

Last Modified on **Tuesday, September 12, 2017 at 10:26:47 AM** by Tilmon

03 - PDF accessibility

No-Nonsense 2008

9/8/2017

4:23 PM - 4:33 PM

Completed PDF break-up.

Length: **10 Minutes** Pages: **0**

Last Modified on **Friday, September 08, 2017 at 04:35:40 PM** by Meeks

Electronic Book Order Tracking – Working Notes (2nd Example)

04a - OCR & Word Edit

No Nonsense Chapter 5
September 22 from 8:07 am to 8:24 am

Length: **20 Minutes** Pages: **14**

Last Modified on **Friday, September 22, 2017 at 10:26:20 AM** by Tilmon

06 - QC OCR/edit

No Nonsense Guide to Islam Ch 1-4 QC
9/14 10:55-11:20

Length: **25 Minutes** Pages: **63**

Last Modified on **Thursday, September 14, 2017 at 11:22:28 AM** by Costanza

04a - OCR & Word Edit

No Nonsense Chapter 4
September 14 from 9:38 am to 9:51 am

Length: **15 Minutes** Pages: **12**

Last Modified on **Thursday, September 14, 2017 at 10:23:53 AM** by Tilmon

First Platform – Set the Process for Saving/Cataloging Completed Books

- File storage
- File management
- File Retrieval
- File Archiving

First Platform – Set the Process for Delivery

- Why you should use a paid service
- Filehosting:
  - Dropbox
- FTP transfer
  - Filezilla (free)
  - Citrix (subscription, billed annually)
  - Other FTP software to consider

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First Platform – Set the Process for Delivery

- Dropbox alternatives
  - PC Cloud
  - Google Drive
  - Box Online Cloud Storage
  - MS One Drive
  - MediaFire (file size limits)
  - Hightail
  - SugarSync

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First Platform – Set the Process for Delivery

- Zip File attachment
- Campus-based file transfer service (supported by Campus IT)
- Flash drive/portable device directly to student

Second Platform – Output Format - Audio

- Audio – Students who need or want the portability of books in audio format need to create that audio output on their own so they have their own adjustments to the reading (speed, voice, pitch, etc.)
- Converting MS Word or plain text to audio:
  - CAR (Central Access Reader)
  - Balabolka
  - Kurzweil 3000 PDF to Audio
  - Read &Write Gold PDF to Audio

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Second Platform – Output Format - ePub

- E-PUB – How to convert MS Word or PDF document into E-Pub:
  - Calibre MSWord or PDF to E-Pub
    - Step by step guide
      - Calibre Tutorial
      - Creating a Navigable TOC in Calibre
      - Step by Step Conversion Guide
    - Epub accessibility checker: Ace Accessibility Checker

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Second Platform – Output Format – Online Output

- Open Educational Resource (OER) e-pub books with Open Office (Calibre)
- Online Convert: resource for students. A web-based option to convert a variety of file types, from PDF to e-Pub, plus audio, video, image, document, e-book, archive and hash generator conversions.

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Second Platform – Output Format - TTS

- KESI (Kurzweil)
  - https://www.hws.edu/itservices/pdf/Kurzweil_Student_BasicUse.pdfhttps://www.hws.edu/itservices/pdf/Kurzweil_Student_BasicUse.pdf
  - Quick Reference Guide for Windows
  - Quick Reference Guide for iOS
- Read and Write Gold
  - Scan feature works with non-text-based PDFs
  - Snapverter – quick convert function

Lunch Break!

Second Platform – Output Format – Word/Other Text-Based File

- Output to Word can be created using scanned or publisher-provided PDF file
  - Simple conversion using ABBYY FineReader – EVERYTHING you need to know!
  - Simple Conversion using Omnipage (Quick-Convert) (go to page 15)
  - Complex instructions for Omnipage - for poorly-scanned (ugly) documents.
  - Output can be:
    - Text – .rtf
    - ASCII Text - .txt
    - Word - .doc or .docx
    - Excel
    - Html

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Second Platform – Output Format – Word/Other Text-Based File

- Resulting files still need further remediation
  - Adding styles/headings
  - Adding alt-text descriptions of images
  - Formatting tables so that screen readers can read them

Second Platform – Output Format – Accessible Word Files

- University of Washington Accessibility
- Microsoft Office Accessibility Tutorials

Second Platform – Output Format – Additional Outputs

- From PDF to DAISY Talking Books - MS Word will work with a Daisy Pipeline Plug-in
  - Download the add-in from Open XML to DAISY XML Translator add-in for Word
  - Download the DaisyPlayer
- Braille – DBT (Duxbury Translator)
- Tactile Graphics - Adobe Illustrator & printing to embosser or 3D printer
  - Tactile Graphics from Georgia Tech

Second Platform – Output Format – Math-Enabled Word Files

- Create accessible MS Word file from PDF as usual (styles/headings, etc.) before adding math
- Use MathType to create math equations
  - Tutorial and Manual for MathType
- Save Word file for direct use in NVDA (screenreader), also requires MathPlayer installed (free)
- Converting MS Word Equation Editor Math to MathType
- Converting MathType MS Word document to LaTeX

Second Platform – Output Format - Using Central Access Reader

- Using CAR to read files
  - Free, open-source, text-to-speech plug-in for Microsoft Word that reads MathType properly
  - Stand-alone CAR can read pasted text or open/read existing files, create MP3 files, or convert to HTML files
- Using Car Check Toolbar to check files for readability

Second Platform – Output Format – LEAN Math

- LEAN Math created by John Gardner of Viewplus Technology
- LEAN Math Editor for writing math
- LEANIn for creating an overlay that will read MathType Math in WindowEyes
- LEAN Math Tutorial

Second Platform – Output Format – Proofing Math

- Listen with NVDA
- Proofreading and Editing MathType equations using CAR Check Toolbar

Second Platform – Output Format – Nemeth Braille

- Converting to Nemeth Braille using Duxbury (It Might Be Magic)
- Save as .BRF file (for refreshable display or use with Jaws)
- Send to embosser for hard copy Braille

Second Platform – Output Format – Other Resources

- Math workflow tools
- Math Player
- Math Flow™ From Design Science

Second Platform – Output Format – Chemistry Support

- Chem4Word
- Chemistry Plug-in for MS Word
- Use MathType to create chemistry equations

Second Platform – Output Format – Other Resources

- In-House or Outsourced Production?
- Outsourcing:
  - Ask other universities for recommendations or provision
  - Individual/Independent providers
  - Braille
  - Audio Description for Videos
    - WGBH
    - 3-Play Media
    - Audio Description Project from American Council for the Blind

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Second Platform – Output Format – Other Resources (continued)

- Making images accessible:
  - Washington.edu accessibility checklist
- Making Online Courses accessible:
  - Portland Community College Resources
- Creating Accessible PDFs using Adobe Acrobat Pro:
  - Adobe
  - Adobe Accessibility Training Resources
  - Karlen Communications

Wrapping Up - Contacts

All documents used today can be found at: goo.gl/WnPN5D

Wink Harner
Adaptive Technology Consulting and Training, The Foreign Type
Professor of Assistive Technology at CUNY
Foreigntype@gmail.com
480-984-0034

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Susan Kelmer
Alternate Format Production Program Manager
Disability Services, University of Colorado Boulder
Susan.Kelmer@Colorado.edu
303-735-4836