

AccessText Network is here to help! E-Text Accommodations 101



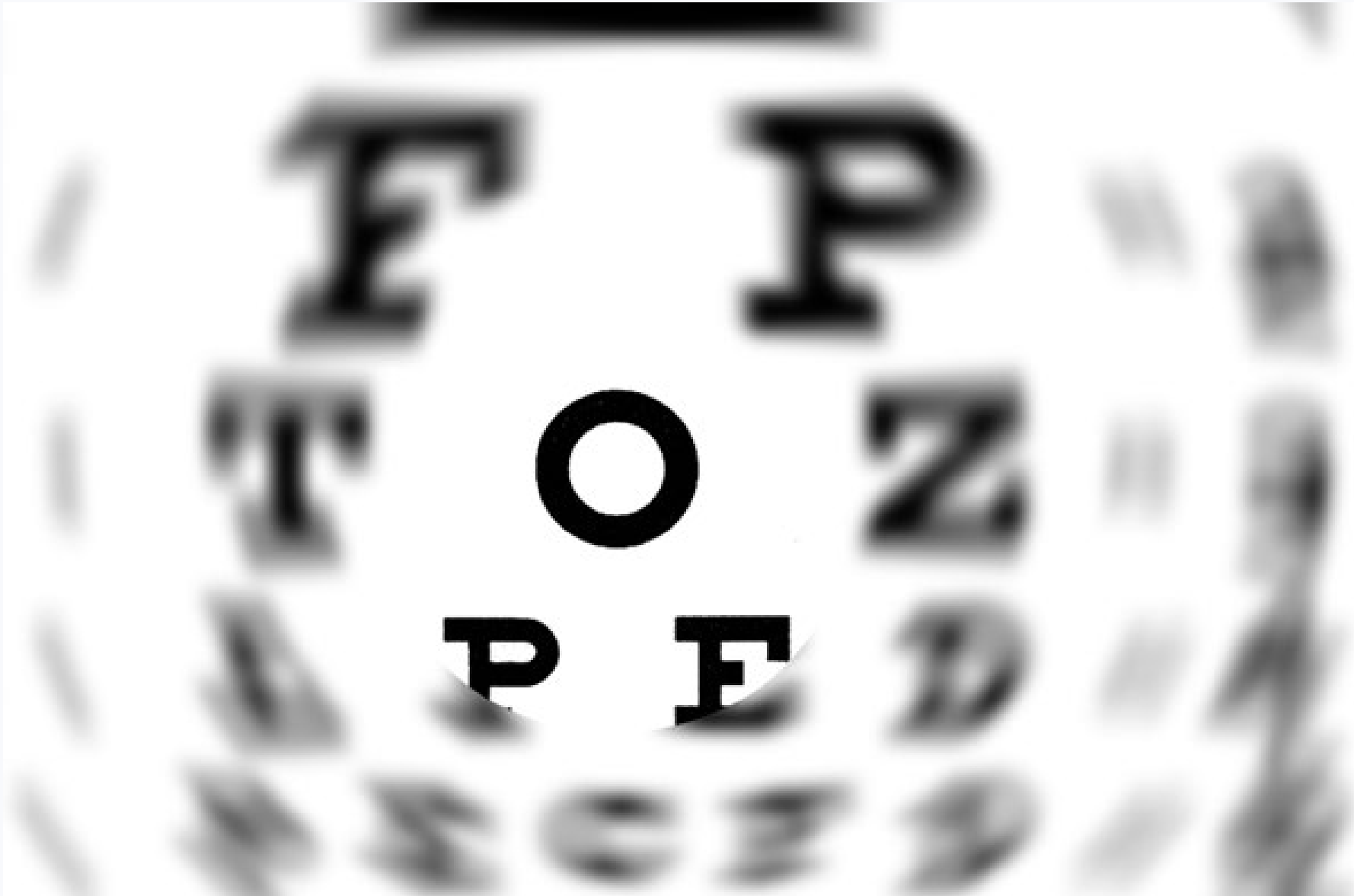
Presenters:

Dawn Evans, ATN Coordinator

Carolyn Phillips, Co-Director CIDI

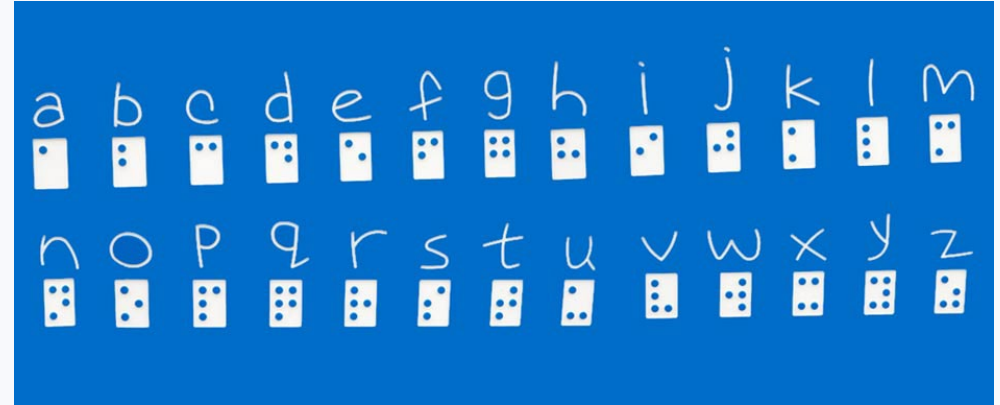
CREATING THE NEXT®

What are Print-Related Disabilities?



What are Alternate Formats?

- EPUB, PDF, DOC
- Braille (braille file or embossed)
- Audio (MP3 or Daisy)
- Large Print
- Tactile Diagrams



ePUB



Which Alternate Format is Best for your Student?



Depends on:

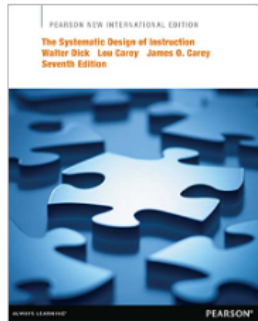
- Disability
- Assistive Technology
- Preference
- STEM?

How to Obtain Alternate Formats?

AccessText Network DEMO

Requests

Add a Request for this Title



The Systematic Design of Instruction, 7th Edition

Walter Dick / Lou Carey / James O. Carey
ISBN-10: 1292041250 ISBN-13: 9781292041254
© 2013
Publisher: Pearson Education

* Request Type ?

Publisher File

* Format Requested

PDF

Student and Course

Custom Fields

* Student ID ?

Student Name ?

Student Disability ?

Course


Instructor

Term


Notes

Save

Which request type should I choose?

 Publisher File

Choose Publisher File if you need an electronic file for the printed book. Choosing this request type requires you to specify the format of the electronic file you would like to receive. This is the default request type.

 Permission to Scan Print Material

Choose Permission to Scan Print Material if you do not want the publisher to send you an electronic file for the printed book, but instead want the publisher to grant you permission to scan the printed book.

 Permission to Redistribute Alternative Text

Choose Permission to Redistribute Alternative Text if you already have an electronic file for the printed book, but you need to distribute the electronic file to another student.



AccessText Network Publishers



Charter Members

1. Pearson Education
2. Cengage Learning
3. McGraw Hill US
4. W. W. Norton
5. Elsevier
6. Wiley
7. Macmillan Higher Education
8. SAGE Publications

Additional Members

1. American Hospital Association
2. American Occupational Therapy Association Press (AOTA Press)
3. American Psychological Association
4. CABI
5. Cicero Books
6. Crossroad Publishing Company
7. Difusion SL
8. Emerald Publishing
9. F. A. Davis Company
10. FIT Publishing
11. Guilford Publications
12. Hackett Publishing Company
13. Harvard University Press
14. Hawkes Learning
15. Human Kinetics, Inc.
16. Jones & Bartlett Learning
17. Kogan Page
18. Labyrinth Learning
19. Lynne Rienner Publishers
20. McGraw Hill Canada
21. PlanningShop
22. Quintessence Publishing
23. Ramsey Education Solutions, The Lampo Group, Inc.
24. Sagamore-Venture
25. SLACK Incorporated
26. Springer Publishing
27. Taylor & Francis Books
28. University of Michigan Press
29. Vista Higher Learning
30. Wolters Kluwer Health

Pause Before Adding a New Title Record to ATN

- Since the publisher did not previously have access to this title record you are about to add – there is no way they could have already stored files on it, thus there is no possibility of your request for this ISBN to be auto-fulfilled.
- Pause for a moment and research whether there is a better related ISBN to request.
- Aim for the student edition, printed ISBN rather than a digital product or bundle ISBN.
- It could mean the difference between immediate fulfillment versus waiting.

Add this title to ATN **ONLY IF** 0123456786 is published by an ATN member. (If the publisher of the book is not in the publisher drop-down menu below, do not add the title to ATN. Instead search for said publisher on <http://www.publisherlookup.org>.)

Titles

Add

* Publisher	<input type="text"/>	
* Title	<input type="text"/>	* Author
ISBN10	<input type="text"/>	* ISBN13
0123456786		9780123456786
Edition	<input type="text"/>	Copyright
		<input type="text"/>

Save

ATN's Advanced Title Find

- Click on Titles > All Titles > in the left pane.
- Click on Advanced Find in the top right corner.
- Type in anything into the 'Find Title or Author' field on your dashboard and click Go. Now click on the Advanced Find button in the top right corner.
- Add as many criteria as you wish.
- Click Find
- Open the best bets (non-bundles/non-customs) in a new tab to see if any of them are related to other titles. If you find one – request it because it very likely means there are files stored!

Titles

Advanced Find		
Field	Operator	Value
Title ▾	contains ▾	biology
Author ▾	contains ▾	raven
Publisher ▾	is ▾	McGraw Hill ▾
Edition ▾	is ▾	12

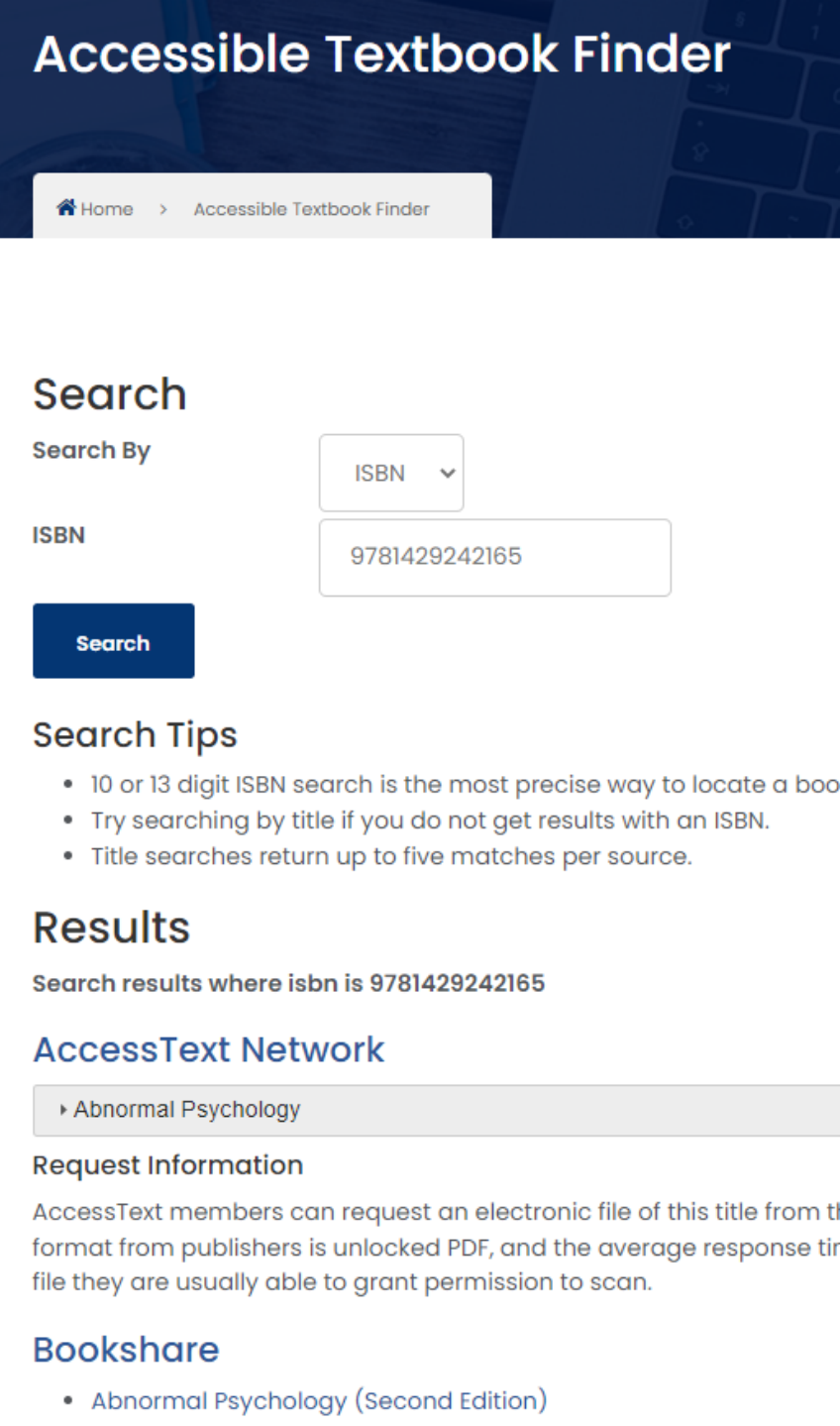
Add CriteriaFind

Accessible Textbook Finder

<https://acesstext.org/accessible-textbook-finder>

The Accessible Textbook Finder searches multiple organizations for a title:

- AccessText Network
- Center for Inclusive Design & Innovation
- Bookshare
- Learning Ally
- Louis database
- National Library Service
- Open Library
- Project Gutenberg
- RedShelf
- VitalSource



The screenshot shows the 'Accessible Textbook Finder' website. At the top, there's a navigation bar with 'Home' and 'Accessible Textbook Finder'. The main section is titled 'Search' and includes a 'Search By' dropdown menu set to 'ISBN'. Below this is an input field for the ISBN, containing '9781429242165', and a blue 'Search' button. Underneath the search section is a 'Search Tips' area with three bullet points: '10 or 13 digit ISBN search is the most precise way to locate a book', 'Try searching by title if you do not get results with an ISBN.', and 'Title searches return up to five matches per source.' The 'Results' section follows, with a heading 'AccessText Network' and a sub-heading 'Abnormal Psychology'. Below this is a 'Request Information' section stating that AccessText members can request an electronic file of the title from the publisher, and that the average response time for a permission to scan is usually within 24 hours. The 'Bookshare' section is partially visible at the bottom, listing 'Abnormal Psychology (Second Edition)'.

Accessible Textbook Finder

[Home](#) > Accessible Textbook Finder

Search

Search By ISBN ▼

ISBN

Search

Search Tips

- 10 or 13 digit ISBN search is the most precise way to locate a book
- Try searching by title if you do not get results with an ISBN.
- Title searches return up to five matches per source.

Results

Search results where isbn is 9781429242165

AccessText Network

► Abnormal Psychology

Request Information

AccessText members can request an electronic file of this title from the publisher. The format from publishers is unlocked PDF, and the average response time for a permission to scan the file they are usually able to grant permission to scan.

Bookshare

- Abnormal Psychology (Second Edition)

Outsource to an Alternate Media Center

The Center for Inclusive Design & Innovation (CIDI) is available to provide the following services for Disability Services Offices:

- **E-Text Services**: we transform textbooks, supplements, journals, brochures, manuals – basically any print material – into a variety of accessible electronic formats, including PDF, DOC, EPUB, DAISY, HMTL, and PowerPoint files.
- **Braille Services** produce timely, cost-effective, high-quality electronic and embossed Braille and custom tactile graphics.
- **Captioning and Described Media Services** make classroom lectures, meetings, labs, or webinars fully accessible for deaf or hard-of-hearing and provide post-production transcripts, captioning, and described video.
- **ICT Accessibility Compliance Consultations** focus on the accessibility needs of organizations, offering technical assistance, customer support, and evaluation of overall website accessibility.

File Accessibility

Software You Will Need

- **Thorium Reader** for opening EPUBs
 - <https://www.edrlab.org/software/thorium-reader/>
- **Acrobat Pro DC** for editing PDFs
 - <https://www.adobe.com/acrobat>
- Various Assistive Technology for testing files (ie. NVDA, JAWS, ClaroRead, TextHelp, NaturalReader, Kurzweil...)

EPUBs

Unlike publisher PDFs and DOCs - most, if not all, of the accessibility remediation work is already done in the EPUB file format!

- Correct reading order
- Linked TOC for easy navigation
- The appearance of the text can be modified.
- Reflowable
- Alternate text for images (usually)
- Many publishers are coding in the corresponding print page number for navigation. (if they're not – please tell them.)

Thorium - Macroeconomics

← ⓘ □ 🔊 🔍 📖 aa 📖 □

Theme >

Text >

Display >

Spacing ▾

Margin 0.5

Word spacing 0.19

Letter spacing

Paragraph spacing

Line spacing 1.5

Readaloud >

Configuration >

These three equations — the demand function, the supply function, and the equilibrium condition — compose a model of the pizza market.

The economist illustrates the model using a supply and demand diagram, [Figure 1-5](#). The demand curve shows the relationship between the quantity of pizza demanded and the price of pizza, holding the price of other goods constant. The demand curve slopes downward because a higher price of pizza encourages consumers to buy less pizza and switch to, say, hamburgers. The supply curve shows the relationship between the quantity of pizza supplied and the price of pizza, holding the price of other goods constant. The supply curve slopes upward because a higher price of pizza makes pizza production more profitable, encouraging pizzerias to produce more pizza. The equilibrium price and quantity are the price and quantity at which the supply and demand curves intersect. At the equilibrium price, consumers demand the same quantity of pizza that pizzerias choose to produce.

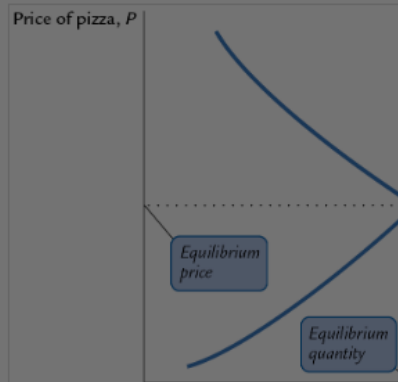


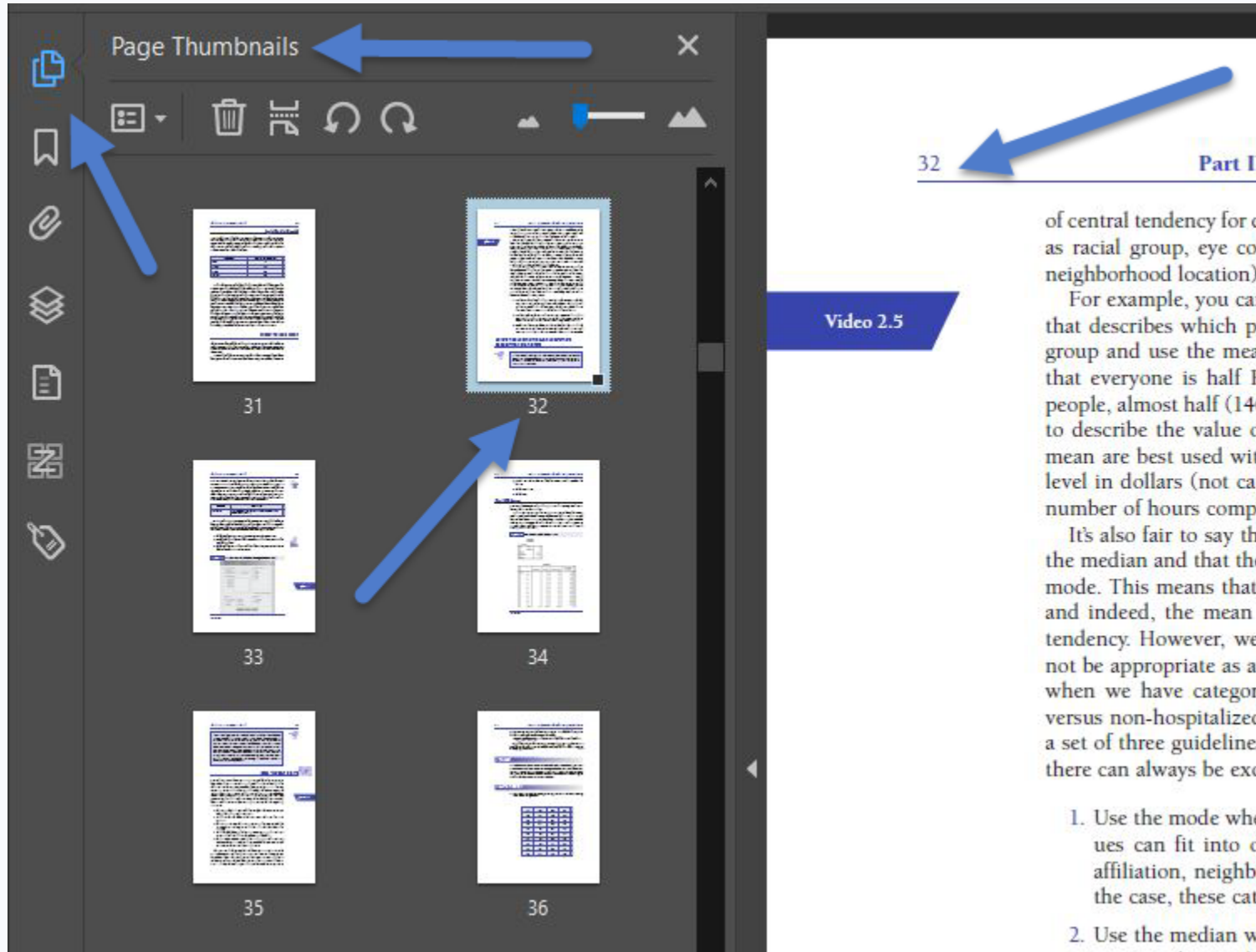
FIGURE 1-5
The Model of Supply and Demand The economic model is that of supply and demand for a good or service — in this case, pizza. The demand curve shows the relationship between the quantity of pizza demanded and the price of pizza, holding the price of other goods constant. The supply curve shows the relationship between the quantity of pizza supplied and the price of pizza, holding the price of other goods constant. The equilibrium price and quantity are the price and quantity at which the supply and demand curves intersect. At the equilibrium price, consumers demand the same quantity of pizza that pizzerias choose to produce.

more information

Publisher PDFs

- Page Numbers
- Bookmarks
- Auto-tagging
- Reduce file size
- Split into chapters if needed
- Advanced Tagging if needed or run through Optical Character Recognition software such as ABBYY FineReader.
- Alternative Text for Images

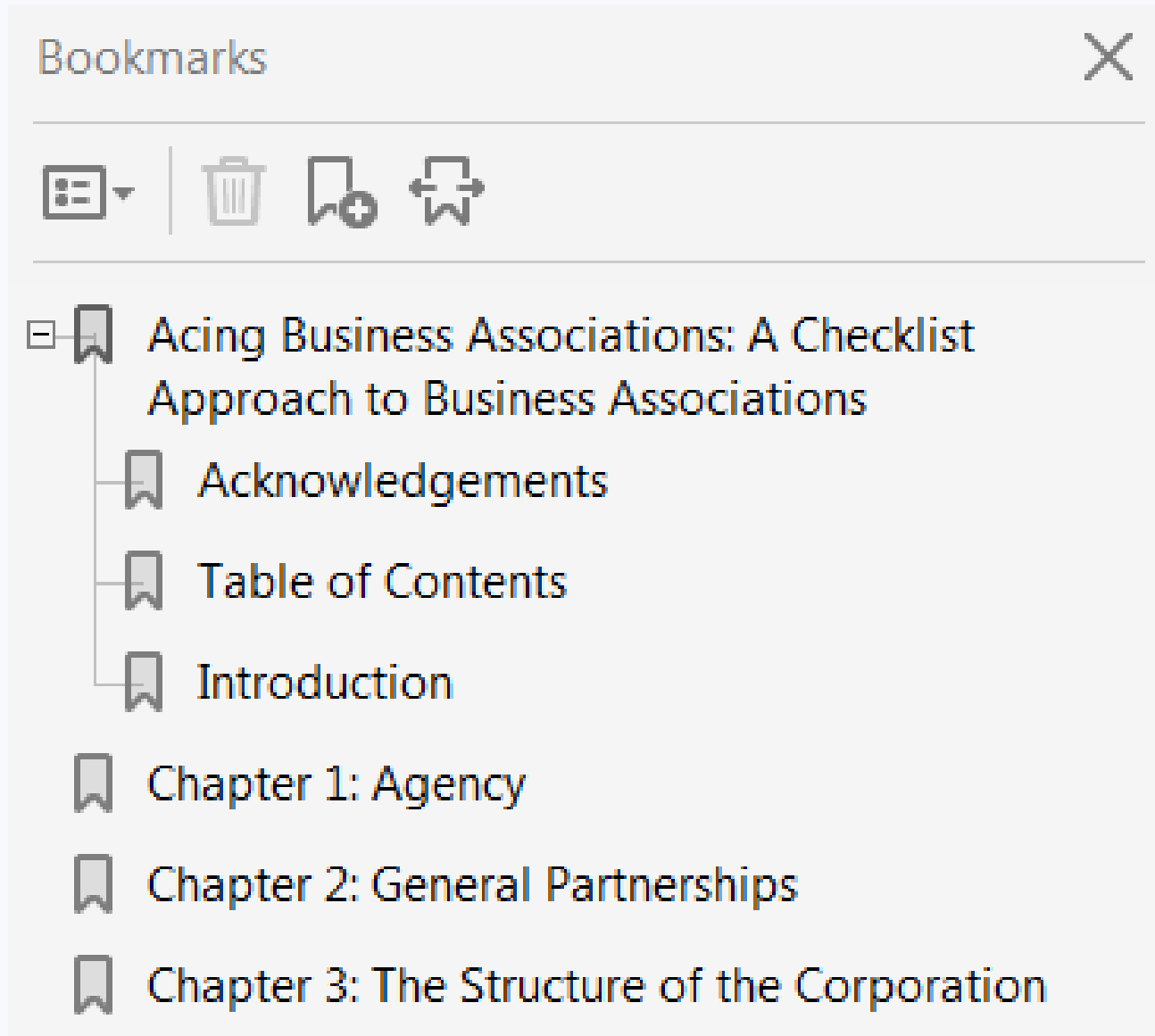
Page Thumbnails Pane in Acrobat



How to Get the Acrobat Page Numbering to Match the Book's Page Numbering:

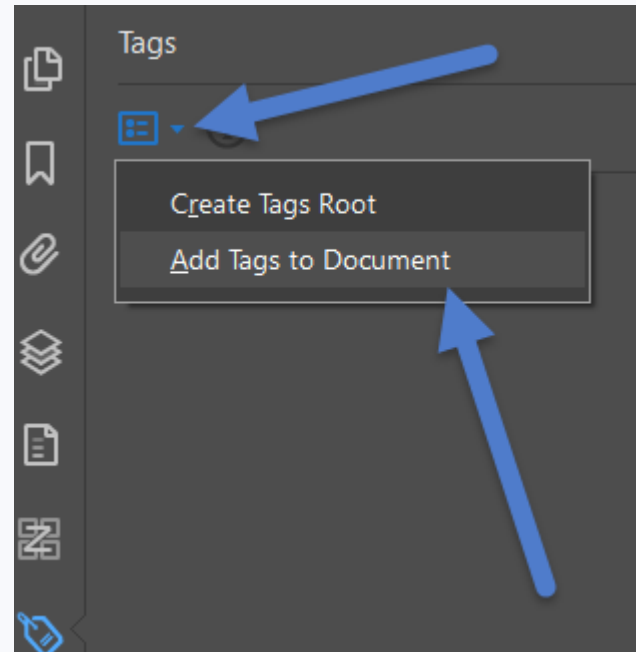
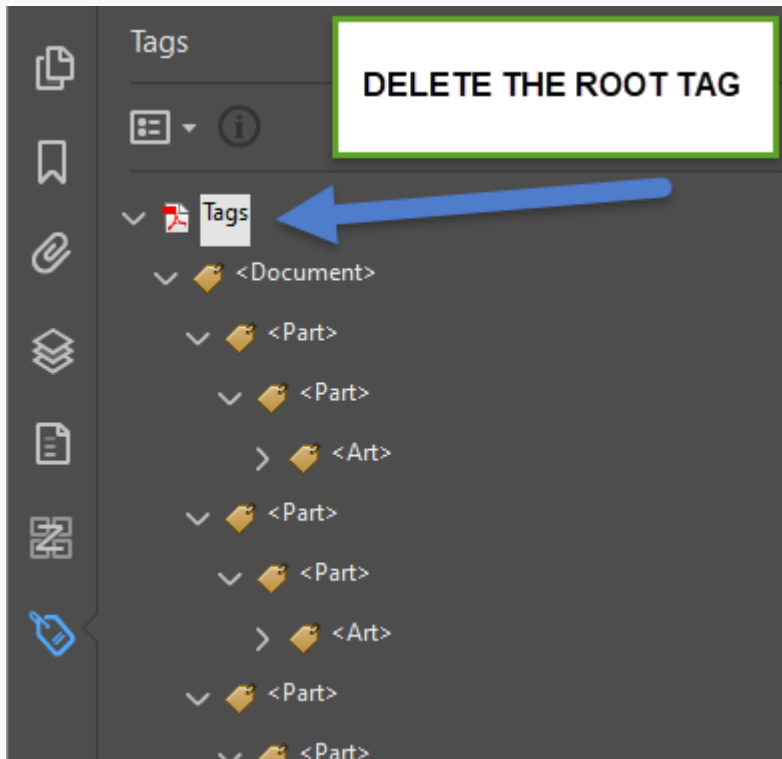
- Select all pages that have a lower-case roman numeral numbering. Right click and choose "Page Labels"
- Change the style to i, ii, iii...
- Now go to the end of the book and make sure the page numbers are accurate and if not, continue to use the Page Labels dialog box to fix them.

Bookmarks Pane in Acrobat



- Highlight text and right click, or press CTRL + B, to create bookmarks.
- To adjust the hierarchy, drag them up and under the “parent bookmark” so they appear indented.
- You can edit the text of a bookmark, to include the word “Chapter” for instance.

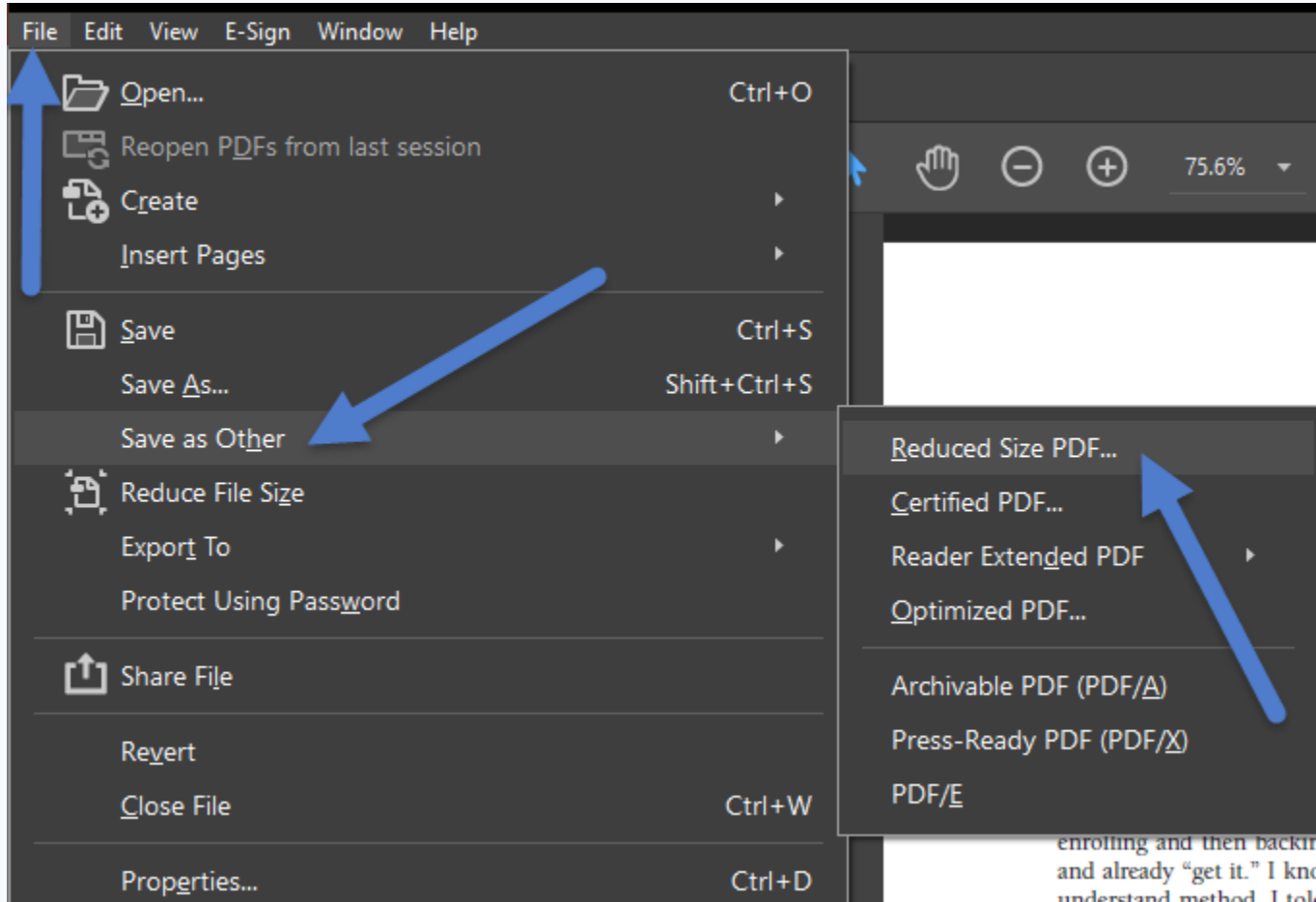
Tags Pane in Acrobat



1. Inspect the tags. If they are good, leave them be.
2. The vast majority of Publisher PDFs do not have good tags. In this case, right click on the root tag and press delete.
3. Then click the Tag Options icon and select "Add Tags to Document"

Auto-tagging can fix many problems such as reading order issues and "blank page" problem with TTS.

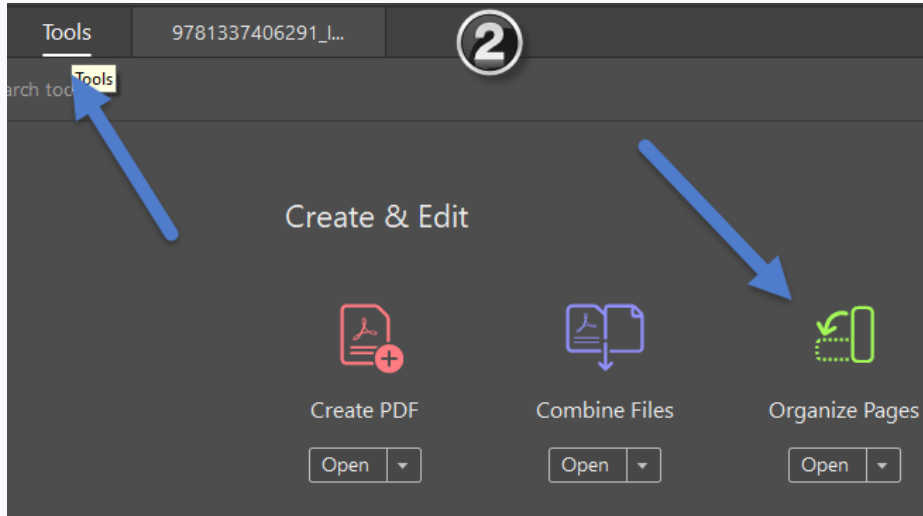
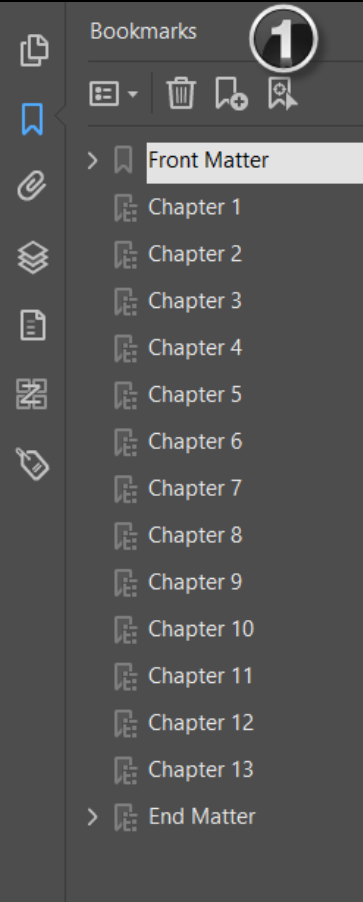
Reducing the Size of a PDF Using Acrobat



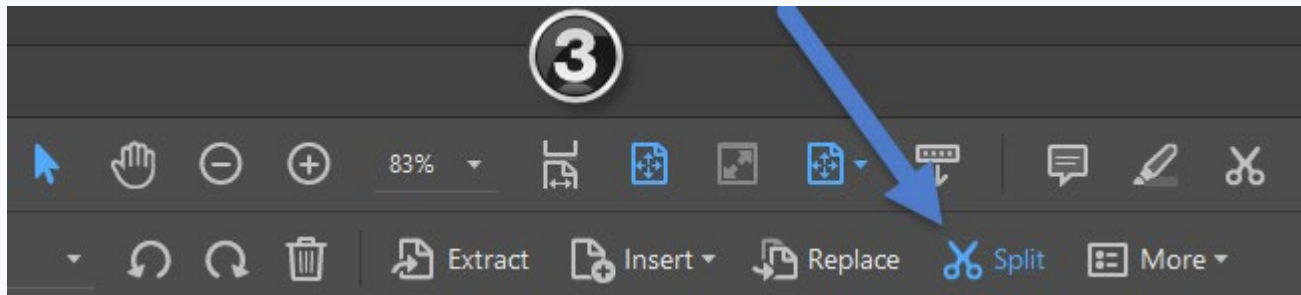
If the file is very large, it may be wise to reduce its size so that your student will have an easier time using it.

1. Click on File > Save as Other > Reduced Size PDF.
2. If this doesn't get the file small enough, then you can split the one PDF for the entire book into one PDF for each chapter of the book →

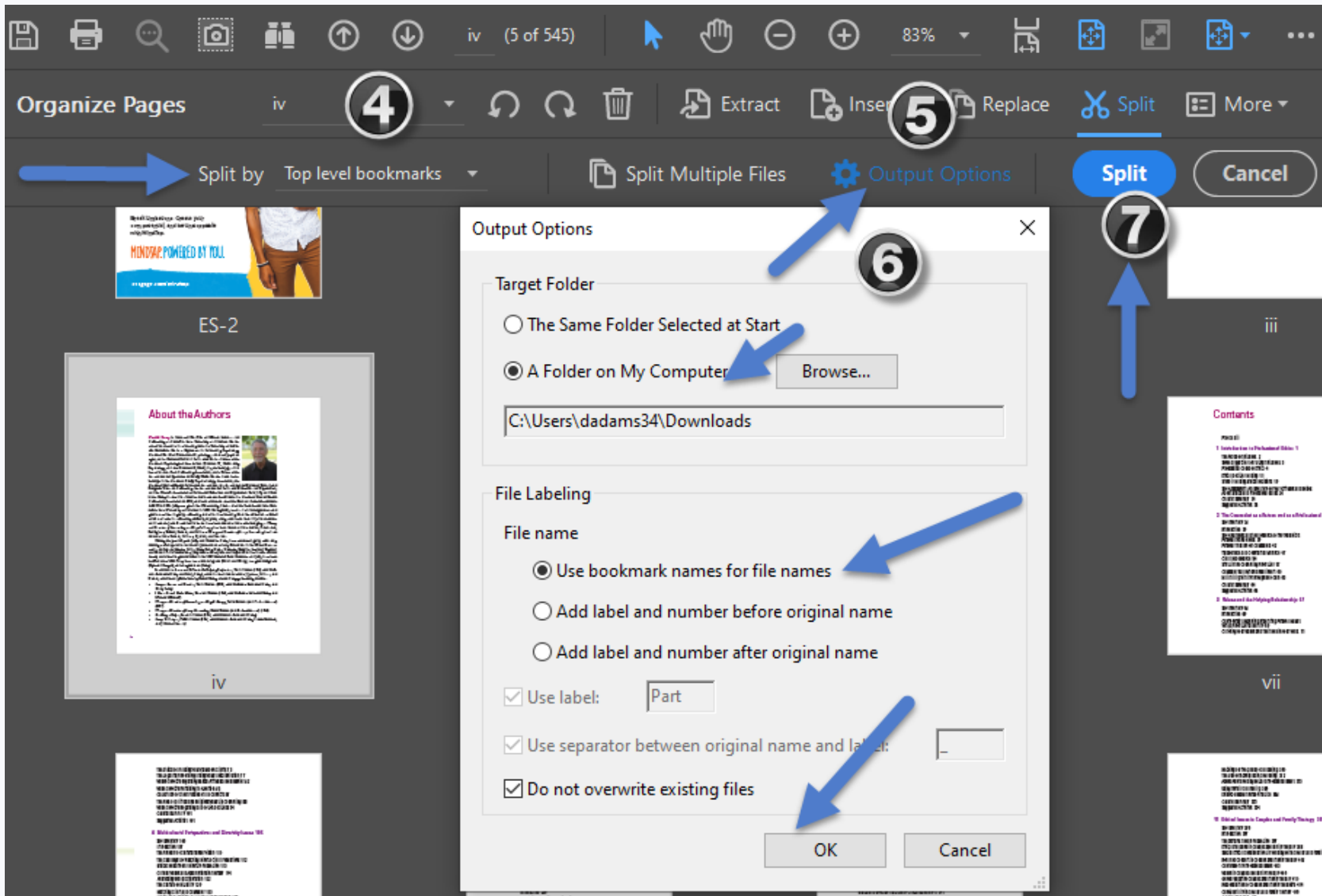
Splitting a PDF into Chapters



1. First make sure that your bookmarks are organized in a way that you can split the file by its top-level bookmarks.
2. Click on Tools, then Organize Pages.
3. Click on Split



Splitting a PDF into Chapters, continued



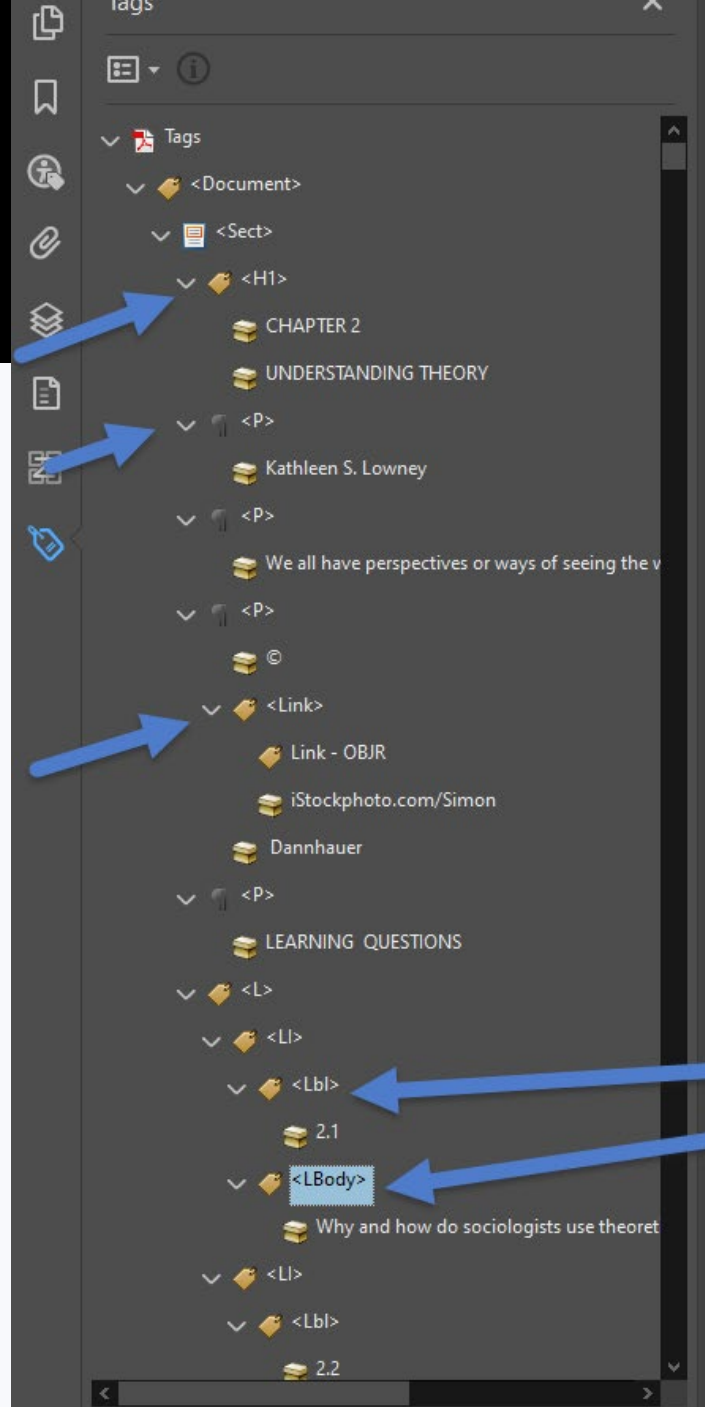
4. Split by “Top level bookmarks”
5. Click on “Output Options”
6. Choose where the files will be saved on your computer. And select “Use bookmark names for file names,” then click OK.
7. Click on the blue Split button.

Advanced Tagging of a PDF

Every element in the file gets an appropriate tag. <H1> is for a Level one Heading. <P> is for a paragraph. <Lbody> is for the body of a list item. Etc...

- VERY TIME CONSUMING
- STEEP LEARNING CURVE.

Easier Alternative = Run the PDF through ABBYY FineReader and export a DOC.

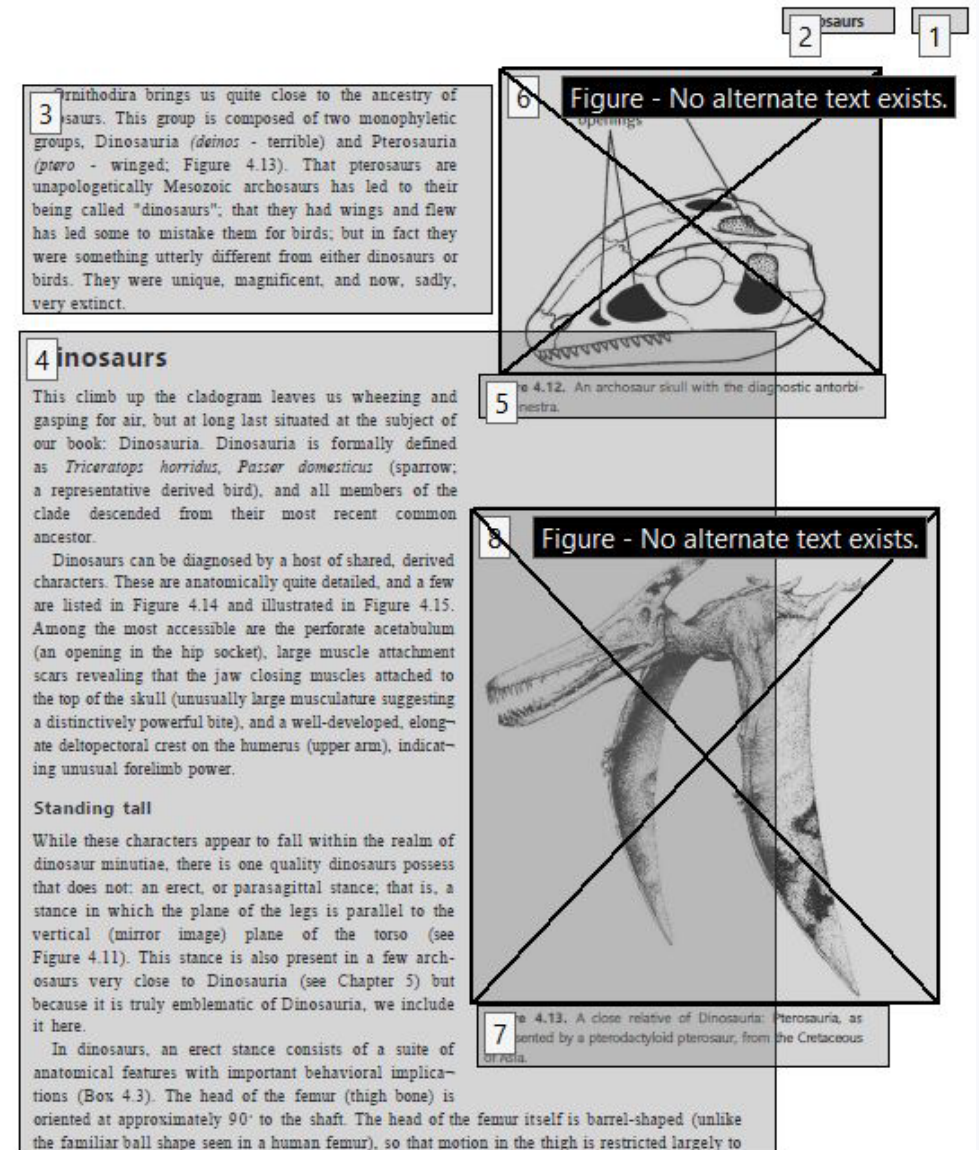


LEARNING QUESTIONS

- 2.1 Why and how do sociologists use theoretical perspectives?
- 2.2 What is structural functionalism?
- 2.3 What is a conflict perspective?
- 2.4 What is symbolic interaction?

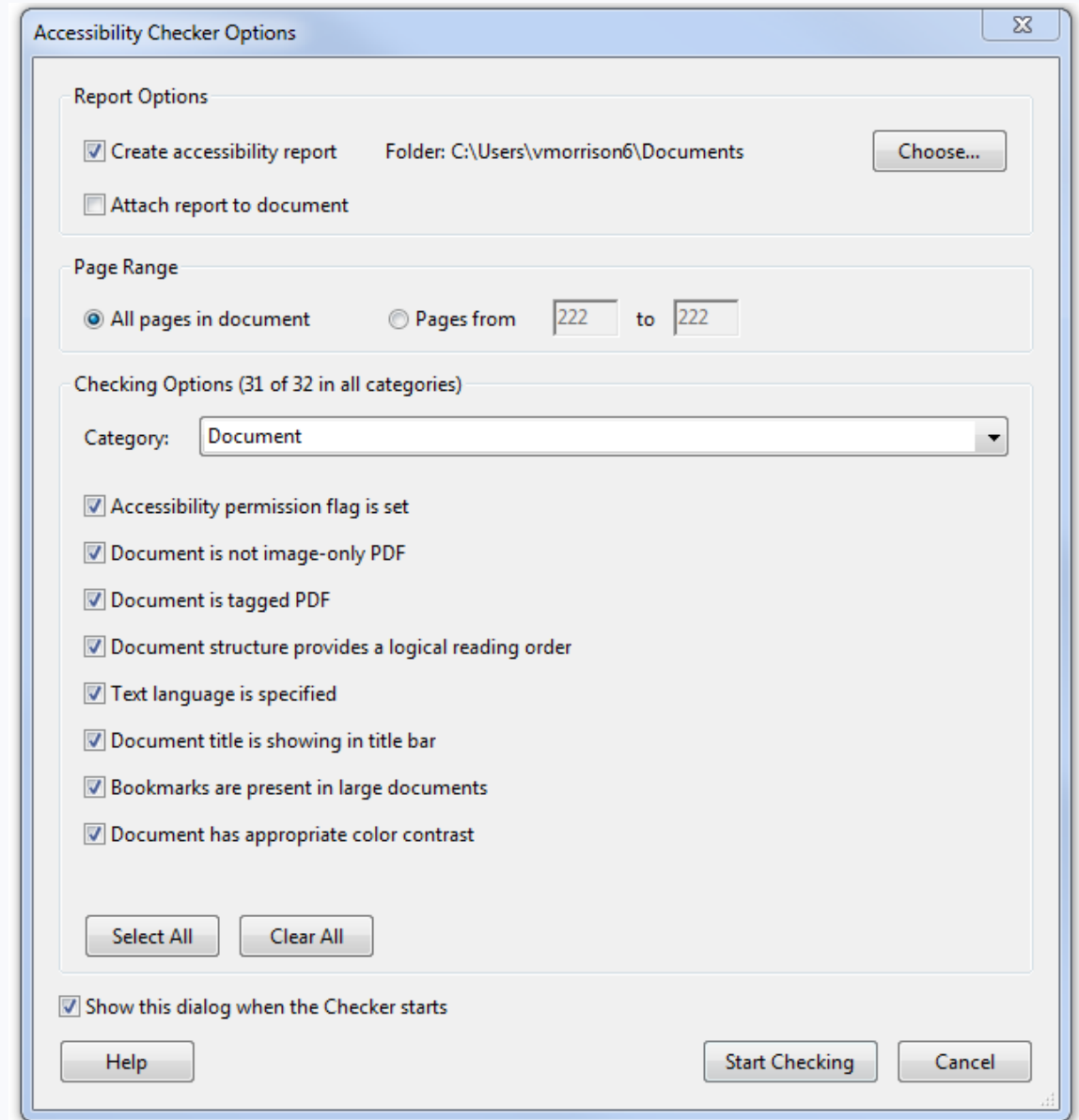
Adding Alt Text to a PDF File

- If you need to add alt text to an image in Acrobat, first click on Tools, and select Accessibility.
- Select the Reading Order tool and scroll through your file looking for images. Right click to add alt text.
- Running the accessibility report will also flag these images and allow you to click on them and add alt text.



Accessibility Report in Adobe

- To check PDF files for accessibility, generate an Accessibility Report in the Accessibility Tools options of Adobe Acrobat.
- Open the Accessibility Tools and click on “Full Check.” This will generate a report to help you find and correct errors, such as figures missing alt text, missing bookmarks, errors in reading order, color contrast, not having a language selected, etc.



ABBYY FineReader

Task
 Open
 Scan
 Edit Image
 Read

Full Color
 Edit Image

Document language:
 English

Save

Document layout:
 Formatted text

Redo

Verify Text

Find

Undo

Redaction

Options

IMAGE
 Read Page
 Analyze Page
 Save Page

Heading #4 + Small
 Arial
 37
 A⁺ A⁻
B
I
U
^{x²}
_{x₂}

1

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6

DOING SOCIOLOGY 2.1

MANIFEST AND LATENT FUNCTIONS OF INSTITUTIONS

In this exercise, you will identify the manifest and latent functions of the seven social institutions. Sociologists recognize seven key social institutions. Each institution has both manifest and latent functions. Think of at least one manifest and one latent function of each institution, then complete the following table.

Social Institution	Manifest Function(s)	Latent Function(s)
Economy		
Education		
Family		
Government		
Health care/medicine		
Media		
Religion		

bad too. And then a third person might see you do that act of unpunished bad behavior and do something else, and so on. Soon, the social order will have broken down completely. So structural functionalists note the importance of punishing the deviant individual to "head off" future deviant acts—not only by that person but by others in the society who might use that person as a role model.

Social Change. Given this background, you can begin to predict how structural functionalist theorists view social change. What is social change? Sociologists see change happening when there are large-scale, macro, structural shifts in society or institutions within one or more societies. Functionalists, because they see harmony deriving from the stable functioning of institutions and cooperation among them, are not sure that social change is necessarily a good thing. Change in one institution rips apart the social harmony and equilibrium between it and the other institutions and requires a long time for the other social institutions to "catch up" and to reestablish social equilibrium. So, theorists using a structural functionalist perspective would argue that if change is needed at all, it should be done very slowly so as not to upset the equilibrium that undergirds the society and makes it strong.

We avoid accidents in traffic circles by following the norms for their use.

ABBYY FineReader Instructions

1. File > Open PDF.
2. Recognize all pages
3. On each page:
 - Fix the text, table, and image zones. (Zone colors: Text is green, tables are blue, images are red.)
 - Set the reading order
4. Recognize all pages again so that the right side will be up to date with all the work you did on the left side.
5. Fix any character recognition (spelling) errors on the right side.
6. Save As Microsoft Word DOC > Formatted Text. Linear layout

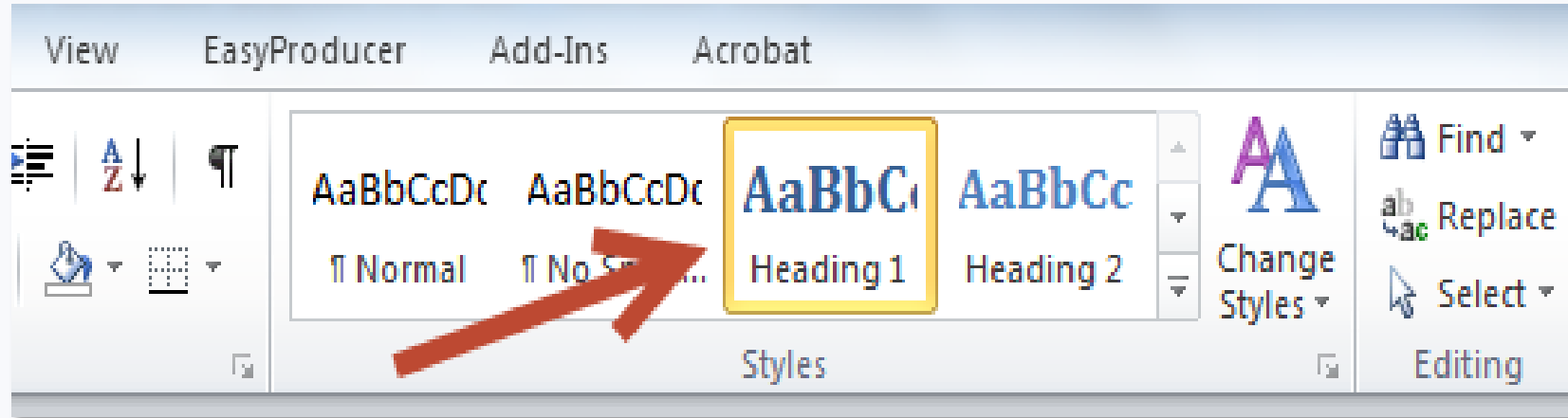
Word DOCs

While word DOCs from publishers usually exclude images and typically have some incorrect reading order

—

DOCs exported from ABBYY will be as good as the editing work you did in ABBYY. Just a few more crucial steps to make the DOC accessible.

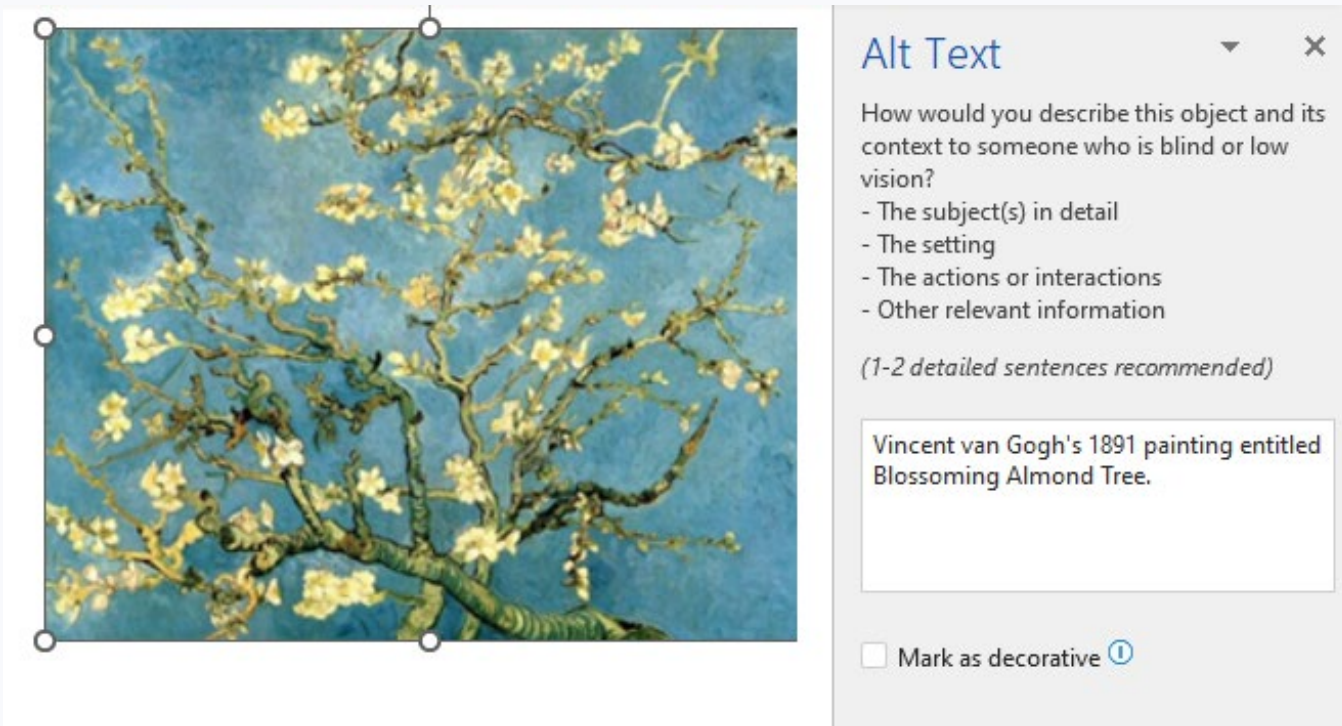
Adding Headings in Microsoft Word for Navigation



- Add Headings to Microsoft Word Docs for easy navigation and to mark important chapters or subsections.
- Highlight a word or line in your document and select a Heading Level in the Styles group on the Home Ribbon.
- To view all Headings within your document, click on the View Tab and check the Navigation Pane box.

Alternative Text Descriptions in Microsoft Office

All images in a document should be fully described using proper capitalization, grammar, spacing, and punctuation.



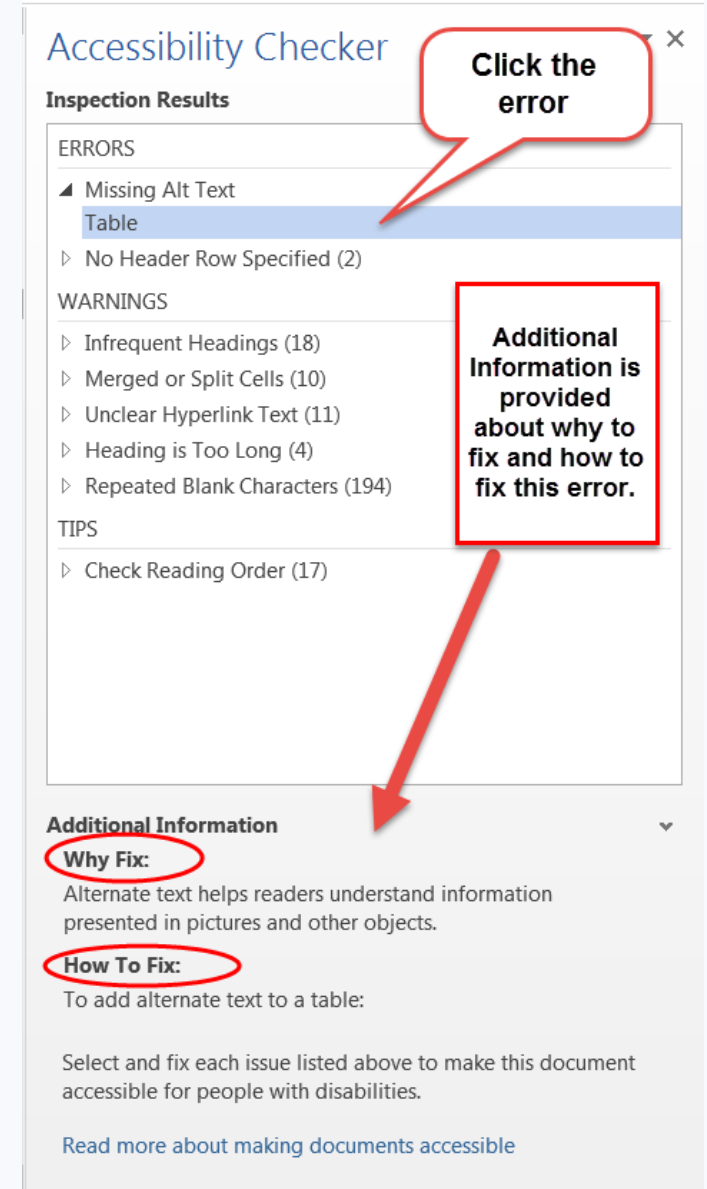
To add alternative text:

- Right-click on the image.
- Choose Edit Alt Text.
- Note: In older versions of Office, choose Format Picture. Select Layout Properties icon. Click on the Alt Text link.
- Type in the description field.
- Do not use hard line breaks.

Slide courtesy of Dr. Valerie Morrison, CIDI

Accessibility Checker in Microsoft Office

- To check Microsoft Word files (or other Microsoft Office files) for accessibility - Go to the **Review** tab and select **Check Accessibility**. Note: If you are working with an older version of Office, click on the **File** tab and click on **Check for Issues** and select **Check Accessibility**.
- The accessibility checker will open in a separate pane and list all errors and warnings with links to where they occur in the document.
- Additional information appears below, instructing you on why this might cause a problem and how to fix the issue.



Alternative Text

The following slides are from Dr. Valerie Morrison of CIDI

How to Describe Images

- First summarize what you see in one general informative sentence.
- Keep your description neutral and informative.
- Use proper grammar, spelling and punctuation.
- Avoid acronyms and symbols.



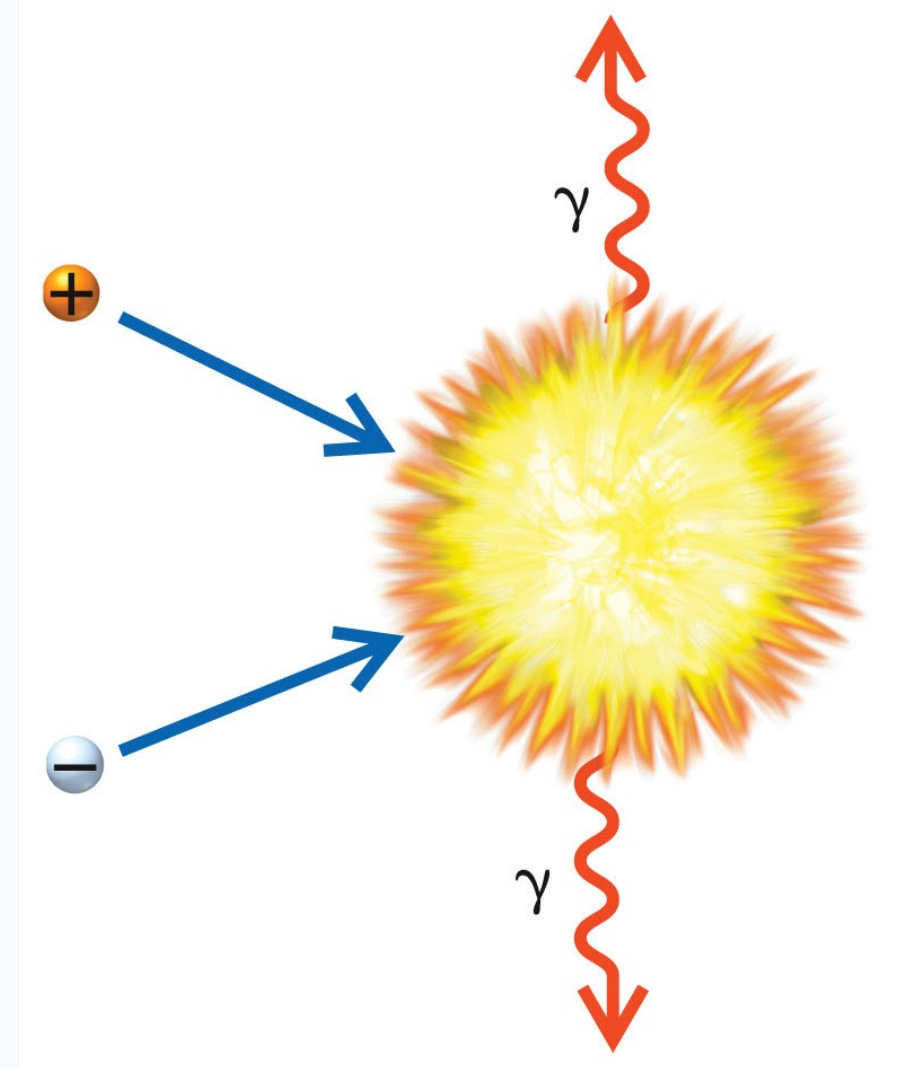
How Much Is Too Much?



- Best practice is 125 characters, or the length of a Tweet.
- The default setting for JAWS screen reading software pauses after 250 characters.
- However, depending on purpose or audience, alt text can get quite long.

Focus on Meaning

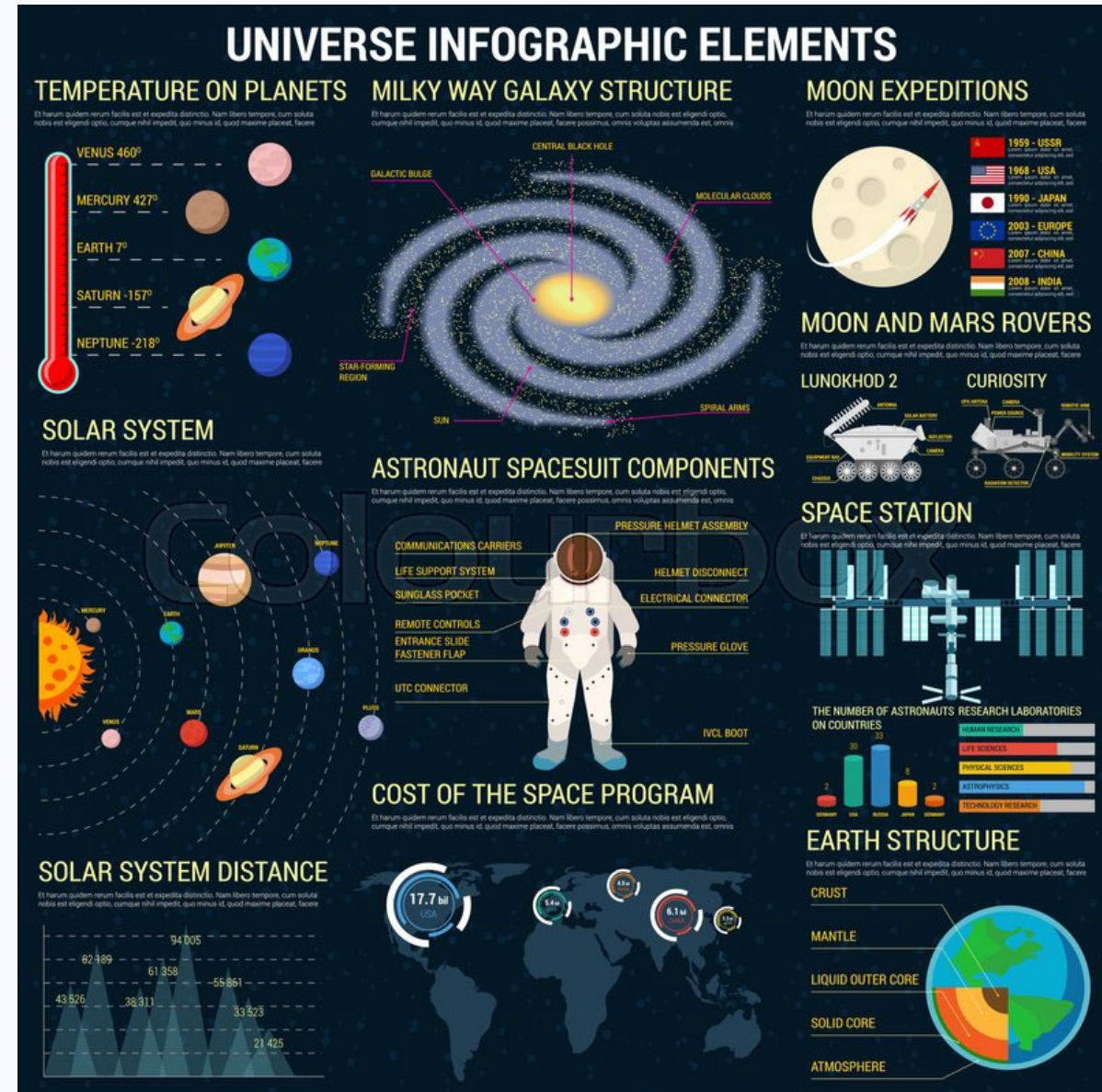
- Avoid the common mistake of spending your time describing the **appearance** of symbols rather than their **meaning**.
- Example: In this image, you would want to avoid describing “a ball labeled with a plus sign” and instead you should call it “a positron.” Avoid describing “a squiggly arrow labeled with a weird γ ” and instead call it “a gamma ray.”



Consider Cognitive Load

Cognitive load, also referred to as Auditory Fatigue, is something to consider when describing images, so that you don't overwhelm the listener's working memory.

- Begin with the type of image.
- Follow up with a one sentence overview that provides a general summary of the content.
- Work from general to specific, filling in the details as needed.



Have Further Questions for the Center for Inclusive Design & Innovation?

cidi-support@design.gatech.edu

(404) 894-7756

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