

Creating accessible layered PDFs with complex graphical layouts and elements.

This set of instructions will assume that you already have some background familiarity with Photoshop and Acrobat. If you are not familiar with these programs, tutorials are being made on an ongoing basis, and will soon be uploaded to [Student Disability Service's Mediaspace account](#) for campus-wide use as they become available.

This document offers instructions that are specific to a Windows environment. You should be able to follow along in a Mac only making some minor keyboard adjustments for various commands.

1. Open the flyer in Photoshop, and then Open the layers pallet. Window
2. Sometimes your document may come in with a transparent background. You can fix this by clicking on the + button at the bottom of the layers panel. It looks like this



The added layer will come in above your background layer. Unlock the background layer (click and drag the lock off the layer) and now slide (click and drag) the background layer above your new layer. Highlight the new layer and click Shift + F5. A pop-up Fill window will appear. In the Contents field, use the drop down menu to select the color white. Click fill, and close the pop-up window select Flatten

5. In the Accessibility toolbox, to the right of your document, click on Reading Order

to open a Reading Order pop-up window that has numerous small gray boxes in it..

6. In your main content pane, click and drag across the entirety of your image to select it. Once the entire document is selected, it will be outlined in pink. Back In your Reading Order pop-up window with the gray boxes, click on Figure.

Your image will now have a giant X over it and you will see a box that says Figure – No alternate text exists. You will fix this problem now. Close the Reading Order pop-up window. Back in the Accessibility Toolbox, click Set Alternate text. A pop-up window will appear. Type the entirety of the document's text that you would like the screen reader to read to

8. Click on the Image's pop-up **Tags tab** to check that the Alt Text is displayed there. You can make any final edits you need to make to the text now. Save and close your text edits.