Accessibility

How to Use AuthorTec Accessibility

Objective:

AuthorTec Accessibility allows you to easily:

■ Generate Alt Text for screen readers, and

■ Review and edit Alt Text.

🔔 Note for legacy users of AuthorTec Accessibility only:

– This tool is located on the Review tab in Word.

Key benefits:

■ Scan an entire document or just a portion of it to look for objects that require Alt Text.

■ Search for all objects or just a subset of them.

■ Use the "Generate text" option to automatically generate Alt Text from the file names associated with each object. And:

– You can specify whether to add Alt Text to all objects or only those that need it.

– After auto-generating Alt Text, you can use the "Review and Edit" feature to improve what the screen reader will "say" about your inserted objects.
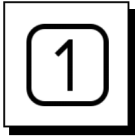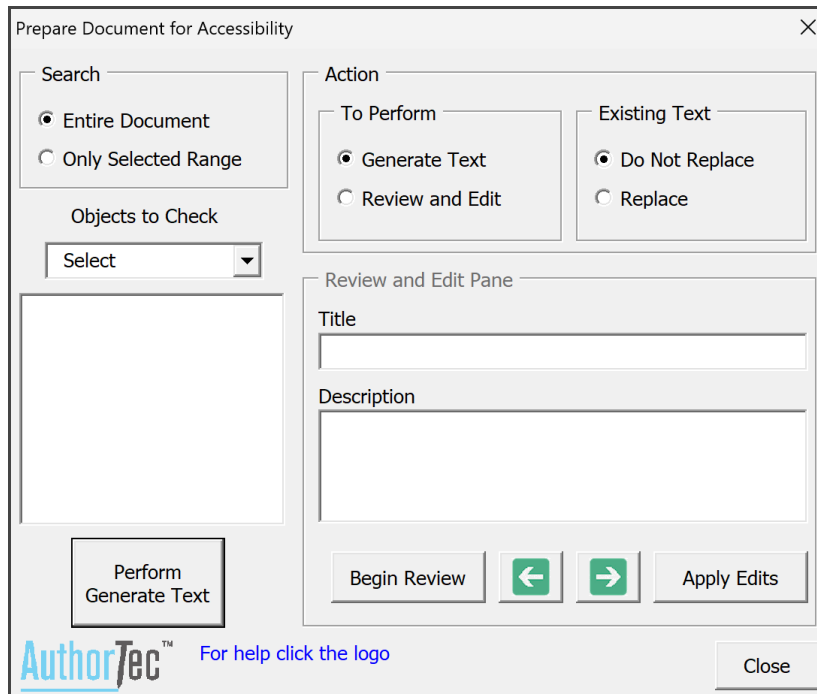
To use Accessibility:

■ Open your document in **Word**.

■ Click the **AuthorTec tab** along the top of your screen.

■ Click the **Accessibility button** on the **AuthorTec ribbon**.
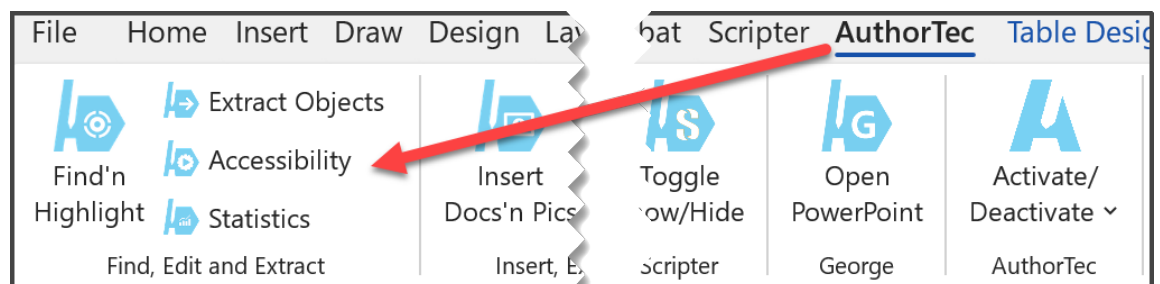
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Quick Steps

Use the Prepare Document for Accessibility dialog box to:

- Define your search area.
- Select the Objects to Check.
- Select the Action to Perform.
- Get started – either click Perform Generate Text OR click Begin Review.
- After generating text, we recommend that you Begin Review
- Edit the Alt Text Title and Description for each object as needed.

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Begin by defining your search area:
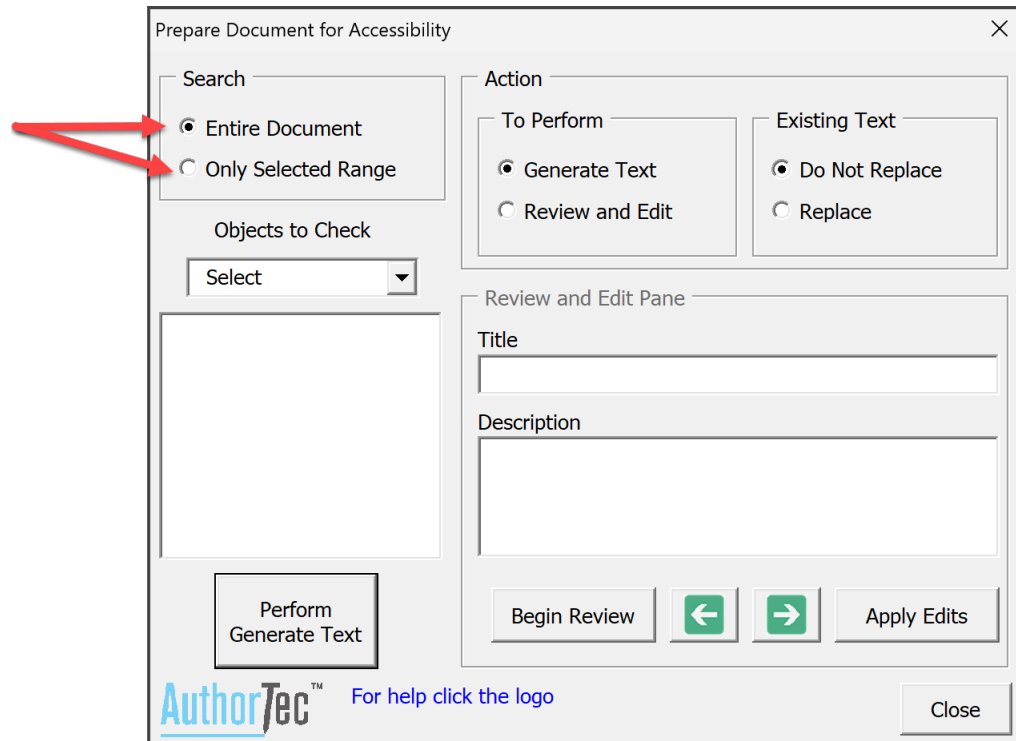
- ■ Select either:
  - – Entire Document
 - – Only Selected Range

NOTE:

AuthorTec assumes you want to scan the entire document.

- ■ To search only a portion of the document:
  - – First select the area in your document.
 - – Then check the option to Search Only Selected Range.
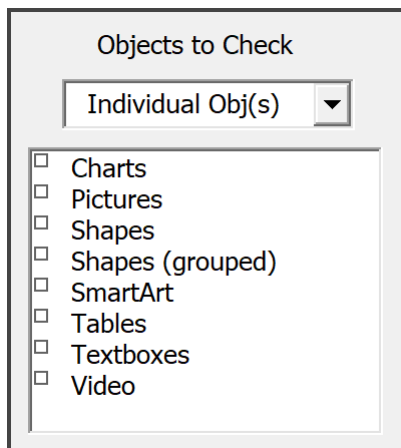
3

Select the Objects to Check

- In the small white box that says **Select**, click the drop-down arrow.
    - Your choices are **All** or **Individual Objects**

Objects to Check
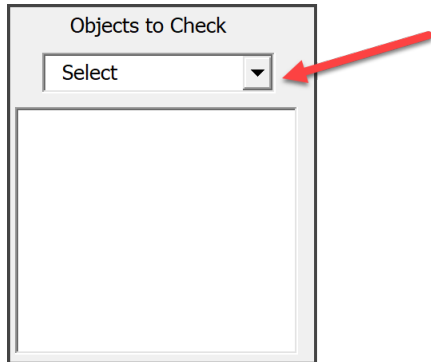
Select ▼

- If you select **All** you will see the large white box populated with a list of all the possible objects in your document. For example:

Objects to Check

All ▼

☑ Charts
☑ Pictures
☑ Shapes
☑ Shapes (grouped)
☑ SmartArt
☑ Tables
☑ Textboxes
☑ Video
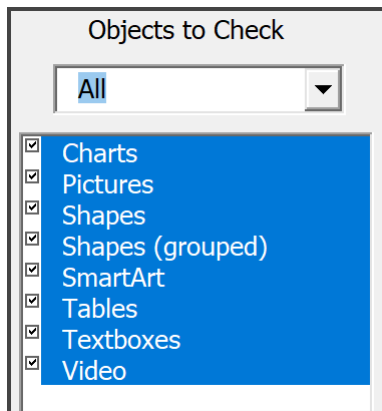
- If you select **Individual Objects** you will be able to select the objects you want to check. For example:

Objects to Check

Individual Obj(s) ▼

☐ Charts
☐ Pictures
☐ Shapes
☐ Shapes (grouped)
☐ SmartArt
☐ Tables
☐ Textboxes
☐ Video

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Select the Action to Perform

- Generate Text
- Review and Edit

- If you choose to Generate Text:
    - Then you can also specify how you want AuthorTec to handle any Existing Text – meaning *any existing Alt Text that might already be in place*.
    - AuthorTec will automatically generate Alternate Text from the data it has about the objects in your document – drawing from things like the file name and file type.

To initiate the Generate Text process:

- Click the **Perform Generate Text** button.
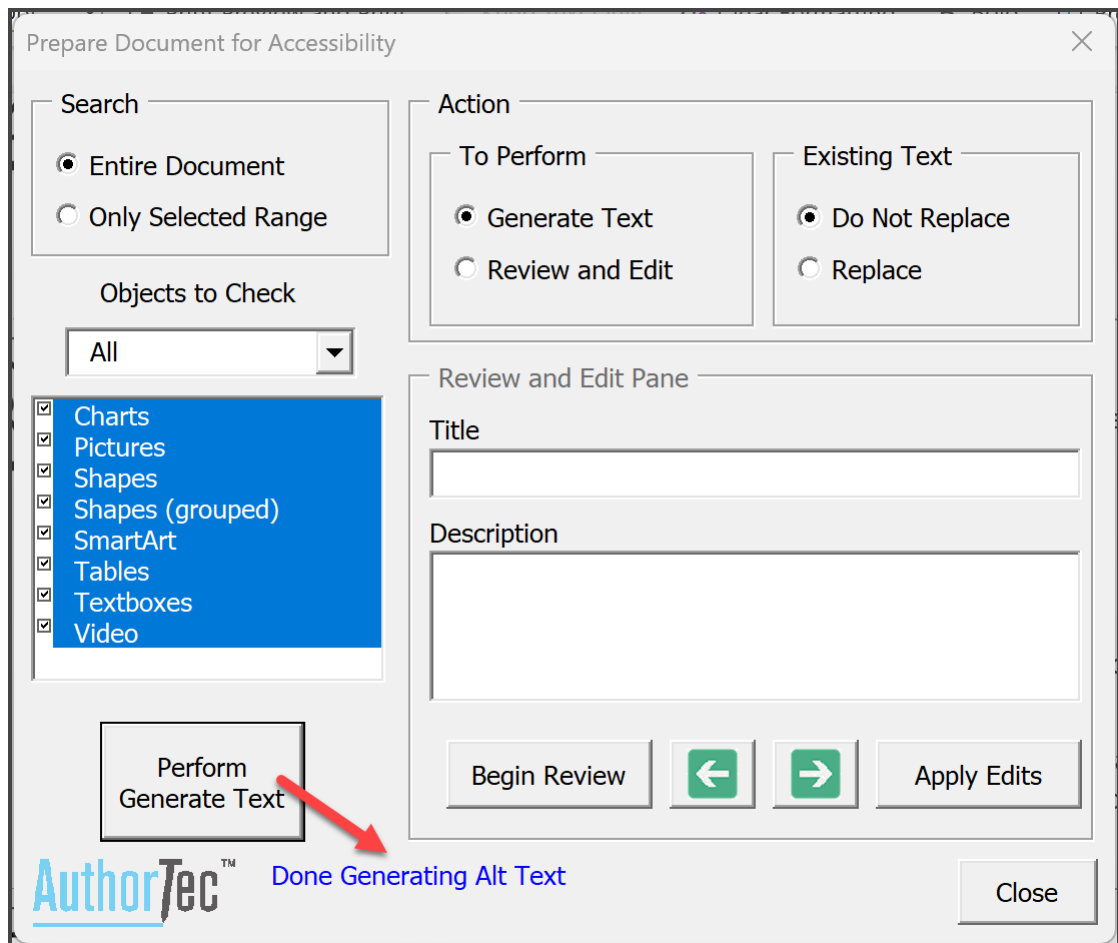
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Once the Generate Text process is complete:

- You will see a message in blue text next to the AuthorTec logo letting you know the process is complete.

- At that point you can click **Close** in the lower right corner of the dialog box to exit the Accessibility function.

- Or you can move on to the Review and Edit process, which we recommend.

IMPORTANT NOTE

After AuthorTec has generated Alternate Text, we recommend that you run the Review and Edit function to tighten up your titles and description and make them as useful as possible to individuals who cannot otherwise see your images.
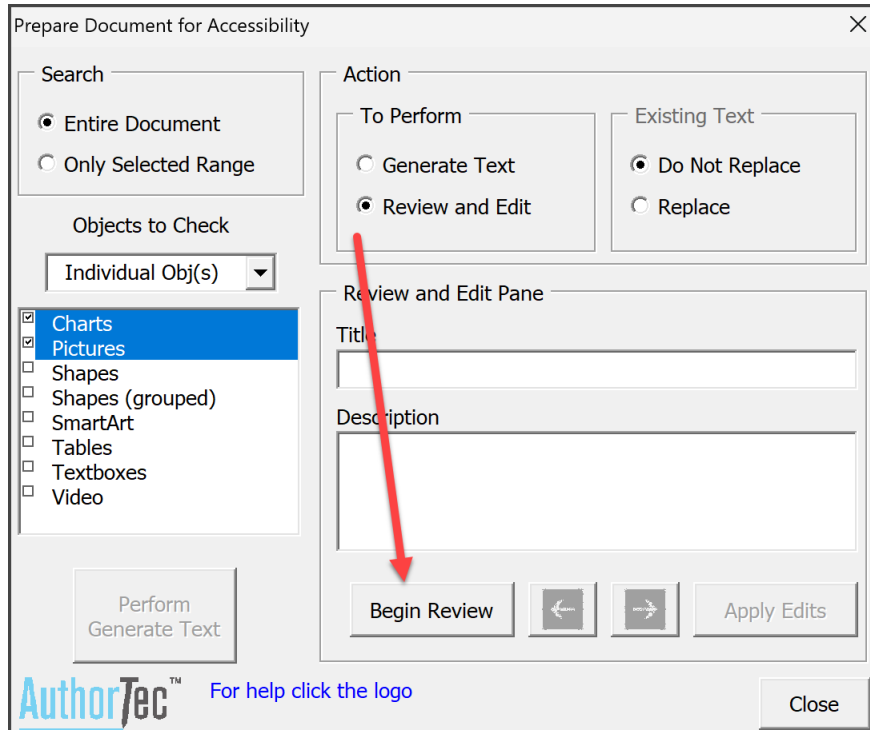
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To begin the Review and Edit process:

After selecting **Review and Edit**:

- Click the **Begin Review** button.

To begin the review, AuthorTec will:

- move to the first object in the document (based on your selection of objects to check)

- and will display the Alt Title and Alt Description currently associated with that object in the Review and Edit Pane.
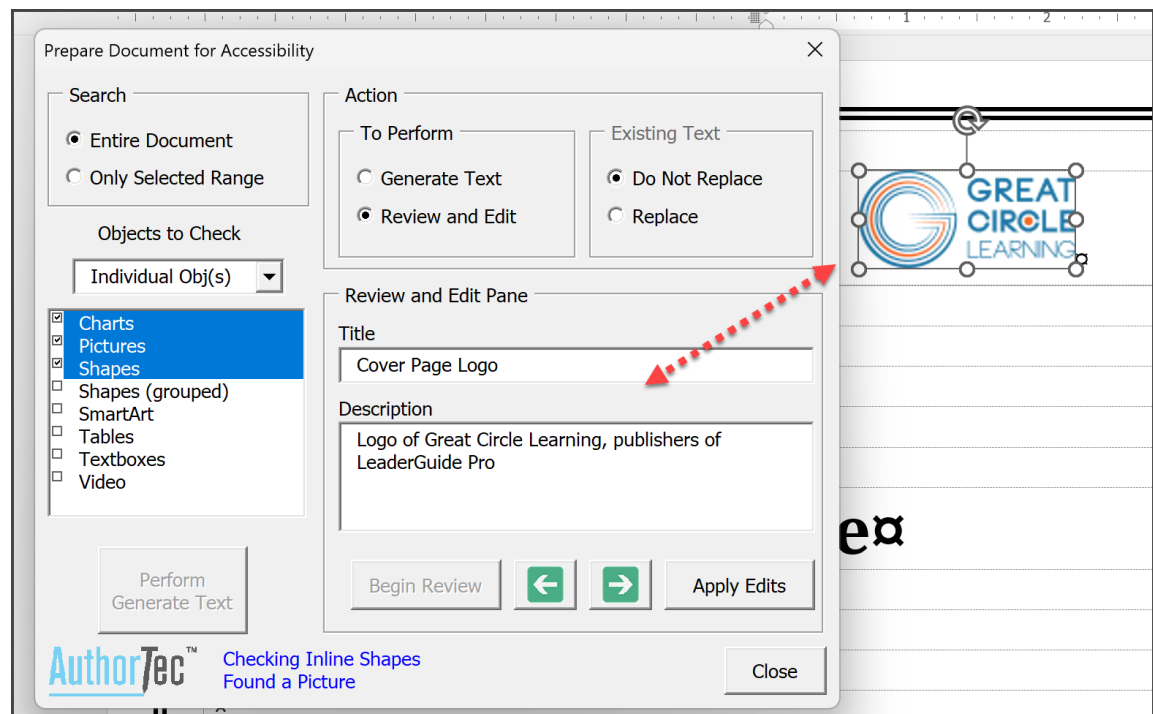
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Edit the Alt Text Title and Description of each object as needed.

Once you begin the review, AuthorTec will move to the first object in the document.

■ In the **Review and Edit Pane**, you will see the Alt Title and Alt Description currently associated with the object. For example:

■ Use the **Review and Edit Pane** to type in your edits.

■ Click **Apply Edits** to apply your edits.

■ Click the **green arrows** to move forward or backward through the Alt Text entries in the document.

■ When you are done, click **Close**.