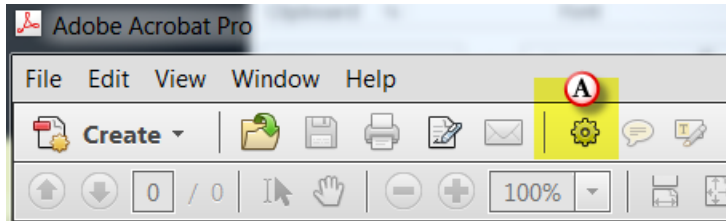


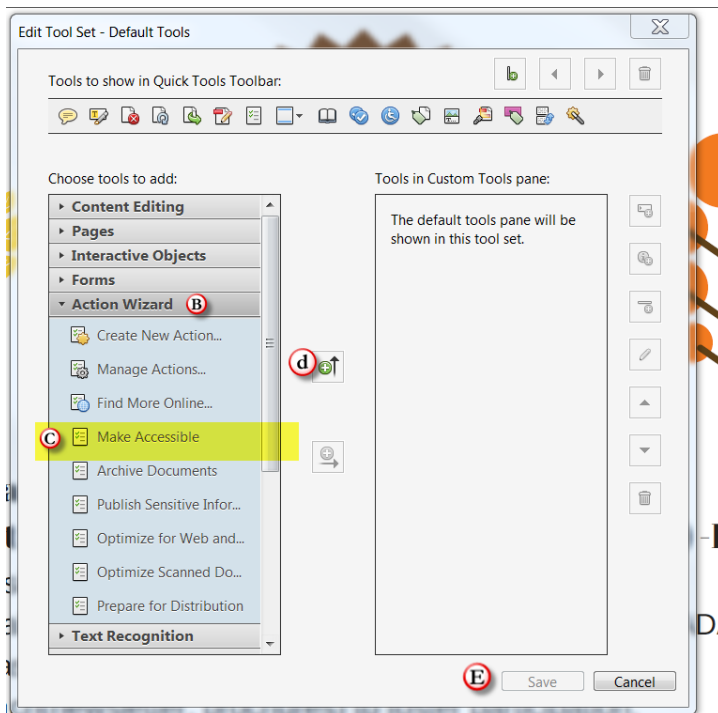
# ACCESSIBILITY

## ADD ICONS TO YOUR TOOL BAR

Adding the accessibility icons to your tool bar makes it easy to get started.

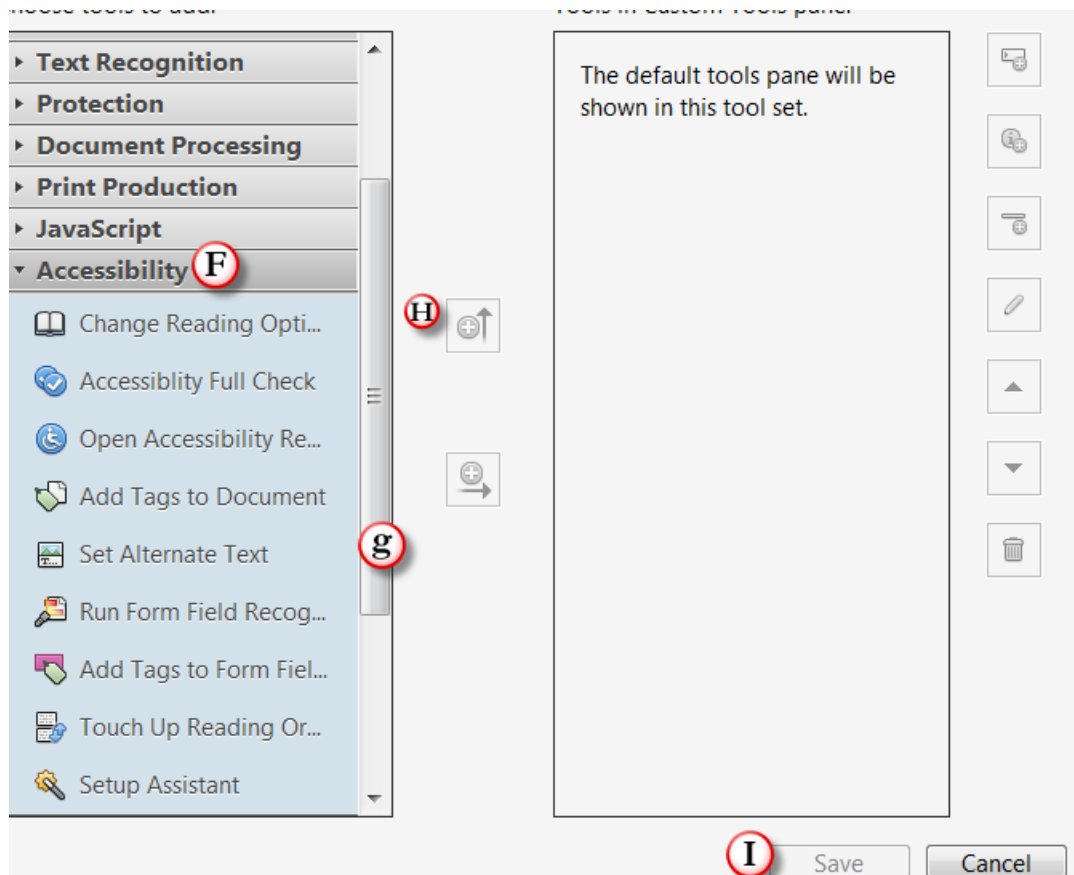


A. Click the 'gear' icon in the tool bar.



- B. Click 'Action Wizard'
- C. Choose the icon 'Make Accessible'
- D. Click this button to move the icon to your tool bar
- E. Click save

Add other accessibility icons

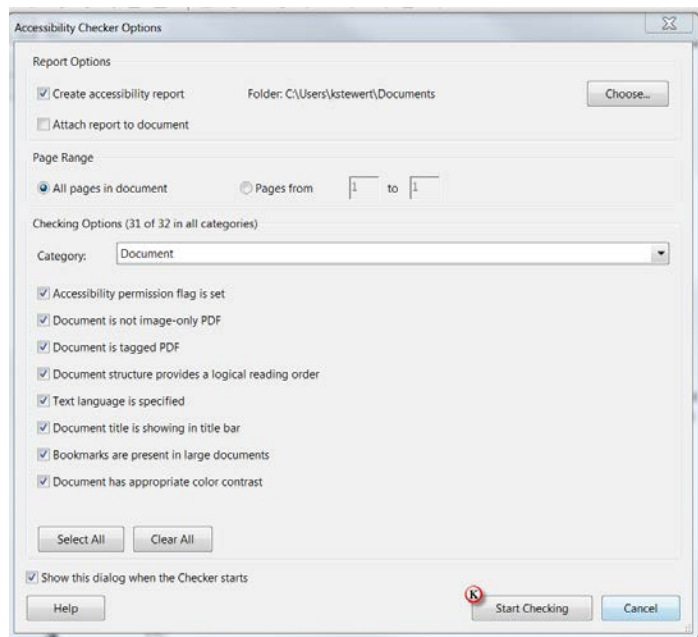
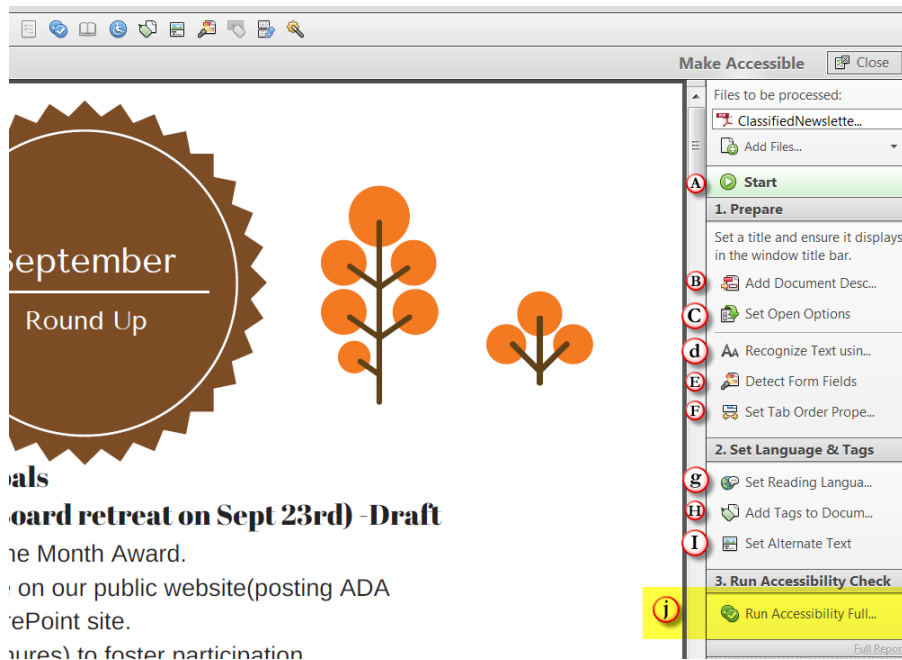


- F. Select Accessibility Header
- G. Select all the icons
- H. Move the icons to the tool bar
- I. Press save

## START YOUR ACCESSIBILITY CHECK

Starting is easy.

- A. You can choose to press "Start"
- B. Or you can go at your own pace and press buttons "B" – "I."
- C. Then finally choose (J) Run Accessibility Full Check



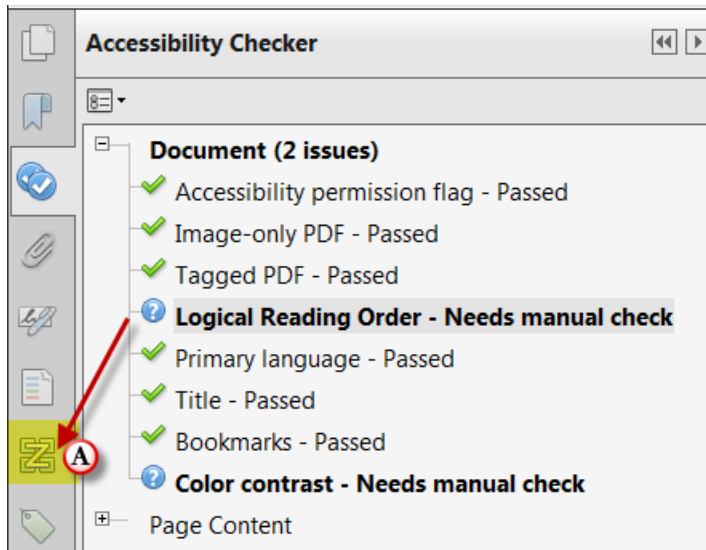
J. Leave all checkboxes as is, and press 'Start Checking' (k)

## REVIEW YOUR REPORT

On the left hand side of the screen your report should appear. Click the crosshairs to get more information about each portion of the report.

## LOGICAL READING ORDER – MANUAL CHECK

A. Click the reading order icon



Scan the reading order with your eye to ensure the reading order makes logical sense.

1 **Coastline Community College**

2 **Total Semester Hours Required: 60**

3 **Associate in Arts Health and Fitness**

4 **DEGREE OBJECTIVE:**

5 The Health and Fitness major integrates courses that provide students with information related to physical fitness, health, and quality of life. Related majors for transfer include Physical Education, Health, and Kinesiology. Careers in the Health and Fitness field include Health and Fitness Specialist, Personal Trainer, Wellness Coach, Fitness Instructor, and Health Educator.

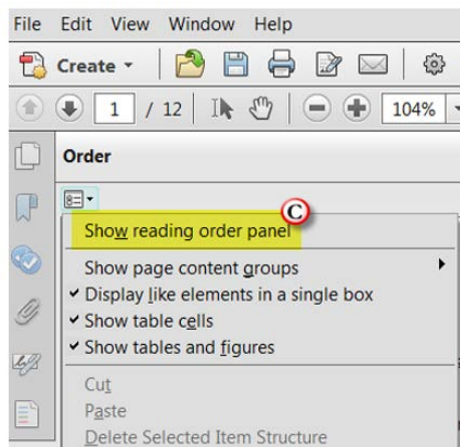
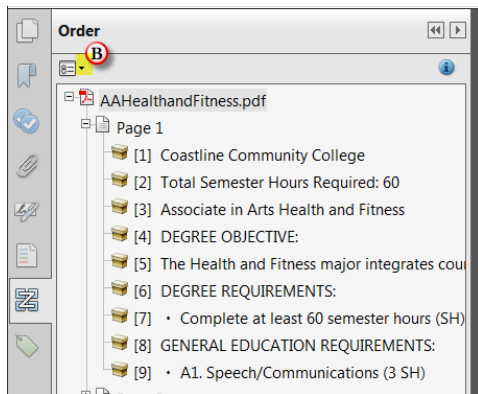
6 **DEGREE REQUIREMENTS:**

Complete at least 60 semester hours (SH):

A maximum of 40 semester hours may be awarded for non-traditional coursework i.e. military experience, CLEP/DSST exams or Excelsior exams.

If something is wrong, change the reading order.

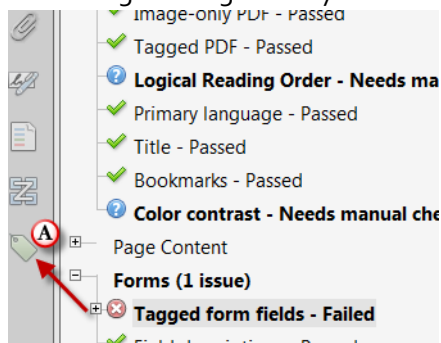
- B. Click Reading Order Pane
- C. Select "Show reading order panel"



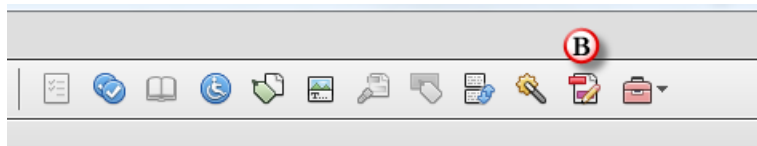
The panel will allow you to select text and add it to the reading order. This is useful if Adobe has trouble reading your document because of fancy text etc. If Adobe cannot read your document it will not be able to make it accessible. Defining 'text' and 'figures' through the reading order pane will help Adobe make your document accessible.

## FORMS –TAGGED FORM FIELDS

- A. Click the green tag field if you have these errors



- B. Check form fields button



- C. Form field missing
- D. Incorrect description

How did the incident occur

Nature of injury

First aid applied ☐ Yes ☐ No

By whom? ☐ No

Disposition of injured person (return to class, home, doctor, hospital)

Disposition of injured person return to class home doctor hospital

Does injured person have any medical conditions? ☐ Yes ☐ No

Name of Insurance Company

- E. Click Add Form Field
- F. Change the Name to 'First Aid Applied' or other acceptable name
- G. Change the tool tip name to an acceptable title as well

DISTRICT: Coast Community College District

College/Location: Coastline Community College

College/Location Address: 11460 Warner Avenue Fountain Valley, CA 92708

Phone No.: 714-241-6208

Injured's Name

Home Address

Where did the incident occur? ☐ Home ☐ School ☐ Other

How did the incident occur?

Nature of injury

First aid applied ☐ Yes ☐ No

By whom? ☐ No

Disposition of injured person (return to class, home, doctor, hospital)

Disposition of injured person return to class home doctor hospital

Does injured person have any medical conditions? ☐ Yes ☐ No

Name of Insurance Company

Text Field Properties

General Appearance Position Options Actions Format Validate Calculate

Name: Text2

Tooltip:

Common Properties

Form Field: Visible ☐ Read Only

Orientation: 0 degrees ☐ Required

Fields

- Home Address
- Phone No
- Where did the incident occur?
- Date
- Time
- How did the incident occur?
- Nature of injury
- No
- Disposition of injury
- Name of Insurance
- Was any district rule
- AddressRow1

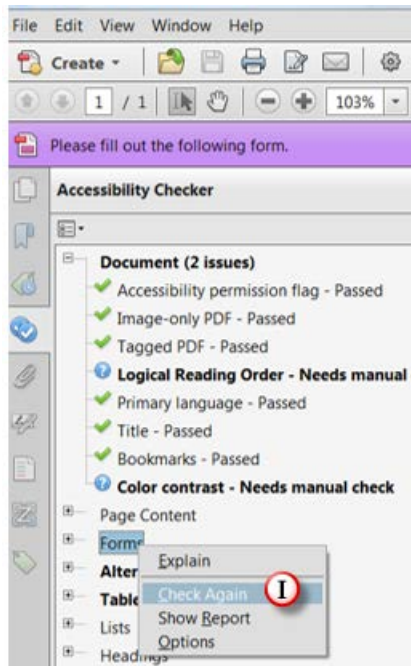
Read through the form and make sure the titles and descriptions make sense. Make sure every field has a name and tooltip.

- H. Click Close Form Editing when you are finished

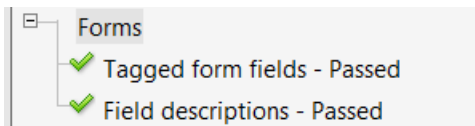
Close Form Editing

Tasks

- Add New Field
- Edit Fields
- Distribute
- Other Tasks
- EchoSign
- Convert to EchoSign Fo...



I. Click Check Again to make sure you fixed all the errors.



If you fixed everything, the tagged form fields read 'passed' now.