Photocopying and Scanning Guidelines for Creating Accessible PDF Documents

The process of creating quality electronic documents typically involves copying all or part of a book, journal, or other print document and scanning it to a PDF file. The goal of these guidelines is to create the best possible PDF files which can be saved and converted at a later date using OCR (Optical Character Recognition) as needed for students using text to speech software or other assistive technology in order to read print materials.

Review Your Source Documents:

Starting with the best possible source document will positively impact the entire process of copying and scanning. Whenever possible, AVOID source documents that have:
- highlighting
- underlining
- margin notes
- creases on the pages

If necessary, search for another clean print source. Sometimes just getting another copy of the book or periodical will help.

Or, consider accessing a digital copy of the content if it already exists:

- For more *recent publications*, an electronic version may already be available through one of the many journal databases available via the Smith Library website. Creating links to these documents within Moodle will both reduce the need for copying and scanning and will address the copyright requirements.
- Likewise, book content old enough to be in the public domain, may have already been digitized and can be found in accessible databases such as Project Gutenberg, www.gutenberg.org.

Photocopying Guidelines:

Our new Xerox copiers now have the ability to print the left and right pages separately from a bound original. By separating the pages in the copy process, we are then able to scan the pages individually and create PDF files with a one to one page ratio that both increases the OCR accuracy and allows for proper page numbering for better navigation by our students.
Note: If the student prefers to print the document, two pages to one, they can do this from Adobe using the "Page Scaling" function in the Print Settings and selecting "multiple pages per sheet" from the dropdown list.

The function on the Xerox copier that handles this is called "Bound Originals" and can be found under the "Image Adjustment" tab in the control panel. If you select, "Both Pages" and then "Save", you can lie the open book down in the center of the copier, and it will scan and print the pages separately.

If you need assistance with how to access this function on the copier, please contact your department support staff or the CBS campus representative. The control panel may vary depending on the model of the copier you are using.

When copying from a book or periodical please watch for the following:

1. Visually inspect EACH page AFTER you copy it, this will allow you to immediately re-copy any poor quality pages!

2. Cautiously, bear down on spine of book to get a clean image. Too much gap at the spine causes either blurred or curved margins at best, or worse, a thick black image that can sometime obscure the text.

3. Make sure glass on copier or flatbed is clean (no noticeable smudges, tape, etc)

4. Make sure page is square to edges of copier and that no information is cut off. Page numbers and headers/footers are important!

   CAUTION: pages that are not squared, (i.e. slanted), do not (OCR)* properly.
   (OCR) Optical Character Recognition is the software process that converts the image file to digital text.)

5. Use the zoom adjustment feature on the copier and adjust up or down from 100% so that your source document fills the page allowing a 1" margin. (i.e. 90% if the book is too big or 110% if book is too small).   Test a few times to determine the appropriate "%" before proceeding with the remainder of that book.

   Note: Minimizing the amount of "black" on the page (either in the center or around the outer edges) will both save on printer toner and reduce the file size of the document.

6. See #1. !!!!!

Guidelines for Scanning Course Materials to PDF from a desktop scanner:

1. Open Adobe Acrobat Professional, click on the icon "create PDF" and select "from scanner" in the dropdown menu.

2. Set the scanning software resolution to 300 or 400 dpi.
   (Please see help menu of your particular software if you do not know how to do this.)

3. Scanning color settings:
   a. Select <u>Black and White</u> -- if you are scanning text only on the pages.
   b. Select <u>Grayscale</u> – if you are scanning text and images, or if there is color text on the pages.
   c. <u>NEVER </u>select the <u>COLOR or AUTO </u>setting. This unnecessarily creates very large files AND interferes with the accuracy of the (OCR) process.

4. Save the file with a meaningful filename, (i.e. author last name and title of article).

Please feel free to contact the Office of Disability Services at ext.2071 with any questions, or if you need help adjusting your scanner settings. Adjustments will depend on which scanner software you are using to create PDF files.

Making a PDF That Will Read Out Loud in Adobe and Thereby an Accessible Document:

Before posting to Moodle, ensure the utmost clarity in your course materials by uploading your documents to http://www.robobraille.org/web3/smith/. This is an online service the Five Colleges have subscribed to that will render all your course materials in clean, accessible PDFs **provided that what you upload is of good quality to begin with.** The website is very straightforward, but please don't hesitate to call Lisa Roberge at x2071 with any questions or concerns.

Step 1: Choose the document of your choice and hit the button marked "upload" and then, "next."
Step 2 : Choose "Document Conversion" and hit "next."
Step 3: select "Tagged PDF" from the dropdown menu and hit "next."
Step 4: Enter your email address and hit "submit."

At that point you will be at the Receipt page, where you can either choose to convert another document or leave the system. Within 24 hour s you should receive your converted document, which you can then post to Moodle with confidence.