DIRECTIONS FOR MAKING YOUR THESIS OR DISSERTATION ACCESSIBLE

Thank you, graduate student, for your efforts to upload accessible ETDs. You are joining thousands of other students across Ohio working to comply with state and federal standards for academic resources, therefore ensuring Equal Access to the results of your hard work and academic discipline for ALL future readers!

The instructions below outline your responsibilities at the END OF WRITING AND REVIEW, when you are READY TO SUBMIT your final electronic thesis or dissertation. Please note that these instructions and screenshots are based primarily on Windows. If you have a Mac, steps may differ accordingly.

1. **Prepare your document in Microsoft Word**
   a. CREATE DETAILED DESCRIPTIONS OF ALL IMAGES:
   Scroll through your document. Review the text under each image and make sure you have detailed descriptions of all visual elements for EACH figure. This applies to ANY NON-TEXT content: images, tables, graphs, formulas, or charts. If you have completely explained the visual elements of the figure in its description and/or surrounding paragraphs, you have completed this step. You will use this information later to create Alternative Text (Alt text).

   COMPLETE ALL EDITS BEFORE CONVERTING TO PDF:
   Creating the PDF and checking it for accessibility should be the FINAL STEP in preparing your ETD for submission, after your advisor has approved any changes asked for during your defense. Confirm that all styling, text, and layout are correct before proceeding. The Style Guides for individual Colleges are available from your College's ETD Contact (see https://www.library.kent.edu/etd).

2. **Export from Word as a PDF**
   Select **File**, then **Save as Adobe PDF**
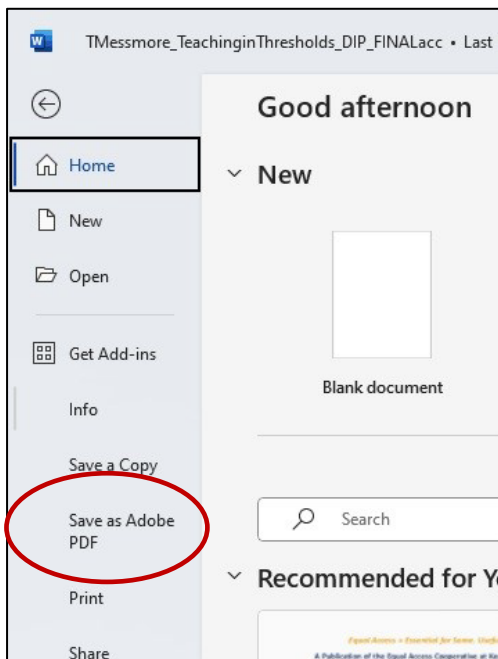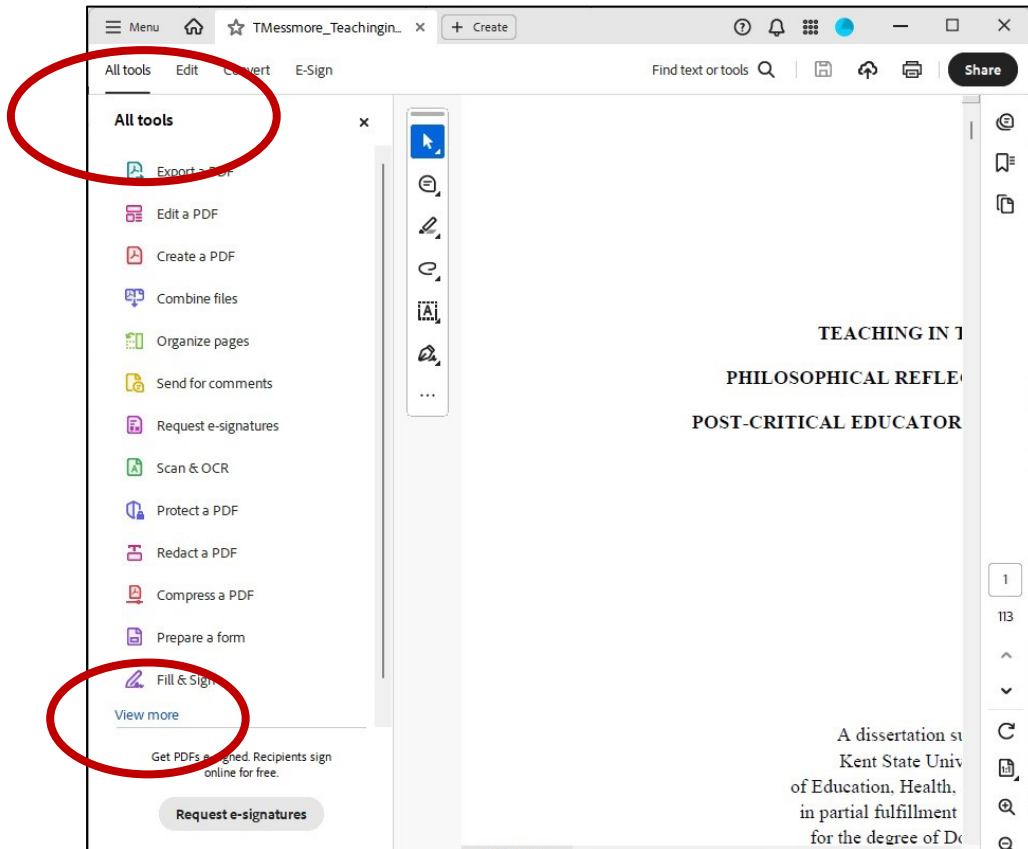
Mac version **Export** looks like this:
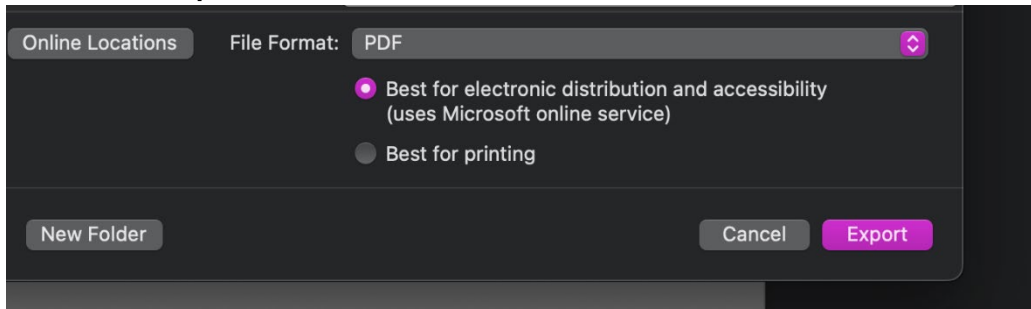
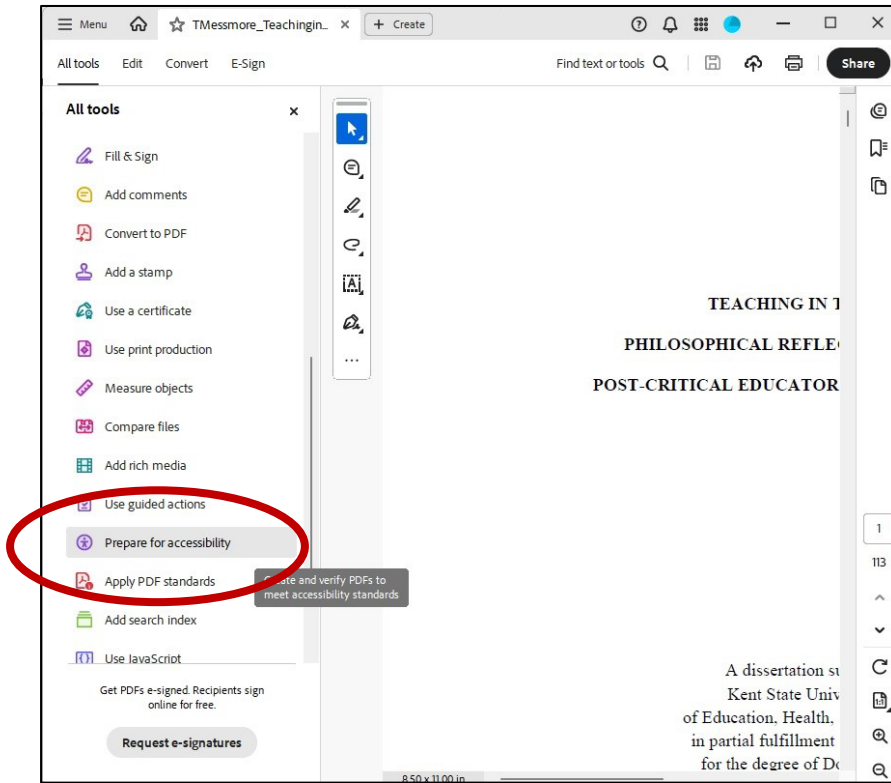3. **Review the accessibility of your PDF**

Document may open automatically in Adobe Acrobat Pro. If it does not open automatically, you will need to open Adobe Acrobat Pro and find the newly-created PDF.

Open the **All tools** tab if it is not open.
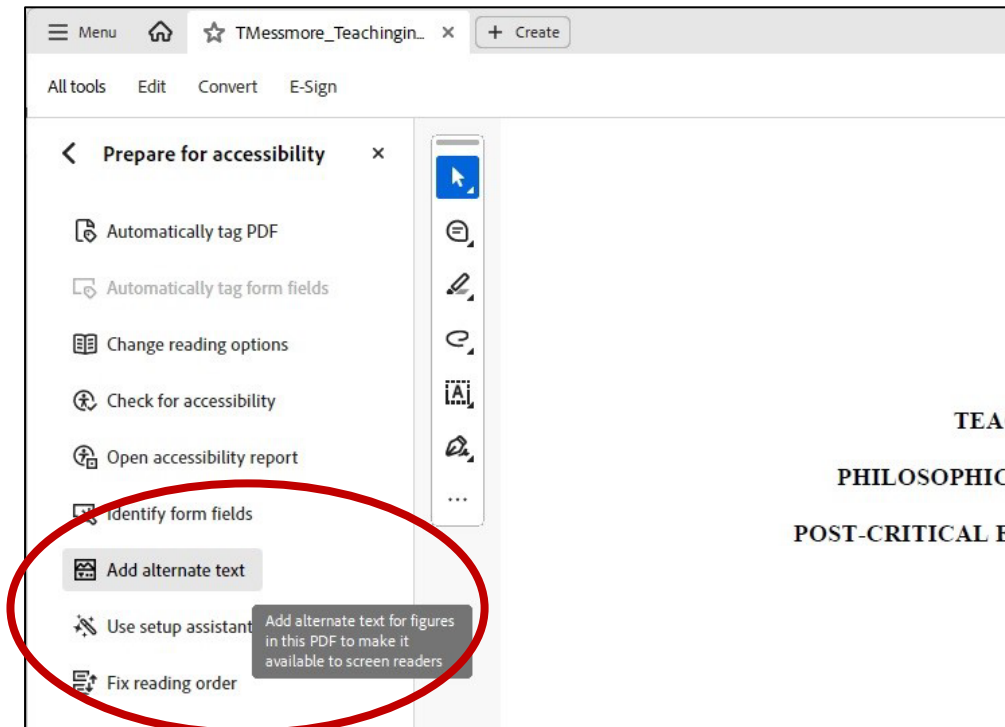
Click **View More**.

Click **Prepare for accessibility**

Click **Edit alternate text.** If your image is essential to your argument, add alternative text.

If needed, consult guides on creating helpful alt text such as https://accessibility.huit.harvard.edu/describe-content-images.

If your image is purely decorative, select **Decorative figure** instead.

Under **Set Alternate Text**, Adobe will automatically generate some alternate text. You may wish to edit that text for specificity.
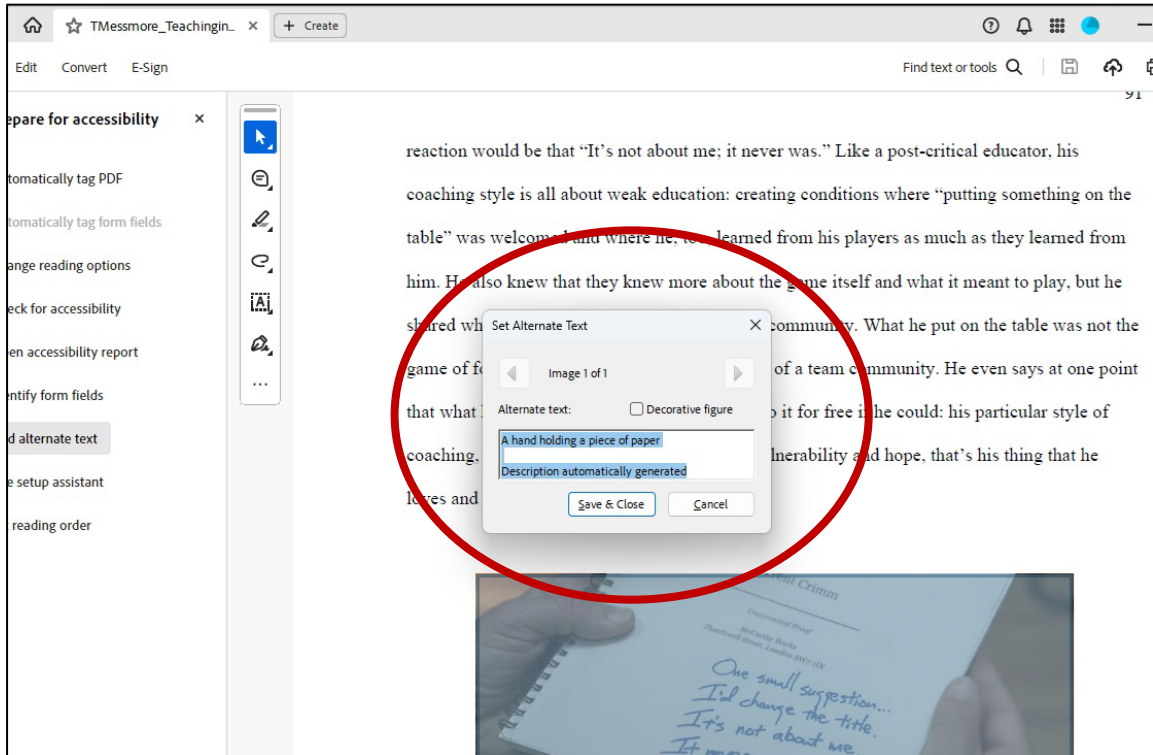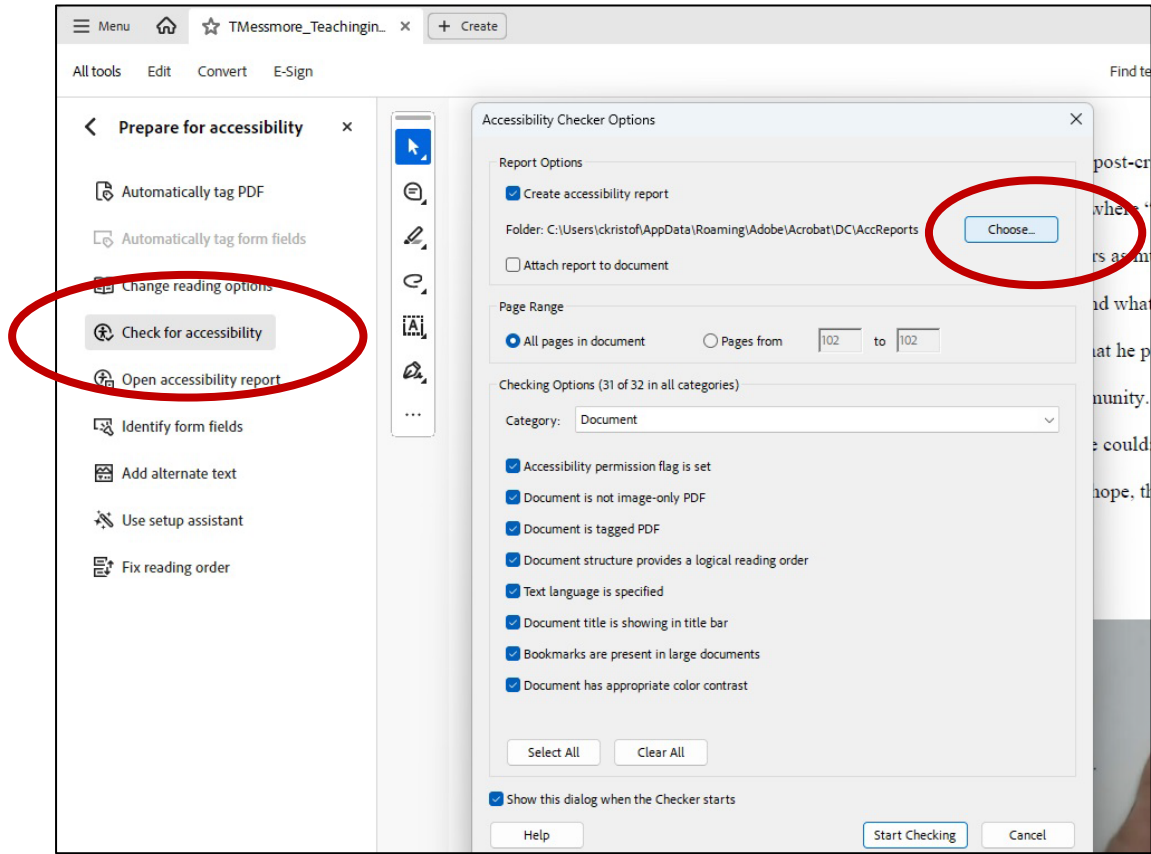

Edit Alternate text. Remember to **Save & Close**.
Continue until all your images have alternative text.
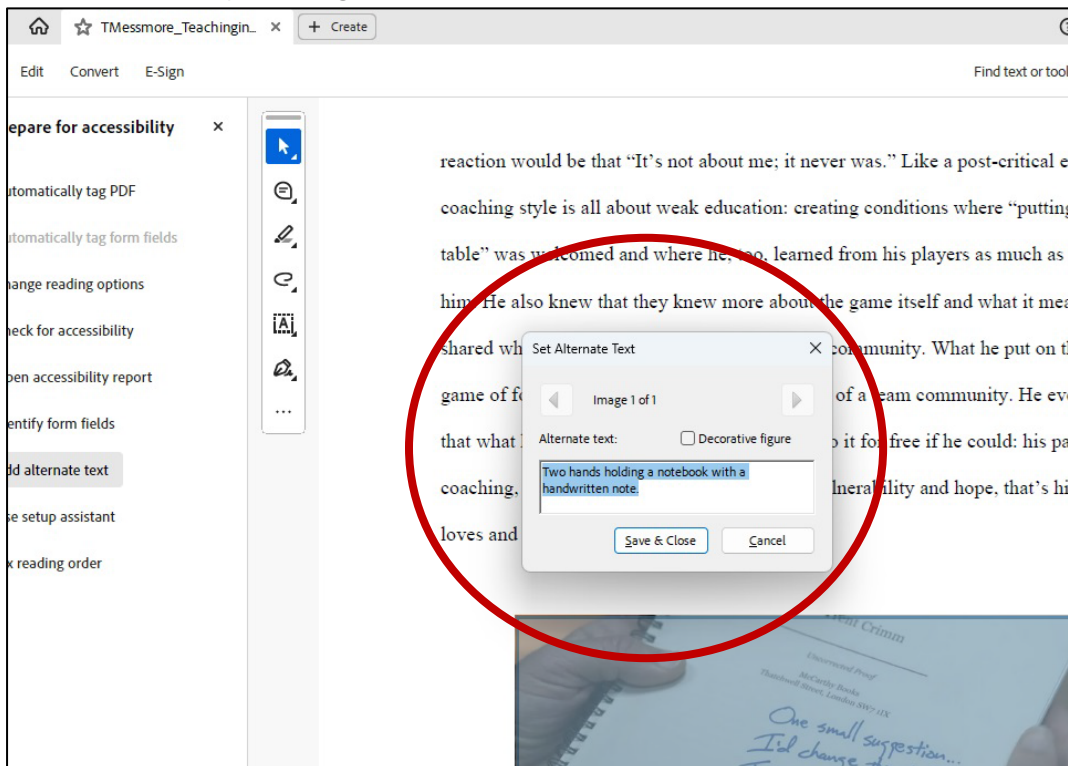
Click **Check for Accessibility**. Under Accessibility Checker Options, click the **Choose** button to select the folder where your accessibility report will save (best practice is the folder in which you're saving your working thesis or dissertation).

Review your results on the **Accessibility Checker** right-hand side bar. Expand the **Document** section.
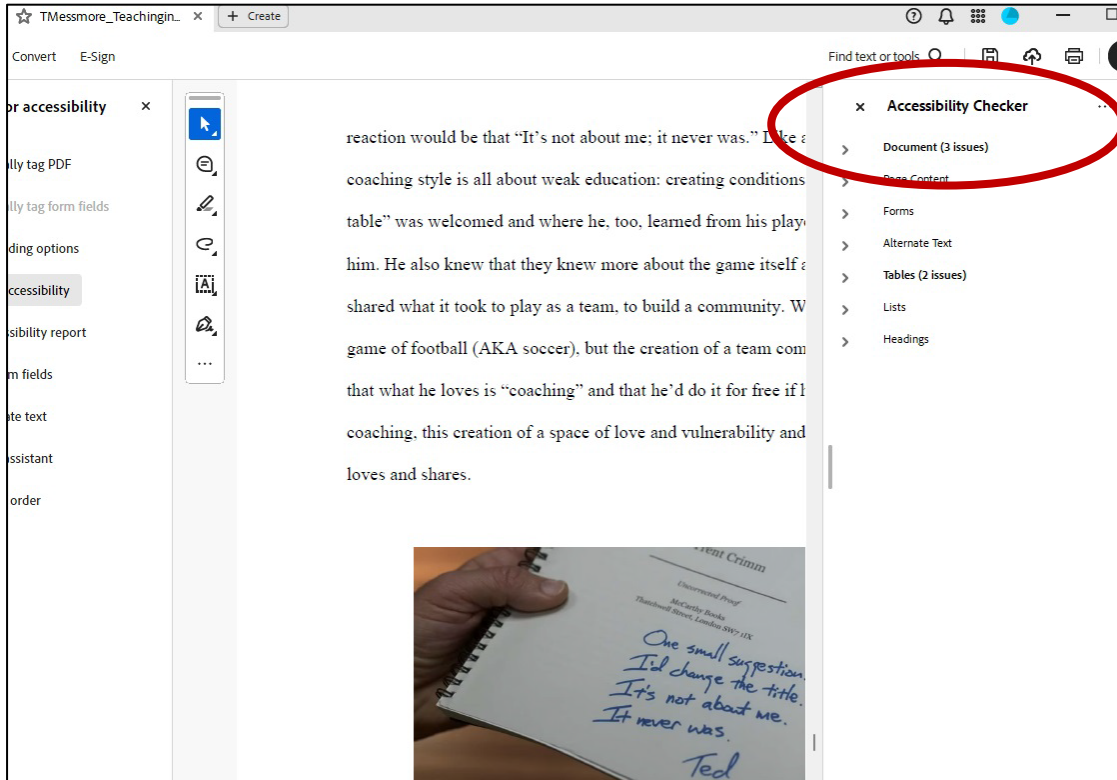
Most documents will show **"Title - Failed"**; if so, RIGHT click that line of the report and choose **"Fix"**.
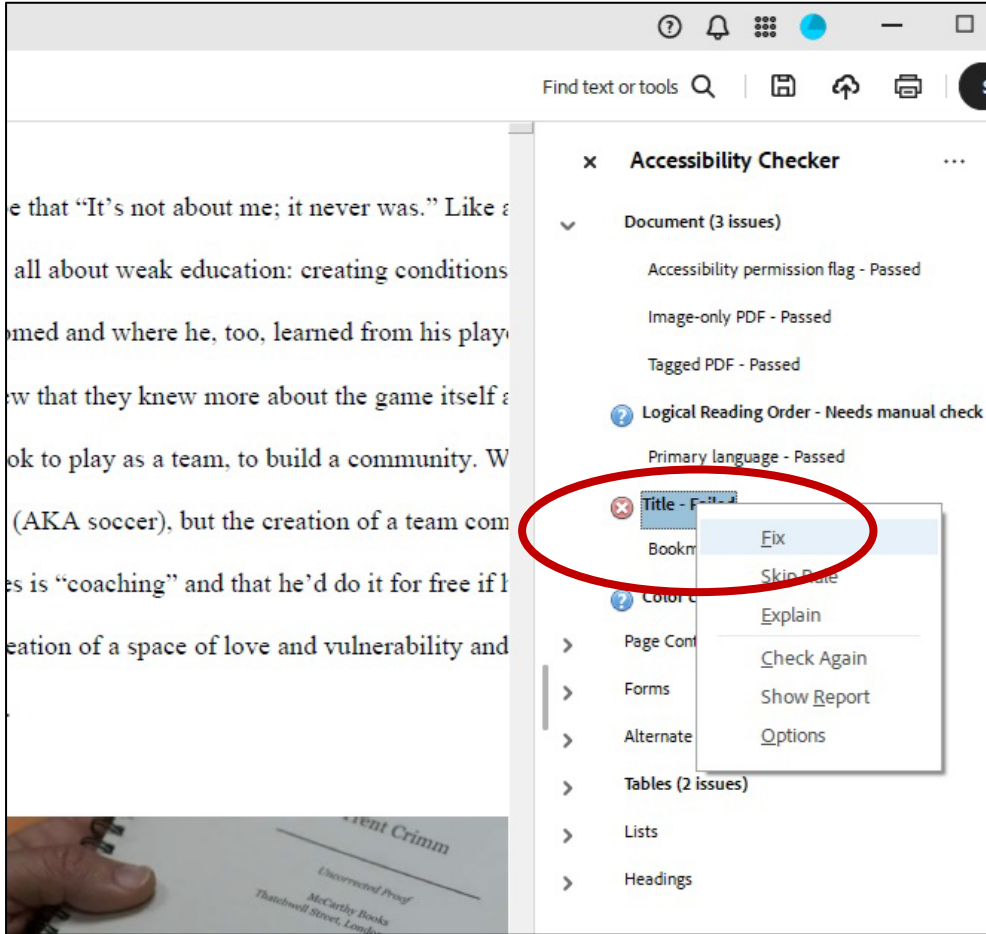
Unclick **Leave As Is** and fill in the **Title** to your thesis or dissertation.

All OhioLINK ETDs need to have these four minimum elements indicated as **Passed**:
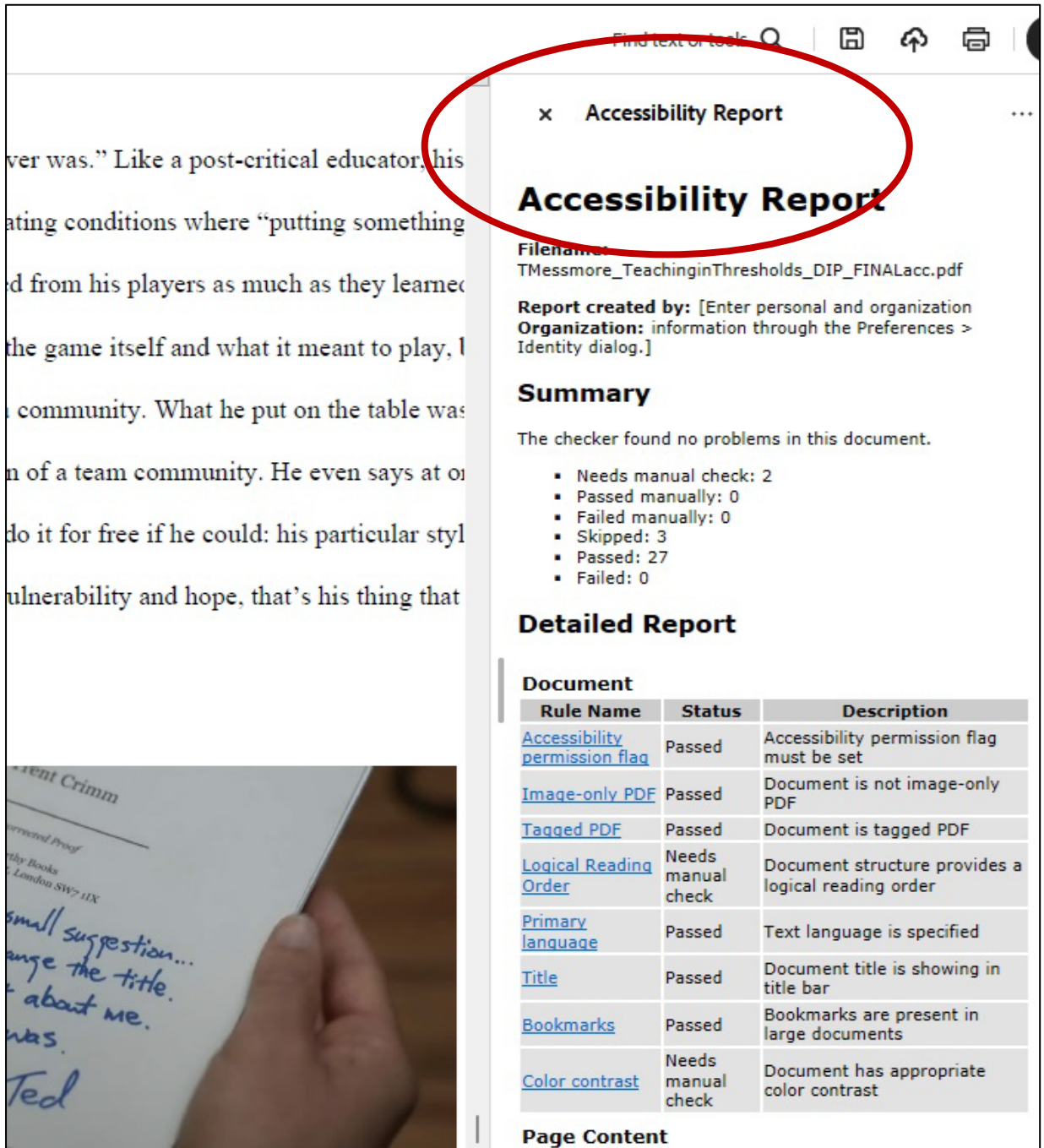
- Accessibility permission flag
- Image-only PDF
- Primary language
- Title

Blue question marked or other issues *may* be corrected but are not *required* to be corrected.
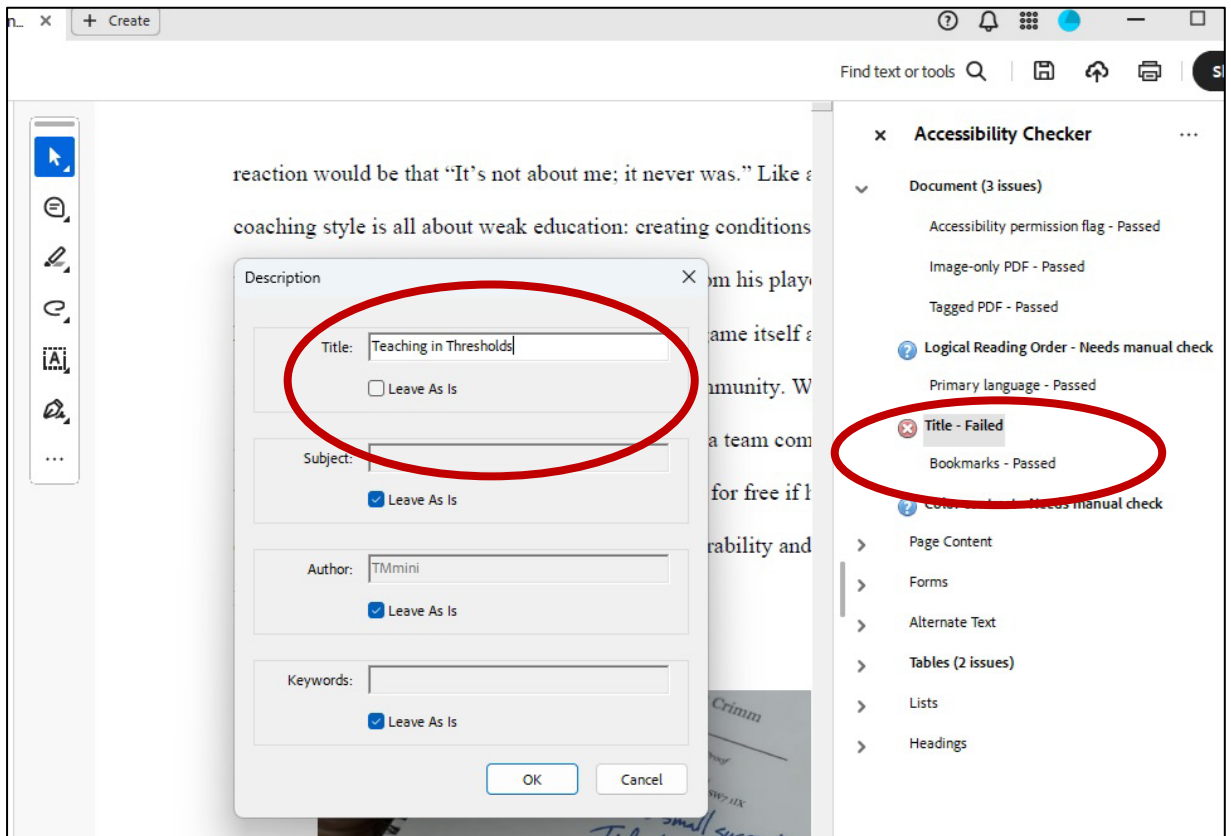
Once everything required is fixed, your **Accessibility Report** will open and appear on the right-hand side of the document.

Save your newly-accessible PDF document (best practice is the folder in which you're saving your working thesis or dissertation). You may wish to give your document a unique file name for ease of tracking updates in multiple versions of your ETD. In this above example, "acc" is used in the file name to indicate that this file contains the accessibility report.

Look for your Accessibility Report in your **File Explorer**. It will have a file type of **html**. Open it by double-clicking.
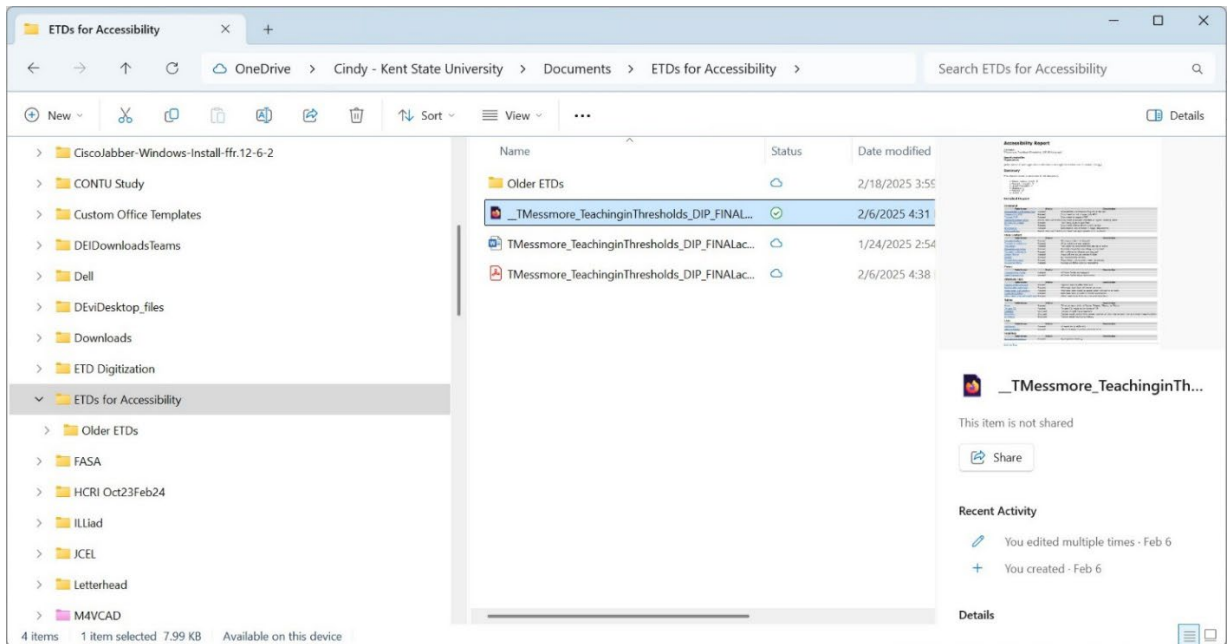
Your **Accessibility Report** will open in your default web browser.

Print your **Accessibility Report** to **Adobe PDF.** You may wish to change the default file name of **Acrobat Accessibility Report** to add your name.

4. **Upload to the OhioLINK ETD Center**
    Now you have two PDF files. The first is your accessible dissertation, and the second is your Accessibility Report. You are ready to create an account in the **OhioLINK ETD Center** at https://etdadmin.ohiolink.edu/ and upload both PDFs. For instructions on uploading and other topics related to your ETD, see the Libraries' **Electronic Theses & Dissertations Page** at https://www.library.kent.edu/etd.

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