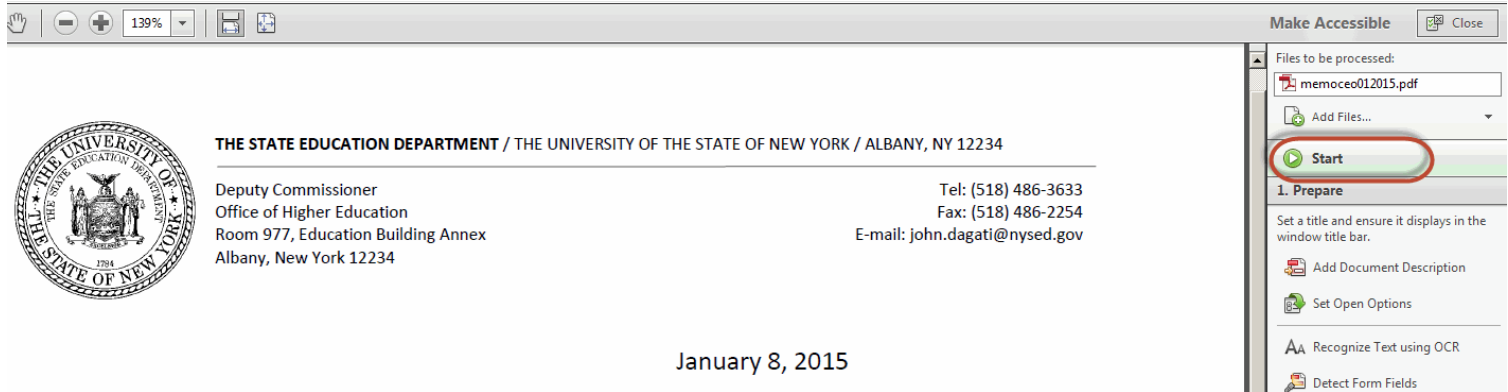


Run the Make Accessible Process

1. Open a PDF file in Adobe Acrobat XI Pro
2. Click Tools > Action Wizard
3. Under Actions, click on Make Accessible
4. Under Add Files, click the Start button



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234

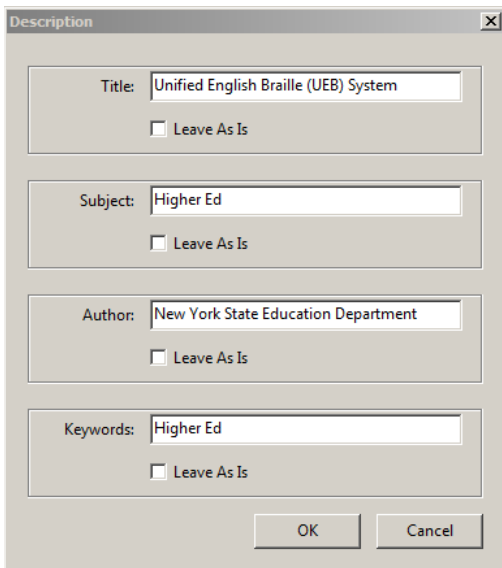
Deputy Commissioner
Office of Higher Education
Room 977, Education Building Annex
Albany, New York 12234

Tel: (518) 486-3633
Fax: (518) 486-2254
E-mail: john.dagati@nysed.gov

January 8, 2015

5. Fill in the Description fields

- o Remove the check from Leave As Is. Title is for the Title of the file.
- o Remove the check from Leave As Is. Subject is the deputy area or program office area.
- o Remove the check from Leave As Is. Author is New York State Education Department
- o Remove the check from Leave As Is. Keywords can be the name of the office or any keywords that describes the file.
- o Click OK



Description

Title: Unified English Braille (UEB) System
 Leave As Is

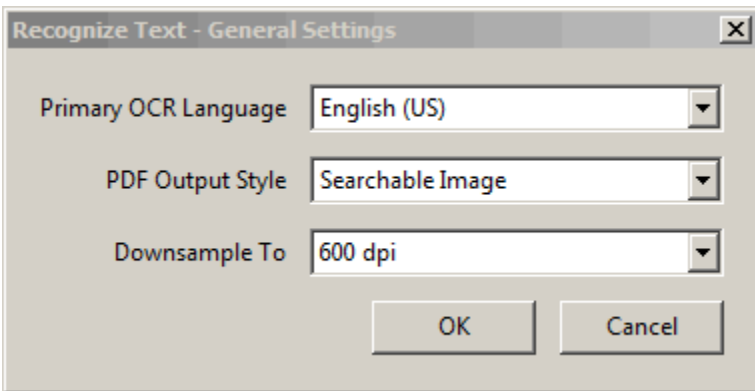
Subject: Higher Ed
 Leave As Is

Author: New York State Education Department
 Leave As Is

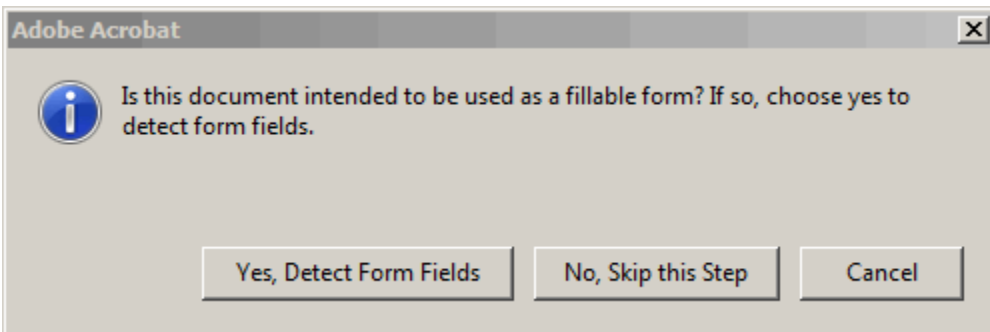
Keywords: Higher Ed
 Leave As Is

OK Cancel

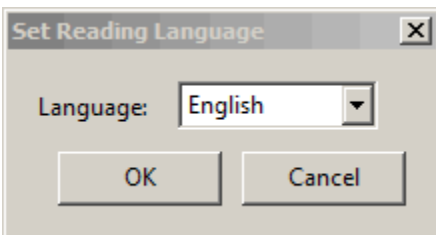
6. For the Recognize Text box, leave the settings as is. Click OK.



7. For the fillable form window, select No, Skip this Step

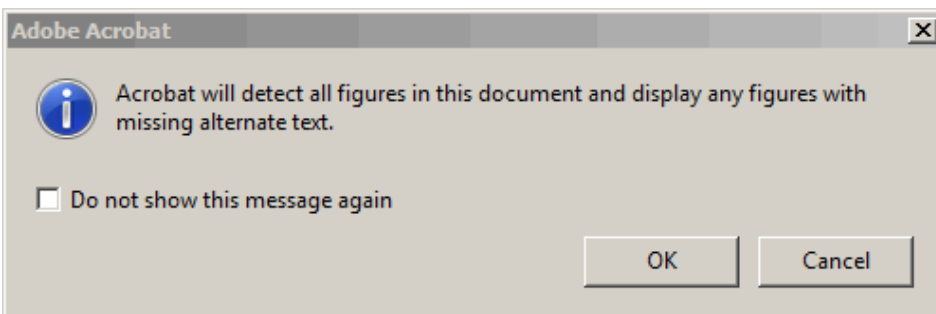


8. For Set Reading Language, make sure that English is set. Click OK.

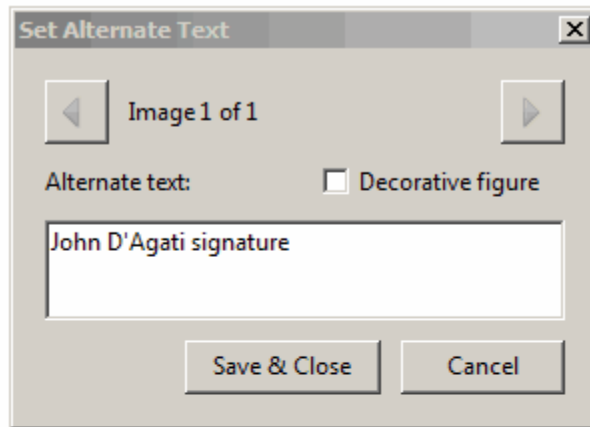


9. For figures in the document box, click OK.

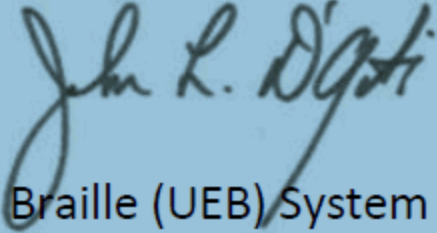
- If there are images in the file, then Adobe will ask you to add ALT TXT to the image. In this example, you would add John D'Agati signature in the Alternate text box. When finished, click Save & Close.



NYC Office of Higher Education
Room 977, Education Building Annex
New York, New York 10024

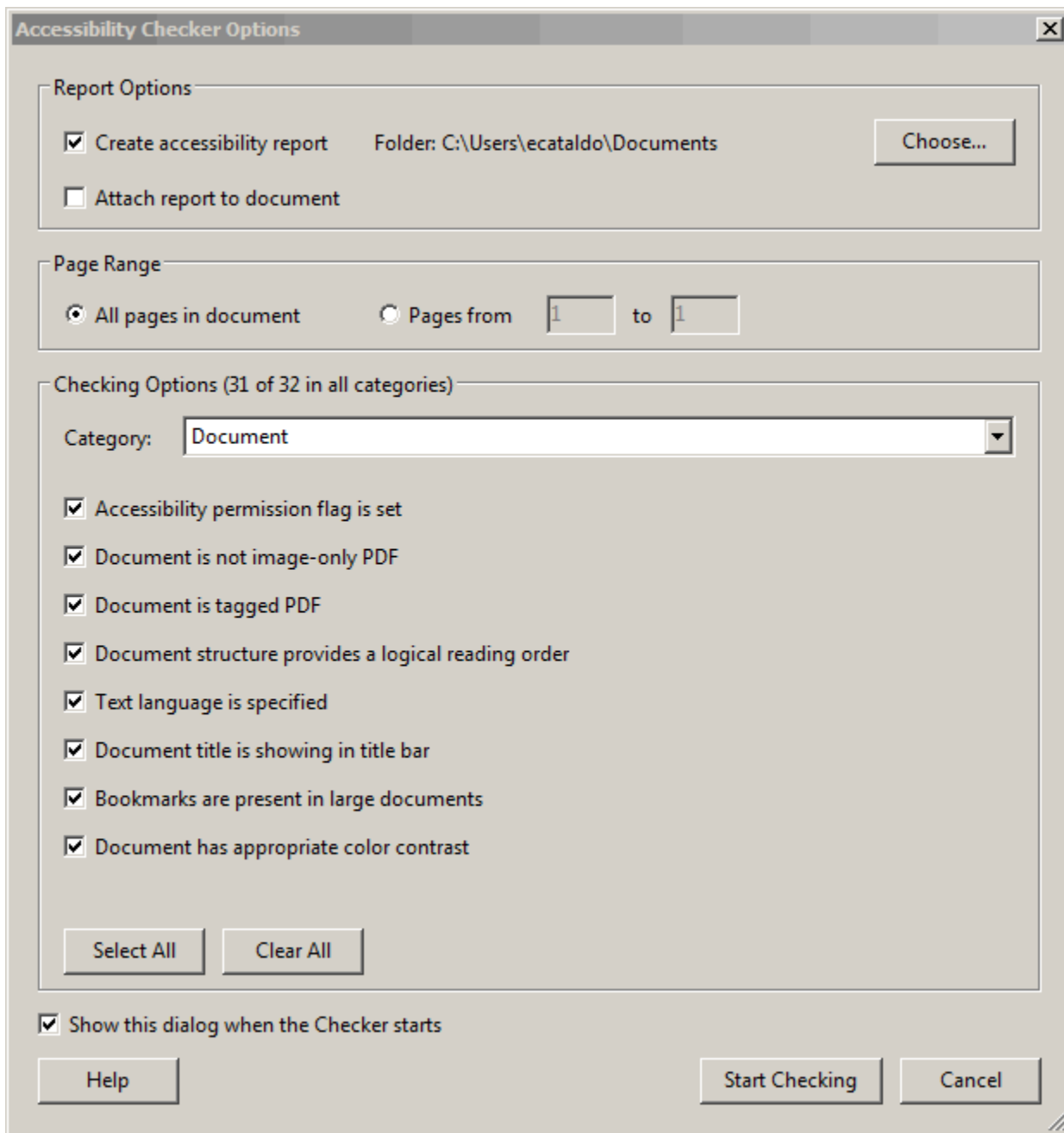


Deans/Directors of NYS Institutions Offering Teacher Preparation
Certification Officers
or Interested Parties

John L. D'Agati 
United English Braille (UEB) System

- If you do not want to add Alternative text, then click Cancel.

10. If you clicked Save & Close, then the Accessibility Checker Options box will open. Click the Start Checking button.



11. When you look in the left-hand section, you will see that there are no Bronze Level errors (Tagged PDF, Primary language or Title) in the PDF file.

The screenshot displays the Accessibility Checker interface on the left, which lists the following items under 'Document (2 issues)':

- Accessibility permission flag - Passed
- Image-only PDF - Passed
- Tagged PDF - Passed
- Logical Reading Order - Needs manual check
- Primary language - Passed
- Title - Passed
- Bookmarks - Passed
- Color contrast - Needs manual check

The right side of the screenshot shows the header of a document from The State Education Department / The University of the State of New York / Albany, NY 12234. The header includes the department's name, contact information for the Deputy Commissioner (Office of Higher Education, Room 977, Education Building Annex, Albany, New York 12234), and the date January 8, 2015. The document is addressed to Deans/Directors of NYS Institutions Offering Teacher Preparation Programs, Certification Officers, and Other Interested Parties.

12. Save the file.

13. The file can now be posted to the web server.