



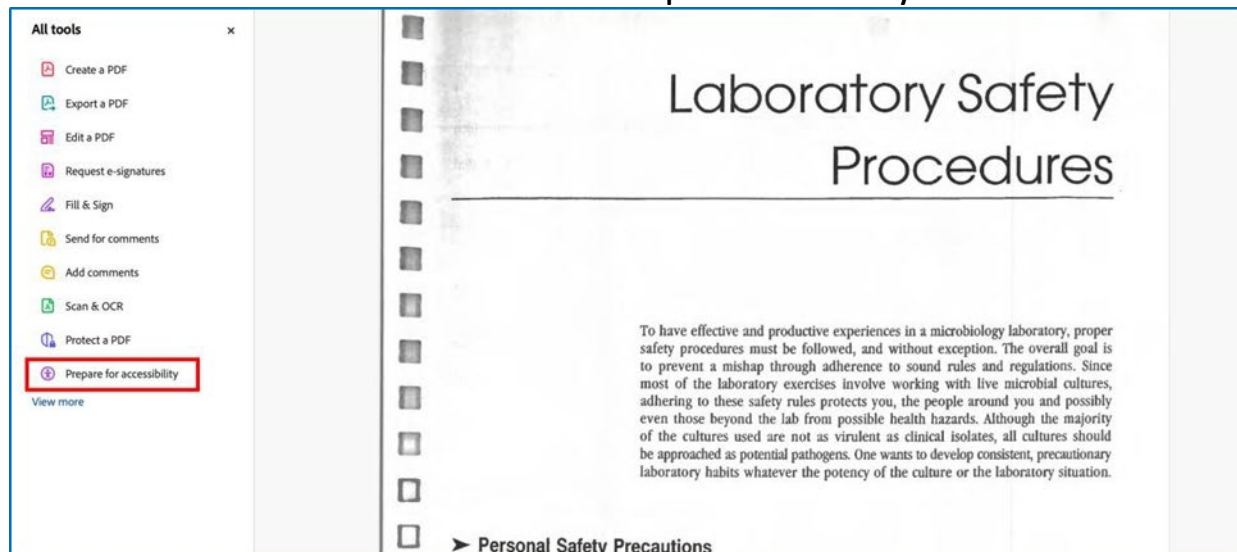
Making PDF Documents Accessible

Accessible PDFs benefit all students, particularly those using assistive technologies like screen readers. Two important accessibility principles associated with PDF documents are **tags** and **optical character recognition (OCR)**. Tags are hidden structural elements within a PDF, such as headings, paragraphs, lists, and tables, that define the document reading order. Screen readers use tags to interpret and convey information to users. **OCR** is a technology that converts scanned images of text into actual text characters that can be read by computers and assistive technologies.

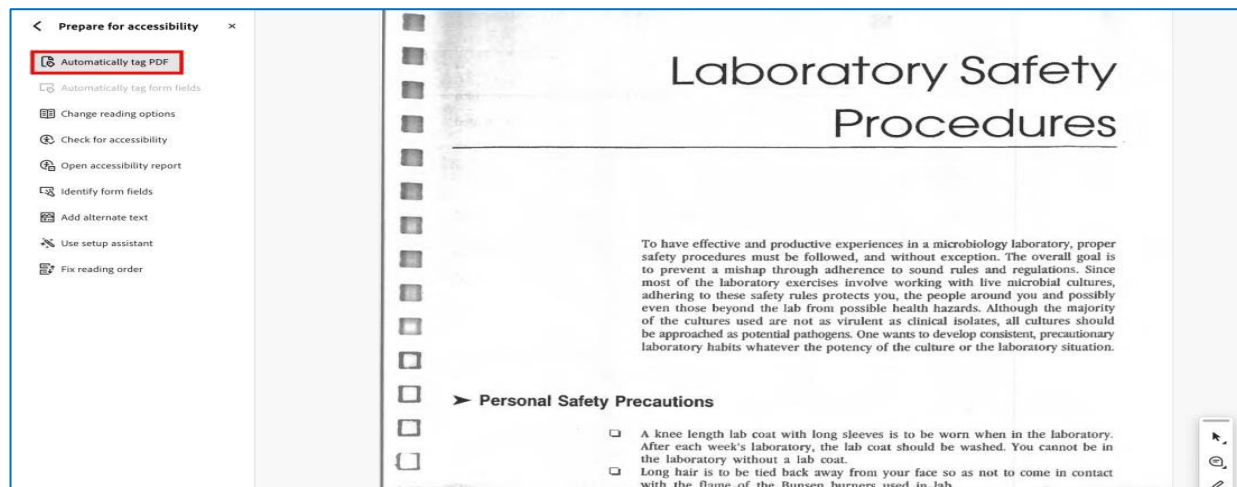
Tags

Tags are added using Adobe Acrobat. To add tags:

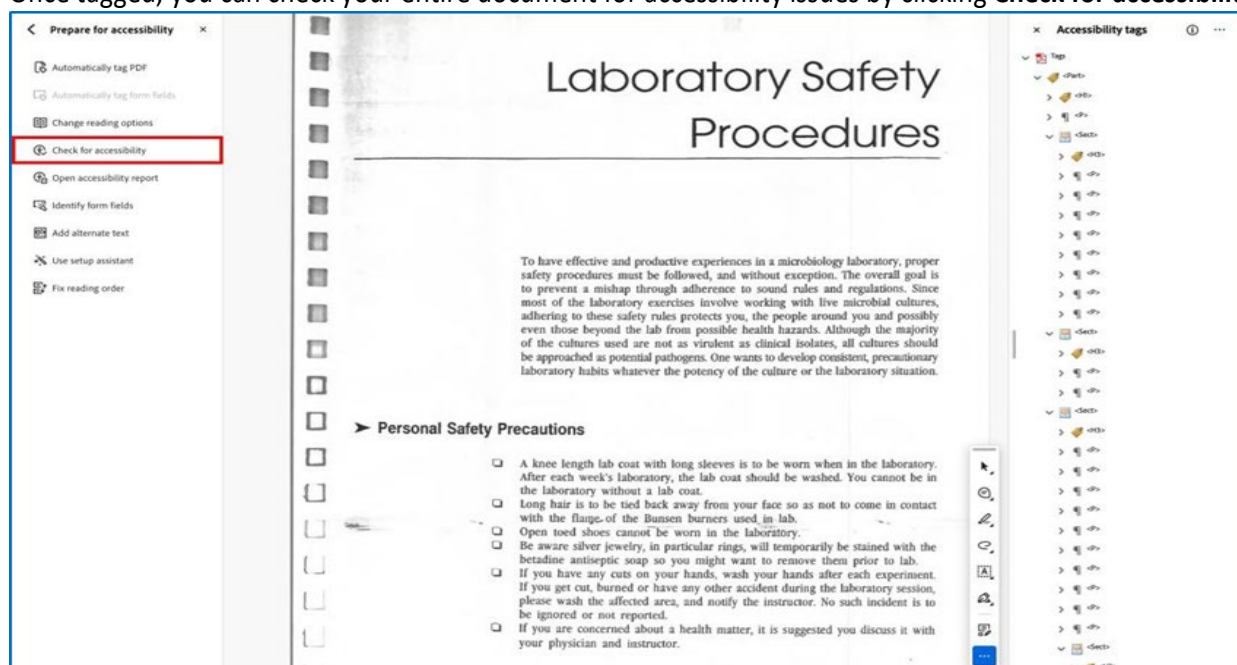
- Select **Tools** from the left side menu and then select **Prepare for accessibility**.



- On the next menu, select **Automatically tag PDF**.

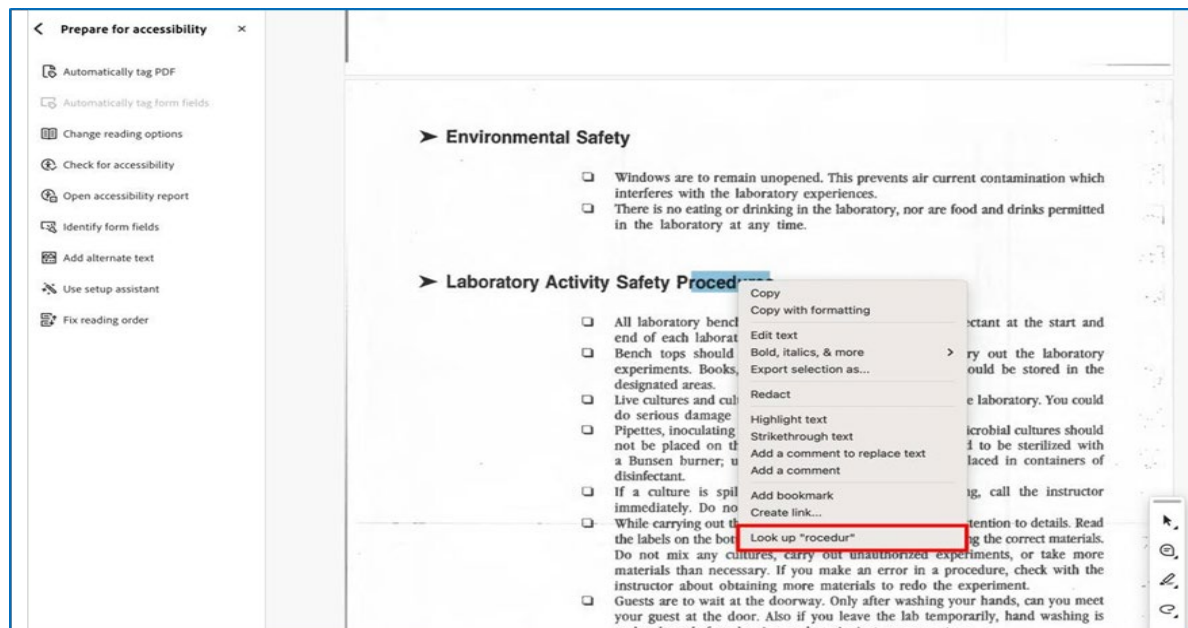


- Once tagged, you can check your entire document for accessibility issues by clicking **Check for accessibility**.



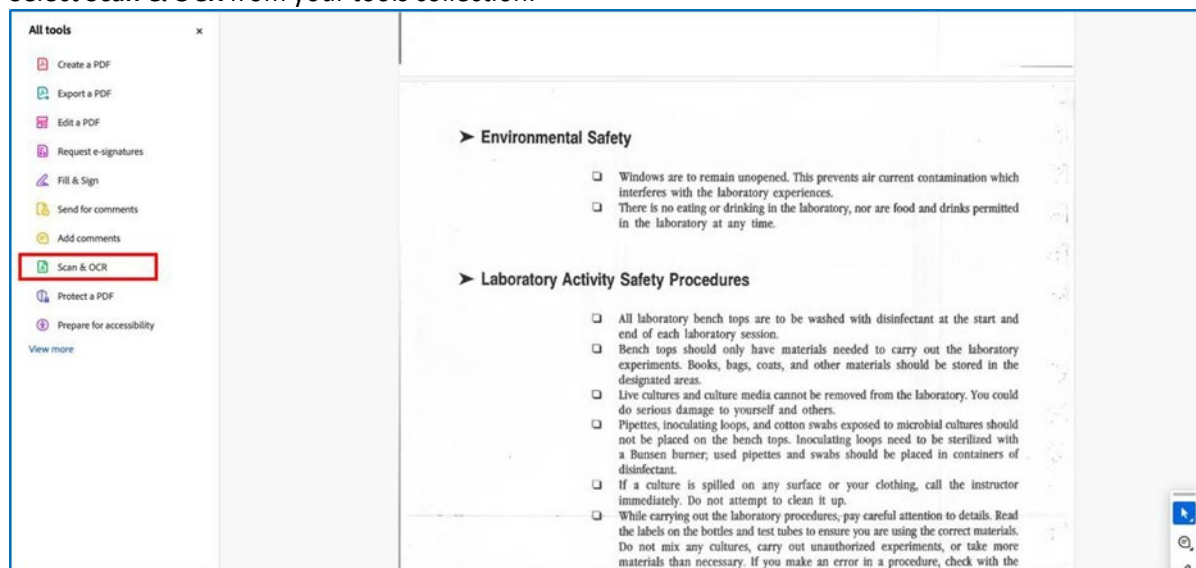
Optical Character Recognition

Sometimes, PDF documents contain images of text. These images need to be converted into actual text characters so that the document is searchable and can be read by a screen reader. The image below is a PDF with text that is an image. The word "Procedures" cannot be completely selected since it is an image and not text characters.

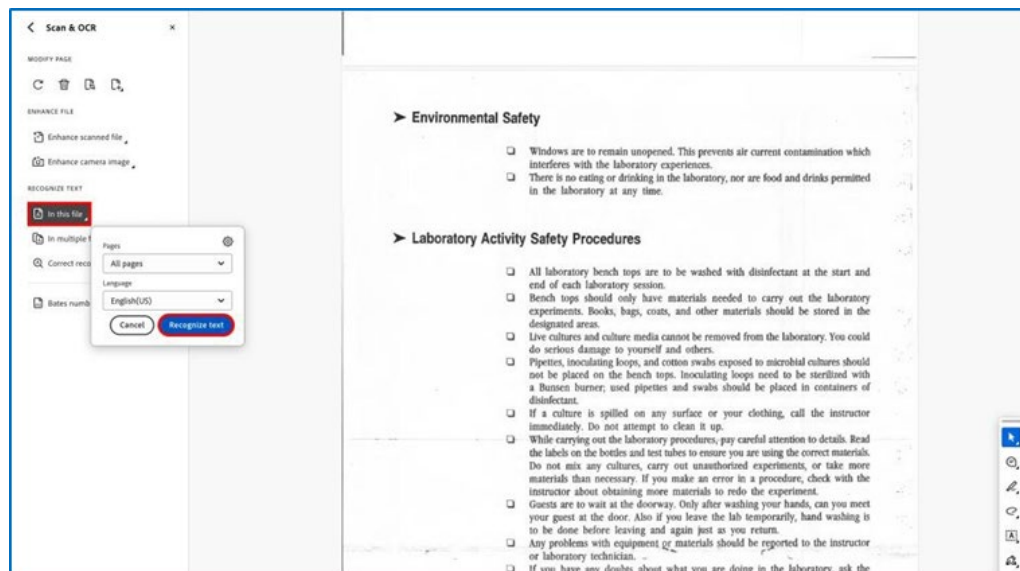


To convert images to text:

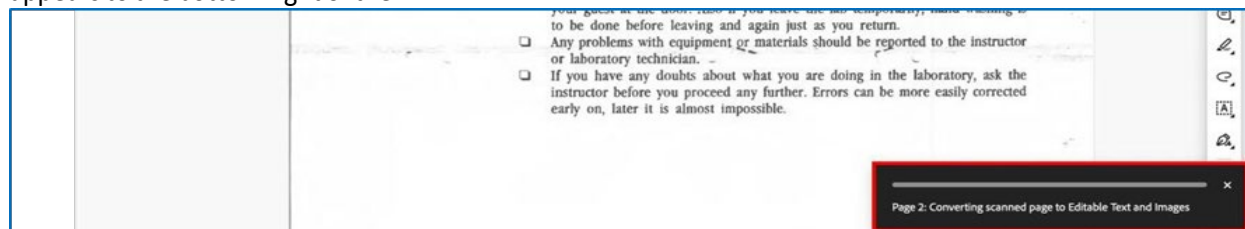
- Select **Scan & OCR** from your tools collection.



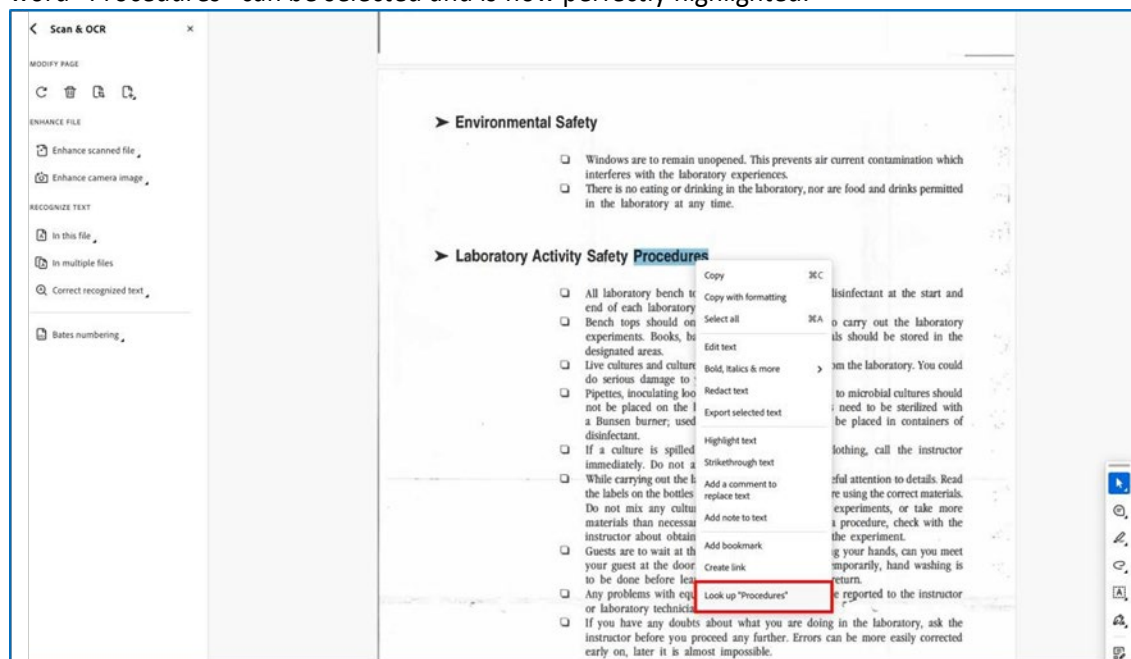
- On the next menu, under **Recognize Text**, select **In this File**, and then click on the button **Recognize Text**.



- Adobe will start to scan and convert the PDF to editable text and images, as indicated by the small window that appears to the bottom right of the PDF.



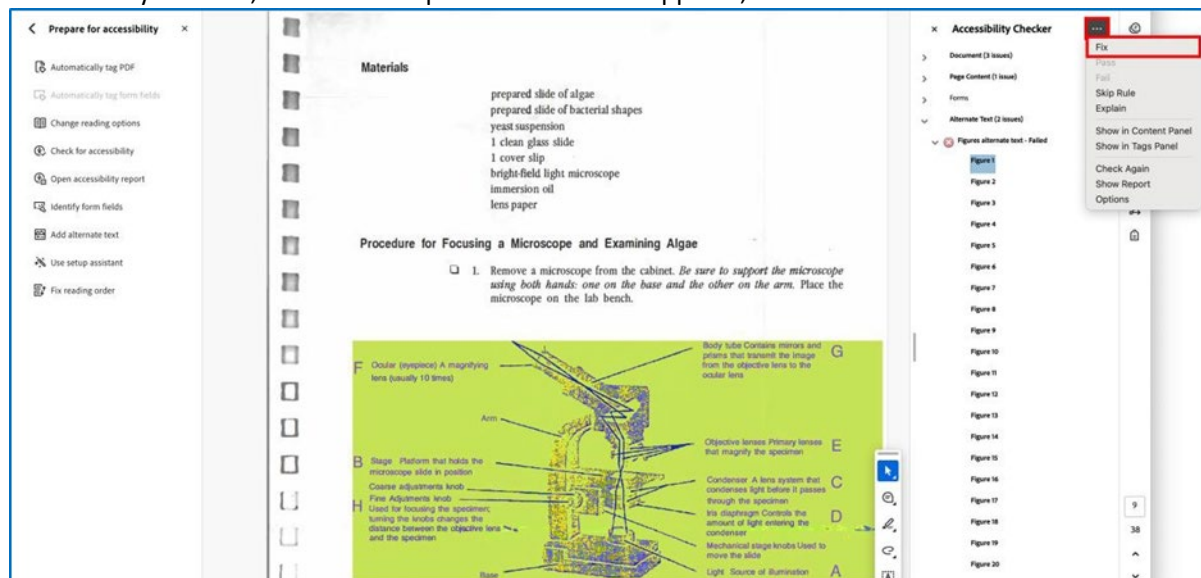
- Once the conversion is done, your document will reload with recognizable text. Notice in this image how the word "Procedures" can be selected and is now perfectly highlighted.



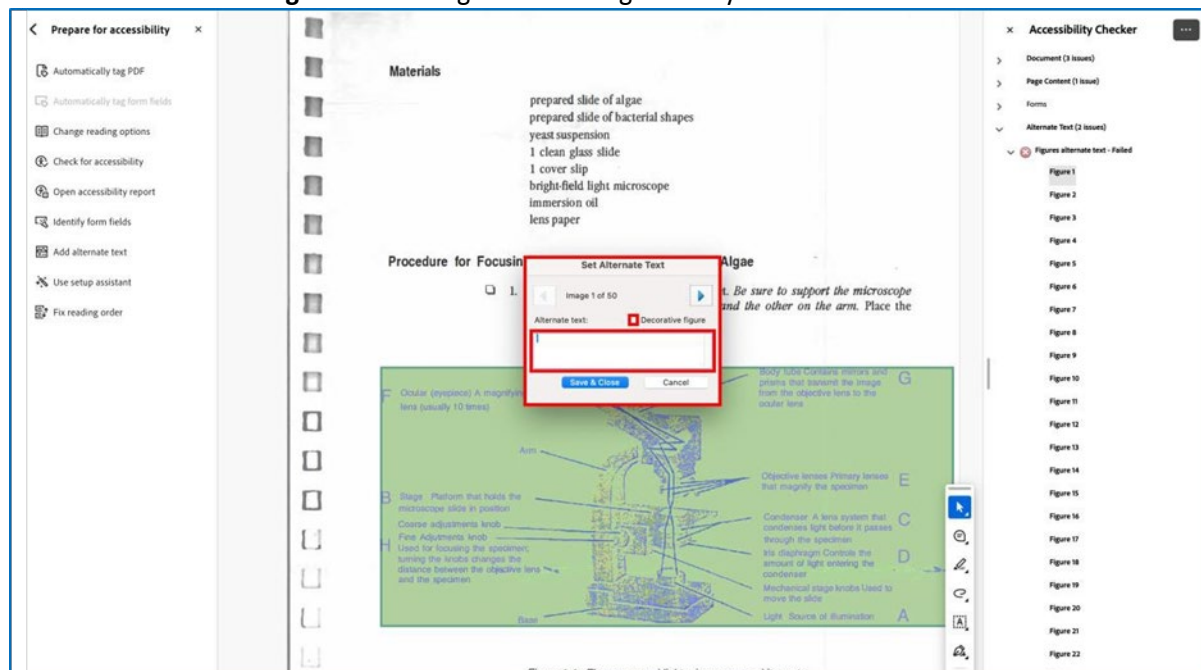
Adding Alternate Text to Images

All documents with images require alternate text. To add alt text to an image in a PDF document:

- Select the figures that needs alternate text. Click on the three-dot button in the top right corner of the Accessibility window, and in the drop-down menu that appears, click on **Fix**.



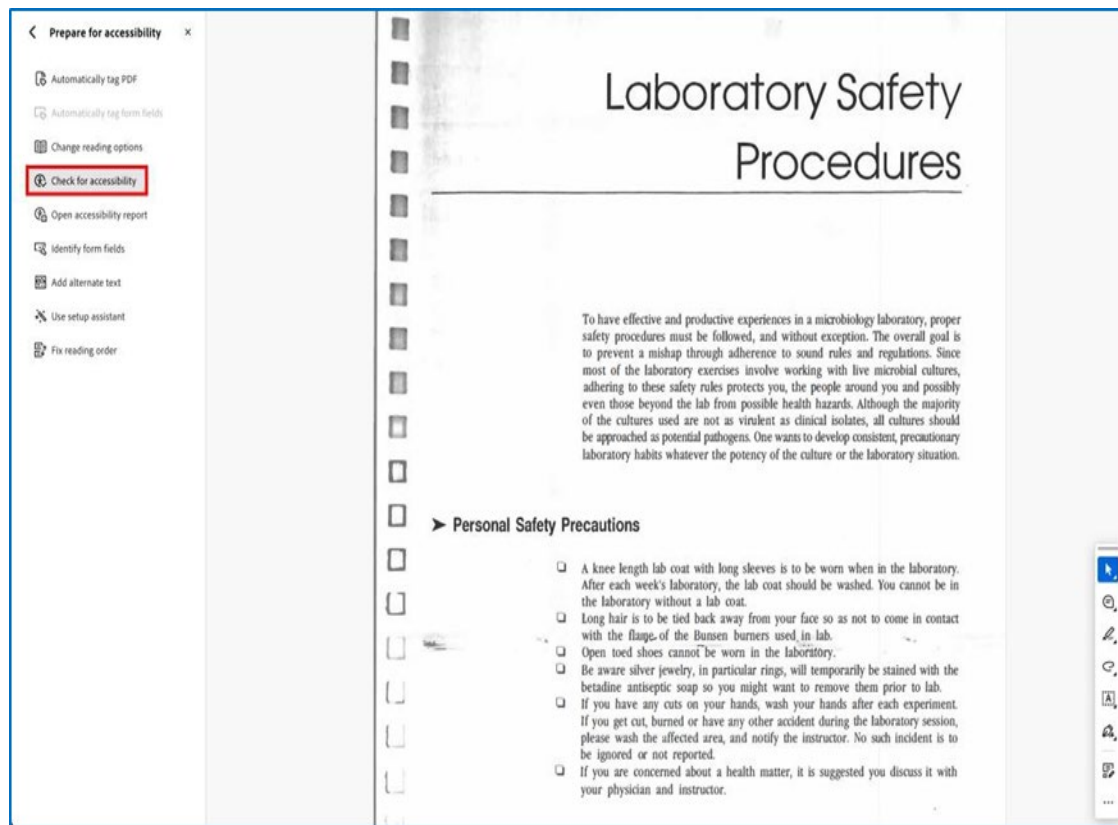
- A window will appear that allows you to add alternative text to images. Use the arrow buttons to move between images and check **Decorative figure** if the image should be ignored by a screen reader.



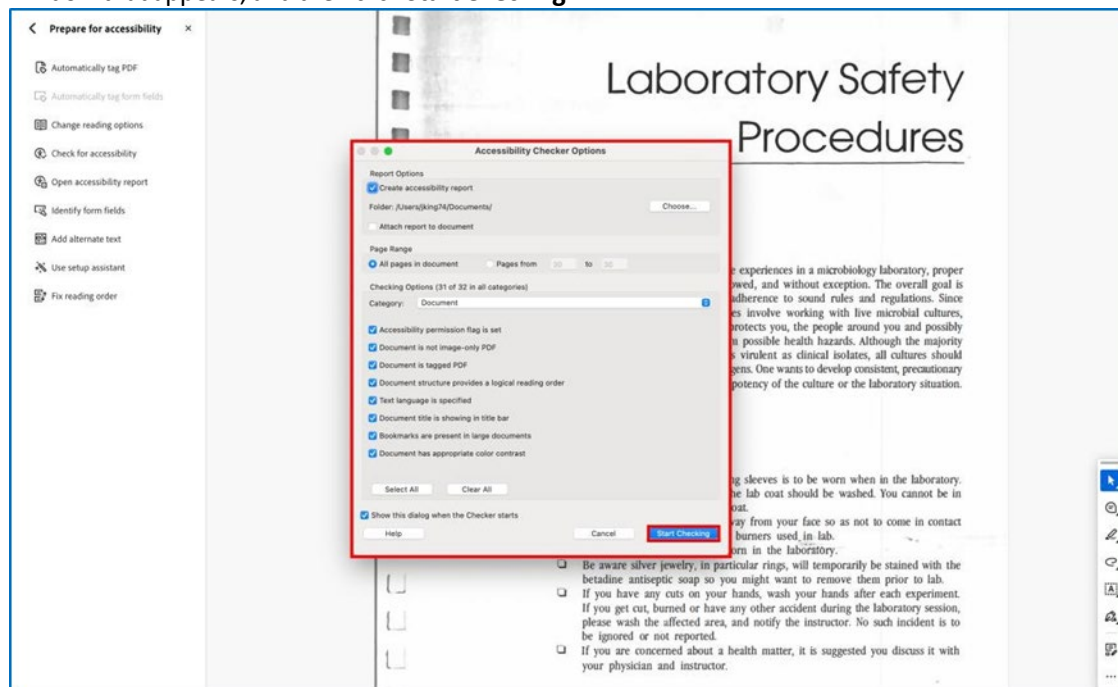
Check Full Accessibility

To check the accessibility of the entire PDF document:

- On the Accessibility Menu, click on **Check for accessibility**.



- A menu named Accessibility Checker Options will appear. On this menu, make sure all options are checked in the window that appears, and then click **Start Checking**.



- A summary of the issues in your document appears on the right side of the screen. For more details about the issues found in the PDF document, click the chevron next to each heading in the accessibility checker menu.

Prepare for accessibility

Automatically tag PDF

Automatically tag form fields

Change reading options

Check for accessibility

Open accessibility report

Identify form fields

Add alternate text

Use setup assistant

Fix reading order

Laboratory Safety Procedures

To have effective and productive experiences in a microbiology laboratory, proper safety procedures must be followed, and without exception. The overall goal is to prevent a mishap through adherence to sound rules and regulations. Since most of the laboratory exercises involve working with live microbial cultures, adhering to these safety rules protects you, the people around you and possibly even those beyond the lab from possible health hazards. Although the majority of the cultures used are not as virulent as clinical isolates, all cultures should be approached as potential pathogens. One wants to develop consistent, precautionary laboratory habits whatever the potency of the culture or the laboratory situation.

Personal Safety Precautions

A knee length lab coat with long sleeves is to be worn when in the laboratory. After each week's laboratory, the lab coat should be washed. You cannot be in the laboratory without a lab coat.

Long hair is to be tied back away from your face so as not to come in contact with the flame of the Bunsen burners used in lab.

Open toed shoes cannot be worn in the laboratory.

Be aware silver jewelry, in particular rings, will temporarily be stained with the betadine antiseptic soap so you might want to remove them prior to lab.

If you have any cuts on your hands, wash your hands after each experiment. If you get cut, burned or have any other accident during the laboratory session, please wash the affected area, and notify the instructor. No such incident is to be ignored or not reported.

If you are concerned about a health matter, it is suggested you discuss it with your physician and instructor.

Accessibility Checker

Document (6 issues)

Page Content (3 issues)

Forms

Alternate Text (1 issue)

Tables

Lists

Headings