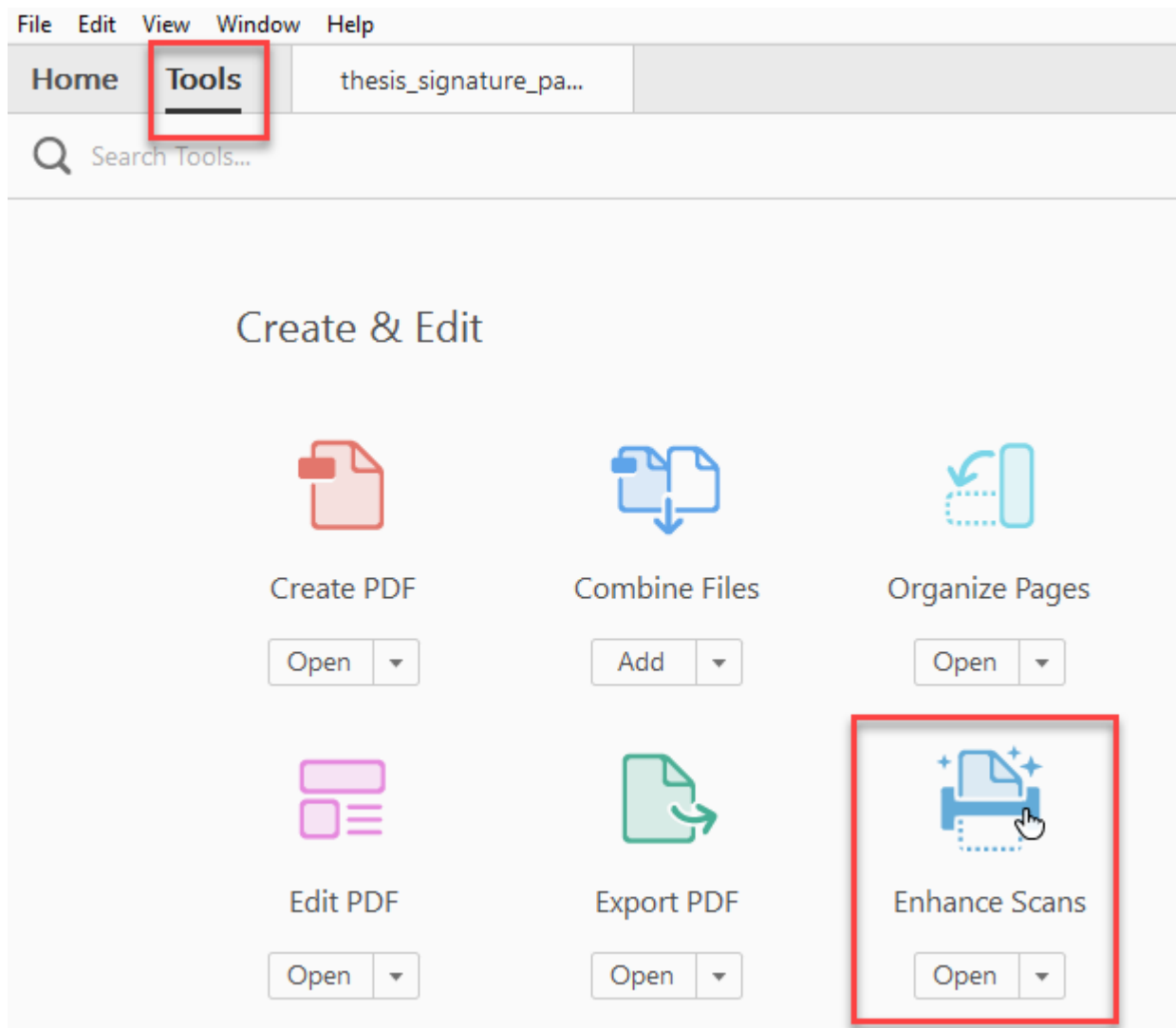


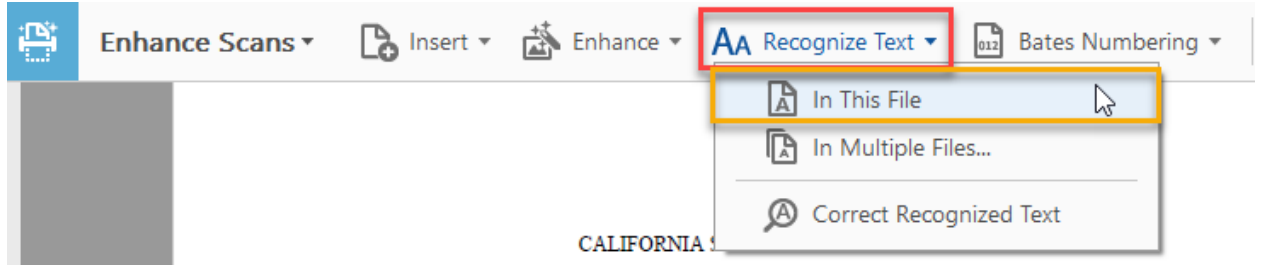
Making Signature Pages ADA Accessible

Make these changes to your signature page **BEFORE** adding it to your main document. Running “Autotag” on an ADA Accessible document may cause ADA errors or undo corrections you have already made to your document. (Online Students: Your signature page requires an extra step due to the DocuSign protections. You must "Print" your signature page to Adobe PDF and then follow the instructions)

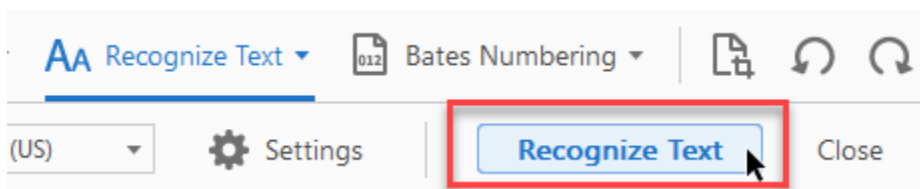
- 1) Click on the tab for Tools and then click on “Enhance Scans”



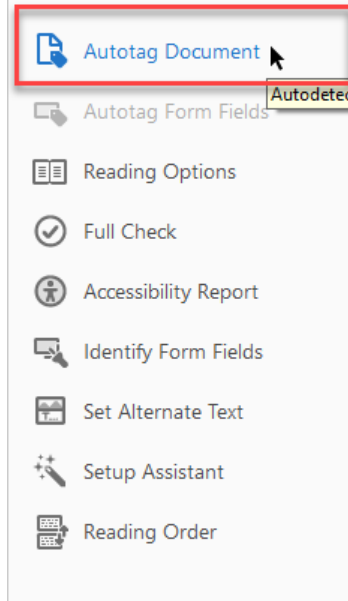
- 2) Select the option “Recognize Text” and chose “In This File” from the drop down menu.



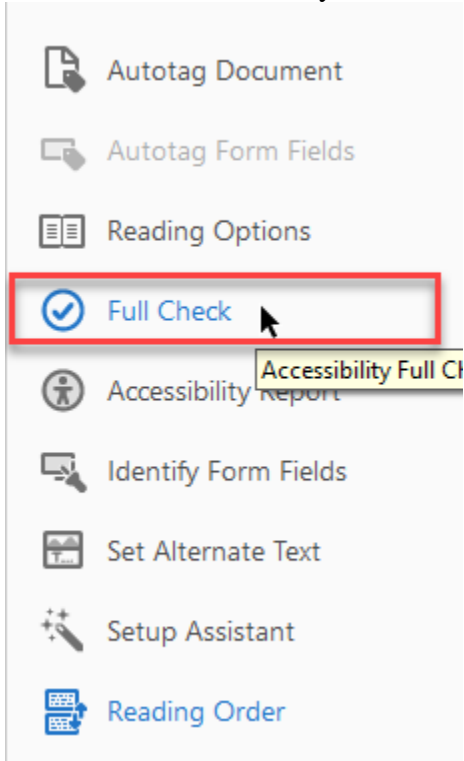
- 3) Chose the option “Recognize Text”. This will make the text in the document accessible to a screen reader, and it will allow Adobe to identify each section of the document and tag it properly.



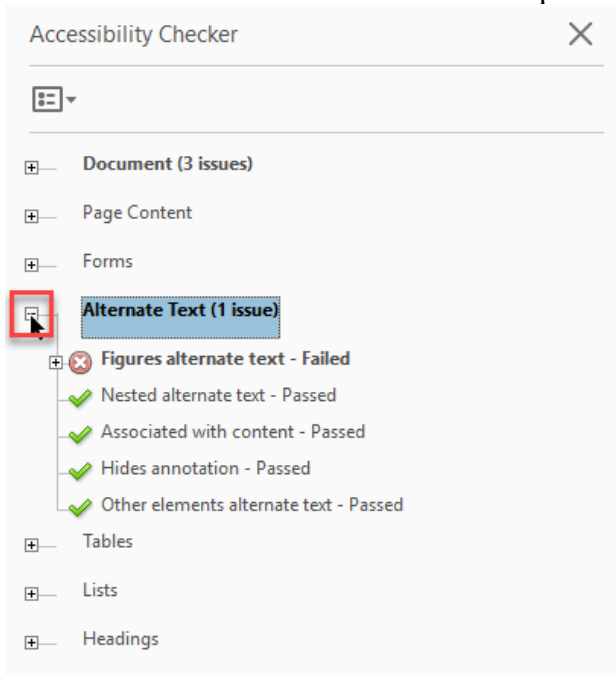
- 4) Go back to the Tools tab and selection the Accessibility Tool. This will open up a tool panel on the right hand side. Select the first option “Autotag Document”.



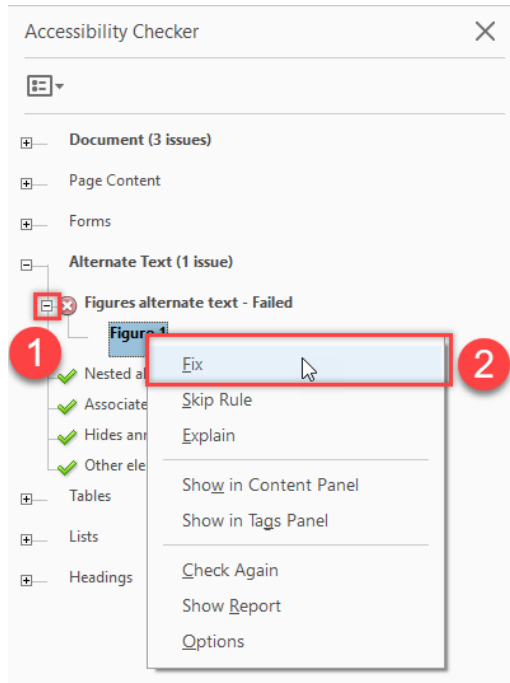
5) Then run the accessibility tool's "Full Check".



6) You will likely get an error regarding alternate text. To correct this look at the alternate text error and click the box or arrow to expand the selection.



- 7) Click on the box next to “Figures alternate text- Failed” to expand the figures that need alternate text. Now, right click on figure one to bring up a drop down menu and select “Fix”



- 8) This will open a dialog box which will allow you to type your alternate text. Write “Signature of (member’s name)” “Committee member’s signatures” etc. then click “Save and Close”

