



FIXING ISSUES IN PANORAMA

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SESSION OUTLINE

- **Three step method**
 - Identify issues
 - Remediate
 - Go for the Green
- **Examples of documents**
 - PDF
 - Word
 - PowerPoint

IDENTIFY ISSUES

- Click on gauge
- View accessibility report
- Review issues
 - Start with **severe** and **major** issues first
 - View How to Fix

REMEDIATE

- Two choices:
 - Panorama
 - Use built-in features to correct issues
 - Manually
 - Download document
 - Make changes in native application and save
 - Upload updated file to ilearn

GO FOR GREEN

- Check gage after initial update for Severe and Major issues
- If less than **70 %**, continue with remediating minor issues

PDF DOCUMENTS

- This document type has the greatest number of issues in the institution
- Most issues result from documents that are scanned as images without including tags and structures
- OCR or Optical Character Recognition extracts machine readable text from the images
- Panorama offers two methods for fixing untagged documents:
 - OCR Overlaid PDF
 - OCR Reconstructed PDF
- Adobe Acrobat
 - Choose auto tagging
 - Reading order can be changed

PDF ADVANTAGES & DISADVANTAGES

Advantages

- **Universal compatibility**
 - Can be opened on any device or operating system
- **Document integrity**
 - Consistent layout fonts and graphics
- **Support for tags and structure**
 - To enable screen readers to navigate headings and control reading order
- **Annotation tools**
 - For adding user comments and notes

Disadvantages

- **Fixed layout**
 - When compared to HTML, PDFs don't adapt well to different screen sizes and orientations. Impacts mobile accessibility
- **Complex graphics and tables**
 - Requires proper alt text and structures
- **Software dependency**
 - Some readers do not support full accessibility
- **Editing challenges**
 - Difficulty in making documents accessible

OTHER DOCUMENTS

- Microsoft Office built-in accessibility checkers
 - Run these and save before uploading to D2L iLearn
- Word
 - Use headings for structure and navigation
 - Insert alt-text for images and diagrams
- PowerPoint
 - Use built-in slide layouts
 - Add titles to each slides to allow reading order by topic