



Advanced Accessible PDF Techniques

The Accessible Technology Webinar Series is sponsored by the Great Lakes ADA Center and the Pacific ADA Center, both members of the ADA National Network.

- **The Session begins at 1:00 pm CST**
- **We will be testing audio quality periodically**

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Webinar Features

- **Closed captioning** – click **CC** icon (located in the Audio/Video Panel) or control-F8 (command-F8) and adjust your screen.
- **Questions** - Type your message into the chat area that appears. The question will be viewed by all moderators. (Keyboard - F6, Arrow up or down to locate “Great Lakes” and select to send a message)
- **Customize your view** – You can change the size and location of any of the panels (Chat, etc.) by hovering your mouse over the ☰ icon at the right of each panel and select “Detach Panel”. Each panel can be repositioned and resized.
- Please do not use emoticons or hand-raising features during this session

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Advanced Accessible PDF Techniques: Forms & Tables

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PDF?

- Created in 1993, is used for representing two-dimensional documents in a manner independent of the application software, hardware, and operating system.
- Key element – scalable
- Not natively accessible

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How We Acquire PDF

- Scan from print document
- Save As/Convert to PDF from program
- Print to PDF from program
- Just receive a PDF – no access to original document

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Basic PDF Accessibility

- Text vs. Image
- Tags
- Heading Structure
- Alt Text/Text Descriptions
- Reading Order

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Advanced PDF

Forms

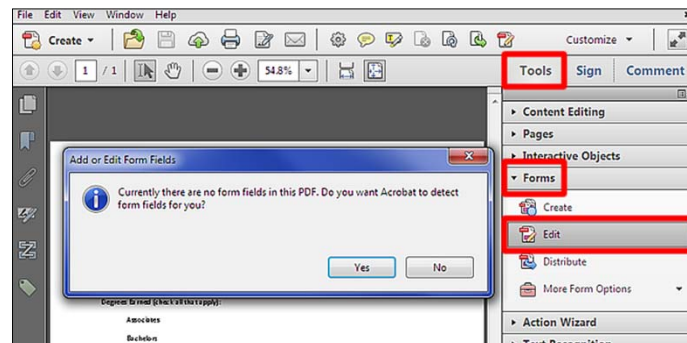
- Tooltips are what make these accessible

Data Tables

- Use the Tags panel to check if cells are marked up with TD and TH correctly

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FORMS



- Tools > Forms > Edit
- Auto-detect based on form

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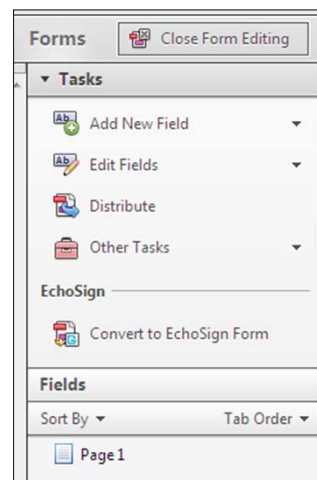
Form Elements

- Text Fields – Fill in the blank
- Check Boxes – Select one or more options
- Radio Boxes – Select only one from multiple options

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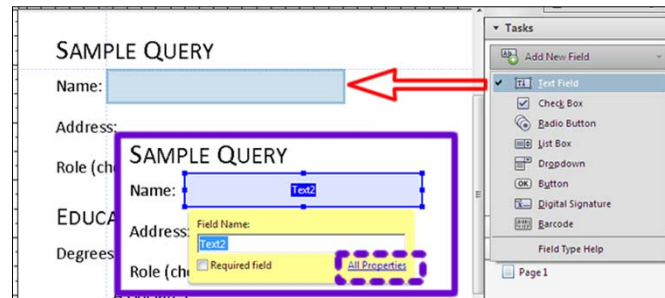
Form Editing Mode

- Add Fields
- Edit Fields
- Close Editor



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Add a Field

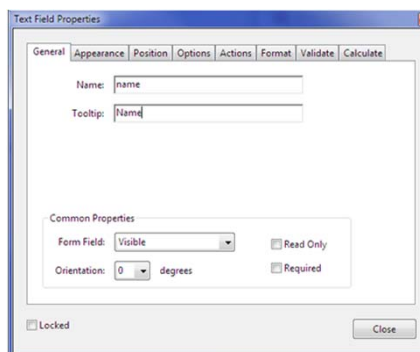


- Add New Field
- Place Field
- Enter (visually will change)
- Select ALL PROPERTIES

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Tooltips

- Assistive Technology identifies form fields via tooltip
- Make sure tooltip notes what needs to be completed
- Sometimes may need to put a full question in a tooltip



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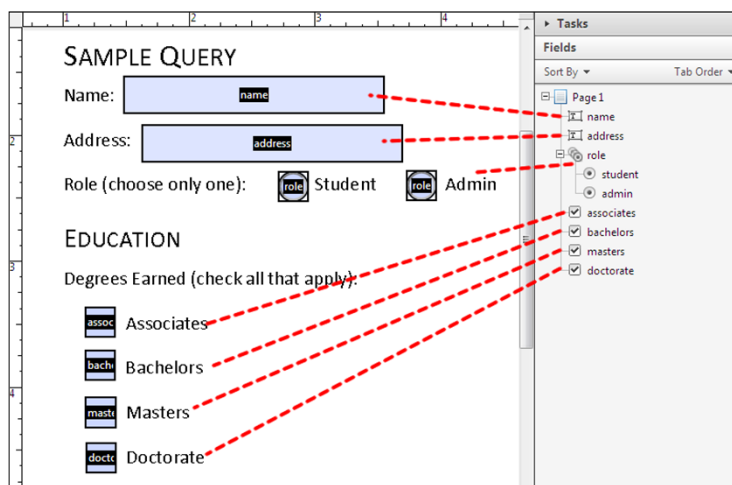
Checking Tooltips

- Check in the properties box in the Form Editing Mode
- Hover mouse over form element in reading mode



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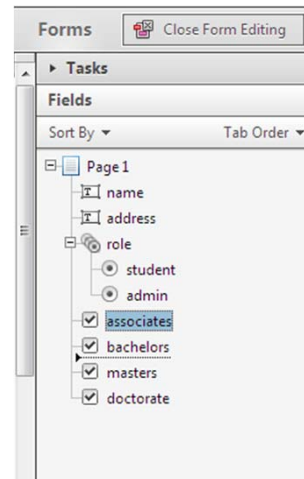
Form Order



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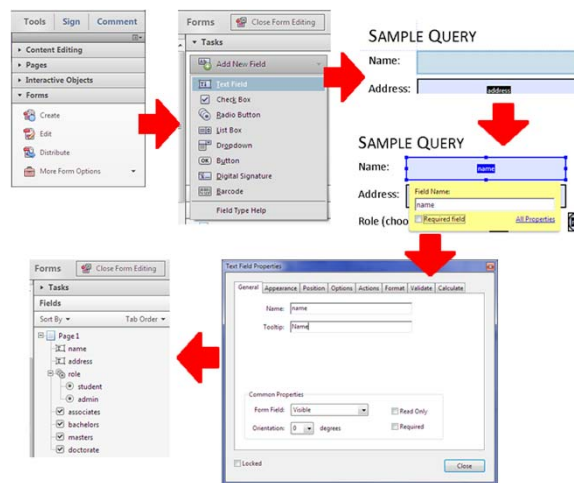
Change Form Tab Order

- Drag and Drop
- Match order to logical reading order of document



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Add/Edit Form Elements



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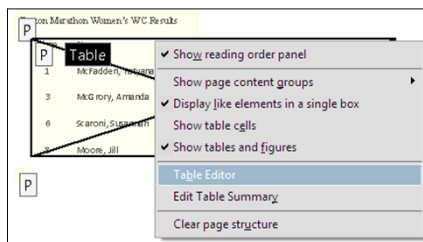
Table Rules

- All tables must have at least one heading row
- Tables with a heading row and heading column must use ID's to identify cells

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Table Editor

- Activate Touch Up Reading Order Panel
- Table elements show with "X" through them
- Right click on table
- Select Table Editor



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Identifying Cell Types

- Cells will highlight
- Color coded based on cell type
- Select cell, right click, to open properties
- Change cell type here
- Change colors in Table Editor Options

The screenshot shows a table titled "Boston Marathon Women's WC Results" with columns: Name, Place, BIB, Time, HALF, and Finish. The data rows are: McFadden, Tatyana (1, W105, 1:45:24, 0:50:17, 1:45:24), McGroarty, Amanda (3, W103, 1:49:19, 0:52:37, 1:49:19), Icaroni, Susannah (6, W108, 1:53:28, 0:52:58, 1:53:28), and Moore, Jill (8, W109, 2:26:20, 1:04:47, 2:26:20). A context menu is open over the first cell, and the "Table Cell Properties..." option is selected. The "Table Cell Properties" dialog box is open, showing "Type" set to "Header Cell" and "Scope" set to "None".

| Name | Place | BIB | Time | HALF | Finish |
|-------------------|-------|------|---------|---------|---------|
| McFadden, Tatyana | 1 | W105 | 1:45:24 | 0:50:17 | 1:45:24 |
| McGroarty, Amanda | 3 | W103 | 1:49:19 | 0:52:37 | 1:49:19 |
| Icaroni, Susannah | 6 | W108 | 1:53:28 | 0:52:58 | 1:53:28 |
| Moore, Jill | 8 | W109 | 2:26:20 | 1:04:47 | 2:26:20 |

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Change to Header Cell

- Select cells to change
- Select Table Cell Properties
- Change to Header Cell

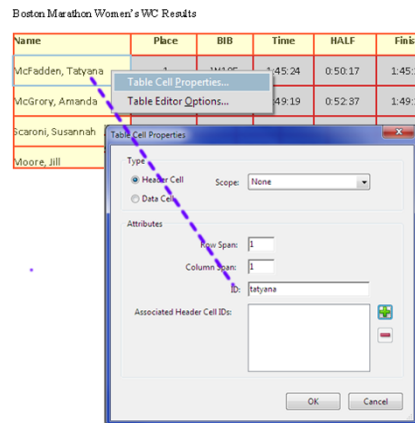
The screenshot shows the same table as above. The "Table Cell Properties" dialog box is open, and the "Type" is now set to "Header Cell". Below the dialog box, the table is shown with the first row highlighted in yellow, indicating the header cells.

| Name | Place | BIB | Time | HALF | Finish |
|-------------------|-------|------|---------|---------|---------|
| McFadden, Tatyana | 1 | W105 | 1:45:24 | 0:50:17 | 1:45:24 |
| McGroarty, Amanda | 3 | W103 | 1:49:19 | 0:52:37 | 1:49:19 |
| Icaroni, Susannah | 6 | W108 | 1:53:28 | 0:52:58 | 1:53:28 |
| Moore, Jill | 8 | W109 | 2:26:20 | 1:04:47 | 2:26:20 |

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Assigning and ID to TH

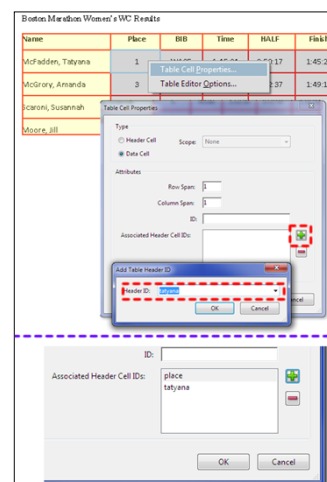
- Each TH cell must have an unique ID assigned to it
- Enter this in the ID field in the properties
- Use identifiable words for ID



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Associate TD with TH

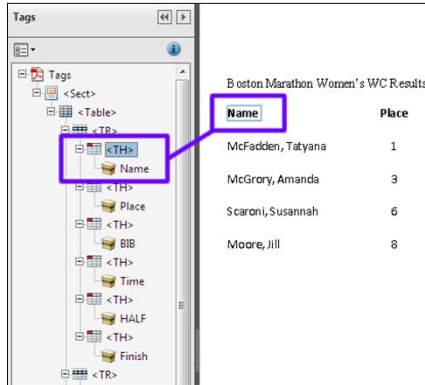
- Assistive technology uses the ID's to associate the TD cells
- In Properties, select the "+" to show all available IDs
- Select the ID's that correspond to that cell



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Check Table in Tags

- Double Check Table in Tags Panel
- TH vs TD
- Correct # of cells
- Complex Table Check



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Complex Tables

Merged cells

| Gender | Name | Time | HALF | Finish |
|---------------|-------------------|---------|---------|---------|
| Men | Kim, Gyu Dae | 1:35:59 | 0:44:11 | 1:35:59 |
| | George, Josh | 1:37:41 | 0:46:43 | 1:37:41 |
| | Pike, Aaron | 1:39:13 | 0:46:11 | 1:39:13 |
| | Senbeta, James | 1:44:41 | 0:49:28 | 1:44:41 |
| | Bleakney, Adam | 1:45:57 | 0:49:26 | 1:45:57 |
| | Siemann, Brian | 1:49:14 | 0:51:37 | 1:49:14 |
| | Park, Peter | 1:54:31 | 0:53:22 | 1:54:31 |
| | Kozarek, Robert | 1:54:50 | 0:53:23 | 1:54:50 |
| | Grass, David | 2:00:47 | 0:55:32 | 2:00:47 |
| | Martin, Raymond | 2:01:29 | 0:55:39 | 2:01:29 |
| Roy, Laurence | 2:15:14 | 1:03:24 | 2:15:14 | |
| Women | McFadden, Tatyana | 1:45:24 | 0:50:17 | 1:45:24 |
| | McGrory, Amanda | 1:49:19 | 0:52:37 | 1:49:19 |
| | Scaroni, Susannah | 1:53:28 | 0:52:58 | 1:53:28 |
| | Moore, Jill | 2:26:20 | 1:04:47 | 2:26:20 |

Does not seem to match up

| Gender | Name | Time | HALF | Finish |
|--------|-------------------|---------|---------|---------|
| | Kim, Gyu Dae | 1:35:59 | 0:44:11 | 1:35:59 |
| | George, Josh | 1:37:41 | 0:46:43 | 1:37:41 |
| | Pike, Aaron | 1:39:13 | 0:46:11 | 1:39:13 |
| | Senbeta, James | 1:44:41 | 0:49:28 | 1:44:41 |
| | Bleakney, Adam | 1:45:57 | 0:49:26 | 1:45:57 |
| Men | Siemann, Brian | 1:49:14 | 0:51:37 | 1:49:14 |
| | Park, Peter | 1:54:31 | 0:53:22 | 1:54:31 |
| | Kozarek, Robert | 1:54:50 | 0:53:23 | 1:54:50 |
| | Grass, David | 2:00:47 | 0:55:32 | 2:00:47 |
| | Martin, Raymond | 2:01:29 | 0:55:39 | 2:01:29 |
| | Roy, Laurence | 2:15:14 | 1:03:24 | 2:15:14 |
| | McFadden, Tatyana | 1:45:24 | 0:50:17 | 1:45:24 |
| | McGrory, Amanda | 1:49:19 | 0:52:37 | 1:49:19 |
| Women | Scaroni, Susannah | 1:53:28 | 0:52:58 | 1:53:28 |
| | Moore, Jill | 2:26:20 | 1:04:47 | 2:26:20 |

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Fixing Complex Tables

Retagging gets close

| Gender | Name | Time | HALF | Finish |
|---------------|-------------------|---------|---------|---------|
| Men | Kim, Gyu Dae | 1:35:59 | 0:44:11 | 1:35:59 |
| | George, Josh | 1:37:41 | 0:46:43 | 1:37:41 |
| | Pike, Aaron | 1:39:13 | 0:46:11 | 1:39:13 |
| | Senbeta, James | 1:44:41 | 0:49:28 | 1:44:41 |
| | Bleakney, Adam | 1:45:57 | 0:49:26 | 1:45:57 |
| | Siemann, Brian | 1:49:14 | 0:51:37 | 1:49:14 |
| | Perk, Peter | 1:54:31 | 0:53:22 | 1:54:31 |
| | Kozarek, Robert | 1:54:50 | 0:53:23 | 1:54:50 |
| | Grassl, David | 2:00:47 | 0:55:32 | 2:00:47 |
| | Martin, Raymond | 2:01:29 | 0:55:39 | 2:01:29 |
| Roy, Laurence | 2:15:14 | 1:03:24 | 2:15:14 | |
| Women | McFadden, Tatyana | 1:45:24 | 0:50:17 | 1:45:24 |
| | McGrory, Amanda | 1:49:19 | 0:52:37 | 1:49:19 |
| | Scaroni, Susannah | 1:53:28 | 0:52:58 | 1:53:28 |
| | Moore, Jill | 2:26:20 | 1:04:47 | 2:26:20 |

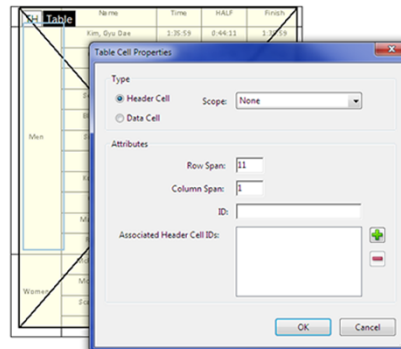
Compare to Tags to clean up

| Gender | Name | Time | HALF | Finish |
|---------------|-------------------|---------|---------|---------|
| Men | Kim, Gyu Dae | 1:35:59 | 0:44:11 | 1:35:59 |
| | George, Josh | 1:37:41 | 0:46:43 | 1:37:41 |
| | Pike, Aaron | 1:39:13 | 0:46:11 | 1:39:13 |
| | Senbeta, James | 1:44:41 | 0:49:28 | 1:44:41 |
| | Bleakney, Adam | 1:45:57 | 0:49:26 | 1:45:57 |
| | Siemann, Brian | 1:49:14 | 0:51:37 | 1:49:14 |
| | Perk, Peter | 1:54:31 | 0:53:22 | 1:54:31 |
| | Kozarek, Robert | 1:54:50 | 0:53:23 | 1:54:50 |
| | Grassl, David | 2:00:47 | 0:55:32 | 2:00:47 |
| | Martin, Raymond | 2:01:29 | 0:55:39 | 2:01:29 |
| Roy, Laurence | 2:15:14 | 1:03:24 | 2:15:14 | |
| Women | McFadden, Tatyana | 1:45:24 | 0:50:17 | 1:45:24 |
| | McGrory, Amanda | 1:49:19 | 0:52:37 | 1:49:19 |
| | Scaroni, Susannah | 1:53:28 | 0:52:58 | 1:53:28 |
| | Moore, Jill | 2:26:20 | 1:04:47 | 2:26:20 |

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Merged Cells

- Merged cells are set up in the Row/Column Span boxes in the properties



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Don't Get Discouraged

- Yes, it may take extra time to figure out
- Yes, you may have to do it more than once
- Yes, you may use inappropriate language
- BUT
- YOU CAN DO IT!



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Thank you!

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Thank you for participating!

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