**ACCESSIBLE TECHNOLOGY WEBINAR SERIES**

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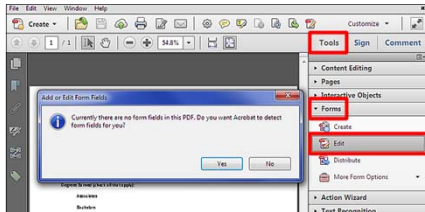
- Tools > Forms > Edit
- Auto-detect based on form

8
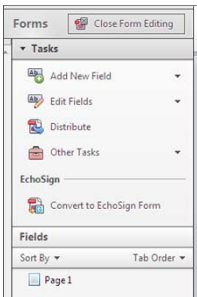
Form Elements

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

9
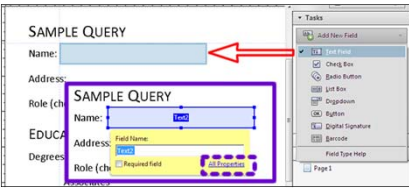
Form Editing Mode
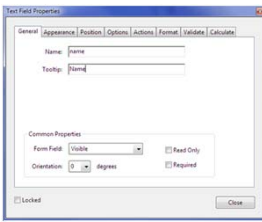
- Add Fields
- Edit Fields
- Close Editor

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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
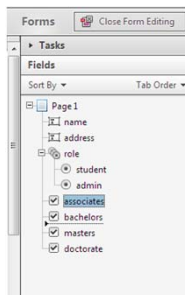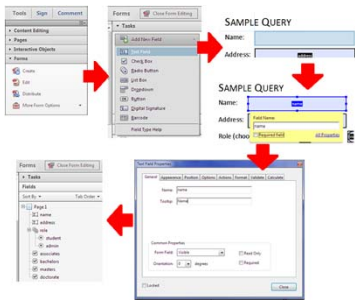
- Hover mouse over form element in reading mode

Associates

have you earned an associates
Bachelors

Masters

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Form Order

SAMPLE QUERY

Name:

Address:

Role (choose only one):   Student   Admin

EDUCATION

Degrees Earned (check all that apply):

Associates

Bachelors

Masters

Doctorate

▸ Tasks
Fields
Sort By ▼   Tab Order ▼
Page 1
  name
  address
  role
    student
    admin
  associates
  bachelors
  masters
  doctorate

14
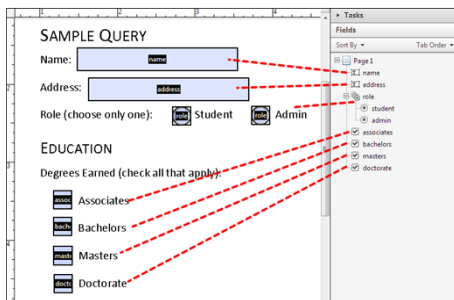
Change Form Tab Order

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

Forms   Close Form Editing
▸ Tasks
Fields
Sort By ▼   Tab Order ▼
Page 1
  name
  address
  role
    student
    admin
  associates
  bachelors
  masters
  doctorate

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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
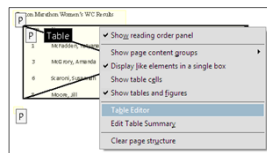
18

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
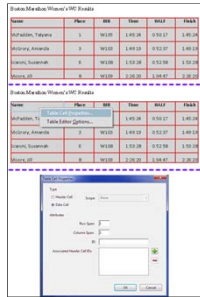
19

Change to Header Cell

- Select cells to change
- Select Table Cell Properties
- Change to Header Cell
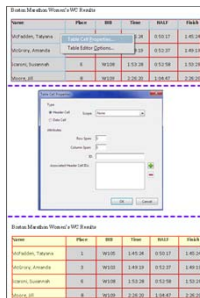
20

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
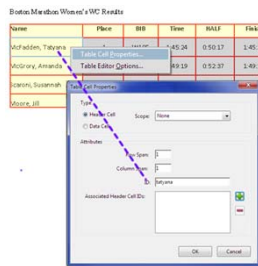
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Associate TD with TH

- 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
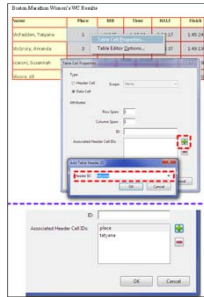
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Check Table in Tags

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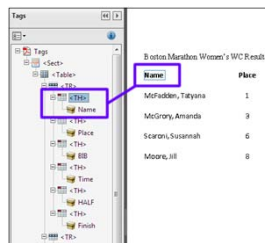
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Complex Tables

Merged cells

Does not seem to match up

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Fixing Complex Tables

Retagging gets close

Compare to Tags to clean up

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Merged Cells

- Merged cells are set up in the Row/Column Span boxes in the properties
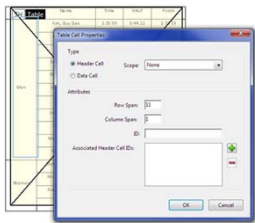
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Don't Get Discouraged

- 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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archived at*
**http://www.ada-
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