


Great Lakes  Center
A Member of the ADA National Network


800-949-4232 (V/TTY)
www.adagreatlakes.org


**ACCESSIBLE
TECHNOLOGY
WEBINAR SERIES** 

Accessible PDF Fillable Forms

May 11, 2023


A collaboration among:

Great Lakes  Center
A Member of the ADA National Network

Southeast  Center

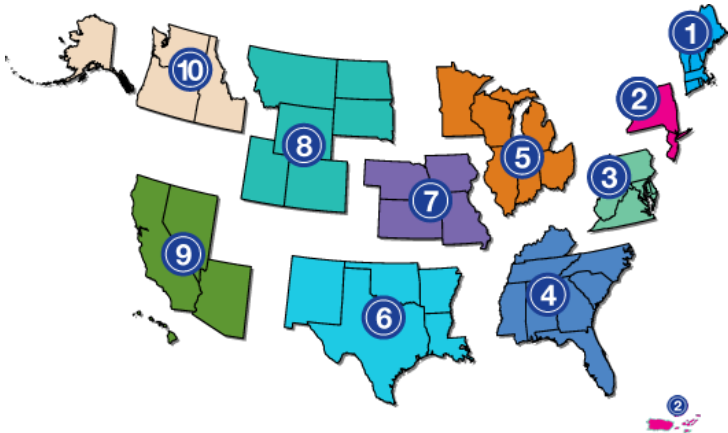
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The ADA National Network



The ADA National Network consists of 10 Regional ADA Centers.


- 800-949-4232
- [www.adata.org](http://wwwadata.org)



Funded by the National Institute on Disability, Independent Living, and Rehabilitation Research (NIDILRR).

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Today's Session Includes Live Demonstration!


Along with the slideshow presentation, the presenter will be using a "Sample Form" to demonstrate the process of creating accessible forms

- Check the handouts and supplemental materials for today's session to download the "sample form"
- Materials for each session can be found by logging into your account at www.accessibilityonline.org and searching under the "My Sessions" tab
- Materials are also available for the archived sessions within this series at www.accessibilityonline.org/ao/archives/

 National Network
American Disability Act of 1990


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Presenter



Gaby de Jongh
IT Specialist
UW-IT, Accessibility Technology Services
University of Washington

 National Network
American Disability Act of 1990

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Accessible PDF Fillable Forms

Gaby de Jongh, IT Accessibility Specialist
UW-IT, Accessible Technology Services

Informal Poll

- > **Which application have you used to add Form Controls to a PDF document?**
 - I have not used a PDF editor to add Form Controls
 - Adobe InDesign
 - Adobe Acrobat
 - CommonLook, Foxit, Equidox, or another PDF editor

Hierarchy of Tasks

- > **Start with a functionally accessible source document**
 - Word, InDesign
- > **Save as Adobe PDF and check PDF for functional accessibility**
 - Walk the Tag Tree
 - Artifact underlines and outlines
 - Preflight
- > **Add Form Controls**
- > **Tag from controls**
 - Check again for functional accessibility

Adding Form Controls

Using Adobe Acrobat Pro

- > **Form field auto detection**
- > **Manually adding form controls**
- > **Tooltips and formatting**
- > **Reading order (tab order)**
- > **Tag Form Controls and nesting tags**

Form Control Field Types

- > **Text box**
- > **Checkboxes vs. Radio Buttons**
- > **Lists**
 - Multiple Choice vs. Dropdown
- > **Date Picker**
- > **Digital Signature**

Other Form Controls

- > **Buttons**
 - Actions: Print form, clear form
- > **Barcode**
 - Collects data, requires sample data and special software
- > **Image fields**
 - Upload picture

Final Steps

Tagging Form Controls

- > **Using Find > Unmarked Annotations**
 - Nests automatically
 - Must add 'New Tag > Form'
- > **Using Reading Order Panel**
 - Creates proper tag
 - Must nest appropriately

Testing

- > **Tab key**
- > **Hover pointer over form control to reveal Tool Tips**
- > **Screen Reader**
- > **Clearing the form**

Resources

- > **UW-IT, ATS:**
[washington.edu/accessibility/documents/forms/](https://www.washington.edu/accessibility/documents/forms/)
- > **Adobe Acrobat:** helpx.adobe.com/acrobat/using/pdf-forms-basics.html
- > **Adobe InDesign:**
helpx.adobe.com/indesign/using/forms.html
- > **Web Aim:** webaim.org/techniques/acrobat/forms

Questions?

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uw.edu/accesstech

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Contact Information




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Still Have Questions?


Contact your Regional ADA Center



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National Network
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Next Session:

July 20th, 2023


Registration Coming Soon!


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