

Great Lakes ADA Center
A Member of the ADA National Network

800-949-4232 (TDD)
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ACCESSIBLE TECHNOLOGY WEBINAR SERIES

Accessible PDF Fillable Forms

May 11, 2023

A collaboration among:

Great Lakes ADA Center
A Member of the ADA National Network

Southeast ADA Center


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The ADA National Network



The ADA National Network consists of 10 Regional ADA Centers.

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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/


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Central Library  360 University of Washington

800-945-4232 (TTS) www.libguides.uw.edu

Presenter



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



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Accessible PDF Fillable Forms

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




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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




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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



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Adding Form Controls




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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**




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Form Control Field Types

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




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Other Form Controls

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



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Final Steps




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Tagging Form Controls

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




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Testing

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




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Resources

- > **UW-IT, ATS:**
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



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Questions?

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Contact Information



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Still Have Questions?


Contact your Regional ADA Center



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Session Evaluation
Your feedback is important to us

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Next Session:
July 20th, 2023
Registration Coming Soon!
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