

Acrobat Pro DC PDF Accessibility – The Basics

Fixing Tags

This document has been created to demo tagging lists, artifacts and tables.

Lists

Usually when a list is not tagged correctly it is tagged instead as a series of paragraphs. Below is a list not created correctly in Word and thus tagged incorrectly.

List of Canadian Provinces by Population (2014)

- Ontario
- Quebec
- British Columbia
- Alberta
- Manitoba
- Saskatchewan
- Nova Scotia
- New Brunswick
- Newfoundland and Labrador
- Prince Edward Island

Artifacts

According to the PDF/UA ISO standard, content that does not represent meaningful content, or appears as a background, shall be tagged as an artifact. Examples of such content include decorative images or line spaces. Additionally, because they are not considered real content, artifacts are not present in the structure tree (or in Acrobat the Tag Tree).

One common error in a Word document is to use blank lines to create space between paragraphs instead of using paragraph spacing. This may create the visual desired visual effect but, unless the blank line is tagged as an artifact it will be read by the screen reader as “blank line”.

Tables

When authored correctly in Word, tables will have the correct <TH> tag (table header) for columns but Word does not have any concept of row headers. Acrobat’s PDF Maker Plug-in for Office attempts to correct that however there are instances where that will need to be fixed.

Simple Table

Vehicles Sold by Model and Color

Color	SUVs	Sedan s	Trucks
Ruby Red	4	4	5
Midnight Black	7	5	5
Triple Yellow	3	5	7