

Tagging Formatted Elements in Adobe Acrobat

Tagging formatted elements like lists, tables, and form fields in Adobe Acrobat is important for accessibility and usability. This enables users to understand the list structure and content, which would otherwise be read as a single paragraph or a disjointed string of text.

Contents

Tagging Lists	2
Simple Lists	2
Nested Lists	4
Tagging Tables.....	5
Tables	5
Tables with Column Headers	7
Lists within Tables.....	8
Creating Form Fields.....	10
Tagging Form Fields.....	12

Tagging Lists

Properly tagged lists allow assistive technology to identify the start and end of a list, the number of items, and to navigate through the list effectively.

Simple Lists

A simple list is a list where every item is on the same level and does not contain sub-items.

Example of a simple bullet list

- List Item 1
- List Item 2
- List Item 3

Example of a simple number list

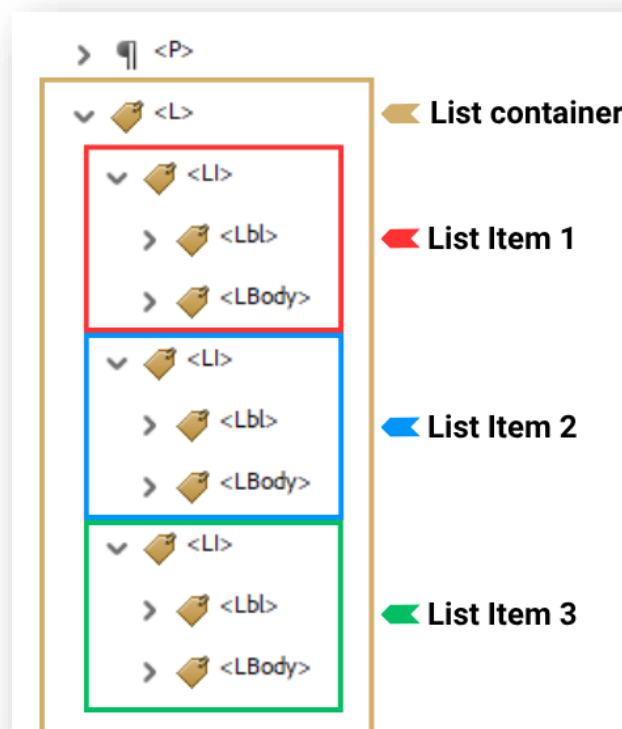
1. List Item 1
2. List Item 2
3. List Item 3

The appropriate tagging structure forms a logical hierarchy for the content.

Each list hierarchy contains four elements:

- A List tag **<L>** that serves as the main container for all the list elements.
 - A List Item tag **** for each item in the list.
 - A Label tag **<Lbl>** that denotes the bullet or number index of a list item.
 - A Label Body tag **<LBody>** that denotes the body text of a list item.

The following image shows what the tagging hierarchy looks like in Adobe Acrobat for a list that consists of three items:

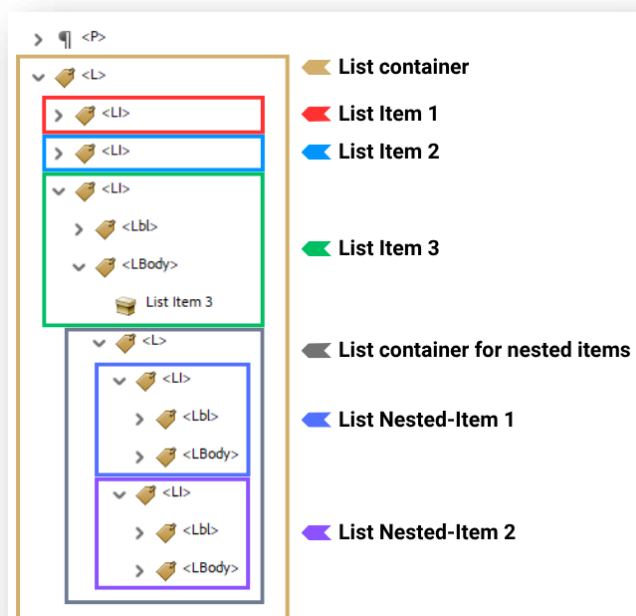


Note: When creating tags in Acrobat, each new tag will be inserted below the previously selected tag. You have to manually nest the tags in the appropriate hierarchy.

Nested Lists

- List Item 1
- List Item 2
- List Item 3
 - List Item 3 Sub 1
 - List Item 3 Sub 2

The following image shows what the tagging hierarchy looks like in Adobe Acrobat for a list that consists of three items. The third list item contains two sub-items:



Tagging Tables

Properly tagged tables provide semantic meaning and structure, enabling users to navigate and understand the table's content and relationships between data.

Tables

It is best practice to create tables that are simple in structure and that do not contain merged or split cells.

Tables should contain a header row to indicate the column labels necessary for understanding the table content.

If a table extends over multiple pages, make sure that the table headers are duplicated at the top of each page.

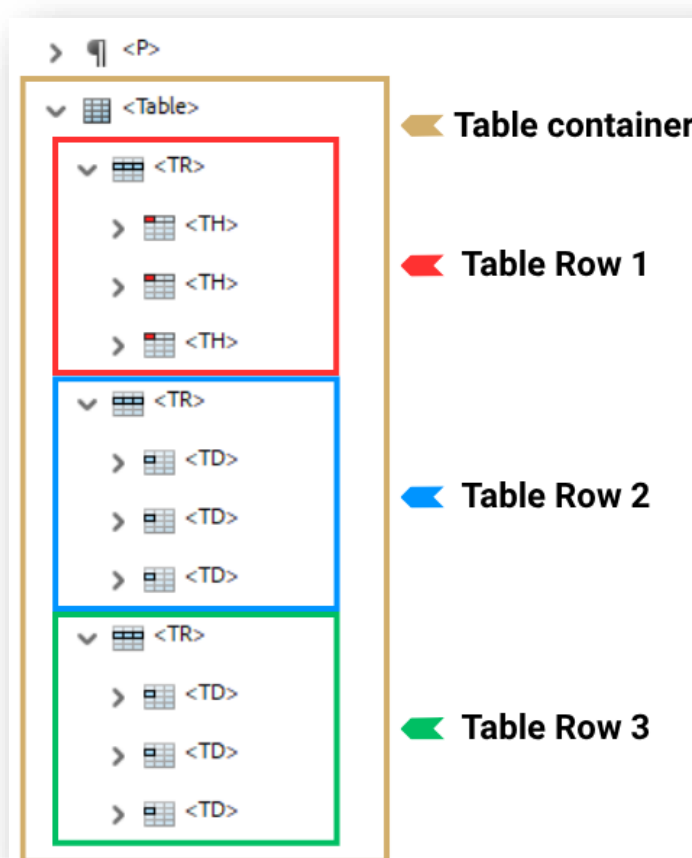
The following is an example of a simple table consisting of three columns and three rows.

Table Header Cell 1	Table Header Cell 2	Table Header Cell 3
Table Data Cell 1	Table Data Cell 2	Table Data Cell 3
Table Data Cell 1	Table Data Cell 2	Table Data Cell 3

If we were to replace the table content with the associated accessibility tags, the table would look like this:

TH	TH	TH
TD	TD	TD
TD	TD	TD

And in this following image, you can see what the table tag hierarchy looks like in Adobe Acrobat:



The content of a `<TH>` or `<TD>` should be nested under its respective tag.

Tables with Column Headers

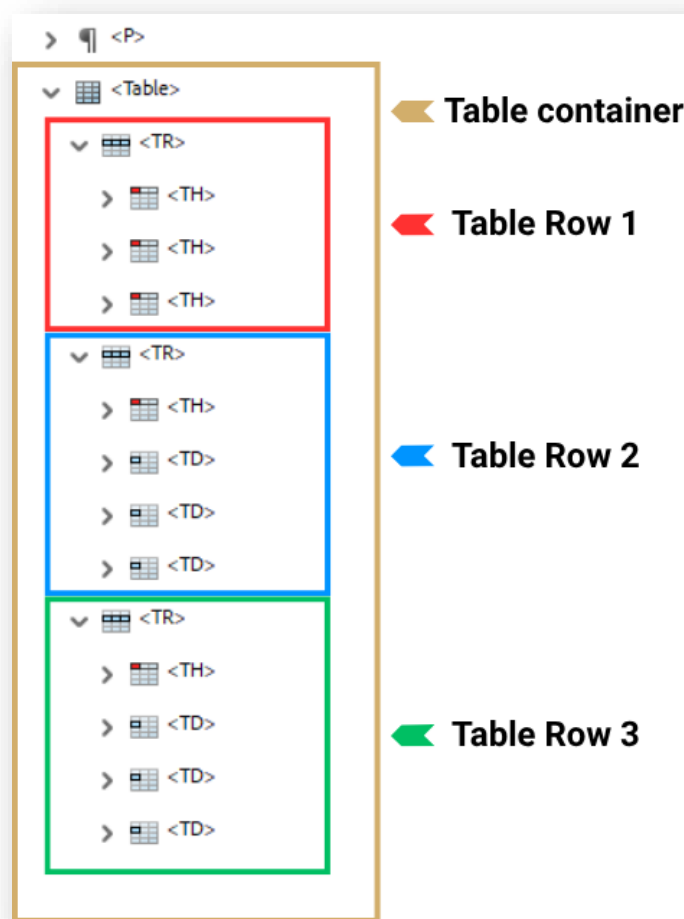
The following is an example of a table consisting of four columns and three rows. The table contains a top header row and the content in the column on the left is a header for each row.

	Table Header Cell	Table Header Cell	Table Header Cell
Table Header Cell	Table Data Cell 1	Table Data Cell 2	Table Data Cell 3
Table Header Cell	Table Data Cell 1	Table Data Cell 2	Table Data Cell 3

If we were to replace the table content with the associated accessibility tags, the table would look like this:

	TH	TH	TH
TH	TD	TD	TD
TH	TD	TD	TD

And in this following image, you can see what the table tag hierarchy looks like in Adobe Acrobat:



The content of a <TH> or <TD> should be nested under its respective tag.

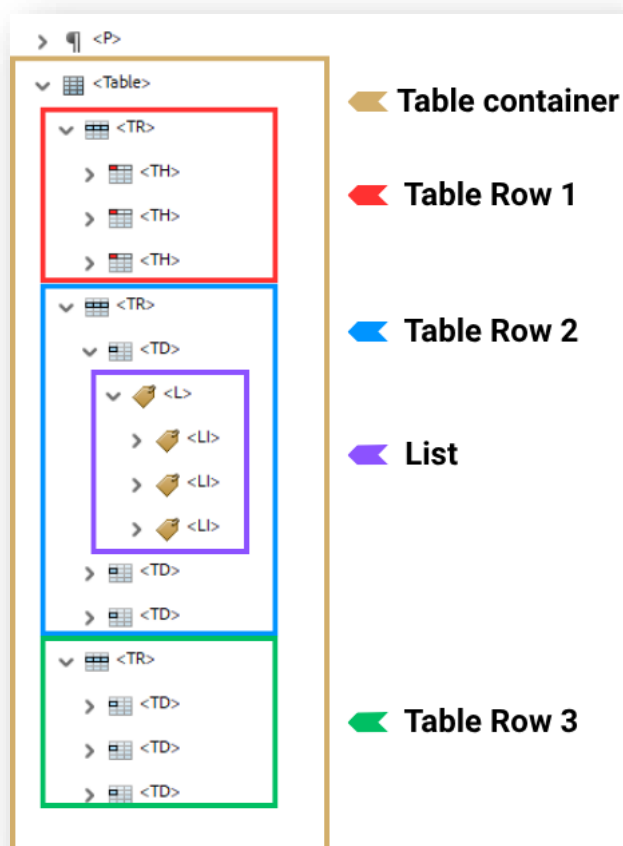
Lists within Tables

When you insert a bullet or numbered list in a table, the list tag hierarchy will be nested under the Table Data <TD> tag for that cell.

The following example shows a simple table with a list in the second row of the first column.

Table Header Cell	Table Header Cell	Table Header Cell
<ul style="list-style-type: none"> List Item 1 List Item 2 List Item 3 	Table Data Cell 2	Table Data Cell 3
Table Data Cell 1	Table Data Cell 2	Table Data Cell 3

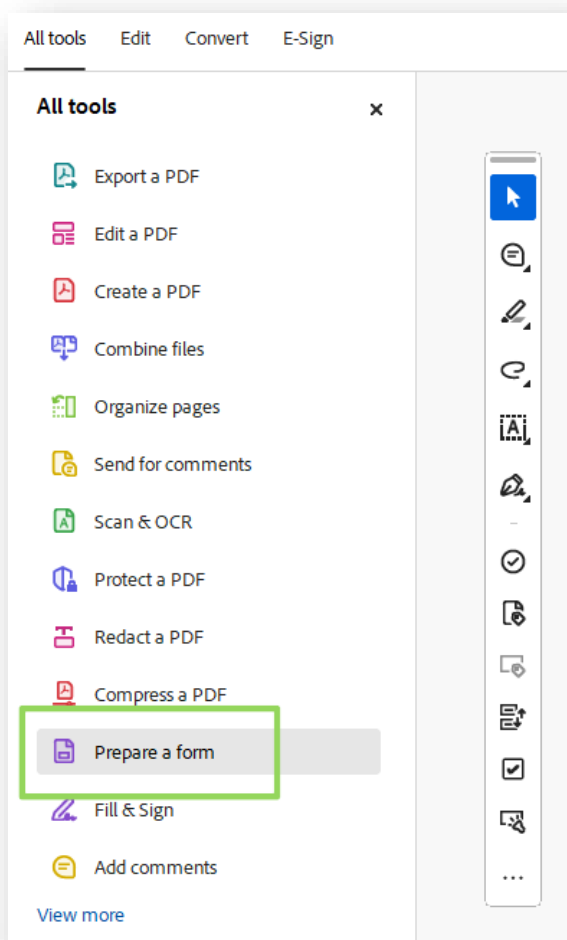
In the following image, you can see what the table tag hierarchy looks like in Adobe Acrobat:



Creating Form Fields

Properly tagging form fields allows screen readers to interpret and convey information about form elements (like text fields, checkboxes, etc.) in a logical and understandable way.

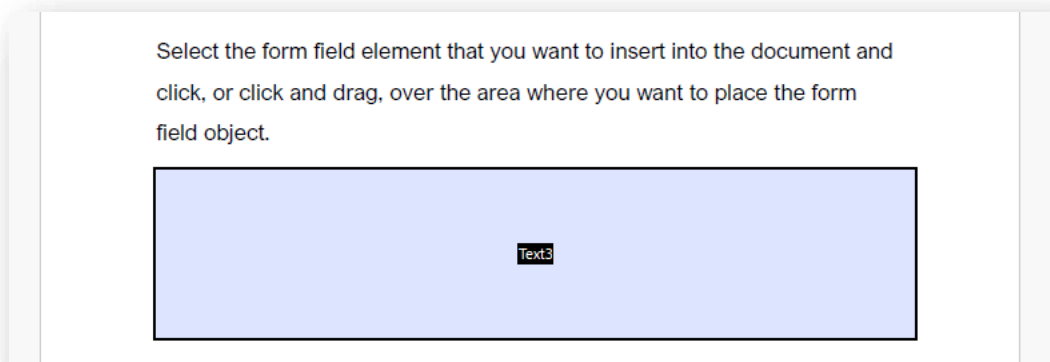
To create form fields in Adobe Acrobat, in the **All Tools** menu, click on **Prepare a Form**.



This will prepare the form for you to insert various form field objects into your document.

Select the form field element that you want to insert into the document and click, or click and drag, over the area where you want to place the form field object.

The example in the following image shows the result of selecting the Text Field object and click-dragging over the area under the paragraph.



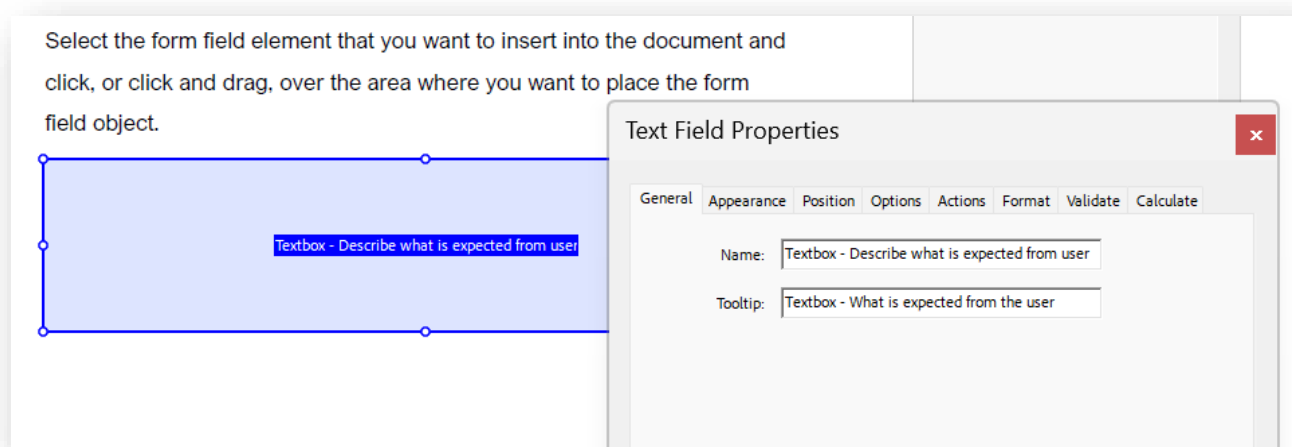
The form field will be provided with a default label based on the type of form field object that was inserted.

The form field information needs to be manually updated to be more descriptive of what it is and its function.

Double-click on the form field to open the properties panel. Alternatively, you can right-click on the form field and select Properties from the pop-up menu.

In the field properties panel, change the Name to something more descriptive.

And add Tooltip information. This text will appear when the user hovers over the form field.



Tagging Form Fields

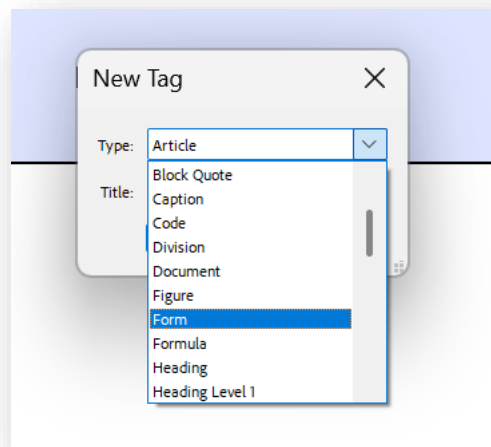
Form fields need to be manually tagged in Adobe Acrobat.

To tag a form field, select the tagged element immediately preceding the form field.

In this case, it is a Paragraph <P> tag.

Right-click on the <P> tag and select **New Tag** from the pop-up menu.

In the **New Tag** dialog box, select **Form**.



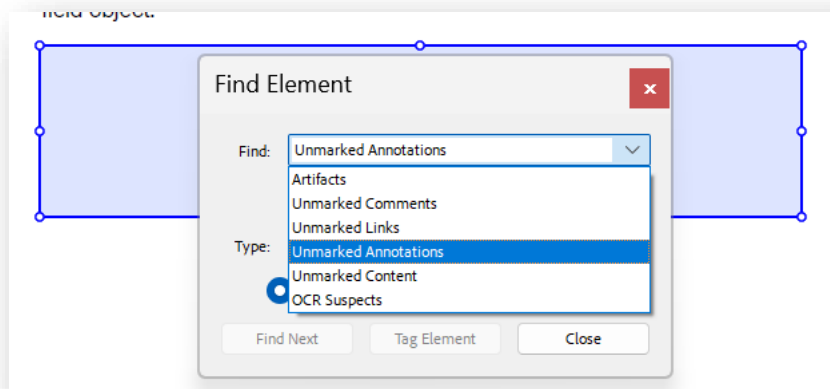
A **<Form>** tag will be inserted following the **<P>** tag you had initially selected.

Now we can tag the form field.

Right-click on the **<Form>** tag.

Select **Find** from the pop-up menu.

In the **Find Element** dialog box, select **Unmarked Annotations** from the drop-down menu.



Click the **Find** button until the form field you need to tag is highlighted.

When the form field you want to tag is highlighted, click the **Tag Element** button.