

Advanced PDF Workshop Practice File

Today's Lessons

Today we will be working our way through manually adding tags to this PDF file to ensure it is accessible to all users. You will be learning how to:

- Create and tag form fields
- Build a list within the tags tree
- Build a table within the tags tree
- Correct / Verify tag panel reading order
- Time Permitting – how use these skills to remediate items in a PDF that was

generated and tagged using automated features such as “Save as PDF with tags” in word and “auto detect form fields” in Acrobat.

Introductions

Let's start out by learning a little bit about you, and then we will tell you a bit about ourselves.

About you

Name: _____

Organization/Company: _____

Title: _____ Email Address: _____

Do you primarily: (Please check the box after appropriate answer)

Create source files, generate PDFs and tag for accessibility: _____

Receive PDFs created by others and tag for accessibility: _____

Your PDF Experience

How much experience have you had in tagging PDFs for accessibility?

How did you learn how to tag PDFs?

Describe the strangest anomaly/issue you have encountered when tagging a PDF for accessibility:

How did you handle the anomaly or issue described above?

Your Perceptions

What does the term “Accessibility” mean to you?

What does the term “Usability” mean to you?

Perception Comparison

So, do you think “usability” is a part of “accessibility”, or are they two separate things altogether?

About Us

| Presenter Name | Short Bio |
|----------------|---|
| Desiree | Desiree Sturdevant works as a Quality Assurance Engineer for Blindness technology at Pearson INC. She is JAWS certified and an experienced user of several other screen readers such as |

| | |
|-----------------|---|
| Sturdevant | NVDA and Voice-over. She has worked in the field of accessibility for over 13 years, demonstrating the importance of accessible technologies to a variety of audiences. |
| Teenya Franklin | Teenya Franklin serves as the Accessible Materials Specialist for the Pearson Accessibility Group for Assessment. She works with companywide teams on document accessibility evaluation and remediation, developing and delivering accessible materials training, and accessible resource management. |

Accessibility Courses

Use the spaces below to track accessibility courses you are interested in:

| Date of Course/Class | Course/Class Name | Status |
|----------------------|-------------------|--------|
| | | |
| | | |
| | | |
| | | |

Expenses

Use the spaces below to track expenses.

| Expense Description | Date | Expense Amount |
|---------------------|------|----------------|
| | | |
| | | |
| | | |
| Total All Expenses | | |

Learn More about PDF Accessibility

The resource links listed below contain a plethora of information, tutorials and information we hope you find helpful as you continue your quest to ensure that everyone can equally access your PDF content.

Adobe Resources

[Acrobat DC Tutorials \(Main Page\)](#)

[Setting Accessibility Preferences](#)

[Edit document structure with the Content and Tags panels](#)

[Reading a PDF with a screen reader \(PDF\)](#)

[Acrobat DC Standards and Accessibility](#)

WCAG 2.1 Resource

[WCAG 2.1 PDF Technology Notes](#)

JAWs & NVDA Resources

- [Freedom Scientific download page for Jaws](#)
- [Home page for NVAccess \(download NVDA\)](#)
- [NVDA on-line user guide](#)

Additional Resources

- [Using Adobe Reader with NVDA](#)
- [PDF Screen Reader Commands for JAWS, NVDA](#)

Presenter Contact Information:

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