Accessible PDF Demo Document

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

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 desired visual effect but, unless the blank line is tagged as an artifact it will be read by the screen reader as "blank".

Another element that the author may decide to tag as an artifact is an image that has a caption. Particularly if the caption contains all the relevant information about the image in context in the document. Adding alt text to this image would create redundant information for the screen reader and not tagging it as an artifact may confuse the user as the screen reader will indicate "image" but with no associated alt text.
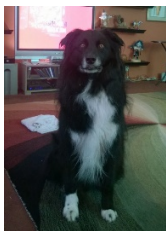

Figure 1: My dog with his goofy grin

Figure 2: A new neighbor comes to visit

Tables

When authored correctly in Word, tables will have the correct <TH> tag (table header) for columns and (Word 2016 or later) row headers. Tables should always be reviewed to ensure that the headers are correctly identified and scoped. More complex tables may also have merged header cells.

Simple Table

Vehicles Sold by Model and Color

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

Complex Table

Sales Results for 2015

Salesperson	1st Quarter 2015			2nd Quarter 2015			3rd Quarter 2015			4th Quarter 2015			Annual Total
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Susan	135	250	235	200	250	235	245	175	225	250	175	125	2500
Bill	175	275	250	225	235	210	200	150	200	275	250	175	2620
Jeff	100	150	175	200	225	250	200	175	200	250	200	150	2275

Images

Alternative (Alt) Text must be added to all images that are relevant to understanding the content of the document.