Webinar: 6940 - Fillable Forms Series (2 of 2)

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>> Johan Rempel: Good morning, everyone. This is Johan Rempel from CIDI. We will get started in just a few minutes. It's 10:56 eastern standard time. I'm seeing some familiar names in the chat ‑‑ participant list. It's good to have you back. We're looking forward to this. I'll check in again in a couple minutes. We'll get started just a little after 11.

Thank you.

>> Just doing a sound check here. Valerie, can you confirm that you're hearing me okay?

>> Valerie Morrison: I hear you great.

>> Johan Rempel: John okay. We'll get started in about a minute or so. Thank you.

>> Johan Rempel: Good morning, everyone and welcome to this two-part series of accessibility of forms. This one in particular is the accessibility of fillable forms using PDF's. I have the privilege of co‑presenting today with Valerie Morrison.

So, the goals for today's presentation are to give a brief demonstration of how assistive technology interacts with a PDF forms.

Review the soph ware and skills required to create a PDF with accessible form fields, and to provide a demonstration of creating an accessible PDF form.

We are live captioning this webinar today. Thank you to Heather. There are two ways in which you can access the captions. The first one is the StreamText link that Heather has placed in the chat room. That opens up an additional application that you can customize. Or you can access the closed captioning control on the tool bar and you'll see that the red arrow is pointing to it below. Or the CC symbol as well.

I did want to mention this is being recorded and it will be archived and shared with everyone who registers. It's also going to be housed on the AccessGA website as well, AccessGA.org under archived webinars. If you missed last week's presentation it's also archived there as well.

Last week we talked about additional options related to fillable forms, such as Microsoft, Google forms and additional survey platforms such as survey monkey. So if you want to take that in, you're certainly welcome to go back and revisit that as well.

So, very briefly about center for inclusive design and innovation. We're housed at Georgia Tech. And pretty much everything we touch is related to disability awareness, training, technical assistance, digital accessibility.

We focus on solutions that offer utility, usability and durability and CIDI offers services including disability compliance consultation, braille, captioning, audio description, and accessible digital content and assistive technology.

We are very fortunate to have this funded through the AccessGA initiative. Excuse me. Sorry about that. I'm recovering from a bit of a cold. The AccessGA initiative is a joint initiative of the state of Georgia ADA coordinator's office and center for inclusive design and innovation. The objective is to support Georgia state agencies to strive to provide equitable and timely access to their employees, students and clients with a wide range of disabilities. This began back in 2012. The benefits and services include webinars such as this, technical assistance and hands-on training related to accessible document creation, website accessibility, application accessibility, follow‑up technical assistance. We also put out periodic newsletters and have an up‑to‑date Wiki of resources and information.

And then we also provide services to higher ed institutions through WAG, the Web Accessibility Group. And it's purpose is to bring together individuals in higher ed to complex requirements of state and federal standards and guidelines. State agencies fall under this umbrella with AccessGA initiatives.

I have the privilege of introducing Dr. Valerie Morrison. She is the e‑text manager at CIDI. She manages the e‑text department and their objectives are to make accessible materials for individuals with print‑related disabilities. Valerie earned her doctorate from the University of Georgia. Her team work with the university staff, publishers, corporations, state agencies to ensure the material they create and distribute will be accessible to those who rely on screen readers, text‑to‑speech software or other assistive technology.

Many of you probably already are familiar with me. I've been in the area of assistive technology training and disability awareness for over 18 years now. I oversee the AccessGA initiative and oversee the ICT and UX department at CIDI related to a lot of our accessibility initiatives.

So how assistive technology interacts with PDF forms. We thought this would be valuable for you to see and hear how a screen reader accesses an inaccessible and accessible PDF. There's a lot of steps Valerie will go through. I want to emphasize the importance is with the end user and that's what Valerie and I are focusing on today. What is this going to impact the end user like when they're using assistive technology.

So fingers crossed I actually have JAWS, Job Access with Speech, running. We're using multiple applications here. So let's hope this all works well the way I intend it to. I have Adobe DC open here. Let me turn the speech on with JAWS. You should be hearing the speech. Valerie, I will verify are you able to hear JAWS now.

>> Valerie Morrison: Yes. I can hear it in the background.

>> Johan Rempel: Great. This is an example of an inaccessible form. This is a PDF.

And there's several things that are going on here. I'm going to walk you through. Generally speaking with a person using a screen reader accesses form, there's a small number of keys they will use for navigation. There's the tab key which should move them through the field, there's the up and down arrow and there's other key strokes. This is straight forward.

I'm going to press down arrow. It highlights it and reads it. So typically ‑‑ you may have heard heading level 1. A lot of forms don't even have heading structures. This one happens to have it. I'm going to down arrow again.

"Contact information".

It says "name, underline, underline, under line".

Listen carefully. It says underline. We have no idea ‑‑ a person who is blind would have no idea if that is connected with anything else. Obviously if a person looks at this, they know it's the second line of the address.

Let me skip down further.

Meeting accommodations.

I'm going to down arrow one more time.

So it reads this okay.

Listen when I down arrow and it reads this list of items in the next section.

Underline, underline, underline... [synthesized speech].

>> I stopped it at large print. You get a sense of the information overload that someone who is blind would experience. It simply read this as an entire block of text with no breaks and every time there's an underline it says underline, underline, underline.

So now to a more accessible form. This is a PDF fillable form. I'm going to bring the focus of attention to the stop.

Then what I like about this is the heading structure. I can navigate to the headings by pressing the letter H. I know with heading level 1 that's the most important. I'm going to press H again.

Heading level 2. H again.

Okay. It skips through the main sections very quickly and easily. I'm going to back up with shift H. I'm going to tab through these.

You can hear how clean that is. Tab again. Address line, tab again, it said address line 2. I can tab through the rest of these. I'm going to go down arrow here.

[Synthesized speech].

Please check all that apply. Now I can tab.

[Synthesized speech].

So zoom picked up that somebody else joined the meeting. It had skipped that information.

[Synthesized speech].

So it tells me captioning check box not checked. To check press space bar. This is an example of a fillable PDF form. Valerie will go into detail of what it takes to make it accessible. It's not an intuitive or easy process.

I want to mention too that we are doing this presentation on accessible PDF fillable forms because there's a need. For a lot of agencies ‑‑ I've seen this over the years working with higher eds and state agencies because a lot of the material is currently in PDF format and that's the system in place. There's various attempts to make them accessible.

You could go with rather than going through this process of creating a fillable PDF form that's accessible, use a survey platform. We discussed a couple that are free like Microsoft forms, Google forms and then some paid for services as well like Alcermore or survey monkey.

We know that is not ideal for all agencies or higher eds.

Keep in mind, if this is too much of an arduous task ‑‑ you'll see there's multiple layers to this both with designing it and testing it that if those are options for you, we would strongly encourage you to look at those.

Another disadvantage here too these fillable forms are not as versatile on mobile devices. A lot of these survey platforms are responsive. If you have a smaller screen it will automatically reflow. Whereas these fillable forms don't have that capability. If you're filling this out on a smart phone, technically you can get an application that can run it on a smart phone, but it's, again, another additional step that you would need to go through and it may not be as accessible as some of the other options out there.

Just wanted to mention that if you're going this route.

Down the road you may want to consider some additional options as well.

With that I will go ahead and pass it back to Valerie. So I'm going to stop sharing now.

[Synthesized speech]there we go.

>> Valerie Morrison: Great. Can you see my screen and hear me okay?

>> Johan Rempel: I can.

>> Valerie Morrison: Wonderful. Thank you so much. Continuing on with our overview of fillable forms, I wanted to talk a little bit about the software and skills required which are a bit extensive for PDF forms.

As John was saying, you know, in the first part of this forms training we did go over multiple other online versions or survey platforms. The Microsoft office forms app is very intuitive and easy to use. Just to kind of comment on something that John was talking about with fillable forms, PDF forms, I like to think of PDF forms as the dinosaur of forms. They were everywhere and now they might be a little too huge and unwieldy to work with. If you have to use PDF's, we're going to try and go over how to do that, how to convert something. It's pretty difficult and did take a lot of testing back and forth. I consider myself an expert in PDF accessibility and it took a lot of effort. It's a bit unwieldy.

The software you would need in order to make an accessible fillable PDF form, you need Microsoft Word to create your form template and you need Adobe Acrobat Pro DC. That is what I use. There are multiple versions of Acrobat Pro. I'm going to demonstrate with Pro DC today. You need some screen reader before you ask someone to fill it out such as JAWS or NVDA. That testing part is so incredibly important. The skills required for these programs I recommend an intermediate knowledge of Microsoft Word. So some ability of the accessibility tools in Microsoft Word would be helpful. You need to know how to format content, add or delete form fields, add headings for accessibility like John was testing. He could easily maneuver and navigate through the form by looking at the headings. Adding alt text for images. Any form if it has a logo or any images on the form. You want to add brief alternative text description to those images for people who are blind or low vision. You need expertise for Adobe Acrobat.

The complex part is really adjusting and editing the structure tags which needs a little bit more extensive training. If you're not comfortable editing structure tags or know what structure tags are, I will walk you through it. I will show you what a forms tag should look like. But making that form truly accessible does require an expert level of structure tag editing because when I auto tagged by PDF file, it didn't recognize all of the content correctly. I had to get in there and retag things. The next part I want to move into our demo of creating an accessible fillable PDF form. We're going to go through several steps we're going to edit the form in Microsoft Word, save as a PDF, open it up in Adobe Acrobat Pro and use that built‑in prepare form tool to generate our form fields, we'll add form field properties to each form field and I will show you tips and techniques in making those form fields even more accessible for people. And then we will auto tag the PDF, and then I will show you a little bit about adjusting the structure tags, what they should look like in the final form and structure tagging would take a while to train on so we don't go too in‑depth today. I will show you what the tags should look like and talk about testing the form for accessibility.

To start the demo I'm going to open up my Microsoft Word template. Hopefully you can see that. This is the fillable form that I created in Microsoft Word. You want to keep things simple. As simple as possible. Keep your formatting as simple as possible. Because you want to think about the end user is going to ‑‑ there are people who will use this form with a screen reader. And they're going to be listening to the form fields.

So, you know, you don't want them having to bounce around. Keeping things as simple and logical as possible in your reading order.

So start with name, address, date. I wouldn't bounce around asking questions out of order. Just think about your reading order. Think about how much space you need to leave for someone to fill out a form. So here I've created blank lines. That seems to help the PDF reader. When I open up this form and open in Acrobat, it helps that prepare form tool to recognize that this is a form field when I have a blank line. I tried doing it without the blank line and it didn't know there was supposed to be form fields. So leaving a blank line in your Microsoft Word doc template will help them prepare form tool understand you need a form field here.

I tried to create my blank lines with as much space as someone would need to type in their name, address, et cetera.

I'm going to scroll down on this form. Meeting accommodations. Also think about your user ‑‑ this is for sighted and non‑sighted users. You want to leave clear instructions for how many check boxes they should fill out. One or all. I have please check all that apply here. Then I have little blanks next to each of the options. And then it's not enough just to put other. I put another blank line after other. So that the prepare form tool would generate another form field where someone would type in a response.

Will you need accessible materials in advance? Yes or no.

Are there any specific issues?

I tried to leave more space. Ideally, I would leave even more but I wanted this to fit on one page for the training. Ideally, I would leave more blank space for people to add in comments. And then a signature and date line.

So, as we were saying, remember to add in accessible headings. So if you need to, you can highlight the title of the form and click on heading level 1. I'm going to undo that because it reformatted my style but I already have it as a heading level 1. Then I made all of these major sections a heading level 2.

So someone can easily navigate through my document and then I will add alt text before I generate my PDF. Once you have your form the way you want it and have all of the sections and questions written, you're going to go to file, save as Adobe PDF. And it will save a PDF version of your file.

Now I'm going to open a saved PDF version of my Microsoft Word form. And this is what it gives me.

I'm going to open it in Adobe Acrobat Pro. And the first step is to delete all of the structure tags that it generates. So if you've never played around with structure tags before, in Acrobat, I have a tag in the left-hand panel that is the structure tags icon. If you don't have it automatically, you can right click and add tags to your options on the left. So I have my thumbnails, bookmarks, content pane and my tags. I'm going to open up the tags pane. What you see on the left is the structure tags that are giving it meaning and organization for the screen reader. The screen reader is going to access this tags tree. It's like the code that lives behind a website. The screen reader will access this tags panel and go through and recognize what is a heading level 1. What's a heading level 2. What's just a regular P tag, a regular text. You can see as I click one when I save it this is why when John was using the JAWS screen reader to demonstrate how it would be read aloud this is why it would all be read as one block of text because when we saved it as an accessible PDF the tags are not perfect. They're far from perfect. I shouldn't even use the word perfect in this sentence. They're terrible. It takes extensive tagging knowledge to make this accessible as a fillable form for someone using assistive technology. You're going to delete all the tags now. Go up to the tags route at the top left and right click and delete the tags so it will say no tags available. The reason I'm going to do that is because when I use the prepare form tool, it will completely mess up the tags tree even more. So we need to start from scratch.

So, I've saved my Microsoft Word doc as a PDF. I opened it in acrobat. I deleted the structure tags. Next, we will use the prepare form tool. On the right-hand side I have shortcuts to the tools I use regularly with Adobe Acrobat. If you don't have the prepare form tool already as a shortcut go to tools, and down here under forms and signatures you go to prepare form tool and you can open it and once I click on the prepare form tool it will generate ‑‑ auto generate all of the form fields where I have blank lines. It will guess and say you need one here and automatically guess at the name and the tool tip for each form field which is great. It guessed a form field next to name. It guessed at address 1 and address 2. Phone number, e‑mail address. It didn't know about other. It guessed as undefined. I can edit that. Every form field that is auto generated looks like a rectangle or square with text in it. If I go down to the prepare form tool pane down in the lower part of the screen, I can see it guessed the text box type of form field for every field. All of these have a T in the box. Up here at the top when I have the prepare form tool open, it allows me to choose from different prepare form tool types. It will allow me to insert or add a text field and so I clicked on that. I can drag this and put it somewhere and it will create a text field for me where I can type in other, and it will create a new text field. For this form instead of having text fields where someone had to add an X, because these were supposed to function as boxes you would check, I deleted all these forms. I will highlight and delete. Highlight and delete all of these. I inserted check boxes. So I will click on check box at the top middle of the home ribbon. And I inserted different check boxes.

And then I went through and aligned them later and renamed all of them using this alignment tool over here.

So once I create all the form fields I want, I can highlight them all and use the alignment tools to align them ‑‑ I don't know what I did there. I can use these tools over here to match ‑‑ this is what I wanted to do. Match the size and height and width. I can use these built‑in tools to create check boxes. Down here I will open up the fillable form John and I worked on together.

Instead of check boxes I chose radio buttons. For radio buttons that's something people only want you to check one option. Check boxes are often for multiple responses. John Valerie, can I interrupt for a moment? We have a question. What exactly do you mean by "blank line"?

>> Valerie Morrison: So in my Microsoft Word document I created blank lines by holding the shift and hyphen key down and just pressing that over and over again in order to create a long blank line at the bottom of that line of text. That just creates a long line on the page. When I save that as a PDF, it will be recognized as a blank line where it will auto generate a form field. In front of the term captioning I created a small blank line by pressing shift and the hyphen key together 3 times and it created this small blank line on the page.

All right. So, once I've created all of the form fields that I want and the type of form fields that I want, I can use the prepare form tool in the right to drag them around and reorder them. Usually when you first create your form, it should be in the correct order. I just messed up the reading order but that's okay. [Reading].

So once you ‑‑ you can drag things around to create the proper reading order. Then the next thing that you want to do is add in form field properties for everything.

So, in order to add properties ‑‑ the properties can going to be what's read aloud when you heard John do his demo earlier and it read aloud each form field it said the name of it. There's a section in the properties ‑‑ so right click on the first form field and go to properties to go to the form field properties dialogue box. It will read aloud both the name of the form field and a tool tip. Normally these are the same. Normally it's intuitive. Name, name. If it was complicated, you could write something a little bit more ‑‑ add instruction to this tool tip instruction and say type your last name, first name.

There's an example. Then that tool tip will be read aloud to someone using a screen reader and they will know what format to put their name in.

There's also the format tab in the form fields properties that allows you to make custom formats for different form fields. Unfortunately it doesn't have one for name that tells people how to type their name but there are special formats for dates or a phone number. You can choose different ‑‑ special formatting allows you to tell people how to enter a ZIP code or a phone number. That's going to make it so when someone gets to this phone number form field, it will automatically format it the way you asked it to. It will create parenthesis around the area code and hyphens around the number.

So these are ways to make the form field more specialized for someone. Easier to fill out.

Keep in mind if you do mess around with the formatting options of a form field, it might limit what someone's able to type in the form field. So, if someone tried to type a letter into this form field with the phone number and I've created special formatting for the phone number or the date form field and I said I want everything in month month, day day, year year year year and someone tried to type in the word December, it wouldn't allow it. It would only allow numbers.

So there are formatting options. For every form field you want to add in a name, and a tool tip. I would say you want to keep it as simple as possible unless more extensive instructions are really necessary because you don't want to overwhelm the person and have them hear a long list of instructions for every form field. Keeping it simple is easier to navigate and understand.

So, you're creating your name and tool tip for every single form field. And so here when I created my check box, I'm going to ‑‑ I click on it and now it's turn under to a check box properties form field. Instead of check box 4 I'm going to type in assistive listening device. So that check box will be very clear which one the person using a screen reader is going to be checking. The same for captioning. Reserve front row seat. I would type in the name and tool tip identical for each option.

So I'm using my name and tool tip to enter in form field properties for each form field.

Once I have all of my tool tips and names, all of my form fields have been named and I have the properties set, I can highlight them all just by grabbing all of them, highlight all of them on the page and since I have the prepare form tool on, it won't select the text. I will right click on one of them, enter in the properties, on the appearance tab I'm going to make everything automatic font size. And choose ‑‑ it won't let me. I was going to choose the Verdana font because it's accessible. For some reason it's not letting me choose the font I guess because some are check boxes. If I want to select all of the text boxes at once and right click, I could make all of my fonts the same font. I'm going to choose Verdana because I think it's the most accessible. It's very small. On these form fields you want it to be small. Automatic font size. If someone has the longest name in history, it will not fill up this form. It will automatic adjust the form size so everything fits nicely in the form field.

Another thing you want to think about when you're creating your form fields, I have an option down here where this is one question but it's auto generated two separate form fields because I had two blank lines. So I'm going to delete one of them. And I'm going to ‑‑ I don't know what happened. I'm going to delete one of them. I'm going to try to grab the corner of this form field and make it larger. So it spans a larger territory.

And then I'm going to properties and I will add my name and tool tip that give people instructions. When it auto generates it usually doesn't have the punctuation. So I might go back in and adjust it. You don't need to have "please describe below." I think that's clear. I will add my question mark so it's nicely formatted for people. Since this is multiline form field, in the appearance ‑‑ where is the multiline option? In options on the options tab, you want to make sure you click on multiline.

That will let people easily type multiple lines of text in this form field.

So when you have a large form field that's an extra little step you need to take. Or you can always select all of your form fields and make them all multilines.

What that does is it makes sure that if someone types a huge paragraph, the text won't be hidden from someone reading the form. It will automatically fit.

Once you have all of your form fields formatted the way you want, you have the right type selected from these options at the top, you've placed them in the correct reading order down here in the prepare form tool tab ‑‑ prepare form fields tab. Once you have them in the right order and type with the right properties, you can go to this preview up in the upper‑right of Acrobat and you can just click on preview and then if you use your tab key ‑‑ I don't know if you can see my cursor but I pressed tab and it goes to the first form field and I can tab through the document and make sure that it's going in the right order. I had reordered some of these earlier, but you can tab through to make sure everything is the correct order. If it's not, you can close the prepare view and go back to your prepare form tool pane and reorder them so that everything is going to be read logically for the screen reader.

So once you use that preview tab and have the form fields formatted the way you want, you can go to the structure tags and auto tag your document. Now that you have all the form fields perfect, you want to go to the tags pane up here under the options menu, and you say add tags to document. And that's going to auto tag your form to give it structure and organization for the screen reader.

Unfortunately, this is the part that requires the expertise. We see there's no document tag created. There's no H1. There's no title. There's a random H3. When I tab through, you can see this one tag has multiple ‑‑ it has the name and address form field in it but doesn't ‑‑ it's just kind of ugly the way it highlights. It should highlight one thing at a time. Obviously, it's not.

So all of those are in one P tag which is not accessible. The screen reader won't know what to do.

So this is the part where the expertise in tagging comes along. And you really need to go into the tags ‑‑ I'm going to open up this one P tag and I will retag things and drag them in and out and create new tags in order to make sure that each form field is in one tag with the question and each form field has one object reference tag which is right here. And I can't make this tags pane larger. So I have an example here of a bit larger so I can magnify it. What you're going to want when you have your accessible tags form is every form field should be nested underneath the label that it's corresponding with.

In this example the question is program title colon and someone has a form field where they enter in the program title. So this is what your final tag structure should look like. You'll have the P tag that has the text of program title colon. Then you'll have a tag for the form field. And nested under the form field tag is this OBJR tag which is object reference. So once you have auto generated your form fields it will create this object reference tag. And that's going to direct the screen reader to the actual place on the form where your need to enter in your text. So this is what the final tag structure should look like.

So I'm going to open up the accessible version of the form. Full disclosure John and I went back and forth 3 or 4 times with him testing the form and saying this isn't working or this made JAWS crash. So we had difficulty making this truly accessible. Even though it is a very simple template that we're working with.

Now if I look at my tags tree on the form that I very carefully tagged, I have an H1, H2 for each section. As I go through and tab through the tags tree, each question and form field is highlighted separately. So for name, address, phone number, e‑mail and then I'm going to continue tabbing down. So you'll see this whole section is highlighted. If I go through each individual tag, I have my heading level 2, a paragraph, my assistive listening device option and the form field both highlighted together. If I expand this tag ‑‑ if you can see over here, I have my P tag with the assistive listening device text and the form tag underneath it and the object reference tag underneath that. And that's going to make sure that JAWS reads that correctly. It's a little complicated and unfortunately auto tagging it in Acrobat doesn't generate pretty tags. You really have to go in and edit them to make sure they're nested properly. It tries to grab multiple things into one tag and you have to go in and separate it and it's difficult.

>> Johan Rempel: We have a couple questions. Do you want to take them now or wait until the end?

>> Valerie Morrison: Let's wait until the end because I think this is pretty much it. So let me just quickly wrap up. So once I've auto tagged and edited my tags, the hardest part is over. Well that's not true. Once I edited my tags, I then test it with John because he is the best reference. I don't want to offer him outside of CIDI because we need him desperately. But really user testing is your best option. There are other things you can do to edit and test your form. One would be the accessibility checker. So I can use my accessibility tool to go through the accessibility check and use this checker to see if I have any errors. If there are untagged form fields it will let you know and you can go through and tag all of those form fields that will come up as unknown annotation error. So the accessibility check will help you rescue form fields that go missing.

Another option is using the department of health human and services Section 508 PDF accessibility checker check list. Sorry Heather the captionist for that mouthful. This HHS checklist is fairly extensive. It's not entirely user friendly. It uses different language. It's a little bit out of date, and there are only three questions on here that refer to forms and form fields and they're not very instructional. They just ask you if it's all working correctly. So when I am generating a form field, I don't really refer to this HHS checklist. I'm usually using my own internal instructions or relying on human testing.

So really the best way to test for accessibility would be running it by someone who using a screen reader to get them to test the file, to tab through it with a screen reader, make sure that everything is working correctly and they can enter in text.

Just quickly to finish up, we collected resources for you all about all of the things that we've covered including some links from the first ‑‑ the previous accessible forms webinar. Links for Alchemer, survey monkey and the Microsoft forms app. Those links on this page are from the portion of this training. For this training we collected resources from Adobe. Adobe Acrobat provides great resources for creating accessible PDF files, form fields, editing, document structure with the content and tags panel. Adobe also has a new software available that is called advanced e‑sign. It's just for collecting signatures. It's a potential resource. I want to ask now if anyone has questions.

>> Johan Rempel: Excellent there are a couple questions. First: Is it important to have those sections SCET tags?

>> Valerie Morrison: Section tags are voluntary. I use them to help me make sense of the tags tree. So just to show people and remind people. So this is not the accessible version. Let me open the accessible version. These section tags I can easily expand and contract them so I can make sure that everything is in proper place. So I added these in manually when I did my edits of the tags tree. They are not mandatory. You do not have to have section tags. I could highlight these tags, take them out of the section tags, and then delete them and it's going to work just as well with the screen reader. So section tags are there for your ease of reading and navigated through the tag tree.

>> Johan Rempel: Instead of using the tabs function, wouldn't it be easier to use the reading order to identify options in the accessibility tool?

>> Valerie Morrison: Instead of using the tabs function? No. The reading order tool competes with the structure tags. Most screen readers are going to rely on the structure tags first and then if there are no existing structure tags it will then proceed to the reading order tool to determine structure. There are often ones that have not been auto tagged. So your tags tree is really the best option, best practice for accessibility and allowing the screen reader to know where everything is and make sure that it's reading correctly.

>> Johan Rempel: And then there's a question how do you create a new P tag?

>> Valerie Morrison: If you need to create a new P tag ‑‑ this is ‑‑ I'm glad someone asked this. What I really should have started this training with is saying please always remember to save multiple versions as you are editing your form. Because sometimes, especially when you are messing with the tags or editing the tags tree or even when using the prepare form tool, Adobe will quit and you will lose your progress. And always save multiple versions if you are going to add a new tag. When I was creating this, I think I had about 5 different versions in a folder. Once we got to a point where we were comfortable, I archived them. I didn't throw them away. You want to make sure you can revert back to an earlier version. In order to create a new P tag say at the end, I will go down to the last P tag, right click on the existing P tag and I would go to new tag and then use this dropdown menu to go to paragraph and then create a new empty tag at the bottom and I can drag content into it as needed.

You never want to have an empty tag in your tags tree. The screen reader will skip over it but it will cause errors in the report. This is how you just right click and create new tag and you can also ‑‑ please do this very carefully, highlight a tag and hit the delete button and it will delete that tag. If you ever need to retag content, you can use the reading order tool which is here. Turn on the reading order and highlight content, right click on it and tag it as text/paragraph and that will create a new tag in the tag tree that I need to make sure is in the correct order. So that's how to create new tags or retag content.

>> Johan Rempel: Great. Thanks, Valerie. There's a question I'm visually impaired how can I get the links that you spoke about? I will e‑mail the entire PowerPoint with all of the hyperlinks within them to everyone who registered. And the recording is also going to be sent as a link as well. I will mention the accessibility of Adobe is compromised. I'm visually impaired as well and I find the contrast in Adobe very challenging. Valerie mentioned she was unable to increase the size of the tagging tree. So, there are limited options. It's not quite as versatile as some of the Microsoft applications. So unfortunately for someone who is low vision or blind, Adobe is not the most accessible product from an administrative standpoint or from someone creating the content itself.

We're getting some thank yous. Valerie did a fantastic job going over what is actually pretty complex.

>> Valerie Morrison: John, I will send you the script ‑‑ the outline that I went through in the demo that's a little bit more detailed than what I had on the slide. Even the script that I went through today is simplified from the instructions that I have for my team when we make accessible forms. It's a humbling experience. Even though we consider ourselves accessibility experts I worked and worked and then when you tested it time again you said it wasn't working. I appreciate your expertise in trying to make these examples for everyone. I really appreciate everyone who participated today who came and listened to this webinar. This is very technical. This is the hardest skills that I use in e‑text. So I appreciate your interest and your participation today.

>> Johan Rempel: Well said, Valerie. Thank you all for your time. And with that we will close it out. We're just after 12. I will read ‑‑ I know there's a couple responses I will reply to in the chat. I will do that offline as well. So thank you so much, Valerie. Great presentation. And y'all enjoy the rest of your day.