# **Demo Script**

* 1. Editing a form in Microsoft Word
     + Think about reading order of questions/form fields
     + Create a blank line and colon or empty space after a question.
     + Provide enough space so that a person can answer the question fully.
     + Be sure to make your file accessible
  2. Saving your file as a PDF and open it in Acrobat Pro DC.
  3. Delete all structure tags
  4. Generating form fields with the Prepare Form Tool
     + Verify that all form fields are present and the correct type
     + Add in new ones using the toolbar at the top, and the alignment tools at the side
  5. Adding form field properties to add names and tooltips to each form field
     + Right click on a form field to add these in.
     + The tooltip can add more instruction if necessary.
     + Highlight all, change font to Verdana and size to “Auto.”
     + If there are special fields like Phone or Date fields, select the particular format you want on the Format tab in properties.
     + If there are any large form fields spanning multiple lines, select Multi-Line on the Option tab in Properties so that text won’t be hidden.
     + Once you have all of your form fields, check preview to tab through them and make sure they are in the correct order
  6. Autotagging the PDF file
  7. Adjusting structure tags for proper reading order and functionality
     + This is the difficult part, and would involve a far more extensive training on PDF structure tagging.
     + For those familiar with tagging, you need to make sure that each form field has two things, a <Form> tag, and an <OBJR> tag nested underneath it. SHOW FINAL FORM TAGS.
  8. Testing the form for accessibility
     + Accessibility Checker
     + HHS Guidelines on PDF Accessibility
     + Best option for testing: a person using a screenreader