**Accessible PDF Demo Document**

This document has been created to demo 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 visual desired visual effect but, unless the blank line is tagged as an artifact it will be read by the screen reader as “blank line”.

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 not 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 but Word does not have any concept of row headers. Whenever a table is created with both column and row headers the row header tags will need to be manually corrected.

*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 |

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*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**

  

  