# Creating Accessible PDF's Training Part 2-Meeting Recording

June 3, 2025, 12:04PM

3h 43m 4s

**Kim Casey** 0:04  
But go ahead. Thank you, Arielle.  
We are going to be recording.

A couple of ground rules. If you're not speaking, please put yourself on mute.  
It gets to be quite noisy if people are not knowing they're not on mute. Although it's amazing at noise cancelling these days. If you'd like to turn on the captions, you need to navigate to the more actions and then down to the language and speech selection, and then select show live captions.

Arielle, if you could put that in the chat as well in case somebody is unable to hear this and needs to turn on the captions. I'm going to go ahead and jump in.

Welcome, everyone! So great to see you all back.

Today we have another jam-packed session. It's going to be a lot more interactive, as much as it can be, with this size of group.

Today on our agenda, we're going to cover the following topics.  
I have it a little bit more loose ended but we are still going to follow the 10-minute breaks on the hour schedule just so that people can get up, stretch their legs, have a break and then come back with great questions.

We are going to be showing how to create accessible forms today and we are going to show an example PDF remediation demonstrations. So you'll get to see kind-of my process, in the works. Obviously, it won't be 100%, but I'll show you kind of what do, and then of course, when there becomes something kind of tedious, I'll just kind of skip over it. But we'll get through as much as we can in a remediation. And then I'd also like to demonstrate usability testing, with assistive technology. If we have time at the end, that'd be great. Then I can kind of give you some pointers about how to check your own work with a screen reader if that's something you're interested in.

We're going to talk about accessible forms, let's just jump right in.

So, one thing you know, once you start remediating forms in PDF, you're going to be thinking probably on a regular basis. There has to be an easier way! So, you may have this. You may have flexibility with these options. You may not, but I just wanted to make sure that everybody was aware of them.

So, the first one we have is online forms. I know somebody yesterday asked about  
Google forms but because we're a Microsoft company, we use Microsoft forms.  
The trick with both of these and I can bring up an example. Is you have to make sure you are picking the right form elements.

So what we typically do is we'll periodically test the different form question types. So here, in this example I have radio buttons and I have rate this question. Then I have a date input. Then I have a rank in the following order. So as you can see, if you think about accessibility and some of the principles that I presented yesterday, some of these you would think, well, how does somebody with a keyboard do that?  
And so we just want to make sure if you are distributing a form that it is accessible because you know, Microsoft does its best, but sometimes maybe it's not as usable as we'd like it to be.

I actually hadn't tested and thank you all for bringing this to the forefront.  
Hadn't tested Microsoft forums in a while, and so I was curious. I made a form with some question types that we typically avoid, so typically we'll avoid the rate this question.  
Will certainly avoid the ranking and moving things you know with this is a drag and drop type element. And this is not actually the responses version.  
But then of course, these Likert scales tend to be kind of tricky and upload, and how likely are you to recommend. I actually found that these are more accessible than they were the last time I tested them, so that's the other thing about accessibility.  
We're not always just hitting our head against the wall. Things move around us, and so you know, you can sit still for three months and Microsoft updates their form types and makes them a lot more accessible.  
So I'll show you here, Let me go ahead and I will show you how this works with the keyboard, and I also checked it with the screen reader.  
So this is what, if you distribute the form. This is what it's going to look like. The great thing about Microsoft forms, if you are a Microsoft organization, it's going to create either a report back here in Microsoft forms where you can look at the responses. And so when people answer, you have all of their answers here.  
Here it populates with charts and graphs. And so I just depending on what your needs are for these forms, and if lot of your forms are legal forms, this is not an option.  
But I did just want to show this, so here I've tabbed into the radio buttons and of course my questions are terrible, but I'm going to say yes then if I want to rate this question, I tab in there and I can just arrow and select more.

Also announces this to the screen reader, so it says. Three stars selected of five or whatever and so I know exactly what I'm doing there.  
I can put in today's date and it allows me to type it and here the surprising thing is the option, the ranking. I didn't know and so if I wanted to put option one down in the second position, I just press that I don't have to click and drag. So Microsoft has really updated their interface. So it looks like Microsoft forms has a lot more options for us. Let me go ahead and go in here.

I can also I like accessibility. Oh, let's make sure, and then I like ice cream.  
There we go! And then we can upload a file and we can recommend this to our colleagues.  
So it was actually a pleasant surprise.  
Now that we don't have to avoid these forms, the only thing that I would say is with the screen reader when you get to these grid type questions where there are two inputs.  
So now we're kind of talking about a complex form where there's a Y axis and an X axis, and this one I believe announces better than the same version in Google form. So I did the same thing over here.  
And it announces all the information but in Google forms this may just be personal preference.  
It announces the answers 1st and their relationship with each other and then it announces the question. Over here in Microsoft forms, It announces the question 1st and then it says you're on this row on the love selection. And so it made a little bit more sense to me cognitively. But both of them announce all of the information that's necessary.

One thing I found very interesting about the Google forms, if you are going to be using Google forms. Is the radio buttons work just fine, Text box is just fine, Selecting location. Let's see. Let's go here. Oh, I'm sorry. This is not the, Let's go ahead. And responder link. Let's pretend we are responding to this form. So if I tab in here. Well, let's go ahead and select something. And choose my location, So this is the drop down box.

This works very well with the screen reader. I can check multiple checkboxes. That's one thing to remember in forms you want to make sure you're using the right element for the job.

So many times, you know, we mistake radio buttons for checkboxes and the real difference between the two are radio buttons, I'm allowed to select one.  
So you notice even my keyboard interaction is different, I can select one.

Same thing goes in PDF forms. If you choose radio button, you're allowing only one choice. Notice how it just tabs me right off. It doesn't let me go through every day of the week.

Here on the check boxes because I can just select more than one, it's giving me the option to go to all of them.  
And then here on the scale of one to five in Google forms, I felt like this didn't really announce as well as I'd like it to instead of it because it asked me like, do you want to put qualifiers in so 1 equals worst day 5 equals best day, and so I did.

And it doesn't actually announce these. So as a screen reader user, I would have to probably put something like that in the question, like on a scale of one to five. How would you rate your day, you'd say today or you know, like one being the worst and five being the best day. And so that you don't rely on these extra labels over here, but this is usable, this rating scale and the stars are also usable, although you can see there's no focus indicator.

Notice how, there's that little purple circle on these elements, but when I tab into the stars. So it's one of those things when you're on the Internet and you're using third party services, it's like, well, are we willing to. So I didn't even know, you might not even know that you were there because there's no focus indicator.

Usually, I have the screen reader running so I know exactly where I am and now it's not even showing me on the buttons, OK. Let's move forward.

And then here like I said, it said you're in the yes row on the always selection.  
And then then it said the question do you like the multiple choice grid?  
Then here this one of course is you can select one and I like here. Notice how it gives you that clear selection option. So if you're like, whoops, I messed up. I just want to get rid of it or I don't want to answer this question. You can always select that.

That's one thing that's very important with forms. Don't want to force people to submit something that they just didn't know how to delete. Here in the checkbox grid. Now, because we have checkboxes and we can make multiple choices.  
And of course my answers aren't going to be very appropriate. I was certainly not thinking about an actual form here, but if you would, you know like if you said, you know, the column was flavors, or types of fruit and you wanted to select more than one, you can in this type of grid.

The one interesting thing like I was starting to say is that this field, the today's date, does not read this label. So if you say birthday, it's only going to say date month and that's the only thing the screen reader announces. So I found this was surprising to me that it was not accessible. It was not announcing everything that it needed to.  
On this form when you have a date field it says, what is today's date? Please input the date and then it tells you the format it wants it in, so it's slightly different. I feel like Microsoft Word is working a little bit better.  
Arielle has her hand raised.

**Arielle Gines** 11:20  
Hi we have a question about the survey, when you can only select one answer.  
What happens if you want to change your choice?

**Kim Casey** 11:32  
On which survey?

**McDaniel, Katherine M** 11:39  
I think it was the one with the days of the week where you showed you could only do one.

**Kim Casey** 11:43  
Oh sure, arrow keys. Whoops, let me go there. So, oh my controls there. So, if I go back.

**Paul, Marciana** 11:52  
It was one of them where you said you could only select one answer and then the cursor will move down to the next question above this one, yes. **Kim Casey** 12:00  
Yes. Yep, the radio buttons. So, it only goes into one. So if I'm I'm, I'm sorry, I should have defined this. So I'm navigating this page using the tab key. So the tab key will take me from all active elements and so it's skipping over. So if I was a screen reader user and I wanted to read through this line by line, I'd be using the Arrow keys. So when I tab through and most screen reader users will just tab through a form.

So it's really important that you associate the question. With the answers and I can show you what that looks like, but here on these radio buttons normally by default it'll drop me into Monday on the first choice. If I want to select something else, I just press the down arrow. I can keep cycling through all of these options until I find the one I want, and then I just tab off of it.

And I'll go ahead and load the screen reader just so you can see. And let me share sound. Actually, I'm going to turn on my speech viewer first. So I apologize. The speech viewer is not necessarily the most accessible thing. It's teeny tiny font, but I will also repeat what the screen reader says and I'm going to go ahead and share sound. Now you're going to hear how much screen readers like to talk. They like to fill in a lot of details because they are assuming that the person using it cannot see, so they need these details.  
OK, so let's go in here.  
  
So I wanted to point out it's saying negdite form. So I did talk a little bit about acronyms yesterday. So if this was an actual form that I was distributing, I might say North Carolina Department of Information Technology, and then in parenthesis next to it NCDIT because it's not spelling it out. You can't usually. You know, you'll have to check with the screen reader. There's no predictable pattern. As to what it decides to talk through or try to pronounce, and what it decides to spell out, so here we go. **Arielle Gines** 14:13  
Kim, did you want to share with sound? **Kim Casey** 14:16  
Oh, is it not?  
I thought.  
I clicked it.  
I am sharing with sound so you're not hearing my sound. **Arielle Gines** 14:22  
I'm not hearing the screen reader. **Kim Casey** 14:22  
Let OK turn it off.  
Turn it back on.  
So still not no sound. **Arielle Gines** 14:29  
No. **Kim Casey** 14:30  
Interesting. OK, you are seeing my form? Correct? **Arielle Gines** 14:35  
We are, we could see the speech viewer, but not the sound from the screen reader. **Kim Casey** 14:37  
OK, All right, let me go ahead and stop sharing and come back.  **Kim Casey** 14:53  
Excellent. Alright. So I'm going to go ahead and go into the form Google form, I'm going to press control the control key for screen readers is your key to go to, because this screen reader will just keep talking. What it's programmed to do is to see a web page and start reading it from the top all the way to the bottom. So a lot of screen reader users, you'll see their control key is like worn down. Because you just need to hear the information that you need at that moment to complete whatever you're trying to do on the Internet.

So I'm going to go ahead and tab in, edit this form button and that is not where I want to be, let's go up to the top.

Screen Reader: button, edit this form, switch account, your e-mail address.

That was interesting. So it said, what is your favorite day of the week grouping? Monday, Radio Button checked one of seven. So, all of the visual details that we picked up by looking at this form, it's putting it in one announcement for a screen reader user. So you can imagine the cognitive burden of like having to keep track of what's the question, what's the answers.

So this thing if I break it down, it tells me #1 the question it tells me there's a group of radio buttons. The first radio button is called Monday or the answer is Monday and then it also told me there is one of seven so I have seven choices here.  
And so, you know, you think about complex forms, It's going to be a lot easier. OK,  
well, I know if I don't like Monday, I can keep going I've got six other choices. And then if I down Arrow Tuesday radio button check two of seven Wednesday radio button, check three of seven. So it's confirming each time I down arrow. And that's kind of the default, so radio buttons, when you are arrowing through them, it will automatically select them.

Now I can tab selection button and if I wanted to like I said I could clear the selection and start all over.  
But really, it's easier just to Shift tab back so you tab forward and you shift tab backward with a keyboard. If I want to go into the, enter your feedback, enter your feedback required question and it required selected.

The other great thing about both portals, both Google forms and Microsoft forms, is there's a little check box when you're making the form to show that it is required.  
It does two things, It puts this little asterisk here as a visual indicator, and it also puts this instruction up here, which is helpful. So when you are creating your forms, those two things are also very helpful for anyone filling them out, whether it's electronic or paper. So we want to make sure that this asterisk is defined. And then it tells me tells the screen reader. It puts kind of a label on the form field that tells the square reader that it's required.  
So as you can hear, the screen reader said, enter your feedback and that was the question required question. Edit it's an edit box and then required selected hello and so because I had already put in hello it told me what was already in that field so that you can see you know you get used to the screen reader but it does talk a lot. Because, It needs to. It needs to narrate the entire scene. That's it's really the power of the tool.  
I'm going to go ahead and tab just really quickly down to that date field. So you can see what I was talking about. Enter your feedback, edit multiline blank and I did a multi-line so if you want to allow people to do larger answers, select your location list. Kerry NC3F4. So it's at Select your location list, Kerry, NC, three of four. If I press spacebar, this will expand it, space and then NC3F4 Raleigh, NC and then I'm using my up and down arrows to pick different selections. Then this one is saying there are four options.  
Fourth option number one is going to be that choose default text. So it could be a little bit confusing, but it's not terrible. So I'll go ahead and pick Raleigh, Raleigh, NC, and then I'm going to tab in to check all that, apply, check all that, apply list with six items, apples check box checked. So again, similar to the radio boxes, but it says check all that apply list with six items. So I have six choices. And then it also tells me check box checked if I tab down to line, Oranges check box check so I can tab through these if I down arrow, this screen reader will start trying to read this line by line.

So if I just want to go by active element, I press tab, Lemons check box, checked limes check box not checked, that's not checked. So it gives me that distinction.  
It's very helpful! On a scale of one to five, how would you rate your day grouping one radio button not checked one of five. As you can see there's no announcement like I was saying of worst date, best date. Knowing this limitation of Google forms, what I would do instead is, I would put that text 1 means worst day 5 means best day. And so you may have longer questions, but at least it's accessible.

You can also put these in just knowing that they're not going to be announced by the screen reader. So if I wanted to hear it, I'd have to go out of forms mode and explore the page, which can lead to confusion. I'm going to tab again to the ratings.  
How many stars would you give this question? Grouping one radio button checked one of five.  
It says one radio button checked one of five.  
So what, it sounds like and I don't have again that indicator telling me where I am, so I'm kind of guessing based on what the screen reader's saying.  
I think my focus is on this one star. Two radio button check two of five. OK, so it reset the form and so it is checking it.  
So one was checked, that was an interesting case, but this is how it normally works. So it's telling me I'm checking three of five right now.

So you can see there, It said always response for yes radio button not checked.  
Do you like the multiple choice grid?

I'm going to go ahead and just hop over really quickly to the other form. I'll show you what it sounds like over here.

Screen reader: Form document clear selection button five. Please indicate your answer below. Clear selection table. I like accessibility, grouping love radio button checked one of five.

So for me cognitively, this announcement makes more sense. If I'm using the screen reader. So it read me the question first, so I knew what I was answering. I need to indicate my answer and then it told me what the prompt was, which is I like accessibility and then it told me what radio button I was currently on.  
So now when I arrow through the different choices like radio button check, no opinion, radio button check three of five. Then it tells me that. So I think I'll I just for fun sake, I'm going to say no opinion today. And then if I tab through here, no grouping always and I'm going to just tab really fast because I want to show you that date.  
So it said date date edit month date spin button 0. But what I would wanted to hear was today's date because we, as form makers, are going to be using all sorts of dates. So as a screen reader user to know which date that it wants. So if I had multiple days, if I said start date end date. Both of them would be announced as date, date, Edit month, enter month. So that could get really confusing really quickly.

But as contrast on this form, if I go into the date field, so it told me a bunch of things there. It said what is today's date? So it read the prompt and it also told me it was a combo box. So as you saw, when I clicked into it, it opened up a calendar.  
And so I can do that as well. Well, if I press spacebar right here, it'll open up the calendar or usually keyboard users and screen reader users prefer to have keyboard be able to type in a month, date and year.  
So today's date is 9 and it doesn't say the slashes, but I think most screenwriter users just using so many forms in their day-to-day would know to put that in there.  
I don't know why I always want to put in 19. What is today's date?  
Clear selection date combo box collapsed editable opens dialogue selected 0632025 So that's how it announces the date.  
So online forms are helpful. Im going to turn off the screen reader.

If you have that option, so a lot of you may have limitations on how flexible you are on your web pages. And so if you just need kind of a quick here, I need some information from a group of people. I'm just send out a survey or form and have the input there.

If you do have a IT, that will build out web pages for you. You can create web pages as well and so web page forms. Same thing applies.   
It's basically the same thing as the online form, but you own this form. So the nice thing about that is that you can or you can have your IT direct that form to the place of your choosing. So it may be maybe you get an e-mail message every time somebody submits the form, or maybe it goes into a database so that you can keep track of people's names and phone numbers and whatever information that they're submitting on that form.

So it's a little bit more it takes out an extra step, whereas if you do the online forms, Google forms, Microsoft forms, you'll have to manipulate that data once you get it back from either a spreadsheet or that online portal. But if you have the web page you have control over where that data goes and you can plug it into something some tool that you're already using to collect the data.

But of course, the reason why you're all here is to learn about PDF documents and so we're going to talk a little bit about the Microsoft Word source file. What you can do to create good Microsoft Word forms or at least give yourself a good start in Microsoft Word so that when you create the PDF you'll have less work to do, and then of course Adobe Acrobat mediation. So we're going to dig into that today.

Here I'm on this slide,I provided a link to the Microsoft forms. A lot of people don't know that. It's if you do use the Microsoft suite, it is included in most accounts.  
The one thing that I would also like to call out when you are making forms in Microsoft forms or Google forms both the same. Is we need to be cognizant of color contrast. So I am awake, I am talking about color contrast haven't talked about images yet today. But you want to make sure that you are selecting the options. Inside of the forms so that you don't create any color contrast.

So if you're previewing this form, this is all black text on light, background is going to have great contrast, but there are. We may double check this submit button.  
Make sure it's dark enough, teal or whatever the color is, but a lot of people when they're creating forms like to customize their forms and so you can do that.  
You can style it and maybe your organization's color is yellow or orange, and so if you start using those colors, we're going to run into some color contrast issues and we don't want to do that.

Like I said again, you're going to want to also create accessible instructions. So back on the Google form where we had required forms. We have this asterisk and it says indicates required questions. So those types of instructions, the asterisk is one of those things where we're like, well, yeah, I get it. But if you are a screenwriter user, that asterisks, maybe if it's announced is announced as star. And so, you know, anyone who's an experienced user is going to have no problem with that.  
But we're trying to capture the entire audience. And so if you may have somebody who may not be that technically advanced, having instructions and making sure that people understand what's expected of them in the form, so that also. Goes down to making sure your questions are concise, easy to understand, and that sort of thing.

In Microsoft forms, and I don't know if they still have this option, it looks like they have themes. And so Yep, they have moving themes here we have. So if I wanted to get artsy and I thought, wow, you know, it's 4th of July. This is the 4th of July Forum, I think people would totally love this. When you have moving content on your screen, it makes it more difficult for people to pay attention to the form so you may have some people trying to fill out this form and they keep getting distracted over and over again. We don't want that, so don't use moving themes, don't use colors that may make things harder to read. There's also this background music.

You can get really fancy with these forms, but in getting fancy sometimes you are going to drive away some of your audience and so we don't want to do that obviously for collecting data. We don't want to get too fancy. I'm going to just turn it back to the plain, but there are, you know, of course, in every tool that you may use, creating forms or distributing forms, there's things that we need to consider for accessibility.

So moving contents out, okay.

So if we transition over to making forms in Microsoft Word. This will work for simple forms, but it does need some remediation in Adobe Acrobat so you're not home free, but it is a pretty simple way to make a form if you need to. So what I do, there is an option, you can install document accessibility toolbar. It's from vision Australia,  
it's a free toolbar. There maybe blockers in your organization for installing this tool, because it becomes and I showed it to you yesterday, it becomes part of your word.  
So there may be some compatibility issues, so this may not be an option for you, but I'll show you both options.

I'm going to go ahead and open the form example that I showed yesterday. So I have this here and then I have all the information filled in. And then as you get closer to the bottom, we have we need to collect some information from the people signing this document.

So what's your billing name?

What's your billing e-mail?

What's your billing address and is your mailing address the same as your billing address?

I've got a check box there, and then I have the signature panel. What I do now, this is actually the the accessibility toolbar that I was talking about. So here is my accessibility toolbar. I can provide that link if they're still offering it.  
I'll have to look into that, it's been some time. But I did I know government agencies may block this toolbar.

But this what's nice about this accessibility toolbar is that it incorporates. Let me go ahead and turn sound off in case anything pings. Is that it incorporates all of the accessibility issues, so it's kind of having that checklist that I was talking about yesterday.  
Where you have everything all in one spot and it all just makes sense and it kind of gives you those reminders. Oh yeah, I have to put in my heading levels.  
Oh right, I have to make sure lists are list and here I can even there's a check accessibility button right here. I can go straight to that accessibility checker for my document. I can click on it and it opens that accessibility assistant.

And then of course table of contents, people you know, get tripped up on that.  
So we can do table of contents. We can talk about the header, footer, page numbering, footnotes. So all of the things that you know when you get to the end of your document. It's all here in this accessibility toolbar.

So if you do have access to it, I'll make sure this has a link before we distribute it. If it's still live. But what I did here and what I'm going to have to do so you can see what I did. Let's select this show hide paragraph marks and I'll jump back over to here.

So what I did is I put an underline and then I inserted an edit box here.  
But when you just insert a regular edit box, let me show you what it does.  
I click this here it gives me 5 spaces and of course when we're talking about name, e-mail, billing address that's not going to be enough. So the only way to expand this out to make it look something like this is to arrow into it and then what I do is I just copy a few of those circles, whatever they are. And then I'll paste them till it's as long as I. So, I'm sorry I'm pressing control C to copy. You can also right click and copy. I guess now I'm not copying anything, so it's not giving me that option, but control C.  
Keyboard shortcuts are really going to be your friend here. If you work in documents, a lot will copy the element and then control V as in Victor will paste it. So I can just keep pasting control V control V until I get it as long as I want.  
  
All right.  
And we have a quick question, you can go ahead and go and unmute.

**Heidi L. Spears** 32:57  
Thank you, Kim. So, you're describing that this is a list and when you are in styles it says normal. So how does it know that this is a list? I mean, I know visually I can see those list but how are you saying that style wise? I'm talking about style.

**Kim Casey** 33:19  
Mmhm.

**Heidi L. Spears** 33:20  
Tells you that what you are doing is a list?

**Kim Casey** 33:23  
Okay this right here, these edit boxes are not a list. These are, let me turn off the paragraph thing here. So I was just creating like an edit box. So if I want to and I don't think anybody distributes Microsoft documents as forms because people can change them and it just becomes confusing. So what we always do is create them here in Microsoft and then make them a PDF so they're not editable. So I was making this form field here. So if I wanted to, you know in Microsoft Word I can just enter in my name and that's how I answer that question.

But as far as list go jump up here you said how do I know that it's a list?  
So in this, let me go back to the accessibility here. So now when I am hovered on this, it's not a list. It wasn't a list on the other screens in the styles, so here in the styles we're not getting any highlight on either of these list types. So the accessibility is also showing me that. So if I highlight this and then make it a list, this actually like I said, this document's strange, so I have to create a line break there and then I'm going to highlight the entire list and then I can press either bullets or numbering and once I do that then, of course, it stays highlighted there for me. Again, this is a strange document.

**Heidi L. Spears** 34:45  
Does that change in style?

**Kim Casey** 34:49  
It does so here, yes. So here in the styles in the home.  
So now that I'm on here now it's highlighting this. Notice it's a very subtle difference, but when it's yeah, when it's not a list, there's nothing highlighted.

**Heidi L. Spears** 34:57  
Oh, now I see what you're talking about. Okay, thank you.

**Kim Casey** 35:02  
And then when it becomes a list, you know that it is.

**Heidi L. Spears** 35:05  
Okay, so I was looking at where it was staying normal, but I got it.

**Kim Casey** 35:06  
So that's it's a great distinction. Thank you for the question here. In normal, this means this is the type of text that I'm working with. So when I'm on regular text, that's the thing about this document. The way it gets exported, this comes up as normal text, but it's not really normal text. It is bulleted list text. Once we correctly make it a list and I'm going to go ahead and do this because this is going to be one of the first documents that I remediate and show you from start to finish how we make things easier on ourselves. So normal is just talking about the text style and then of course when we have things in lists as we want them, that'll be up here. Great question.

**Heidi L. Spears** 35:52  
So just so just to be clear, so then if you have it's normal and then over towards your left, it's got the bullets then accessibility checker in the PDF is going to read those.

**Kim Casey** 35:54  
It should be yes, it should be just fine.

**Heidi L. Spears** 36:07  
Okay, thank you.  
  
**Kim Casey** 36:08  
So yeah, what word does is it makes another style for bulleted so it says list paragraph. So, there's another style here that it's not showing, but you can expand and show all the styles so you can see that. So when we're in list, it'll be list paragraph. When we're in normal, it'll be normal. When we're in headings, it'll be heading.

**Heidi L. Spears** 36:23  
Thank you.

**Kim Casey** 36:32  
Great, yes and really, harnessing Microsoft Word, if you are using word to create all of your PDFs is going to save you a ton of time in Adobe.

Alright, so I have down here, I have the accessibility version.  
I can do the same thing and I'll show you actually what that does. Let me copy some of these down, let's do mailing. And I don't want it underlined, so I'm going to remove underline styling. And then here I'm just going to use the shift and the under score to create and what what looks like a blank field and I'm going to show you how Adobe handles these one for one. Mailing address, what else? I guess delivery contact and then I can under score whoop. That's the plus button, folks.  
That doesn't make much of a form field, So what I've found working in Word is I can do either one of these. So if you do have access to that accessibility toolbar, you can make these great fillable forms.

Of course, these are not very accessible to screen readers, so your best bet is to make these and then export to PDF. What you might find when we do that is that these aren't any better than, I don't know why this is underlined. These aren't any better than the just plain underlines. So to save yourself time, you could just do the plain underline. but we'll go ahead and explore that once we get this to be a PDF document. So here I think I was finished. The other thing I wanted to point out, if you do have the accessibility ribbon you can add check boxes and selector boxes.  
I'm not sure how accessible the selector box is turned out in PDF, so I don't usually use these. I don't like things that slow me down, so if I have a form that needs a combo box my go to will probably be Microsoft forms. Instead of making a PDF form. But we could explore that if that's something that you think you'll be doing a lot, but here we have a checkbox now.

Like I said, a lot of these accessibility toolbar features that I have here this fillable form when it goes to PDF, it may or may not turn into a nice form field for us. So we'll have to see how well this checkbox converts, and if you don't have this toolbar, what you can do is just leave this blank space. So that you have a spot to put this checkbox in when you do get to Adobe.

So let's go ahead, we'll show what that looks like, so I might do a tab that's too many spaces. What are we going to say? Check if you are happy, this is what happens when I have to think of things on the fly. So I've left enough space here so I can add a checkbox when I get to Adobe. Alright, so then I go through here and then I have  
interestingly enough, I have this in a table.

So as of yet, I have not been able to use columns to make this format like I like it to.  
I like how everything lines up here in tables. So I've left it as a table, but this is one of those things where as we create these forms for people to sign. I have to remediate it every single time to take it out of table structure because it's just not readable.  
It is readable, but it's not great. So this is this is kind of like if I ever got to the point where I was so busy, what would happen with this is I would say forget it. I'm just going to put it all in one line. There's going to be no fancy table and we're going to make it easy on ourselves.

Haven't gotten there yet, maybe I will. Maybe Arielle's sitting there going,  
I can't wait for that day. But it's really it's not that hard to clean up a table and I'll show you how to do it when we go into remediate this form. So I am going to intentionally leave a couple of these not listed. What we can do also is let's make this normal text. I'll show you what happens and then I'm going to just format copy. So I didn't want to do that, I wanted to format copy this, here we go. We will format copy that notice. Oh, it did get placed as a heading. I can't even make it upset with me.

Okay, we know how to do headings. Let's call this is not a heading here, and that's on purpose because it's not. That's another thing too, is a lot of times we'll assign headings to text that we think you know is bold. But the rule of heading is if it's not introducing a new section with new content, we don't need to make it a heading. So this is just emphasize text. It's larger, it's a different color and it's bolded It's not necessarily a heading, and I believe Arielle has her hand up.

**Arielle Gines** 41:34  
We have a few people asking about the developer tab in order to insert check boxes.

**Kim Casey** 41:42  
You can do it there as well, I just don't have it installed in this instance of word. Like I said, I think you'll have varied results using the developer tab and having it convert over to PDF. So you know when it comes to check boxes, I think it's easier just to do it in Adobe. You may find it different, and that's the other thing too, is I'm going to show you what our process is and if you have one that you prefer or that makes more sense to you don’t feel like you have to do it my way. I know, Arielle and I have very distinct ways, but we get the same job done. So you know, these are suggestions of course, but if you do find a way that works better for you, I encourage you to use that. And that's the thing is, you know, there's many ways with accessibility is there's not just one way to get it done. So what works best for you is going to be what I would recommend for you, but these are the things that we typically use.

Alright so here I have, I have an intentional mistakes and I'm going to go ahead to file save a copy and to PDF. I'm going to save form example. Let's call this, I think I have multiple versions of this. One thing I've noticed is that sometimes my PDF won't show up in my file folders. Until I closeout the original word. In this case, that's not the what's happening. But if you are sitting here waiting for it to show up where you saved it, close out the Microsoft Word and you should be good to go.

Open the forum example and here I have our form. So what I'm going to do first off, enable editing. Then my second step will be how well formed is this document? So I'm just going to go through and down arrow. I'm not going to mess with any of the tags at the moment I'm just going to see what we have here, so I'm looking for things that look like to me are going to cause me a lot of extra time. Right now it's looking pretty clean. We have a list here. That's great. Down arrowing. Got a paragraph.  
What's really great is Adobe has upgraded recently because it used to split these paragraphs up. So if you had a paragraph that spanned 2 pages. It used to put it in two separate tags, so let me see if I can get down there. But what's nice I've been noticing is that it's now putting it in one tag for you. So normally what I would have done is put this in one tag. One thing I might say is if you think about the screen reader experience. Never mind, this is perfect. Put it in one paragraph tag.

Let me continue down here and I've got my heading Level 2 and my paragraph and oh okay. I notice now I'm all that list is not read right. One list isn't terrible, so maybe I'd keep plotting forward. Oh, now we've got two lists, okay. I don't like the looks of that and so since I do have and notice how here my form fields these aren't interactive. Adobe didn't pick them up as interactive. So all that extra work with the toolbar and all of that didn't help, but I did get this nice check box.  
So when we go to discover form fields, we may find that it's going to work better if I do it ahead of time, but we will see. So check if you're happy of course, we didn't have anything there.

Did you see how that jumped? That was interesting for company name, not sure why that's happening?

It doesn't like the signature or the title field for either, very interesting. I wonder if that got picked up somewhere else? Okay, so what I'm going to do that looks like. Whenever I say very interesting and I think, huh, I wonder what's going on?  
I'm probably going to go back to the source file if I have it, I'm going to do that right now. I'm going to fix those lists because that'll save me some time and just do this really quickly. I'm going to press that and then, again, you probably won't have this issue with your lists.

This is we use Microsoft Dynamics and when it exports a file, this is what it does with lists, it's very interesting how it does that. So I'm going to do this here whoops, and that went crazy. So what it's telling me is that it's not differentiating these lines and so it thinks it's all part of the same thing. And I also don't like the indent because it's not lining up, so what I would do is move it back. I can use these left margin, right margin buttons to get to where I want it to be. Interesting, it's being difficult today.  
It’s not going to line up for me. All right, so what I'm going to do, so maybe here.  
Unlist it, push it back, relist it. Okay, so you can always kind of fight with Microsoft Word to get what you want.

Sometimes it does really unpredictable things and you don't know why, Okay.  
So we have those lists all figured out and then I'm going to scroll down here and figure out why we had no name. If I can, I will delete this extra space. Looks like I can't, not sure why those are not coming up, huh? Alright, well we are going to we just press and enter there just in case something weird's going on and let me export it again. Let's see if we get a better version this time and then of course, let's do form example. Let's open that file and then we will enable editing.  
  
Pull up the accessibility tags. You may have to add this to your quicklinks tag if you don't have it already. So when you are adding accessibility to your tools, this will you can just right click in here and choose which ones you want it to show. So I have accessibility tags checked, so if again if you want to. Remove some of those icons like I never use commenting. Commenting actually gets in the way of my work sometimes. But here we have accessibility tag so, if you want to pin it there, you can.  
So here I have this, let's just go ahead and check those lists out and see if we fixed them.

That list just was right and still is so, that one's good, and that one's good. I wish I had a list that spanned 2 pages. I do not believe that Microsoft or Adobe is combining lists, so you may find if this were to span 2 pages, you'd have two lists.  
Go ahead, Arielle, I'm sure you have a lot to say about this one.

**Arielle Gines** 48:50  
Actually, I was hoping Paul might come off mute and expand on his question. He said, is there any way to format paste a list? I'm not sure if you mean like copy and paste the formatting for another list or not?

**Marciana Paul** 49:04  
Yes, I'm sorry, my first name is Marciana. Paul is my last name, and yes, I was asking is there any way to format paste like when she was doing the second list could we copy format, paste and create a list that way?

**Kim Casey** 49:23  
You mean this format painter? Is that what you're talking about?

**Marciana Paul** 49:27  
Yes.

**Kim Casey** 49:29  
I have the weirdest results with format painter, sometimes it doesn't do what I think it should, if that makes any sense, let's try it.

**Marciana Paul** 49:38  
Okay

**Kim Casey** 49:40  
Let's see if we can, so I'm going to highlight this format painter. Let's pretend this is a list. It actually could be a list and so it doesn't really do it.

**Marciana Paul** 49:48  
Yeah, okay.

**Kim Casey** 49:52  
Yeah, yeah.

**Marciana Paul** 49:53  
Thank you.

**Kim Casey** 49:55  
I've never actually tried that before, so that was that was a fun experience. Alright. But yeah, just left it as it was. What I think it might do is copy over the text formatting sometimes and not the whole. Cause a lot of times I want things to be tabbed the same way and I try format painter and it doesn't work for me. I never know why that doesn't work, but, I try it anyway. Cause maybe one day it'll start working. I'm an optimist at heart, go ahead, Arielle.

**Arielle Gines** 50:27  
We have another question asking if you can elaborate on the integration of Microsoft Dynamics into this process.

**Kim Casey** 50:36  
How much time do you got?

**Arielle Gines** 50:40  
They got good questions over here.  
**Kim Casey** 50:41  
These are, well, so you're all doing the same thing I'm doing every day.  
We use Microsoft Dynamics and when we have our orders pushing through the system, we have created templates for it because if you're creating documents out of and this is another great thing. If you are generating forms from another program. If it gives you the opportunity to create a template do so. So what we've done in Microsoft Dynamics is we basically have a Word document with this skeleton and we've defined company name we put in here. It'll pull the contact's name from dynamics and put it in here. So this is, you know, all we have to do is have this associated with one of our quotes and it'll pull in all the information that we need from dynamic. So any contact information and things that we have already.  
It is a long topic, but so yeah, so that you know the form that's, you know default from dynamics for quotes or sure is not very accessible.

**Hamilton, Raisha** 51:46  
Thank you.

**Kim Casey** 51:50  
So we actually went in and customized it to save us time. So again, wherever you can save time, if you're making a document over and over again, let's make a template out of it. And actually we are at time, so I am going to just kind of arrow through here and see if I fixed my issue and then we can come back after the break and we get to figure it out. So this is going to be a challenging one. It's going to be fun, but we'll go ahead. We'll put in form fields and we'll make sure everything here is accessible, so take a nice 10 minutes and we'll be back here with more demos and forms and anything else. I love the questions so looking forward to the next hour.

In progress – ask Kim

**Kim Casey** 1:01:43  
Alright, we're getting to be about 10 minutes. I have to say I am just floored by the interactions in the chat. So I spent the whole 10 minutes reading through the interactions and one thing I'd like to say is that you all have a community you all work for the state.  
So there's some great interactions and you all are providing answers for each other.  
We should somehow find a way to dig into that because a lot of you are doing the same thing and a lot of you are learning some really great shortcuts and if there's a way like we could start sharing this somehow on the accessibility page, I think that would be awesome. I thought I saw a hand raised?  
**Patlolla, Ashok R** 1:02:35  
Sorry, that was by accident. I wanted.. instead of clicking on the react.  
**Kim Casey** 1:02:38  
No problem.  
At least at least you didn't go to Share and click end meeting or leave meeting.  
That happens a lot or mute. (laughing) Teams has those buttons very close together.  
Arielle, I think there were some questions that you wanted me to jump into here before we keep going forward on remediation.  
**Arielle Gines** 1:03:03  
There are a couple that I thought would be a great review for everybody from yesterday.  
The first one would be if you could just briefly discuss why we avoid justified margins again.  
**Kim Casey** 1:03:15  
OK, OK. So let me go….See if I have that… wrong PowerPoint. Sorry guys.  
OK. It's not going to let me look at the other one that I have open. Here we go. So justified, now I know for legal documents this is (whoops was up here in the content slides) for legal documents this is how justified how you see stuff, but it does create a readability issue. So because this is a perfect square, if you are someone who has trouble tracking line by line. So if you are someone who reads here and then may jump here or may read the same line over and over again. It makes it a lot easier if these have different ends, so you know. Oh gosh, I'm still on the same line. I need to progress to the next one.  
It's definitely a readability issue.  
**Arielle Gines** 1:04:18  
Especially people with reading comprehension and they need those ways to be able to kind of follow along the lines better.  
**Kim Casey** 1:04:26  
I know, even after a long day of just working with documents, I find myself reading the same line over and over again. It's like… “help me somebody, get me out of this circle” (laughing)  
**Arielle Gines** 1:04:35  
Yes, somebody said, the different sized gaps between the words is weird too.  
Yes, I agree. It kind of throws off your perception a little bit with the different spacing.  
**Kim Casey** 1:04:46  
Yes. Yeah, it does try to make it nicely spaced out, but yes.  
So we'll see like larger spaces here.  
**Arielle Gines** 1:04:55  
And then could you please also just review show people how to access the accessibility tags panel in Adobe?  
**Kim Casey** 1:05:04  
Sure, if it's not set up already, yes.  
**Arielle Gines** 1:05:08  
Because you do need to enable it, it's a couple step process.  
**Kim Casey** 1:05:13  
OK, I already have it enabled. Do you have yours rolled back? Arielle, by any chance?  
Let's see. So I think we could just hit pin accessibility tags. I think all the other ones are by default. I thought it was a check uncheck.  
Let’s see what happens if unpin it didn't seem to make a change on mine. So I think if you select that no it's still there. Did I? I got rid of it.  
So it's just a checkbox. So all I did, I'm sorry I already have this enabled when I upgraded, so I right clicked on this side panel here Arielle whoever's asking the question, do they have the new version the one that I'm using? Or that old one?  
Sorry, the one that you're on, if they could let us know.  
**Arielle Gines** 1:06:12  
So if you had that question, if you could come on mute and let us know what version of Adobe you have. They did change things with the new release and things are shifted slightly differently.  
**Kim Casey** 1:06:26  
Yeah. On the older version, this was actually not a panel, and all of these controls were on the left hand sidebar and the accessibility tags were here. If that helps.  
All right, is there…did we answer that question?  
Is there anything else we should jump into before we….?  
**Arielle Gines** 1:06:55  
Somebody was also asking about line spacing and if we should use double spacing or 1.5.  
**Kim Casey** 1:07:02  
Yes, I would say my only recommendation here with line spacing would be, don't make it less than one.  
I typically, have this set to a little bit more than one. If you have the space. I know a lot of people like to have the space between lines.  
Although if we're thinking about somebody who's using magnification, if we're going to do this, then that's a lot more scrolling for them.  
So I think we'll have to find the balance between condensed text and… let me go back. I'll just undo… Ctrl + Z as your undo keyboard command control, as in Zebra Z will allow you to just undo what you did, and that will probably save you hours of work. It works sometimes in Adobe, so if you do something you don't like in Adobe can hit Ctrl + Z.  
Some people have told me they can do it multiple times and it backs out multiple things that they want.I have not had success with that consistently, but Crtl + Z as in Zebra will help you in all programs.  
**Arielle Gines** 1:08:24  
And then also one more question about font size and if 12 point is large enough.  
**Kim Casey** 1:08:31  
12 point is, yes, if you… like I said yesterday, if you know your audience is mostly low vision, then yes, bump it up to more so 16 point or 18 point would be ideal for somebody that you know is going to have difficulty reading regular size print especially if it's a printed document and they don't have the option to zoom in or zoom out, so I would be able to make this bigger on mine so it really doesn't matter what font size it is, I can just keep zooming in, if I need to.  
And actually I saw something in the chat that may have taught me something.  
So I'm going to see if it's true if I can zoom in on the NVDA speech viewer.  
So I have tried what I thought was everything but I have not tried what you suggested.  
Ah ha! thank you whoever had that suggestion.  
So what I did is I pressed the control, press and held the control key, and then I used my mouse wheel to zoom in and zoom out.  
Oh, that's wonderful.  
I think I'll have to find now the right size. That may be a little too small still, but I want to make sure that it all fits in the window. Of course you can resize this window.  
And make it much easier to read.  
**Arielle Gines** 1:09:52  
If you have the older version of Adobe like I do, I put in the chat how to expose your accessibility tags.  
**Kim Casey** 1:10:04  
Thank you, Arielle.  
I think I have some screenshots of the older version in this PowerPoint.  
See if I can find them.  
**Arielle Gines** 1:10:14  
I'm holding on to mine because we have found the upgraded one is strange.  
**Kim Casey** 1:10:21  
I'm still getting used to it.  
**Arielle Gines** 1:10:21  
So I'm refusing the upgrade.  
**Kim Casey** 1:10:24  
It's been years. She hasn't updated hers!  
I've been like struggling with the other one. This is what the old version looks like, where all the tools are kind of stacked here on this side, and then it also doesn't have…. Let's see if I have another….  
And this is where all the accessibility tags are, and I'm not sure if you can see that.  
Let me just zoom in on it.  
So here's the accessibility tags.  
So that's what yours would look like in the older version.  
All right.  
Great questions.  
This is fun. Really, I didn't know what I was getting into with this large of a crowd, but I think it's quite manageable still. So I'm going to go ahead and move forward so we can get through a form example really quickly.  
So this is my process here. So now let's say I've gone through all the tags and I've realized, OK, I can handle this workload. Let's figure this out. My first step is, normally, to delete all of the empty tags.

[Refer to the video – live demo of tag structure 1:11:10]

So I will go here and expand them out. This again is a block that I can't just delete. I have to artifact. And then I'm going to delete it.  
I'm going to double check this has alt text and it does.  
If you have a lot of images in your document, you can just leave this open and drag it somewhere else. Like if you have two screens and then just continue to tab through this. You can tap on any one of these. So you can leave the object properties open if you know you're going to be changing a lot.  
So I can also use this if I want to make this not a heading. What I can do is just make it a paragraph tag here. So if you want to just leave this Object Properties and not have to right click on every single one you can go through the tag structure this way. But, of course, I'm out of real estate here so I'm going to go ahead and close it. Expand this, I'm going to artifact this and that is just from me using page break instead of the enter keys.  
So here I'm just going to keep going down paragraphs.  
List… I don't see anything that upsets me here.  
Another list what I might do if this was an unfamiliar document, as I would certainly space all of these out and make sure everything is reading as I expected it to and in the order because you would be surprised, really, if you're not familiar with the document and you haven't remediated 100 times before.  
Do this because, it will, you may find things that surprise you.  
And we got those.. these same things, so we'll have that and then here.  
We've got paragraphs, OK.  
So now we are down here.  
What I'm going to do is I'm going to add…why the… interesting, it didn't pull a table.  
That's what the deal is. This one doesn't pull the table, so this must be an old version of our form.  
What I'm going to do is I'm going to add a new tag.  
Oh darn, I don't get to show you how to pull it out of the table.  
Arielle, could you do me a favor while you're over there?  
Could you pull a fresh just kind of blank form for me so I can show the table really quickly?  
And I'm going to add…. So when I add a new tag at the bottom, it puts it below the paragraph tag that I was focused on, but then it also jumps the focus up to here.  
So this can be very difficult for you if you're new to adding tags.  
So I was down at the bottom of the document.  
What you want to do is find where you added that tag and just click the paragraph tag above it above it so you can get back to where you were and not get lost again.  
I'm going to add.. I know I need, I think, 4 paragraph tags here, so I'm going to add those.  
And again, it jumped me, but it's not jumping the tag structure which is nice so that I can easily just grab this…So we have that.  
I want a signature to be next.  
So we have name, Let's pull this up, and then we have date. So I'm going to need to pull this up to here.  
So we have “For company”. I might make this an H3. Here I have Signature. I want to pull Signature and I don't need to pull in the line or the colon because that's not relevant Information for the screen reader. I can if it ends up finding its way back into the document, I can artifact it.  
But I'm going to create the tag.  
And it ended up bringing it in for me anyway.  
So what I can do, see notice how messy that is? I don't know if the screen reader is going to announce that. So what I can do is just grab all of these and I'm pressing the shift and down arrow to select multiples.  
I think you can also press shift or control and then click the top and the bottom and it will select all of them.  
I'm just not that fancy.  
Maybe I'll get that fancy one day and I'm going to change to artifact because I definitely don't want the screen reader to read space or blank or underline or anything like that.  
I just want it to read signature. So we have name and I can also expand this out but see how it's connected with the label.  
I'll double check that with the screen reader, but I don't think it announces that line.  
I'm going to grab title. Create tag.  
Let's try that.  
Let me see if I can get fancy.  
Nope, that didn't work.  
Control, then it's, control shift, right?  
Control shift and then you can click at the top and the bottom and it'll select all in between.  
Just double check that you're not artifacting something you don't want artifacted.  
Learning two things today so you can teach an old dog new tricks, OK?  
Uh, let's go here and then we need signature. So I'm going to pull name up.  
I have that tag structure and I've got my blanks and then I have this blank. I actually could have used this once I artifact this, I could have pulled this paragraph tag in if I wanted to create one less.  
Must have done something funny there. It's not artifacting. We'll come back to it. Not sure why OK. Interesting.

Let's delete this guy and I want to pull this one up, make that one blank.  
All right, so we have…. We need signature, so notice I'm highlighting the paragraph tag that I want to pull the text into.  
I think there was a question in the chat about having images of text and alt text and then having trying to pull that text out so they don't have to alt tag it.  
Sometimes you will find when you try to pull text out and hopefully we'll have time for Arielle to go through her process.  
But just sometimes there's documents where it's just not compatible and it won't pull out the text. So we have to go back to the drawing board.  
There was one recent time where we had a benefits brochure for a company, and Arielle just ended up typing out the thing.  
So sometimes when accessibility is just not going to let you through the door, we create a new version and she just typed it up super fast.  
So we have we need to pull in signature.  
Sorry, I'm talking more than thinking here. I apologize folks.  
Alright, here we go. Ctrl+ shift + tab.  
Now you can't do…. there we go…. artifact.  
And we have title.  
Pull this out.  
Maybe once I pull this in so lot of times with Adobe you just keep working with what you have and then eventually it lets you do what you need to do.  
So what I can do here…  
Yep, it still wants to keep that one.  
I'll double check with the screen reader, make sure it's not going to read that, but here now we have our H2 which is authorized signature. And this is why I like to make this in H3 because it just breaks these two up and it associates them with this section.  
So H3 and then I've got signature for the company and then H3 signature for Ablr. So notice how when you are going through this, this is going to flag something in your brain like this is not right.  
I don't know what's going on, but we'll see if that ends up causing us problems.  
So now I've fixed the tag structure.

What I'm going to do is I'm going to now, I know, I have forms so I could run the make accessible wizard, but that seems like an extra step for me.  
So what I just do is, I select this…recognize form fields.  
And….  
All right, let's go ahead and save.  
I broke my first rule.  
You have to save all the time.  
Close this out.  
Oh no. There was…. Adobe is acting strange for me today. It's not displaying as it should. Let me go ahead and close out and see if I can get it to save that way.  
There's the save.  
See, I just had to save something to get it to show up.  
We'll just start with a fresh slate.  
OK.  
Let's try it again.  
Sorry folks, but this is really what happens normally.  
All right. Let me open up form example 2.  
Let's double check our tag structure's still good to go.  
I'm big into double and triple checking.  
So it did actually find those form fields for me.  
But not very well. Interesting.  
Wow, OK, so I have some serious gremlins here.  
Maybe I need a restart?  
You see that? [tag structure all mixed up]  
What's going on? Oh, boy. OK.  
Let's figure out what's going on.  
Why? This was the one that I… my goodness. OK. I think I'm just going to have to pull this one down here.  
And now I've got…. Where did my other one go? I've got two title tags. OK let me undo. We'll make this one right.  
My goodness, this is…. I'm probably not encouraging any of you.  
This is not normal behavior. OK. And then we have title down here, not sure why it got tagged twice. All the form fields went here. Wow.  
OK.  
Great. I'm glad you guys are seeing this as it is. OK at this point, I might just start over with a fresh file because I'm not sure what it's doing or why, but let's go ahead and just go ahead and push forward.  
**Arielle Gines** 1:22:17  
I did save one with the table markup in the folder.  
**Kim Casey** 1:22:20  
OK. Maybe I'll just use that one instead.  
This one is acting very, very strange. Thank you, Arielle.  
And then again, my Adobe's acting weird look at it's got the toolbar missing.  
What it do? All right, you guys get to see this. This is not just because it's you doing it. Trust me. OK. Let's do that. Thank you, Arielle.  
**Arielle Gines** 1:22:43  
Yes, we all feel your pain.  
**Kim Casey** 1:22:47  
I'm not seeing it just yet. Did you save over?  
**Arielle Gines** 1:22:53  
I did not. It may be slow. It did take a little while.  
**Kim Casey** 1:22:57  
Yeah.  
**Arielle Gines** 1:22:59  
We had a big storm here in New Mexico, so my Internet is not happy.  
Everything's lagging.  
**Kim Casey** 1:23:09  
Right. Well, what we can do, I could always shift gears.  
**Arielle Gines** 1:23:15  
Want me to go ahead and share my screen?  
**Kim Casey** 1:23:17  
Sure, if you want to take over on that form.  
**Arielle Gines** 1:23:18  
I do have the older version, so you'll be able to take a look at that one.  
**Kim Casey** 1:23:22  
Stop sharing. Everything went so smoothly yesterday. It just has to do this today.  
**Arielle Gines** 1:23:35  
Can everybody see my screen OK?  
**Kim Casey** 1:23:37  
I can, yes.  
**Arielle Gines** 1:23:38  
Yes, it is the worst, draft document, and then it freezes on you and crashes.  
OK, so down here is where we have our form. I have not added any form fields yet. As you can see right here it is populating as a table.  
Shall we go ahead and make the form fields first?  
I always like to do form fields before I start messing with the tagging structure.  
So for that we could do a couple steps. We could do the action wizard and go through the make accessible which will run it through the form.  
Or, of course, we could just do the prepare form.  
I'm going to do the make accessible.  
See, I quickly made this document.  
There's no title or anything, but we will pretend there is.  
I want to detect form fields.  
Yes, please add annotations.  
Oh. Now you get to see my gremlins. A little frozen. Sorry, see here….  
**Kim Casey** 1:25:09  
It does that sometimes. Just click it. As many times as you have form fields, so click OK a bunch of times.  
**Arielle Gines** 1:25:13  
Sorry guys. There we go.  
**Kim Casey** 1:25:16  
Yeah.  
**Arielle Gines** 1:25:18  
Oh great.  
**Kim Casey** 1:25:18  
It's been doing that, yes.  
**Arielle Gines** 1:25:18  
It's going to freeze on me. OK. I don't want to report.  
Alright, so now we got our form fields down here.  
I'm going to close out that panel and I'm going to go to the Prepare Form because we do need to check out what these are named before we can move forward. Because, if you go back, it's going to mess up that tagging structure. So you want to make sure everything is solidified ahead of time.  
So I just double clicked on a form field and I'm just going to keep this pop up dialog box open as I click through these form fields because we want to make sure it has the name and the tooltip.  
Because of course that tooltip is what's going to be read by the screen reader. Sorry if I'm repeating, but I'm going through my process here.  
I'm just going to click through all these form fields and make sure that they have their name and their tooltip associated.  
Sometimes when you do this, it will generate a little strange.  
For example, the signature sometimes comes out and is missing the S or something strange like that.  
In this case, I do typically make that tool tip more cohesive with this label, so I would make it, for example, this one's Ablr section, so I'd probably make this Ablr signature for the sake of the training that I'm going to leave that for now.  
Just so that way, there's not multiple form fields with the same name.  
When it's being read by the screen reader. OK, so they're all good there.  
So now if I go back over on my… see for me, it's on my left hand side instead of my right hand side like Kim's. There's a little tag there and that's going to be my Accessibility tags.  
So I'm going to go ahead and expand those out and I'm going to go ahead and just jump down to this table to see if those form fields annotations went to the right section.  
So when I click on the table you can see it highlights, everything that's associated in that table.  
But those form fields are not highlighted, so that means it did not go within that table markup.  
So I'm going to just tab down my panel here and try to find where my form fields went.  
So they didn't come up. What I'm going to do is I am going to highlight one of these form fields. Oh, now I got my edit panel opened on me. OK. And then you can go up to the tags and I'm going to select.  
Sorry, gotta select the right one. There's a little box at the top. Oh, see, I didn't highlight it correctly, but there is a find tag from selection. But I have to get that form filled highlighted right for me. Let's try it again. Oopsie, it is not finding those annotations. So what I'm going to do is I'm going to go back to that drop down….  
**Kim Casey** 1:28:38  
Actually quite amazing to me. Arielle, your process is different from mine.  
**Arielle Gines** 1:28:43  
So I right clicked on the tags, I select find and then I'm going to put unmarked annotations because my... I'm guessing that when I had that error it did not properly annotate those form fields.  
So I'm going to try to find unmarked annotations, which is what those form fields are called in Adobe. They're going to be annotations.  
I'm going to just select search page instead of the whole document and find.  
And it did not come up. Let’s try this again. Find, I want annotations….  
**Kim Casey** 1:29:28  
I would try the whole page just so it looks in the whole they may be looking at a page, yeah, Interesting.  
**Arielle Gines** 1:29:41  
[To Adobe] Why are you? Let's see here…. I want you. Our forms are just not wanting to cooperate with us.  
I don't want that.  
I'm going to be….  
**Kim Casey** 1:30:06  
Double check your tag structure.  
Maybe it got jumped in with something else.  
We could expand… yeah I was going to say.  
**Arielle Gines** 1:30:31  
I don’t know why… We're just showing you guys all the problems today. It's because it knows that we're training, so it wants to cause problems.  
**Kim Casey** 1:30:49  
I'm going to let you search the tag structure.  
I'm going to just jump in with another form and we'll see if we can get it to work for us.  
And having a team always helps. You just kind of bounce off of each other.  
Let's go ahead because I wanted to show, let me go ahead and I'll open the… hmm… maybe this one will behave better.  
I haven't done anything with it yet.  
All right, so let's hope everything stays there.  
I want my menu to stay.  
Right. So like Arielle said, what she normally does is run the recognized form fields and that's really what I do too. It doesn't….you don't have to get the tag structure perfect, so I'm going to go to billing name, e-mail, same as mailing address.  
Then we have this signature panels. Looks like it's all showing up here. So again, make sure these are all in the right order and then what I normally do.  
Is, of course, I've got a totally different… I run the full accessibility check.  
And start checking.  
And then it gives me this forms issue and it says tagged form fields because these form fields aren't tagged.  
So then I go to show in content panel and then from here I click Find.  
And annotations and I can do the whole doc…I usually do the whole document just in case, especially on this one. It's spanning 2 pages, so I've got billing name… this is what it was supposed to do when Arielle was running this form.  
And then I just… now that I've selected form, I just quickly go through. So notice how it's highlighting in pink all of the form fields.  
Just going through this really quickly. All right, we're good.  
So it's not supposed to say find complete before you found all the form fields.  
Now I can go ahead and close this and then I can jump over to my tags.  
Then I go here. This one, of course I don't have it cleaned up, but let's do that really quickly.  
I'll get tired of seeing this, but you'll find that you do this 100 times when you're doing documents anyway.  
So we go down.  
We want to get rid of that guy.  
Alright. And then we have our List, H2. I didn't fix these lists.  
I'm not going to do that just for the sake of time. And then now we have again. I've got billing name and the underline, but not that form field.  
And so I now I have to go figure out where that form field is.  
So what I might do here is highlight… expand the ones that I'm having trouble with.. and then this one too.  
**Arielle Gines** 1:33:42  
Oh, I apologize too. You need to remember to save! That is my problem.  
**Kim Casey** 1:33:48  
Save, save and again.  
**Arielle Gines** 1:33:49  
It's always the save guys.  
It's always the save.  
**Kim Casey** 1:33:52  
Thank you.  
What I'm doing here is… so the label and the form field are in one paragraph tag. So we have… this is the text that it's reading.  
This is the form field. When I expand out the form field, it's going to have this form tag and it's going to have the form.  
So when we went back to Prepare Form, there was billing name, billing e-mail, those were the names of those form fields. So this OBJR is what we want inside of our form tag.  
So this is going to make it so that it works great and it reads the form field with the label. And then of course we have one more form here, the same as mailing address. It also has this path because it's capturing the box, the checkmark box that we had.  
You can delete this. This won't do anything to how it announces. It'll still announce as a checkbox. And then we do the same thing.  
Oh! And this one's in a table. Hooray!

OK, so I can show that as well.  
So we have H2 here and then we have our table and of course I have all the form fields down here that I need to find out where they go.  
But what I want to do before I do that, is pull them out of the table and I'm going to get rid of that blank spot.  
And then, so I'm going to expand the table.  
I'm pressing control and click on the expand and then I see everything that I want.  
It's already in paragraph tags for me, So what I do, what I love about this, and this is why I haven't banned this table layout structure yet.  
Because I can fix it really easily, so I just press control and click on all of these.  
I press and hold control and I usually pull them out one at a time just because I'm a nervous Nelly when it comes to this stuff.  
Then H3.  
And I'll collapse this one because I'm not going to put any of the form fields in it.  
Notice here I have my whole table header row is empty and I'm going to pull these out too.  
And pull these out.  
And again, if I don't want to drag, I can always cut and then I can go under the last P that I want it to go under and I'm just going to paste regular, not paste as a child.  
And so then we change this to H3.  
And we are good to go.  
So now I need to clean up my table.  
Delete, delete, delete once they're empty and now these tags are empty as well. So I can delete it and delete it.  
And now the table is empty so I can delete it.  
And again, it jumped back up here because it doesn't know where to go.  
I deleted the last thing, but if I want to get to where I was, I can do that… visually.  
So here on the form, you may find that it's easier to cut these and then pull them up where they're supposed to go.  
And we're just going to paste underneath.  
So now notice when I highlight that paragraph tag it's highlighting both the text and the form field. So we're good to go.  
And my form field has that OBJR tag that it needs.  
So then we have… what I might do here too, just for simplicity's sake is collapse these.  
So I can see more and drag because I find dragging to be a little bit faster than cut and paste. And I don't want to nest it.  
I don't want it to be.  
I can even get it there.  
I can't.  
It's not going to nest, all right.  
Just going to pull these up.  
And we're good.  
Now we're on the signature form, so I'm going to collapse these clean it up.  
Make my visual much easier so I don't get distracted.  
Pull these up.  
Oh, I put that in the wrong spot.  
That's why I don't expand these, OK?  
A lot of the things that I do are to make things easier for me.  
OK, now, like Arielle said, don't forget that save.  
You have samples…. we are going to give it a new file name.  
Now, I probably wouldn't do something as final as calling it the remediated version, but this is… I'm not going to make another version of it, so I'm going to save.  
I might just save this exact one if I have any tweaks leftover.  
So then again, what I'm going to do is I'll go through the tag structure again, make sure I didn't break anything.  
We have those lists.  
Does anybody want me to go through? See, OK.  
Let's pull this so I can see that it's all together.  
Does anyone need to go through making a list or do we feel comfortable with that from yesterday?  
**Arielle Gines** 1:38:42  
Kim, we do have a question as far as the form filled tag structure, somebody was talking about having the form tag at the root versus nesting it under the P tag.  
**Kim Casey** 1:38:56  
The only thing with that is you just have to be consistent.  
This is just what I do here.  
I have the text first and then the form. That's just my pattern.  
I don't think it matters at the end of the day, the assistive technology won't announce it any different.  
But don't flip flop these or….do….  
**Arielle Gines** 1:39:18  
I think they mean as far as the form being at the root versus nested under a P tag.  
And if the form is at the root, it can cause reading issues with the screen reader versus nesting it.  
Even sometimes I will expand that form out and put that label, the tag, in there as well, so it would be P tag, Form tag. Then when you expand the form tag it would have the name….[Kim demos]  
Right. Yep, just like that.  
That way everything is concise and making sure that the screen reader is going to announce everything properly. Again because PDFs are so unpredictable. The cleaner we can have our tag structure, the more predictable of an experience. We do always test our forms with a screen reader just to make sure that those form fields are being read. Because form fields can be very tricky. Sometimes we will wrestle with them and wrestle with them because they will announce as blank and we don't want that to happen and sometimes even what will happen is it will read it twice.  
So I have found that this nesting order will give you the most predictable experience.  
And it is what I've seen the most in the different trainings that I've done as well.  
**Kim Casey** 1:40:34  
Thank you, Arielle, I didn't know.  
Yeah. So I just have my way, but certainly having it in that paragraph tag groups these two things together.  
I like to have this outside only because then I don't have to expand this to see what label goes and to make sure they go together.  
But, user preference, if like Arielle likes it cleaner, it's a P tag with a Form tag and not two tags.  
Whatever works best for you.  
**Arielle Gines** 1:40:59  
Especially like radio buttons or a group of form elements that go together like an address, for example, those things that you can all put together in one P tag with the forms elements nested inside of there to kind of keep them grouped.  
**Kim Casey** 1:41:17  
Exactly.  
Yep. And then here I did manually go through all the tags. I'm going to check accessibility again and it's still saying I have this, so I have to check it again and we fix those so we're good to go there. And if I pull this out, we'll fix the title.  
Let's say Form Example…I know we'll have a better name for that.  
And then here tab order is an easy fix. You can just right click and select Fix.  
What that's saying is that it's wanting to sync what you've put on to make sure… Now what I would do again is I'd save after I fixed all my accessibility issues because I'm clear except for the two manuals, which I could pass manually.  
What I would do is…. come up here and also go out of edit mode.  
So now I'm not in edit mode.  
I'm like somebody filling out this form.  
I'm going to press the tab key to make sure all of the form elements go in the order that I expect them to. So here I have an e-mail, form field, form field, form field, check box. I might want to see if I can check it or not.  
And I can, if you are previewing your form and you are checking and unchecking, there is a way to quickly clear your form.  
So let me go here. Prepare Form. There is an option if you… I'm sorry. Maybe I went a little too fast.  
I open Tools. And then I select Prepare a Form and then the Form button comes up or the Form panel comes up. I select the More options and Clear form. Notice how the mailing address goes from checked to unselected.  
So if I close this out, then I have a fresh form again.  
So you are going to want to test and quality assurance your forms to make sure they work.  
Just like Arielle said, if something isn't labeled properly, you might find….  
So let me just… show you an example.  
And I'm going to break the tagging structure here. So I'm just going to save.  
So I'll have the good copy, but if I were to do this, and like Arielle said, if it is the same name.  
So if these forms have the same names, the problem with that is that…what will happen here…So I'm going to close….So now it wants… it forces that one.  
And so I don't even know if you can do it. I found a form.  
The other day. Interesting. OK.  
Let's see what happens, because sometimes in forms you actually want them to have the same name, if that makes sense.  
Because when you do have the same name, when you fill it in in one spot, it'll fill it in throughout the form as long as it has that same name.  
So let me go ahead and you can also preview your form.  
Actually, I'll just go ahead and close out of here and if I put in Test, [press] Tab, see how it filled it in automatically?  
So you may actually do that on purpose, and that's not a problem if that's exactly what you want it to do.  
But if you don't want that to happen, so now somebody tries to type in their e-mail… that's not my name…. what happens now is it's going to keep those two form fields in sync.  
So you can't have form fields with the same name.  
So that's the important thing here. Billing name. We are going to fix this.  
We want this to be billing e-mail.  
And I'm going to tab into the tool tip and fix it as well.  
And it likes to do that.  
I don't know if it does it for you as well, Arielle, but when I go into the tool tip, it jumps me to the next form field which drives me batty. I don't know if there's a way around it.  
**Arielle Gines** 1:45:03  
Yes it does. Especially when you're mid typing.  
**Kim Casey** 1:45:05  
Yes. And you're thinking like, yeah, you're trying to stay focused and it's jumping around on you.  
So here like I said, like Arielle said, you can keep this text field properties open, open, open, same as mailing address. We want to make sure that this tooltip is giving the person the clue as to whether or not they want to select it, or if it's a radio button what they're selecting, so I'll show you another example.  
On a more complicated form, but we have Signature, Name, and so this….  
Name tooltip thing is very important.  
We are doing good on time. I think I can take questions.  
We'll take a break and then I'll get into some kind of hairy forms if you want.  
Um, and then we can go from there.  
Notice actually, let me just pull this up.  
By fixing that form field, I could have potentially broken the tag structure.  
So whenever you go in and you change things, make sure you're double checking that tag structure again.  
Looks like yes, it is still highlighting the form fields.  
Everything looks good, so we lucked out this time, but not all the time.  
So usually when you're in a rush is when it's not going to fix itself or when it's not going to stay tagged correctly.  
Sound like it's doom and gloom. It's not that bad.  
It's actually fun. Like I said, when you get a document done, you celebrate and you get to move on and it feels like a great accomplishment.  
It's just knowing how much goes into this.  
**Arielle Gines** 1:46:40  
Yes.  
It is a bit of a game if you like Tetris.  
Anybody any Marie Kondo fans? Getting rid of what doesn't bring you joy?  
**Kim Casey** 1:46:56  
All right, so I know we had a lot of great questions. I want to make sure we circle back to those in the chat.  
How are we doing?  
**Arielle Gines** 1:47:11  
[reading a comment in chat] PDFs do not bring me joy. [laughing]  
We understand, Heather.  
**Kim Casey** 1:47:22  
OK, so April says.  
It's my understanding that all form fields, radio button, check boxes, etc. should be added directly in Acrobat.  
Yes, I think that's the easiest way to do it and if it cooperates like it did for this form when I ran the Find form fields then then it's great, but it's when it doesn't run great and I actually have an example of that, so I'll do that after the next break.  
**Arielle Gines** 1:47:52  
[responding to comments] And then yes, the screen reader does read the tool tip.  
So we really want to make sure that tooltip is descriptive of what you want them to put into that form field.  
Especially if there's a lot of form fields, a lot of times users will just tab to those form fields quickly and they may not read the surrounding text.  
So those tooltips are very important to make sure they're descriptive.  
[responding to comments] Yes, there is a required box for form fields. We are quite obsessive when it comes to required form filled boxes.  
We like to make sure that users really understand when something is required or not. So even if you are putting it as required in the form field, we also like to make sure it visually says it's required on the form as well and just make sure that's communicated as much as possible.  
Sorry, I'm just reading through the questions here that we missed.  
**Kim Casey** 1:48:50  
No, thank you. I'm way behind, so I'm glad you're way ahead of me.  
**Arielle Gines** 1:48:56  
[responding to comments] Yes. The only time we can't get something to work is when we're demonstrating or that's when it does work.  
I have found it's either/or. When somebody's looking over your shoulder, it doesn't work, but when you can't get something to work, if you could call somebody up sometimes it just magically works, right? Just to make you look silly.  
[reading Jessica’s comment] I am finding that when I have a URL link in my form, once I go to send it out for signatures, Adobe highlights the URL link as a form field.  
I can go into the properties and delete it manually, but is it there any way to stop that from happening?  
[Arielle responding] Interesting. So it's just a URL?  
Jessica, would you like to come off mute and give a little bit more details of what's happening there?  
**Murray, Jessica R** 1:49:53  
Yes, it's just it is just a URL link to submit a form.  
It's one of our ISD forms that we have people fill out like mobile device forms, which is a fillable form.  
So there's a link for them to click on to submit the form, but when we go to send it out it highlights it as a fillable form when we send it out.  
And like I said, I can go in manually and change it and it will just show up as the URL link. But it won't if I just do nothing, then it'll highlight it. I don't know. It's weird.  
**Kim Casey** 1:50:29  
That is interesting. On that one, I would, I was going to say that whenever you have inexplicable things happening, I always go back to the source to see if anything...

Obviously, you saw my example, on that word format that it just wasn't picking up those tags and I don't know why. And then it picked it up twice.  
So maybe even going a step further and giving that whatever your source file is, a refresh might help because sometimes it pulls in weird formatting that we didn't even know was there.  
**Murray, Jessica R** 1:50:55  
OK. That's true.  
**Kim Casey** 1:51:02  
One thing I will say too on when you do use the Prepare Form.  
You can check the… Oh, let me just….go back when you do…the Find form fields, what it might be doing, is, like for example, here in the 4 area it's putting random form fields here.  
So that is being noticed as a form field. So you may want to check your fields panel and see if there are form fields that you did not and that might delete it there.  
**Murray, Jessica R** 1:51:42  
OK, OK.  
**Kim Casey** 1:51:45  
And that's why going through this is really important.  
So right now it's also saying provide your full legal name and it's putting it as an edit box next to the text. If I close that out, this is what it looks like for the user.  
So this is actually acting like an edit box.  
Oh, it's not going to act like it when they edit things open…. there we go.  
So it's acting like an edit box so I could get mistaken and put in my full legal name here, which is what I don't want to do.  
**Murray, Jessica R** 1:52:12  
Right.  
**Kim Casey** 1:52:15  
So that may be where it's hiding, and then you'll just have to check the tag structure for any hidden form fields.  
So if I go here, let me go back to the Prepare Forms.  
All right. So I'm just going to go ahead and delete all the form boxes that I don't want the last name, suffix, date of birth.  
I'm also noticing that these are out of order now that I've created them.  
I just want to see….we also notice that these radio buttons are not registering as forms for some reason and we're going row by row rather than by section, and that's going to be a problem that we're going to have to remediate as well.  
So now this one came up as an edit box here, but none of these checkboxes are.  
So we've got a fun… for this form… we've got fun ahead of us. If you select a party. Let's see that.  
So I don't know what I'd have to do if I'm not familiar with this form is… I'd have to close out forms.  
Is that supposed to be yes… that…. to be an edit box, so we're good there.  
**Arielle Gines** 1:53:27  
This is why we gave alternative forms options at the beginning of the training.  
**Kim Casey** 1:53:31  
Yes, these types of forms.  
**Arielle Gines** 1:53:32  
We know what joy they are.  
**Kim Casey** 1:53:35  
Yes, they do like to give us a run for our money.  
Suffix, address, well, this one's working great.  
Now I have this one. I don't need… area code address, don't need that one… date and this particular form does not want the individual to be able to automatically sign it. Here it has to be printed and then signed.  
So they have allowed these to be fillable forms.  
So you can do most of the work on your computer, and then you have to print it out and sign it.  
But what we're going to have to do to make this fully accessible is add in the form fields so you can kind of see here the names are what, when we open properties, the name is what is displayed in this list.  
So if you think about the names, those also help you in organizing this in the correct tab order.  
So if you get yourself a mess like this.  
We, you know, it's much nicer if you can change the name.  
So what I do is, if I if it's all gibberish, I will go in and fix the names and then I'll fix the reading order. So I would want it to go… last name, first name, and visually you might want to go last name, suffix, but to most people you hear last name, first name, middle name, suffix and so that's the kind of logical structure.  
So that's what I'm going to follow here, even though it's not necessarily reading, technically, reading order.  
And so I have that. Then I'm going to go to date of birth.  
But what it did is it gave this label to all of these form fields.

And I hope you're all sitting there going, What about color contrast?  
So before I do any of this, we're going to take another step back and we're fix all these Reds so that they're dark enough.  
But what I have to do here is, let's do this.  
And I just want to show you how important that name and that tooltip is.  
So the name of this is going to be.. Let's change this…we can change it to whatever we want. If you want it to be shorthand and you're just trying to make it easy for yourself, this has nothing to do with how it's read for anyone else.  
Let's do birth date and, for me, I like the words. So I'm going to put those.  
But Birth month… I'm going to call it birth month.  
And so here then, of course, it jumps me out. So I have to go back… birth month in my tool tip. I'm going to say enter date….Well, birthday month, I mean, you kind of have to go back and think.  
So we're going to say Enter Birth Month in format MM.  
**Kim Casey** 1:56:30.

And so that is the helper text.  
So I am giving this screen reader user… so when they focus on this form field, it's going to say enter birth month and format MM and so they know exactly it needs to be two digits. It can't just be one.  
Maybe that's not a strict requirement here, so we could put enter birth month in format M or MM it doesn't matter.  
So then we'll jump again to the undefined. We don't like undefined.  
We're going to call it birthday.  
Ooh, and then it jumped.  
I can also click on the form field that I want to work with. Of course I'm a stickler for capitalization there.  
Oh, and sometimes what I'll do when it is jumping around on me like that, I will just continue changing all the names and then I'll go back and change all the tooltips. For whatever reason, if you're not changing the name, it'll let you cycle through the tool tips in a logical order.  
So whatever doesn't get you scrambled. I would suggest doing.

So birthday in format DD.  
**Arielle Gines** 1:57:24  
Then we have a question about reading order.  
If you change the reading order from the form structure, aren't you overriding the form owners content decision?  
What are the ethical considerations there?  
**Kim Casey** 1:57:41  
That is a great question.  
So when I get to a document.  
Number one, I would ask the form creator, was this your intention?  
Would this ruin your form if I'm changing suffix to be the last form field?  
Because at the end of the day, you know, the form creator may not have had all of the users in mind.  
So there's always that discussion. It's a good thing to have an open discussion if you have that option.  
And if as far as ethics go, certainly if it's.. if you are changing the meaning of the form, then yes, I would certainly either ask the form creator or ask a group of individuals who are going to be potentially filling out this form what their preference would be. Because we want to make sure people can fill out the form easily and they're not spending a lot of extra time trying to figure out what you're expecting them to do.  
**Arielle Gines** 1:58:40  
And I think collaboration, like Kim said is always crucial because we find all the time, you know, people just don't know what they don't know when you're creating things.  
And so sometimes just opening up that dialogue of letting them know… it makes it easier for a user to be able to navigate this form if I presented in this way with the tab order, most of the time they'll understand and maybe even take that in consideration on future forms.  
So we always like to lead with education as well.  
**Kim Casey** 1:59:12  
And these seem to be… what's great is it seems to be pulling in the entire label.  
And so that's kind of what we want to do for the tooltip.  
Anything that's there visually we wanted in the tool tip because even if it's labeled, so it's not like web pages where the label gets associated with the actual edit box. In Adobe, it has to be in the tool tip to read anything.  
Oh, I'm sorry. We're getting at the hour.  
Let's give everybody a stretch break.  
I'm sorry. I got pulled in.  
So alright, let's give you all a break.  
**Arielle Gines** 1:59:45  
See, it is fun guys.  
**Kim Casey** 1:59:46  
We'll see you in 10.  
Thank you.  
**Murray, Jessica R** 1:59:49  
That was my fault, sorry. [laughing]

**Kim Casey** 1:59:53  
You just have to scratch the surface and then all sorts of things come up.  
**Arielle Gines** 1:59:57  
It's like a puzzle.  
**Kim Casey** 2:00:02  
Alright, we'll take 10. We'll be back.  
  
**Kim Casey** 2:11:20  
All right, everyone.  
We are back.  
And what I'd like to do now is kind of take a step.  
Let me see here.  
We'll take a step back because I jump right into that form before the break, so I just wanted to kind of level set and we can jump back into that form. And then I there was a request in the chat for a completed form. So I do have that.  
Yes, radio buttons and check boxes are going to be in this session and this section of the training.  
So as you saw.  
In that form that I was kind of playing around with before the break, there were things that were not being marked by the automated tagger in Adobe.  
So what do you do at that point?  
You can't just throw up your hands and whoops, I don't know what to do.  
So we keep, we keep powering on.  
So you will have to sometimes manually create form fields and that gets a little bit tricky.  
So the steps to that and I'll show you in real time in a demo, is you're going to have to enter the field name.  
Select all properties, add the tool tip and then for text boxes I have a little kind of save time tip.  
You can press and hold the control key on the form field and drag it and it'll create a duplicate of that form field. So I'll show you the process. You'll see what I mean and why that will save you some time.  
The other thing I wanted to cover as well is.  
When we are doing forms, I kind of went over this but I have a whole slide  
dedicated to it when we are creating form fields, we are going to make sure that our tab order is correct.  
In the fields and so you want to make sure you drag them in the order you want them to be up and down to correct the order, and then having relevant names like I was saying before will help you.  
In ordering them.  
So if you have a lot of form fields, they have all the same names.  
It's so much faster if you can just give them something that you will recognize.  
By sight and can put them in the correct order.  
All right.  
And so we're going to also talk about radio buttons because that is what was not populating in that document. And then I have my step by step here. So everything that I'm covering in the next hour is going to be highlighted and outlined on this slide and so.  
You can come back to the video.  
You can come back to this slide.  
You know, sometimes you want the whole recording and sometimes you just want that quick list on how do I quickly create radio buttons.  
So we're going to add radio buttons in.  
I like to add in groups, so again here you may develop your own process, but this is my process. You may like to do them one by one. It may make more sense to you or you may like to do radio ones for one question at a time.  
But I find, especially in forms like this one, that I'm going to show you if there's a lot of radio buttons that have the same size.  
It gets it gets much easier for me to be able to do them at once because I just kind of assembly line  
do it. I create all the pieces and then I format them and   
I resize all of them.  
I size them.  
I put them all where I want them to go, and then I dig into what's the group name for the radio buttons.  
What's the tool tip for this radio button?  
And this is kind of where it bends your mind a little bit because you know, what do I put in the tool tip?  
What's going to be helpful?  
And so I'll show you a couple of examples of that.  
And then the last thing you're going to do is put in the choice for the radio button so that they don't all announce as the same thing or as option one and option two because that's the default when you create manual radio buttons  
All right, so the fun begins.  
I have kind of a messy form here, so before the break I was going through I was making sure these were incorrect tab order, ignoring the fact that these all the radio buttons were not showing up.  
So I could continue just to go through here and make sure.  
They're all in tab order the way I want them to.  
Again, we have missing. Oops, that's not the way I want it.  
I would pull up.  
City actually let me skip back.  
Dress straight.  
Yep. So we want address line.  
Here I'm going to pull up City, State, Zip.  
This is just kind of the base.  
OK, I need to pull up country.   
And if no date moved so there is that, then I have this line keep just going through.  
My advice is just pick one thing and stay focused on it.  
Multitasking here is not going to I know, I said  
multitasking is something you can do, but multitasking as far as when it comes to these complex forms, it's probably going to need. OK, good.  
I am sharing my screen sorry.  
You're not seeing it.  
Should I try again?  
**Arielle Gines** 2:16:45  
I think the rest of us can see your screen.  
**Kim Casey** 2:16:47  
OK, I might.  
I'll just stop sharing share again, just in case that does fix it.  
Sometimes in teams you get buried in windows, so it may be that it's there is just another window.  
OK.  
Hopefully Steven that helped your problem.  
I'm going to go ahead and move forward.  
Everybody else can see it now again.  
Excellent. So we're saying sometimes leaving rejoining works.  
Great. Alright, you guys are also helpful.  
It's the like the community I'm feeling.  
I really like this.  
I've never had such a large group on virtual, but you guys are making this work.  
It's really great.  
OK.  
So let me go back.  
I've multitasked now I don't know where I was. So sometimes you find if you are multitasking, you're going to be a lot slower because your mind is going in 50 different directions.  
So what I've done is I've made sure my tab order is decent for now.  
I'm going to have to fix it again when I add all these manual boxes.  
But for now I feel comfortable and I'm good.  
So what you can do here is of course we have now prepare forms selected, go back out. So in my tools I selected prepare a form and then I'm going to select radio button. Now here is where I'd like to make the distinction of radio button and check box.  
Really, really clear.  
Because when you get to the end of your form, if you used one when you meant the other, you may have to go back to the drawing board and you'll be very, very sad about it.  
So radio button is when you can only allow one choice.  
So if like down here when I get to the race prompt, I don't know because the style of this form has been made, all of the check type or radio button type buttons are styled as square. Now for me, normally square means check box because box we're talking.  
About a box with a check in it.  
Radio button. I don't know why I associate round with radio.  
I'm thinking maybe like the wheels of the the Flyer bikes way back when the red bikes.  
I don't know if it does that.  
That's maybe how I remember radio versus checkbox.  
But so here you kind of have to either ask the author or use logic.  
And so yes, no, I can't say yes and no at the same time. When I get down to race, it's kind of.  
Gray area because what if there's a selection here for multiracial?  
You might not be able to see it.  
I apologize for the small text, so maybe the intention is you can only select one and if you are multiple races then you don't get to specify which.  
You just check multiracial.  
I'm not sure the document authors purpose, but I am going to do check boxes just so you can see that as opposed to radio buttons.  
So for the race section, I'm going to do check boxes.  
So here I'm going to just start creating radio buttons and so to do that I can add four components and I'm going to select radio button and what I find is it makes them. Now I drag it onto the form it gives you kind of a default size.  
And of course, that's going to be way too big for my form.  
So this is kind of what motivates me to go ahead and create them all at once, because I'm going to resize them all at once. And so all every single one of them is going to have the same size.  
So I'm going to just click on where I want it basically to be.  
And yesterday when I was working through this, just kind of practice for this training.  
I was actually having superior luck on placing them where they needed to go.  
So when I was resizing them, I wasn't having to drag a whole lot.  
And you'll see what I mean by that being, you know a plus, you don't have to be super careful because when you do resize, it may jump all over the place.  
Creating all the radio buttons.  
**Heidi L. Spears** 2:20:54  
Be sure to say.  
**Kim Casey** 2:20:54  
Here.  
Thank you.  
I should because I reordered my tags.  
I'm breaking the rules, folks, and you are witness to it.  
I need like that recording you know.  
Some people have.  
You know the that red buzzer I remember back from when my kids were little and they went to school and their teachers had, like, a red buzzer.  
Like to get the kids to stop talking or like the kids had to press it to talk. Or so I don't remember, but.  
That's kind of what it reminds me of anyway.  
So here we have all our radio buttons. What I might do is I might have just for sanity sake, made them only for one. You know one area of the thing.  
At a time.  
But now like it, it's stuck in this area.  
And notice I've also created a monster group of radio buttons, so I have to separate that out as well and I'm perfectly fine with that if this is something that doesn't feel comfortable for you, do it in batches that feel comfortable for you.  
But I'm going to go out of prepare form.  
And then I'm going to go back.  
And then what I can do because it wants to keep pasting radio buttons.  
I couldn't find a way to get it to stop pasting radio buttons, so I just go back out, come back in. I highlight all of them here in this section, right click, properties, then go to position and I'm going to change 25 to 15. You'll just.  
Kind of to play with the sizes as you go and it resizes all of them all at once and then I can also use my arrow key, so I'm pressing up arrow  
to align them with the questions. That's how I like them and it looks like my luck has has found me again here, which is great.  
And now they're all there.  
I think I might want this one to be a little bit down and so I can select it by itself.  
What you can also do is select a group  
so when I'm clicking off the form fields, it puts me in kind of this mode.  
I don't necessarily like it like that, so I'm going to click back on the form field and we'll activate that again.  
What I can do if I want to be super careful about lining them up is we can use this align area.  
So just know that the first one that you highlighted is going to be the one that it aligns it with.  
So don't pick the one that's askew.  
Pick the one that you like and then have the rest line up with it.  
So here I'll do the same thing here and we're going to center them.  
And just to make sure they're all in the same spot, because sometimes that actually.  
Will matter a lot if I wanted to be super careful, I could also align.  
Whoops, I have undone that which I didn't want to do.  
I could also align them horizontally, so I'm going to do that just so that they are on the same line and nobody gets confused as to which box goes to which box. I'm not going to do it for all just because I might lose you all. You might end.  
Up falling asleep or  
grabbing an early lunch, but here I have now six radio buttons that I can work with.  
I'll do the same thing for all of these to resize them. What I also might want to do all at once.  
Is notice how they were circle actually, you probably didn't.  
I'm going to go out of form,  
they are all circle buttons because radio buttons by default are set to be circle.  
But if I don't want that and I want it to match my form.  
Maybe this could be a way if you wanted to override you can go in here.  
I highlighted all of them properties.  
And we're going to go options and instead of button style circle, we're going to go button style square.  
And we can do that.  
I'm not going to hit choice or anything like that yet because I have all of them highlighted.  
All right, so we now have them square if you want to see what that looks like.  
Now it just kind of lines up with the design of the form.  
  
And then now I'm going to break these out into their questions. And this is where the, you know, we just have to really be paying attention.  
So I'm going to try to do it as I talk, but I'm I'm hopefully not going to stumble a whole lot.  
So I've highlighted the two that are associated with this question.  
I'm going to right click it again, properties and I'm going to go to general and I'm going to call this the group name. Now, this is the same as the name field here  
because it's going to put all of the radio buttons that I want in the same group.  
So what I'm going to do, I'm going to call this and then the question, if you can't see it says, are you a citizen of the United States of America?  
And so I'm going to call this group name U.S. citizen.  
Now if you do these one at a time, what you have to do is make sure that you're exactly copying this text.  
Because if I put you period, S period  
Citizen. It will make 2 separate groups of radio buttons.  
It won't group them together.  
Alright, so I'm going to close that.  
And notice how here now I've got a different radio button here,  
U.S. citizen and I've got choice 1 and choice 4 and then I have again.  
I still have all of my floating radio buttons. What I want to do now is jump into choice one.

2:26:19 Arielle Start  
I'm going to right click it and I'm going to put in the tooltip. Now this tooltip is going to be across both choices, so you may think you're just putting this tooltip in for yes and you might be tempted to put yes.  
And are you in a United States Citizen? But you don't want to do that here.  
You want to put a very global, the whole U.S. citizen.  
So what I typically do is I will put the entire question and if there's anything here that is absolutely essential to answering this question.  
So if it had something like enter the date you became a citizen and then in format month, year, date.  
Or whatever it is.  
So I put that all in this tool tip, but for this one I'm just going to keep it simple.  
Don't want to overwhelm screen reader users at the same time, so we don't want to over describe either. So I'm going to do, Are you a citizen?  
Whoops, I could type. OK. And I'm just going to shorten it.  
I would probably spell it out just because it's spelled out on the form, but for the sake of my typing skills I'm going to leave it like that.

So now notice if I close this out and I open choice 4.  
It has the same tool tip, so it's going to be regardless of which choice we are, we're going to have the same tool tip. So you have to think about that when you are making your tool tips.  
Now what is going to be unique in each of these?  
Is when I go to the options and instead of choice one I'm going to have, yes.  
And then we go to choice four, and we're going to say no.

And what I didn't do is… can anyone tell me what I didn't do? And why I didn't save?  
It's the same thing as the alt text that I showed you yesterday. Nobody's has any guess. Click out-of-the-box. Thank you, April. Yes, So I'm going to just tab and then I'm going to go and notice how it updates here and I'm going to go here.  
So you can find yourself going around in circles and then thinking you're going crazy because nothing's changing and you think, like I've done it four times and it's not sticking.  
I don't know how to get it to stick. There we go, It wasn't sticking for a second.  
I was a little bit worried, but make sure you tap out and then I'm going to close it.  
So right now what I have is this first question is going to announce.  
Are you a citizen of the United States of America, radio button, one of two.  
And so that's exactly what I want. So I'm going to keep doing that for the rest of these groups.  
And we don't want that. So we're going to go to go to choice one and choice 2.  
I can highlight them.  
Oops, so that's not the case because of the way I created them or vertically I should have gone. Yes, no, yes, no, Yes, no. Then they would have been sequential.  
So what I'm going to do instead is I'm just going to highlight them this way.  
And then I'm going to click properties.  
And they're already square. I'm going to go Group One.  
We're going to change this to and the question is, will you be at least 18 years of age? I'm going to say 18 or age 18. Is it going to be this group.

So this this right here is for your sanity. What do you want this group of radio buttons?  
How you will you easily most easily recognize it as this particular one because when you go to order that's going to be the helpful thing for you. Right. And then I'm going to close this tab out close this. And then go Choice 2 and I'm going to select it.  
And I'm going to put in the tooltip. Will you be…..  
Tab out and then because I'm on choice two, I can just quickly go, yes, and then jump. Oh, I didn't tab out. Jump to Choice 5 and we're going to say no, we're going to tab out now. We have U.S. citizen. We have age. We have those two grouped out.

So now I'm going to go to choice 3 and 5. Same thing we are going to go back to general. We're going to call this this is age 16. The question is, are you at least 16 years of age and understand that you must be 18 years of age on or before Election Day to vote?  
I am on both of them, so I'm going to tab out and I'm going to select Choice 3 and I'm going to give the tool tip. I'm just going to go on and on and on and repeat the question. So I'm going to tab out of there and again just remember just another reminder this carries over.  
So everything in these groups, so your group name dictates what the caption or I'm sorry, what the tooltip is going to be. So choice 6 is going to have the same caption.  
Now we have yes tab out. No tab out don't necessarily need to yell it.  
And we tap out. So now we have those first three radio buttons.

Now what I did here is, now I have them all highlighted just because I'm on Group One. What I can do just to cheat, properties, parents. Whoops, sorry position.  
We're going to change all of these to 15. And then I'm also going to just make this a square now because they're all squares and I'm going to close and then I'm going to separate these out just the same way I did as before. So I'm going to organize them.  
What I can do is I know I want. Whoops, I did not want that to happen. Undo.  
So I accidentally pressed a line vertical and then I brought all of the ones that were highlighted. So I didn't really realize that. I entered that. So what I can do is now these I probably want.  
**Arielle Gines** 2:32:47  
And then Kim, we have a question about the tool tip.  
**Kim Casey** 2:32:51  
Sure.  
**Arielle Gines** 2:32:52  
So they said you can't enter the tool tip under the general tab.  
Can you go back to how you enter the tool tip on the radio button.  
**Kim Casey** 2:32:59  
Sure. Yeah. Let me just line these up here real quick and I will.  
Align them, Get this going. OK, They're not going to aline. I'm going to have to just deal with that. Let's jump out there, OK?

Properties and on the general tab. No, I cannot. It's grayed out. Unless you know some secret, wonderful way, I'm going to call this one. Yeah. So it's a little bit different than the normal form fields here.  
And then I go on. Now I go to one of the choices and then it gives me the option.  
And I might even say select. And because this is in the same select gender.  
My fingers are doing what I'm not telling them to do. Ok, and so there we have. Now we have gender. And so you just keep going on and on like that. I don't want to spend too much time just kind of doing the same thing over and over again.  
But I'm using I select and then I'm using arrow keys to position. What I'm finding a lot of times when I want to move these. These radio buttons are too small and so it just actually resizes the thing instead of moving the group. So I find I have to use arrow keys to get them to move to where I want them to go.  
You may find a better way to do it. The other thing I wanted to show you, and it's not necessarily applicable to this form, but that shortcut key of being able to copy text boxes. So if I wanted to duplicate, so let's say right here, I like the mailing address line and I wanted them to be all the same size. Let's say these weren't auto created for me. One way you can save yourself a lot of time. So if I were to do a new text field. Let's put one here. So it's going to do the same thing. I can also resize.  
Whoops, let me go out of here. And back I can't seem to get out of edit mode and then so here I can resize to make it the size I want it to be if that's how I wanted it to look.  
And let's say I wanted to make multiple of those same size text boxes.  
So I had a whole list of this same thing. Maybe the address I wanted to make all of these the same. I'm going to press and hold the control key. I'm going to click on the edit box. I'm going to drag it up. And I'm put it there.  
And as you can see. Then it makes the same exact text box the same thing as that first last name that I showed you earlier. So we do need to go in and change the name on this one so that they act as separate text boxes.  
But now I have these two identical. I can align them and then my form gets very neat very quickly. If that makes sense, I'm going to delete these.  
So we actually don't need them, but I did want to demo that. I tried doing it and I know at one point it works. Maybe in some versions of Adobe. I tried doing it with the radio buttons but it didn't. It isn't working for me. Let me just show you what happens. It ends up having, so I select them. I'm pressing and holding control.  
I drag and it just resizes that one. So this is not a shortcut for me, but you may want to try it on yours if you have a bunch of those two radio buttons and you want to do it like that. That's the reason why I decided to go with. Creating all my radio buttons at once, resizing all of them at once, and I always forget. I don't have to click and drag.

I can select all of the radio buttons here if I wanted to in this panel, so like I did on that last second set of resizing. I just, Span this out, I just highlighted all of these here in the TAG panel. Really is what I'm going to call it. And then I can do whatever I want with all of them. As far as the gender goes, we got male, female and as you can see.  
As you start to do these, it really makes it easy. So then makes it easier to drag them where they're supposed to go. I'm going to stop here on radio buttons.

I'm going to show you check boxes. It's very similar, but for check boxes because they're separate elements, you can give them separate tool tips. So I'm going to go ahead and just show you a couple of them here. That also means, And so notice how they're all coming as their separate thing. They're not getting grouped, like the radio buttons, they're all acting like separate elements. I'm going to select all of them, resize. I like to style them. Where I get too far. Just because it when they get messy and they start jumping over each other, I just can't seem to think clearly and so we have name and tool tip, but it's they're grayed out. They're not letting me fill anything in.

I forgot to mention. You can also change the border color. There's this appearance tab, so in text fields you can change the type of font that people can use.  
Here, we can change the position if you're also struggling with getting the boxes to go where you want, you can use this to position them. That of course would be on each individual check box so.  
Oops, I accidentally highlighted that one property.  
So here we are. If you don't like where it is and you know exactly where you want it to go. If you're really, if you know exactly where each thing is, you can up down.  
Notice how it's moving to the right. And you can do that to move it around.  
And right, left and top bottom. So all of that you can move that way if it's just taking too long to use the arrow keys. OK, so we have the position. Close this out so on each checkbox. Then I have my different properties.  
  
**Kim Casey** 2:40:13  
And then so here you have the name and so this one what we could do is.  
So again, these are all going to have to be identifiable by you in this tagging structure, so it doesn't matter to the end user what you put here.  
So if you want to be super cryptic and just do RAA to stand for race African American and then this is where the text actually matters.  
So in the tool tip. For name RAA or you can do dash or whatever. Whatever makes it easiest for you, you can put in. I think I would put in race.  
That's what I would do. So that when the screen reader comes to this, you know that you are selecting race.  
There's no way for me to group all of these into that same container of race like I did for the radio buttons. And so you can't really like to somewhat repeat for each one.  
Or what I might do also for the screen reader if I have all of the check boxes announcing as race first, they'll all sound like the same thing. So I probably wouldn't want to do that, so I might go African American. It's going to stay checkbox.  
Select race is what I might do here. So for the screen reader user once they get used to these check boxes, they'll be hearing the selection first, but then when they're not familiar with this check box, they'll be that select race and it's so it'll be announced as African American Black select race track one.  
Check box check not checked or checked.  
And so you kind of give that extra context there.  
So for the 2nd checkbox I would say American Indian. And then let's just do them all here. It wants me to do, RA. Oh, I turned on caps lock, sorry.  
And we're going to shift tabs. I'm tabbing through all these. R&H, OK.  
And now it's going to let me go back in and do all of the tool tips that I want to.  
So we have that one. That one. And it's not going to jump me around.  
So now I would put in American Indian. But like I said at the beginning, this may be intended to be a radio button as well.  
So you would definitely want to clarify that with the document creator.  
Alright, so let me go. So I don't need to show you all how to type poorly.  
I'm going to go ahead and close out again. I would probably organize these in the way that I want them.

I'm going to get out of checkbox. And back in here form. Any questions on those?  
I think the hardest part for new forms, actually I want. Is getting the hang of checkboxes and radio buttons and what goes where and in what order?  
so once you have that down, you'll feel a lot more comfortable with radio buttons and check boxes. All right. No questions. It got quiet on me.

Address the shading and font color on forums, documents, emails.  
Are you referring to the form and kind of its native? When I'm not editing it.  
And you expand on what you mean, Catherine? Uniform. We know red is hard to read. Yes. So like I said before, I would definitely address the red here and a lot of these, I would make them dark red. Um, red this you know, of course we want.  
We want to make sure that color contrast is high enough. Unfortunately my I've got other gremlins, not just Adobe. But my contrast analyzer does not pull colors from my second screen. So I will show you how it doesn't necessarily work so well, so I have to go and search for it. There it is.  
Got some red background. And we have, let's find if we can find some red text somewhere. Normally it lines up with the document. I'm this tool. I really like this tool.  
But there we go. There's some red font I'm using my arrow keys to position it because the mouse is just too erratic. So we find. Yep, that red font and this is something on the first step.  
Exactly. Perfect, Michael. Yes, that's a great point.

So what Michael said is that sometimes red is hard to distinguish as required.  
So if red so right here, I said. Fields and red text are required. This is a great call out because. You if you can't see red, how are you going to know that the fields are red?  
So you have to do something else in addition to. So I have a form that we worked on a while back and we said required sections are in red and we also put the word required in there and so it wasn't just you're left to figure out where required is.  
You put required in here. Another thing you can do is fields are in red or required and marked with asterisks.

So put an additional not just color as information.  
So if you remember that slide from yesterday, put that asterisk there.  
Or, like Eleanor says, required sections equal asterisks or the other way around. You can do that as well. Those are all great call outs, so thank you guys are.  
And that's the thing too is that we have so much going on with forms.  
You know, once you start digging into something this complex, you know some of the forms that I was doing yesterday, I can easily talk and remediate. But this one, I would probably want some quiet.  
I might want music, but I might not want music because it'll be just too much for me.  
So we want to be considering all of these things and that's why when you do have a document of this, you know complexity, you're going to want to have multiple eyes on it as well because by the time you get to the end of it, you're going to be so fried that you'll miss things like this red text thing. I was mainly focusing on the radio buttons and the check boxes, but yes, absolutely we do have a color contrast issue here. On the red and we have color as information as an issue as well.  
Wonderful.  
You can also trial your form. So if I wanted to see how this was functioning like I said before, because there were meant tab order, so I have to fix my tab order. That tells me right away. Let me go back to prepare form. So I've done a few of these I do want. This let's see if I can select more. I've never actually tried this. This might actually freeze my Adobe. Let's see if it'll let me though.  
So for time's sake.

Perfect. So we have that H 18 Now we're going through the form.  
It's a little bit better, I think I went through it before and I like the order it was in.  
And you're right. I saw some people in the comments. I missed Section 5 and 4 and these are all things I feel like documents sometimes are a lot like onions, where the more you dig in, the more you find. A lot of the website testing that I do on a daily basis, the more I dig in, the more I find.  
And so it's almost one of those times where if you've already spent like 8 hours on a form, you don't want to keep digging in, but you have to just to make sure that it's still working.

So I'm going to pull these radio buttons in front of this other.  
So I'm going to go back here. And the check boxes. See if that's it. Now I have to remember what that one was. Is after no physical address. Pull it up.  
So you can see really easily how difficult it would be if I didn't have these. If these were all like Box 1, Box 2, Box 3. It gets really difficult when you're going to reorder.  
Remember, I didn't separate out these groups, so these are still not correct.  
But as you're working through your form, somebody hasn't called me out. I'm going to save. I've gone. Maybe an hour and a half this is. And we'll call it radio. So then we've saved a copy, and certainly if you're not sure moving forward.  
Stop save so that you can always roll back.  
OK.

So now we are going to get out of prepare form. I'm going to just kind of preview my form here and I'm going to tab into the form fields. Hit save. How bizarre, OK. There we go. OK. Did you see that? I must have misordered.

OK, so if I shift tab, it went from the bottom.  
The third question, are you at least 16 years of age and I tab again it goes up.  
So now I have to go fix that in the form and this is exactly why we check our orders.  
So I'm going to have to go see.  
How interesting. Not sure why that is. All right.  
And sometimes after you've saved closing out, coming back may make it work again. If you know like I can't see any logical reason why it's in focus order that way. Let me try it again and it's doing it again. How bizarre.  
But these are functioning like radio buttons. So I at least have that right.  
That's a win for now.

And then of course, if you remember, if I want to clear the form, get rid of all those checks, I just go to prepare form the more options and clear form, because of course the person who receives this form from you is not going to want it filled out in the least, it's going to have to be a blank form for everyone.

The other thing too, when we were talking about color is that you can also designate shapes. So maybe instead of a square here on the two, it'd be a diamond or a star or something that calls people's attention. However, we can make these forms more obvious, more intuitive to fill out the better. So if this was me, I would be troubleshooting on why these radio buttons are and I might what I might do is just start moving them around. and putting them back, take them out, put them back in.  
Sometimes that works. Maybe it's doing that because I move them all at once?  
So I'll just play with the order and see what I can come up with and I'll just keep going back and forth.

On a good day you won't have all this crazy troubleshooting and it'll just, you know, kind of work out as long as you're following the Adobe rules.  
And somebody did want to see a completely remediated form.  
So I have the absentee ballot from last year.  
We have worked with NCSBE the State Board of elections.  
And so that we've thankfully passed on some of the forms with us when you marked.  
So somebody asked the question about what do you mark fields required when you do, Adobe puts this red highlight around the form field box. So it's an additional indicator. Of course it is using colors information and we're going to see now I'm going to go ahead and load the screen reader and see how that's reading.  
Because I want you to get, I mean, this is the last step where it's like, did what I do make sense and is this going to work for the widest range of users?

One thing we also talked about this the red. So we had them bump up the color in red. We also added required to all of these fields. We don't take out all the visual cues because some people will see red and it will speak to them better than word required. So we want to make sure we have both in there.  
I'm going to go ahead. Bring my share screen share sound again. Hopefully this works. I'm going to close out all my extra panels so that it's. I'm just like the end user and all I'm doing is looking at this form. I'm not messing around with the tag structure. Can you all hear? Did you hear that? Kind of note, when my screen reader loaded. And one thing I will call to attention is that I loaded the screen reader and Adobe freezes. Did you hear the North Carolina from the scream reader, anybody?  
No, still not OK. I'm going to stop sharing. I'll be right back.  
  
All right, it's funny. You got a little sneak preview.  
If so, if anyone's using a screen reader and they're in this meeting and they have the team’s meeting window focused, you can hear the screen reader announce all of the chat messages and so just keep that in mind when you are chatting. I don't have many screen reader users in this training. Because it is actually, I think we had some inquiries. It is very challenging. We have a team of screen reader users and we would love for them to help us with the remediation, but because there's so much visual aspects to the Adobe that it just doesn't work efficiently, but they certainly contribute to double checking our work because they are the best judge of how well the forum has been formatted. So I'm here.

I'm going to go ahead and bring up my speech viewer. Hopefully it'll be big enough for everyone to see. I have a feeling my Adobe's going to freeze again before it starts reading the form. So I'm just going to buy time. Can you hear the screen reader?  
[screen reader] North Carolina State Board of Elections website link OK.  
So did you all just one person? Let me know if you hear that. Yeah, thumbs up. Awesome. OK.  
**Arielle Gines** 2:55:52  
We can hear you.  
**Kim Casey** 2:55:54  
Excellent. OK.  
So this is the kind of the first page and so whenever you load to your page to jump to another section. Or try to, you know check the form. It's going to start at the top.  
So what I normally do is I'll jump by heading in this page

[screen reader] request online heading Level 3 instructions heading level 2.

That's reading the instructions. I'm just trying to jump. Screen Reader doesn't let me.  
I probably could click into the next page if I wanted to take a shortcut.

[Screen reader]election date required 03/05/24 primary ratio button not checked one of three.

OK, so I'm sorry. I was talking over a bit of that, but I went to page 2 and then I tabbed and then It said election date required, so it's telling me.  
Also, the Screen reader user that I'm selecting my election date and that's form field is required and then it tells me the radio button selection and it says not checked one of three. And so if I wanted to say, well, I'm not available on 3/5, I'm going to have to pick a different date. So I'm going to press the Arrow key

[screen reader] election date required 05/14/24 secondary primary radio button checked two of three.  
And so what's great about that is it's announcing election date required on every single one of them.  
[screen reader] Election Day required 11/05/24 general election radio button checked three of three.  
Now there are forms where that might be too verbose. But because this one is kind of a legal, very complicated one, I feel like the more instructions that we can give the better. So now we've selected November and I'm going to tab again, [screen reader] select party affiliation require democratic radio button not checked one of five.

**Kim Casey** 2:57:51  
[screen reader] Election select party affiliation: required, Democratic, radio button, not checked one of five. [Kim repeats] select party affiliation: required, Democratic, I can… [screen reader] select party affiliation: required: Green radio button checked two. [Kim] So the radio buttons are acting predictably.  
I'm going to tab again. [screen reader] Due to continued or expected illness or disability, I am also requesting absentee ballots for all elections this year check box not checked.  
[Kim] So then it read that entire prompt with the check box not checked.  
So if we want to go ahead and unload the screen reader, let me go ahead and keep tabbing.  
So you can hear just how the text forms announce and then I want to show you what's going on behind the scenes.  
[screen reader] Voter last name, required, edit blank.

[Kim] Now when we were creating the tool tip for this form field, we could have just put last name. But because there are multiple names and last names and full names.  
And different form fields we wanted to be very specific.  
Like what last name are you asking for?  
So we pulled in that voters last name into this label.  
[screen reader] Voter Suffix: Jr. Senior, III, IV if applicable, edit blank

[Kim] And so on this one we must have decided to just stay with the tab order and that's fine as long as people aren't going to be thrown off by it.

[screen reader] Voter first name, required, edit blank.

[Kim] Voter first name and we just go through all of the form fields.  
We have a couple more radio buttons.  
They'll all announce the same way, so I'm going to go ahead and unload the screen reader.

[screen reader] Exit NVDA dialogue. What would you like to do?  
[Kim] OK, so I want to show you kind of what's behind the scenes here.  
So if we go in. And we check the tagging structure. Obviously we have.  
Let's see if I can find where there it is. I lucked out.  
I picked the right tag.  
So we have our paragraph tag. We have our heading level 2 tags, so if I did want to continue jumping by heading I could have done that.  
I have my heading Level 3, so we have the form and then we have the different sections coded as headings.  
Then I have paragraph text and then I have a paragraph text… oh, you can't even see the purple outline here on the red, but it is telling me step one. And then here we have our radio button.  
So if I expand that out, we have this form field and actually this one is an older version we used to do kind of like a javascripting of grouping these radio buttons together, but here we have election date required, we have primary, and so here's our OBJR.

Go properties… Oops, actually no… I need to go to Prepare Form.  
Sorry, let me go there. We can look at it there.  
OK, so we have Election Date required.  
We have primary, and properties, Election date required. So we actually put in required in the tool tip because we wanted to make sure everybody knew.  
Then we go to options. We have the selection here.  
So all of that is working there.  
Party affiliation. Same thing here.  
So if we open the properties, get party affiliation, if I select one of the options, we've got the tooltip and we've got required there as well.  
Here we are… Due to continued… So the name here is “due to continued”, but what gets announced by the screen reader is the tooltip.  
And so you can make this as long as you want, just be warned if it's a form field and your thing goes on and on and on, it's going to be very hard for someone to be able to intake all of that information. By the time they get to the fact that it's a check box and they need to check it or not.  
Oh, thank you, Heidi.  
It is time for a quick break and I am kind of blurring the lines here so I'm already going into screen reader testing but wanted to give a quick example of what it looks like.  
So let's take a break.  
We'll be back in 10 minutes and we'll regroup for the last hour.  
Can't believe it's already coming to an end.

**Kim Casey** 3:11:25  
Right. So we are in the home stretch now.  
I’ll do my best not to cram too much into this last session, so I did say that the last step is kind of usability testing.  
And for that, we want to involve the Community, of course. So get feedback from people who are using your forms.  
Find out what that is.  
So that's kind of the first step of usability testing.  
And then of course, we can dive in. We can look at our forms with magnification.  
We can look at our forms with screen reader. It sounds like some of the people that are out there already doing this.   
It is a challenging thing because we've gone so long using a computer in one way to use it with a different tool or from a different perspective, gets to be very challenging.  
So don't beat yourself up.  
Don't feel like you have to incorporate this in Day one, but it is, you know, like work your way up to it.  
So in this next section I am going to just kind of flick through my slides.  
And kind of give you basic tips.  
I saw that there were some.  
Mac users out there.  
And some Windows users.  
And there was a question about Narrator as well.  
The only reason that I use NVDA for Windows is because it is the screen reader that tends to highlight any issues that might happen.  
It's also a free screen reader, so you know for people who don't have JAWS [screen reader], which is a paid tool that's very robust. It also does a great job of fixing errors. So like if you haven't… sometimes it'll try to predict what the images.  
Same thing goes for VoiceOver [iOS screen reader].  
So the two screen readers that that tend to miss actual issues are VoiceOver and JAWS because they're so good at fixing things.  
But I like to make sure that anyone who has access to the screen reader, NVDA, so and historically Microsoft Narrator has not been the screen reader of choice.  
Because it doesn't quite work as well as NVDA or some of those others like JAWS.  
So people will use it, but the majority of users… I know… there's a [study out there on which screen readers are the most popular](https://webaim.org/projects/screenreadersurvey10/) and JAWS, NVDA, then I think VoiceOver comes and then I think it's Narrator.  
So Narrator just hasn't established itself as a reliable screen reader.  
So when people are going through rehabilitation to learn how to live as a blind person and use a computer, they'll either have access to NVDA, VoiceOver or JAWS.  
So I don't typically, you know, a lot of times people do use the Narrator screen reader for reading disabilities.  
So it does have its purpose.  
It is a good screen reader.  
It's just not the one that you know historically has been the one used by a lot of people who are blind.  
Long introduction.  
Sorry, there's just so much to cover.  
Thank you for pasting that in.  
That's exactly [the study](https://webaim.org/projects/screenreadersurvey10/) I was referring to, April.  
There's a link in the chat April linked the [WebAIM Screen reader Survey study](https://webaim.org/projects/screenreadersurvey10/) where it talks about which screen readers are the most popular.  
Hopefully it didn't come out with a new version and then just make me a liar, but….[laughs] I believe I've looked at the most recent.  
So, you know at the end…So I like to use a screen reader and I know Arielle incorporates it as she is remediating and I do as well.

**Kim Casey** 3:15:24  
[screen sharing troubleshooting]

**Kim Casey** 3:16:08  
All right, so here I'm just going to give a kind of a brief overview.  
So the basics, I don't want to set you loose, like I said yesterday, I've had people go and download NVDA, get really excited about it and then not know how to turn it off.  
And then panic, and really just at the end of the day, want to throw their computer out the window because they can't get it to stop talking to them.  
**Kim Casey** 3:16:33  
So before we do that and before everybody installs. I just like to kind of give the level set here, so I have a lot of slides and I'm just, like I said, going to flick through.

This is not a full screen reader testing. I would normally spend at least an hour and then some practice time after.  
So we really don't have time for all of that.

All right, so here I have instructions for NVDA.  
What I do because I use my screen reader all day and multiple times.  
Sometimes I forget, I have these headphones on all day, a lot of times, and I don't even need them because I'm on demand loading NVDA so often that I just don't even think to take them off because I might need NVDA soon.  
So the first thing you want to do is after you install it is. Make sure you have a shortcut key to turn it on.  
And so for mine, I just right click on the NVDA icon and I select properties and then I will put in the shortcut key.  
I type the letter N and then it automatically populates it with Control + Alt + N and so that means every time I press and hold Control + Alt with the N as in Nancy or NVDA, it will load the program for me. Now, be warned there is a delay so it doesn't load immediately.  
It's not like a light switch.  
It takes a while to load. If you're using other screens like JAWS, it'll take even longer to load, and sometimes your screen flashes a couple times.  
So screen readers are not yet instantaneous.  
So before we get to turning them on, loading them or anything, I want to make sure that everybody here knows how to turn it off.  
NVDA is a screen reader that will not turn itself off.  
I have not tried this with VoiceOver on a Mac or an iOS device, so I don't know if you turn your phone off and back on if Voiceover goes off, but NVDA is one that it's sticky and it will not turn off unless you specifically tell it to turn off.  
So what you need to do, and a lot of times the NVDA icon will not show up in your taskbar, so you can't just open the program in your taskbar and have it shut off.  
So do not minimize this slide. This slide is the most important to be able to turn it off, you need to bring up the NVDA menu, which is pictured here.  
It just kind of floats on one of your screens and then you're going to select Exit. You press [spoken error Control, should be] CAPSLOCK + N if you have it set up for a laptop keyboard, this control might turn into Insert [key].  
But again on that first screen. Oh, I'm sorry. You can change if you want it to be Caps Lock or if you want it to be Insert. Those will be kind of your action keys or the bring up the menu key.  
So if you bring up your menu and then you press N, it will bring up the menu and you can press exit.  
I like to use my Caps Lock key with Q, so my NVDA key whether it's Caps Lock or Insert and press Q for quit and that'll turn it off.  
So your initial setup, this is where you decide whether or not you're going to use your Caps Lock as your NVDA modifier key.  
So if you check this box, you're going to use Caps Lock for all of the menu.  
Sorry I discussed this. [question in chat about what is NVDA] Maybe it didn't really.  
NVDA stands for Non Visual Desktop Access and it is a free screen reader that you can download.  
We were talking about it yesterday, so I apologize, I thought everybody knew, but it will read all of, just like I was showing you before the break, it'll read all of the content in a form or in a document that you are creating.  
And so when you look at the NVDA commands list, this either Caps Lock, if you check this check box when you're on the welcome screen, that will be your modifier key. If you don't check it, then Insert is going to be your modifier key.  
Here, to turn it on, you're going to press Control + Alt + N or you can double click the NVDA icon that ends up on your home screen or whatever they call that on the on your dashboard.  
You can also customize the settings, so I actually it comes with a male voice.  
I prefer the female voice.  
You can change the voices. You can change the speed of the voice, you can change the pitch, the volume, and so all of the settings are here and the same thing you do is you just go into the menu.  
So you press your Caps Lock or Insert with N and then you can bring up settings and so that'll bring up general settings, speech settings, Braille settings, and you can just make it all….  
So I think somebody was asking about does NVDA go to the Braille display if you are deaf and blind, and it does. So you can have that pulled in.  
One thing that gets very overwhelming for a lot of new screen reader users is that NVDA by default has mouse tracking. And so as mouse users. I assume a lot of you are, you're going to find this like, maddening, because what the mouse tracking does is as you're scanning the page, it's also naming off everything you're hovering on. And so if I were to, had it loaded and I was hovering over these, it would say general speech, Braille, vision, keyboard, and by the end of it, you're like, just stop talking.  
Oh my gosh, I can't even think straight because we're not used to that much verbal output.  
So I recommend all new users turn off mouse tracking.  
And that helps with the verbosity a little bit.  
The reason why it is set as a default is because a lot of people transition to the screen reader and they're still using a mouse because they may have enough vision to see some of the things on their screen. But by the end of the day or after a few hours, their eyes get tired and they just don't want to use their eyes.

**Kim Casey** 3:22:25And so I work with a gentleman who uses both and when he's not understanding what the page is saying based on what his visual input's telling him, he'll load the screen reader and then he has all the full picture there.  
You can also enable that speech viewer that I did for the couple of demos that I showed you today.  
It's the same menu.  
You're going to press Caps Lock or Insert an N and then you're going to select the speech viewer from the tools menu and it'll bring that up. And we did find, thank you, that you can press control and use your little wheel on your mouse to make the text larger than it is by default. It does default to a very small font.  
Here's some important commands, and so when it starts talking to you.  
And you're trying to concentrate on something else.  
It gets very disturbing. And so you're going to hit the Control key that'll temporarily turn your speech off.  
And so you can get it to just silence. Now when you start interacting with the page again, it's going to start talking again, of course.  
So if you wanted to stay off for good, I can add this command to the list here.  
I don't think I have it as listed, but your modifier key so your Caps Lock or Insert with S as in Speech.  
This will toggle you between the different speech modes, so it's either on, it's on demand, it's beeps, totally off, and then it'll cycle through again.  
So if you press Caps Lock with S, it'll turn it on, off, or on demand, or all the other different settings.  
So or you can just unload it.

To navigate active elements it's the same thing as if you're using it as a keyboard user.  
So you can Tab or you're going to Shift + Tab backwards to go through all the active elements like the form fields that I was showing earlier.

To go to the top of the page, you can press your Control with home. And to read the page you're just going to use your arrow keys. To select something, if you wanted to, like we were talking about that submit button, you can press enter or space depending on what the element is.  
So if I want to, if I'm on a check box and I want to check it, I can press the spacebar to check it.  
So I can show you some of that here on that form that I was just showing you.  
So, I going to close this down. Prepare form. I'm going to load my screen reader, so I'm pressing Control + Alt with N, all three keys held and pressed at the same time.  
[sharing sound troubleshooting]

OK. So let me [screen reader] North Carolina absentee ball.  
[Kim] So if I tab in, I’m going by active element [screen reader] Page one, North Carolina.  
[Kim] And actually, let me bring up the speech viewer again.  
So I'm going to press Caps Lock because my modifier key is the Caps Lock and N [screen reader] NVDA menu

[Kim] and my… I'm sorry… my menu's off the screen.  
It looks like it doesn't save your settings for larger font, so you will have to change that every time. But here we are on the form again.  
Oh, and it's going to freeze on me.  
[screen reader] North Carolina State Board of Elections website link.

[Kim] So notice how visually that link says NCSBE.gov, but you heard the screen readers say “North Carolina State Board of Elections website link”. That's something that I can do on the back end and so that's kind of like a screen reader preference.  
This would make this form really cool.  
Really easy to do.

So somebody said, can you show how you got the NVDA to pull up again?  
What I did is I did the Shortcut Key command and I pressed Control with Alt and the letter N as in Nancy.  
And then it brings it up.  
I just have to wait a bit while it loads.  
I'm going to tab again. You can see another example of a link.

[screen reader] NCSBE’s vote by mail webpage link.

[Kim] So NCSBE’s vote by mail webpage link.  
So we've also instead of it saying vote by mail dot N C S B E dot gov it's trying, it's pronouncing the name.  
And so you can make your forms or your documents much easier to read. If I tab again.  
[screen reader] Election date required 03/05/24 primary rating.

[Kim] So for new screen reader users you would say, wow, it just jumped that whole page. How come I didn't get to read any of it?

And then that's the case where you have to not use the tab key and you're going to use your arrow keys to actually read through.  
I will share a screen of all these screen reader shortcuts document. But what I can do here is if I wanted to read from that link I could press down arrow.

[screen reader] heading level 2 instructions

[Kim] And so it went from this column to the top of this column. It's reading instructions, down arrow.  
[screen reader] Heading level 3-1 election date

[Kim] and then it's reading that, down arrow again.  
[screen reader] Request for one election per form

[Kim] OK and then I can read through this element.  
What's great about screen readers again is I can jump by heading.  
I can press H.

[screen reader] 2 voter name heading Level 3

{Kim] And so it jumped me from this line of text and it jumped me to the next heading level here voter name.  
So if I didn't need more information about voter my name, I could press H again.  
[screen reader] 3 identification information heading Level 3

[Kim] And as you can see, so screen reader users can see this outline and it's going to make me get through this form a lot faster.  
I won't have to go through all of the items.  
I can also, like I said, the yesterday in that demonstration of the PDF, really simple PDF, I can jump by list. I can press L

[screen reader] List with two items.  
[Kim] And I can find out what those list items are.  
I can press I for item.

[screen reader] The last four digits of your Social Security number

[Kim] And so it is, I believe reading this here, the last four digits of your Social Security. So it was on this list of two items.  
So you can get through all of the print on the page, it's just not active.  
It doesn't have a link.  
It isn't a form field.  
So you have to read through it like text.  
But I do want to go by jump by form field

[screen reader] 4 election date

[Kim] And then like I was saying, all of the keyboard commands are going to be very similar here. So to select it I can space [screen reader] space checked. [Kim] I can tab out of it, [screen reader] Select party affiliation: required, green radio button check two of five.

[Kim] Pick a different one. I can press my arrow keys.  
[screen reader] Select party affiliation: required, Libertarian, radio button checked 3 of 5

[Kim] and then it jumps like that for me.  
So it always…. That's basically how and so you can kind of get the user experience feeling for how well is this going to work with this screen reader.  
If you're able to test for the screen reader.

Now, like I said, I don't necessarily want to unload NVDA.  
Maybe I'm not finished with it so I can toggle through the different speech modes and so that is with the NVDA modifier key.  
It's either Caps Lock or Insert and I can press that with S for speech.

[screen reader] Speech mode on demand.  
[Kim] So now it's only going to talk to me when I ask it to, but I'm not going to ask it to so I can jump over to the rest of the presentation here.  
And we don't have to hear the screen reader.  
It will still keep the speech viewer up, so I'm going to go ahead and unload that.  
And we can make that go away. So there's our speech viewer.  
Important commands… and then these are some of the navigation links or shortcuts that I use when I'm checking out a document or a web page.

So there's heading, you can jump by link. You can jump by button, landmark and it's really a predictable pattern.  
So there is quite a learning curve for screen readers, but as long as you can remember things like H means heading, K means link, B means button, T means table, all you have to remember is that you can press that letter or you can press shift with that letter and it'll go forward or backwards depending on what you want it to do.  
And then I have some references. Here I see some references being thrown around in the chat and I have additional ones here.  
So there's the Quick Start Guide, user manual, and screen reader basics. There's a YouTube. There's a gentleman who puts out these videos.  
I think he does a great job of explaining how to use it.  
It is an older video, so some of the things may be outdated, but it is helpful just so you can see it in action.  
And then for VoiceOver, it's a very similar process. This slideshow was made quite some time ago. So this interface may look totally different on a Mac.  
So I apologize for that.  
I imagine the experience will be mostly the same.  
So you're going to want to go to your Settings, Accessibility. You're going to select VoiceOver, and then you can toggle it on or on.  
But what's great about a lot of the iOS and VoiceOver, you know, Apple does a lot of accessibility.  
They were kind of the front runners of making sure digital experiences were accessible out-of-the-box.  
So when the iPhone first came out, there was a high adoption rate for people who were blind because it was just accessible out-of-the-box.  
It here's this completely flat.  
No tactile indicators. Keyboard touch screen that actually worked and people could use it.  
And so it was a really amazing thing. But what's also great about Apple is that they put together a lot of training materials.  
So in everything, make sure you kind of familiarize yourself with how to use it before you jump in.  
There's also keyboard shortcuts to turn it on and off, because if you always have to go back into the settings to turn it on and off, it gets kind of difficult.  
And especially if you are on a mobile device, so a phone, there are gestures, they call them. And so it's not just a keyboard, you can't control it with a keyboard. You have to control it with like say a swipe gesture or a double tap.  
So the way that somebody uses an iPhone, if you've ever seen a person who's blind, use their phone, they'll have a screen reader loaded, and then as they're working on the screen, they swipe through the screen. And that's the same thing as pressing tab on your keyboard. When they want to select something they'll double tap on the screen and it selects the item.  
So they can also touch explore. So if they're looking for a particular icon, they can run their finger over the screen and the screen reader announces it.  
So these screen readers, like I said, are really amazing tools, and they open up doors that were not previously open before we went digital on everything.  
But you do have to know how to use them to actually make them work exactly how you want them to.  
So here I have the shortcut command.  
There are two options you can do function + command and F5 as in Frank Five. So the function keys.  
You can turn it on using that and same thing to turn it off.  
Or you can have the if it's still, if you'd the same, I'm sorry I'm not a Mac user, but you can triple tap the top right button if it is still that same button.

And I'm just going to go through these quickly on a Mac, you can also use command with F5. VoiceOver keys to activate you can press Control and Option together.  
And so this is the same thing as that Caps Lock key and so when you press Control your VoiceOver keys with the arrows, you're going to navigate the screen.  
If you press your control option with space, you're going to open something.  
So these are the commands here on the right hand side.  
Another thing that the Mac does is it lets you choose how you navigate, and so if you're on a Mac, you can bring up the rotor, is what it's called, by using Control + function, or sorry, Control Command and then U, you can open up the rotor and it'll list out tables, landmarks, links, headings, and so it's the same thing as on Windows. You can navigate by these different types of elements.  
And then here on iPhone, you can do it here as well.  
And then these are the gestures I was talking about.  
So if you're on a touch screen, hopefully this will come through on camera, but pretend my hand is a face of a iPhone. If you want to look through your screen,  
you would take your finger and go across the screen like that, and then as you focus on different elements, the screen reader would announce it.  
It if you want to go to the next item, you would just flick to the right, or back, you go the other way.

If you want to select something, you just double tap, quickly, not slowly like I did it the first time.  
You kind of want to double tap and really curtly twice. If you want to get out of something, you'll take two fingers and kind of scrub like you're cleaning something on the screen.  
And so these are all I'm getting into the weeds here.  
I don't necessarily want to do that where we're talking about Adobe and all sorts of things, but just jumping into screen readers.

Here is how the rotor looks like on an iPhone and here are some resources for you if you do want to dig in.  
So I think I have a good amount of time for questions.  
I did want to make sure everybody has contact information. You can find us on the web at <https://ablr360.com/>.  
You can use that toll free number. It doesn't go direct to me.  
So if you want to get ahold of me, my e-mail is Kim.Casey@Ablr360.com.  
There's also a QR code on the slide that you can scan.  
It'll take you straight to our contact page.  
A lot of you are in the thick of this and you have very specific questions and answers. I think if nobody has any questions I will pull up that PDF that we were talking about pulling images and text.  
Don't know if Arielle wants to do some demo, but I can pull it up and show….  
Maybe just we could talk about what the last idea was, but feel free. OK, so I'm going to stop.  
Alright, so we're talking about, it sounds like I have converted some NVDA users.  
I'm really excited.  
So yeah, seeing it from a screen reader point of view will definitely give you an idea of how best to start formatting your documents.  
**Arielle Gines** 3:37:34  
Especially when you get to those complex documents, it kind of gives you that usability point of view as well as accessibility because sometimes you will have to make those judgment calls on what would be best for the tagging structure based on usability.  
**Kim Casey** 3:37:34  
Yeah. And sometimes you do have to get creative. Like Arielle said, you have to make that judgement call and being able to pull in different points of views.  
Whoops, let me go ahead and turn off my screen reader.  
**Arielle Gines** 3:38:05  
Because at the end of the day, when it comes to PDF remediation, it's kind of like, you know, the buck stops with you.  
You're the one that's going to make it accessible. So sometimes you got to make those decisions on what would be best for the user to be able to understand the content, especially with what Kim is showing right now.  
There's those bar graphs and everything.  
So that's when that's going to really come into play.  
**Kim Casey** 3:38:32  
All right.  
I think the question in the chat was everything's coming up as text or everything's coming up as an image and here in the accessibility tags I can confirm that.  
And so I think what's happening is, the author, can chime in if they want, but I think what's happening is then we're trying to squeeze everything here into the alt text here.  
And I think we did a little bit of discussing yesterday is that it's OK to have the visuals. It's OK to have the alternative text, but we also need to know that people with low vision won't be able to see that alt text.  
They might not be using a screen reader, so we want to make sure we're duplicating that text here and so if these bullet points are doing that same thing, that would be very helpful.  
Not sure what exactly…..  
**Arielle Gines** 3:39:40  
Yes, when we sorry, somebody mentioned the QR code is not working for you. When we will send out this presentation with the recordings and the transcripts that QR code will also be a link within the presentation.  
**Kim Casey** 3:39:54  
And also Arielle if you want to put the link in the chat.  
**Arielle Gines** 3:39:55  
But it's <https://ablr360.com/>  
  
**Kim Casey** 3:39:58  
That link in the chat, you can check us out.  
So I wonder if we maybe lost the person with the original question. If anyone has any other questions, feel free to chime in.  
**Arielle Gines** 3:40:14  
It was Catherine McDaniel.  
I'm not sure she's still here or not.  
**McDaniel, Katherine M** 3:40:18  
Yeah, I'm still here.  
So my original question. So whenever we started doing the alt text and everything we wanted to make sure to have it for the graphs and stuff like that.  
And so we were manually going into the alt text tool, kind of dragging it over the graph and then creating it as a figure and then putting in like the alt text that you see here. But my question was.  
If the screen reader will automatically read the bullets and stuff, or do we need to ensure that it's all selected? And I think that's already been answered that we need to go in and make sure that every word is selected for the screen reader to read it.  
**Kim Casey** 3:41:06  
Yes.  
**Arielle Gines** 3:41:08  
This one you may even want to start all the way from the beginning with the making accessible wizard.  
**McDaniel, Katherine M** 3:41:12  
Yeah.  
**Kim Casey** 3:41:18  
Yep.  
**McDaniel, Katherine M** 3:41:19  
Thank you.  
**Kim Casey** 3:41:22  
I thought you were going to stump us.  
**McDaniel, Katherine M** 3:41:24  
No. [laughing]  
**Kim Casey** 3:41:27  
It gets hard and then you know, like this is sometimes, you know, just figuring out which way I want to go is sometimes it'll take me….I'll sleep on it even, because you don't want to just jump in.  
It's not something you know, like when you're at the river and you see someone floating down, you don’t want to just jump in right after them because you could end up in the same boat as them.  
So you want to make sure you've got a plan before you jump in and you don't spend a whole lot of time here because it really just does…. it can take a lot of lot of your time and when you look back and maybe reflect, you'd be like I can save myself hours if I had just thought of that first.  
So a lot of times the answer is staring you in the face and it's hard to see it sometimes.  
Right. Well, I think maybe I've reached my time 8 hours with you all.  
Thank you so much.  
We would love to work with you all in the future.  
Feel free to contact or reach out.  
**Arielle Gines** 3:42:26  
We were able to cover a lot of ground in that time, but if you guys need individual sessions, please feel free to reach out to us and we could see what we could do in order to offer you that support since it is such a complex subject that we tried to cram into these trainings.  
**Tahmina Islam** 3:42:45  
Thank you.  
**Kim Casey** 3:42:46  
Thank you.  
**McDaniel, Katherine M** 3:42:48  
Thank you so much.  
**Kim Casey** 3:42:49  
Have a great rest of your day. It's been fun.