

TABLE OF CONTENTS (TOC) TAGS

Numbers indicate nesting levels.

Linked TOC

- (1) ▾ TOC
- (2) ▾ TOCI
- (3) ▾ Reference
- (4) ▾ Link
- (5) Link-OBJR
- (5) ▶ T Text String...
- (2) ▾ TOCI
- (3) ▾ Reference
- (4) ▾ Link
- (5) Link-OBJR
- (5) ▶ T Text String...

Link tags require alt text.

Unlinked TOC

- (1) ▾ TOC
- (2) ▾ TOCI
- (3) ▾ Reference
- (4) ▶ T Text String...
- (2) ▾ TOCI
- (3) ▾ Reference
- (4) ▶ T Text String...
- (2) ▾ TOCI
- (3) ▾ Reference
- (4) ▶ T Text String...

Nested TOC (sub-TOC)

- (1) ▾ TOC
- (2) ▶ TOCI
- (2) ▾ TOCI
- (3) ▶ Reference
- (3) ▾ TOC
- (4) ▶ TOCI
- (4) ▶ TOCI
- (4) ▶ TOCI
- (2) ▶ TOCI
- (2) ▶ TOCI



LIST TAGS

Numbers indicate nesting levels.

Lists

- (1) ▾ L
- (2) ▾ LI
- (3) ▾ Lbl
- (4) ▶ T •
- (3) ▾ LBody
- (4) ▶ T Text String...
- (2) ▾ LI
- (3) ▾ Lbl
- (4) ▶ T •
- (3) ▾ LBody
- (4) ▶ T Text String...
- (2) ▾ LI
- (3) ▶ Lbl
- (3) ▶ LBody

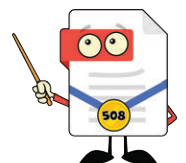
Multi-paragraph Lists

- (1) ▾ L
- (2) ▾ LI
- (3) ▾ Lbl
- (3) ▾ LBody
- (4) ▶ P
- (4) ▶ P
- (2) ▾ LI
- (3) ▾ Lbl
- (3) ▾ LBody
- (4) ▶ P
- (2) ▶ LI
- (2) ▶ LI

If an <LBody> in a list has text in <P> tags, all <LBody> tags in the same list should have text in <P> tags, even if they do not have multiple paragraphs.

Nested Lists (sub-List)

- (1) ▾ L
- (2) ▶ LI
- (2) ▾ LI
- (3) ▶ Lbl
- (3) ▾ LBody
- (4) ▶ T Text String...
- (4) ▾ L
- (5) ▶ LI
- (5) ▶ LI
- (2) ▶ LI
- (2) ▶ LI



FOOTNOTE TAGS

Numbers indicate nesting levels.

Footnotes (linked)

- (1) ▾ P
- (2) ▶ T Text - paragraph...
- (2) ▾ Reference
- (3) ▾ Link
- (4) ▶ T 1
- (4) Annotation
- (2) ▾ Note
- (3) ▾ Lbl
- (4) ▶ T 1
- (3) ▶ T Text - footnote...
- (1) ▶ P
- (1) ▶ P

The <Link> should be given *Alt text* that says "1." or "Footnote 1."

Footnotes (unlinked)

- (1) ▾ P
- (2) ▶ T Text - paragraph...
- (2) ▾ Reference
- (3) ▶ T 2
- (2) ▾ Note
- (3) ▾ Lbl
- (4) ▶ T 2
- (3) ▶ T Text - footnote...
- (1) ▶ P
- (1) ▶ P

<Note> in-line

- (1) ▾ P
- (2) ▶ T Complete sentence.
- (2) ▶ Reference
- (2) ▶ Note
- (1) ▾ P
- (2) ▶ T Begin sentence...
- (2) ▶ Reference
- (2) ▶ T ...end sentence.
- (2) ▶ Note
- (1) ▶ P

Usually: Place <Note> tags in-line at the *end of the sentence* where the footnote reference number is located. Do not allow <Note> to break up a sentence.

Exception: If footnote is part of a table header, the <Note> can be left at the end of the table and not placed in line. However, a <Note> tag cannot live in the structure by itself, so create an empty <P> tag for the <Note> to nest within.



TABLE TAGS

Numbers indicate nesting levels.

Simple Tables (no row headers)



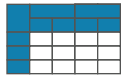
- (1) ▾ **Table**
- (2) ▾ **Caption**
- (3) ▶ **Text String...**
- (2) ▾ **TR**
- (3) ▶ **TH**
- (3) ▶ **TH**
- (3) ▶ **TH**
- (2) ▾ **TR**
- (3) ▶ **TD**
- (3) ▶ **TD**
- (3) ▶ **TD**
- (2) ▶ **TR**
- (2) ▶ **TR**
- (1) ▶ **P**

Simple Tables (with row headers)



- (1) ▾ **Table**
- (2) ▾ **Caption**
- (3) ▶ **Text String...**
- (2) ▾ **TR**
- (3) ▶ **TH**
- (3) ▶ **TH**
- (3) ▶ **TH**
- (2) ▾ **TR**
- (3) ▶ **TH**
- (3) ▶ **TD**
- (3) ▶ **TD**
- (2) ▾ **TR**
- (3) ▶ **TH**
- (3) ▶ **TD**
- (3) ▶ **TD**
- (2) ▾ **TR**
- (1) ▶ **P**

Complex Tables



- (1) ▾ **Table**
- (2) ▶ **Caption**
- (2) ▾ **THead**
- (3) ▾ **TR**
- (4) ▶ **TH**
- (4) ▶ **TH**
- (4) ▶ **TH**
- (3) ▾ **TR**
- (4) ▶ **TH**
- (4) ▶ **TH**
- (4) ▶ **TH**
- (4) ▶ **TH**
- (2) ▾ **TBody**
- (3) ▾ **TR**
- (4) ▶ **TH**
- (4) ▶ **TD**
- (4) ▶ **TD**
- (4) ▶ **TD**
- (4) ▶ **TD**
- (4) ▶ **TD**
- (3) ▶ **TR**
- (3) ▶ **TR**
- (1) ▶ **P**

Define scope (column or row) for all table headers.

For complex tables (only):

- Define both scope and cell spanning.
- Give table headers unique IDs, and assign associated headers for each cell.
- Place all column header rows in a <THead>, and place all other rows in a <TBody>.



FORM TAGS

Numbers indicate nesting levels.

Normal Form Example

Name:

Date:

In-Line Paragraph Example

I, , residing at ,
 enter into this agreement on day
 of in the year .

Button Example

Normal Form Tags

- (1) ▾ P
- (2) ▶ T Name:
- (2) ▾ Form
- (3) Name-OBJR
- (1) ▾ P
- (2) ▶ T Date:
- (2) ▾ Form
- (3) Date-OBJR
- (1) ▶ P
- (1) ▶ P

In-Line Form Tags

- (1) ▾ P
- (2) ▶ T I,
- (2) ▶ Form
- (2) ▶ T, residing at
- (2) ▶ Form
- (2) ▶ T enter into this...
- (2) ▶ Form
- (2) ▶ T of
- (2) ▶ Form
- (2) ▶ T in the year
- (2) ▶ Form
- (2) ▶ T .
- (1) ▶ P
- (1) ▶ P

Form Button Tags

- (1) ▾ P
- (2) ▶ Form
- (3) ▶ T SUBMIT
- (3) Submit-OBJR

Notice that the Text String in this case is inside the <Form> tag unlike normal form tags.

Radio Button Example

Subscribe?
 Yes No

Form Button Tags

- (1) ▾ P
- (2) ▶ T Subscribe?
- (2) ▶ Form
- (3) ▶ T Yes
- (3) Group1-OBJR
- (3) ▶ T No
- (3) Group1-OBJR



All form fields require tooltips. Tooltips can be added or updated using the Prepare Forms tool in Acrobat. Note: Radio buttons allow users to make only one selection and will share the same tooltip.