

Creating a Simple Accessible PDF Form

Adobe Acrobat from Pro 9 on has various bugs associated with converting accessible Word Forms into accessible PDF Forms. These can be overcome (See webaim.org/techniques/acrobat/forms) but I've found the easiest way is to manually add Form Fields in the PDF.

1. Design the layout of the form in Word putting each item on a separate line. Do not use a table format as this causes problems on conversion to PDF.
2. Save document and create a PDF ensuring that "Tagged for Accessibility" is checked.
3. Do full accessibility check to check no underlying issues.
4. Click on Forms
5. Click on Add or Edit Fields
6. Choose from:
 - Text, Check Box, Radio Button, List Box, Combo Box.
 - Place the field where you want it and size it accordingly.
 - Right Click & Choose Properties.
 - Enter name of field and tooltip text.
 - You can choose format e.g. number, date etc from the Format TabClick OK
7. Continue placing fields as required. Always fill in tooltip otherwise the document won't pass the Accessibility Check.
8. When finished close form editing and save the document.
9. Do a full accessibility check. If no problems found fill in form to ensure that tab order is correct i.e. it goes from beginning to end of the form.

If it doesn't pass these are 3 things you can try

1. You haven't completed all the tooltips
2. The tab order is unclear – click on pages, properties & choose document structure
3. It is untagged – even though it is. To solve this problem click on TAGS panel options & choose Find. Click on unmarked annotations search document & find. Click on tag element. (See webaim.org/techniques/acrobat/forms)