AcceDe
Accessibility of PDF Documents
www.accede.info

EXERCISE BOOK
for tagging a PDF document

Exercises for tagging PDF documents.
To be used with the AcceDe manuals.

Project coordinated by Atalan.

In partnership with:
Air Liquide, AREVA, BNP Paribas, Capgemini, LVMH,
SNCF, Société Générale, SPIE, Thales.

With the cooperation of:
Association des Paralysés de France (APF),
Association Valentin Haüy (AVH), Coopérative AccessibilitéWeb (Quebec),
Institut Nazareth et Louis Braille (Quebec),
ParisTech, Télécom ParisTech…

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Come fare domanda?

• È necessaria un'esperienza di 30 mesi nell'attuale posto di lavoro.

• Una volta inserita la vostra candidatura su e-jobs, il vostro responsabile Risorse Umane verrà automaticamente informato via e-mail. Contemporaneamente, dovrete informare il vostro manager .

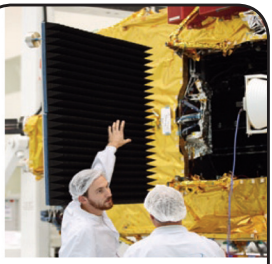
Cosa succede dopo aver inoltrato la vostra candidatura?

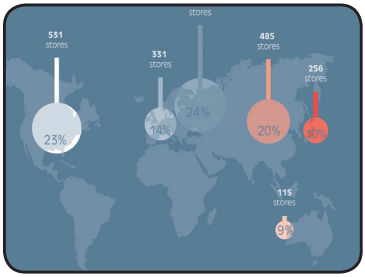
Il responsabile Risorse Umane che propone il posto, conferma la ricezione della domanda, analizza l'adeguatezza del vostro profilo e vi propone eventualmente un colloquio, accordandosi con il vostro responsabile Risorse Umane.

Se la vostra domanda viene presa in considerazione, deciderete i termini della mobilità di comune accordo con le Risorse Umane: il trasferimento sarà finalizzato, di norma, entro 3 mesi.

Se la domanda non viene accolta, il responsabile Risorse Umane che propone il posto ve ne spiegherà le ragioni direttamente o tramine il vostro responsabile Risorse Umane.

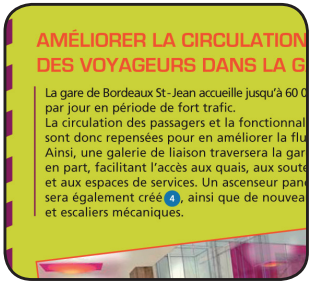
Il vostro responsabile Risorse Umane verrà informato della risposta fornitavi in ogni caso.*





5,9
milliards d'euros
Volume des achats externes

Plus de
14000
fournisseurs



The AcceDe project: Why ?

➔ **Paragraph and heading**

With recent advances to the PDF format and changes to accessibility guidelines, it is now possible to make published PDF documents accessible.

Tagged PDFs

You can carry out a number of procedures in PDF documents to make them more accessible. These procedures are referred to as tagging.

An accessible PDF is known as a “tagged PDF”.

Improvements to assistive technologies

Screen readers used by blind or partially sighted people have features for reading and navigating in tagged PDFs.

Braille terminal used for reading in Braille what is displayed on the screen. ➔ **Figure and caption**

Development of new guidelines

In December 2008, a new version of the Web Content Accessibility Guidelines (WCAG 2.0) was published. If the international guidelines are followed, a PDF file can be made accessible.

THE ACCEDE PROJECT

A solution which is not widely known

There is no good quality documentation which explains how to tag PDF documents, and the required procedures for tagging documents.

The objective of the AcceDe project is therefore to offer high-quality instruction manuals and also to heighten the awareness of communication professionals.

Report of the Quebec government services

➔ **Blockquote**

> *“Making PDFs accessible entails following procedures which may or may not be well documented and requires a considerable amount of experimentation...*
>
> *In Quebec in March 2009, there were few people with the required expertise to produce an accessible PDF document...”*

➔ **Hyperlink**

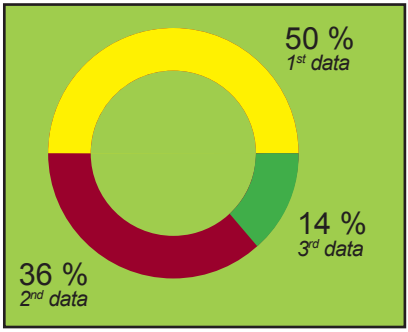
Source : Quebec government services
http://www.msg.gouv.qc.ca/normalisation/standards/accessibilite/guidePDF-HTML (French)

Examples of PDF documents

➔ **Bulleted list**

- Company reference documents (company reports, employee reports...).
- Internal magazines.
- Catalogues and brochures for the general public.
- Administrative documents and forms.

➔ **Chart**



Process for designing manuals

➔ **Numbered list**

1. Obtain a representative sample of the different types of published documents:
   - A sample of between 10 and 20 documents which represent the different types of company documents.
   - Documents created by partner companies.

2. Knowledge transfer:
   - Training communication agencies in tagging.
   - Communication agencies tag their documents.

3. Agencies use the manuals to carry out the tagging.
4. Manuals are updated following the feedback of users.
5. Call for comments restricted to a proofreading committee.

Examples of

➔ **Text on two pages**

Temperatures in North America

➔ **Simple table**

	JULY		
TOWN	*Minimum average temperature*	*Average temperature*	*Maximum average temperature*
Chicago	*17*	*22.9*	*28.7*
Los Angeles	*18*	*23.5*	*29*
Miami		*28*	
Montreal	*15.6*	*20.9*	*26.2*
Quebec	*13.4*	*19.2*	*25*
San Francisco	*11.9*	*15.1*	*18.1*

data tables

Southern European temperatures

➔ **Complex table**

	PARIS	LYON	MILAN	ROME
	July 2007			
Maximum	31°	30°	32° (2)	34°
Average	24.7° (1)	24.1°	25.5° (2)	25.9°
	July 2008			
Maximum	30°	33°	31° (2)	37°
Average	25.9°	26.1°	26.3° (2)	26.9°
	July 2009			
Maximum	27°	30°	34°	38°
Average	25.1°	25.9°	26.0°	26.3°

(1) *Record for the years 2000 to 2009*

(2) *Temperatures recorded by a private operator*

SPECIFIC CASES

➔ **Bar chart**

Chart created with Illustrator

➔ **Shaded texte**

DON'T FORGET...

➔ **Automatic line break**

➔ **Language change**

Making your documents reach the largest possible audience is to affirm your commitment to sharing information more widely. As Sébastien Delorme (AcceDe project), stated: *« L'accessibilité numérique est l'un des facteurs important d'une intégration sociale et professionnelle réussie. ».*

This exercise book accompanies the instructional guides for making PDF documents accessible.

► www.accede.info/en/manuals

AcceDe is an initiative coordinated by Atalan.
The founding partners of this project are: Air Liquide, AREVA, BNP Paribas, Capgemini, LVMH, SNCF, Société Générale, SPIE and Thales.

The visuals for this document were created from documents published by the founding partners of the AcceDe project. This exercise book is subject to the terms of the Creative Commons BY-NC-SA license.