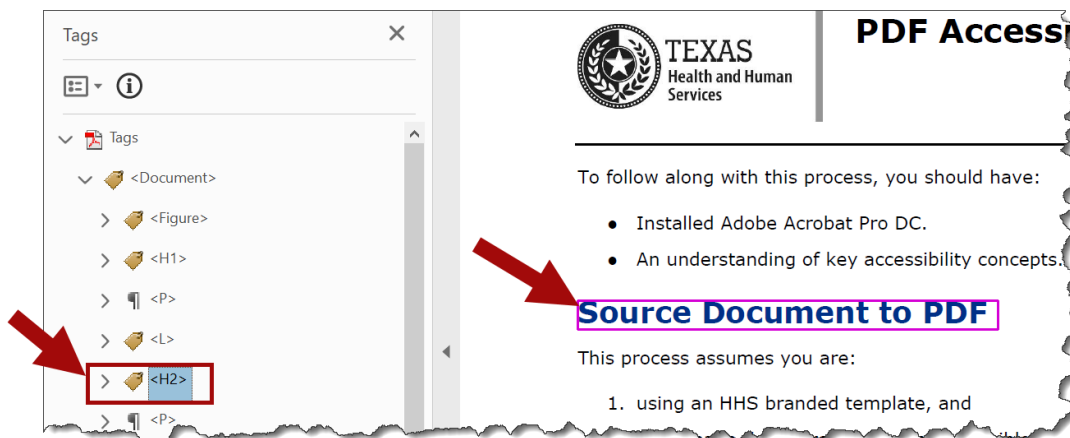


Check Tag Structure and Order

The **Tags** panel gives structure to a PDF file through the tag tree with individual tags. Tags relay structure to assistive technology. Tags appear in an order that shows the reading sequence of the document.

Use Tags panel  to check all content is tagged correctly in the document and in the right order.

When you click on a tag, that element will be outlined in the page view.



Navigate the tag tree with the arrows on your keyboard.

- Up arrow moves you up the tag tree.
- Down arrow moves you down the tag tree.
- Left arrow opens a tag.
- Right arrow closes a tag.

Each tag should have a container. Containers hold the content you have written. If a tag does not have a container, it is an empty tag that you should delete. If you forget to delete empty tags, it is okay. It is best practice to not delete containers. The table below contains the most common tags. See [Standard PDF tags](#) for information on other tags.









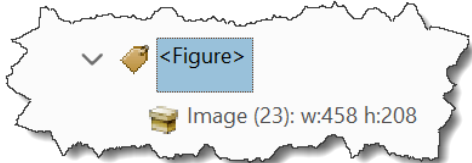
Icon	Element	Full Name	Description
	Varies	Tag	Holds content such as figures, headings, lists, document, and more.
	Span	Tag	Not a structural element. Appears when there are formatting differences or text surrounding a link.
	<P>	Paragraph Tag	Holds text content.
	<Table>	Table Tag	Holds table content.
	<TR>	Table Row Tag	Holds table row content.
	<TH>	Table Header Tag	Holds table header content.
	<TD>	Table Data Cell Tag	Holds table data cell content.
	N/A	Container	Is found inside tags. Holds the content such as paths, text, and spaces.

Figure Structure

Figures or images use a **Figure (<Figure>)** tag. It is a best practice you add alternative text to images in the source document. This information will carry over to PDF. You can double-check that the correct alternative text has carried over.



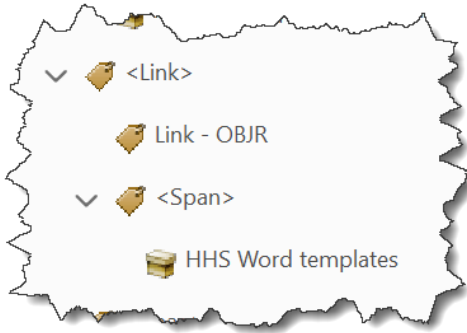
Note: Remember that automated checkers will check if there is alternative text. The checker cannot check for appropriate content or check for spelling.

Link Structure

Confirm your links have the following tag structure:

1. A **Link (<Link>)** parent tag is usually nested in a **Paragraph (<P>)** tag.

2. Nested in the **Link (<Link>)** tag is:
 - A. An Object Reference (**<Link – OBJR>**) tag, which is the clickable area of the link.
 - B. A container with meaningful link text.
The meaningful link text container is in a **Span ()** tag. Span tags hold different sections of text that are inside of a structural tag.



A text equivalent of the link tag structure is:

<P>

<Link>

Link – OBJR

 with meaningful link text container.

List Structure

Lists created in Word will carry over the structure into the PDF. Lists that span more than one page must follow step 1. Confirm your lists have the following tag structure:

1. Every list has a List (<L>) parent tag.
2. Nested inside the List tag are List Item () tags for each item in the list. You can tell a tag is nested when the parent tag or previous tag is closed and you don't see the nested tag.
 - A. Make sure that s include all content that goes with the list item. Such as: multiple paragraphs, text and graphics, or a whole new list.

3. Nested in each List Item tag is a List Item Body (<LBody>) tag, which is an optional tag. The List Item Body tag contains the bullet or number for that item and the text of the list item.



- A. Sometimes, you may see a **Label (<LBL>)** tag nested in a List Item tag. This holds the bullet, name, or number part of the list.



The text equivalent of a list tag structure with three items:

```
<L>
```

```
  <LI>
```

```
    <LBl> (Optional tag that holds the bullet or number.)
```

```
    <LBody> (Optional tag that holds the content of the bullet or number.)
```

```
  <LI>
```

```
    <LBl> (Optional tag that holds the bullet or number.)
```

<LBody> (Optional tag that holds the content of the bullet or number.)

<LBI> (Optional tag that holds the bullet or number.)

<LBody> (Optional tag that holds the content of the bullet or number.)

Note: When a list spans two or more pages you must fix the list tag structure to be one list.

Multi-level List Structure

Multi-level lists created in Word will carry over the structure into the PDF. Multi-level lists consist of many lists. Every list has a **List (<L>)** parent tag. Multi-level lists that span more than one page must follow step 1. This applies to each level in your multi-level list.

Confirm your multi-level lists have the following tag structure:

1. The next or sub-level list will have its own List tag. It is nested in the List Item Body tag. If the List Item Body tag is not present nest the new list in the List Item tag.
 - A. Nested inside the List tag are List Item tags for each item in the next-level list.
 - B. Nested in each List Item tag is a List Item Body tag, which is an optional tag. The List Item Body tag contains the bullet or number for that item and the text of the list item.
 - C. Sometimes you may see a Label tag nested in a List Item tag. This holds the bullet, name, or number part of the list.

Note: If you see the **List Item Body** and **Label** tags, you can leave them in the tag tree. If you do not see these tags do not add them.

Example of multi-level list tag structure. This example is a list with four items in the first level. The first list item has a sub-list of one item. The fourth list item has a sub-list with three items.



The text equivalent of the list tag structure identified above:

<L>

 <LBI> (Optional tag that holds the bullet or number.)

 <LBody> (Optional tag that holds the content of the bullet or number.)

 <L>

 <LBI> (Optional tag that holds the bullet or number.)

 <LBody> (Optional tag that holds the content of the bullet or number.)

<LBI> (Optional tag that holds the bullet or number.)

<LBody> (Optional tag that holds the content of the bullet or number.)

<LBI> (Optional tag that holds the bullet or number.)

<LBody> (Optional tag that holds the content of the bullet or number.)

<LBI> (Optional tag that holds the bullet or number.)

<LBody> (Optional tag that holds the content of the bullet or number.)

<L>

<LBI> (Optional tag that holds the bullet or number.)

<LBody> (Optional tag that holds the content of the bullet or number.)

<LBI>(Optional tag that holds the bullet or number.)

<LBody> (Optional tag that holds the content of the bullet or number.)

<LBI> (Optional tag that holds the bullet or number.)

<LBody> (Optional tag that holds the content of the bullet or number.)

Note: When a multi-level list spans two or more pages you must fix the list tag structure to be one list with the sub-lists nested in the right place.

Table Structure

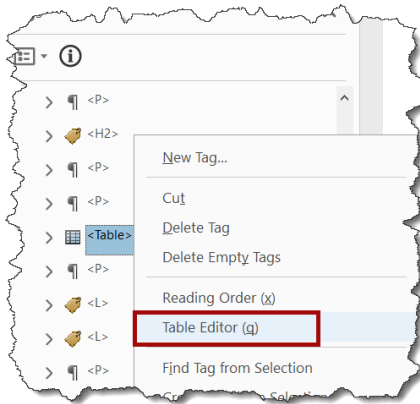
The table structure in PDF includes table rows, table headers, and table data cells. Simple tables created using an HHS Word template will carry over the structure into the PDF.

Example of a table with a header row and first column as header cells.

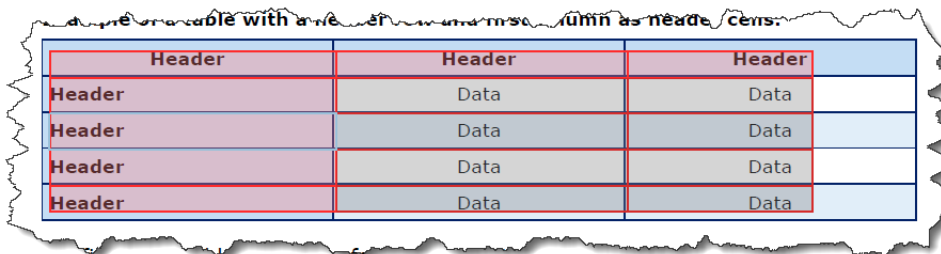
Header	Header	Header
Header	Data	Data
Header	Data	Data
Header	Data	Data
Header	Data	Data

Before you can confirm table tag structure you need to update settings in the **Table Editor** tool. This should only need to be done once.

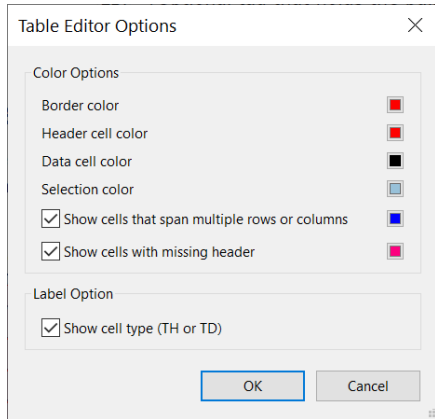
1. Right click on the **<Table>** tag.
2. A menu opens. Click on the **Table Editor** option.



3. You will see red boxes overlaying the table cells in your document. We need to change settings to see the table tag structure.



- A. Right-click anywhere on the table that has the red boxes overlaid on the document.
- B. A menu pops-up. Click on the **Table Editor Options...** button.
- C. The **Table Editor Options** window opens. **Check all available checkboxes** in this window. They are: Show cells that span multiple rows or columns, Show cells with missing header, Show cell type (TH or TD).



At this time you can change the colors used in the table overlay boxes.

4. Click on the **OK** button.

Once you close the Table Editor Options window you will see the table marked up with TH (Table Header) and TD (Table Data) in each cell. **Check that the cells have the correct cell type to confirm table tag structure.**

Note: Next time you open the Table Editor following Steps 1 and 2 above you will see the cell type.

If you have a problem with the table tag structure, reach out to [HHS Accessibility Team](#).

Tag Tips

Moving a Tag or Container

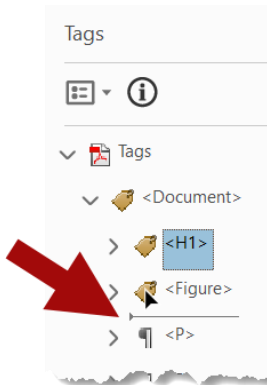
Note: We recommend you save your file before moving any tags or containers.

Moving a Tag Inline

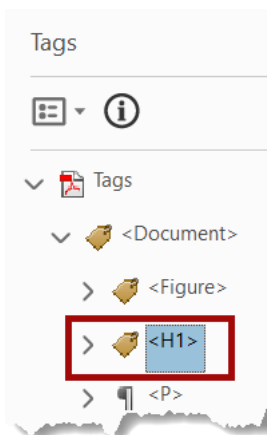
Inline is a technical term that means you want to keep your content on the same level and **not nested**.

Example scenario: You need to move the <H1> in your report to be after the <Figure> tag (coversheet). There are no other tags between the problem tags.

1. Click on your tag. In this case the <H1> tag.
2. Drag your mouse to hover over the icon of the <Figure> tag. You will see a line spanning the width of the tag icon and tag.



3. Release your mouse. The tag has now been successfully moved!



Nesting a Tag or Container

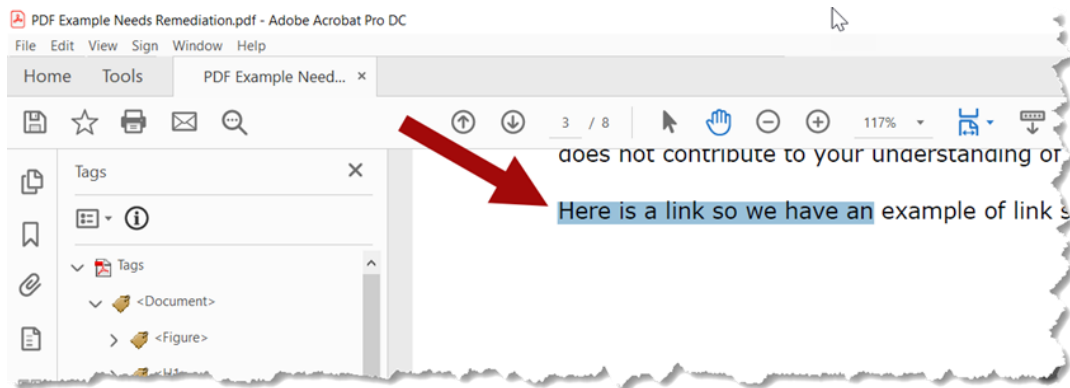
You should always use these nesting steps when moving a container because it needs to be nested in a tag.

1. Click on your tag.
2. Drag your mouse to hover over the text of the tag. You will see a line starting where the text of the tag is. This indicates the tag will be nested.
3. Release your mouse. The tag has now been successfully moved and nested!

Finding a Tag

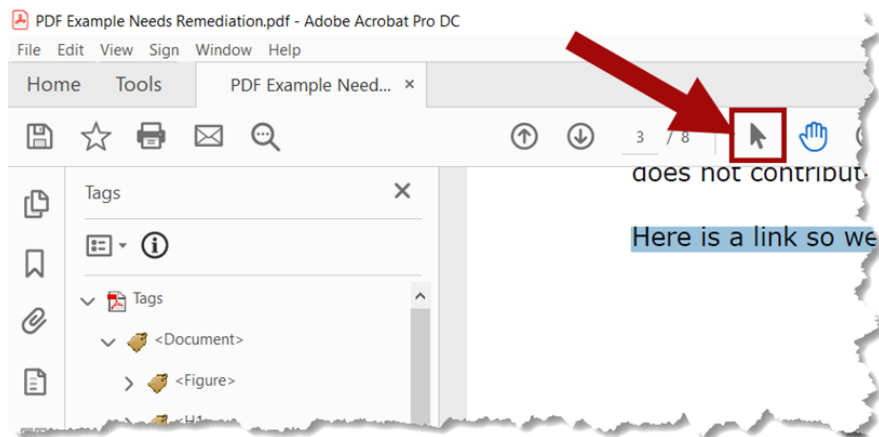
You can use this tip to resume where you were working in the PDF.

1. Highlight **any number of characters or words** in your PDF.

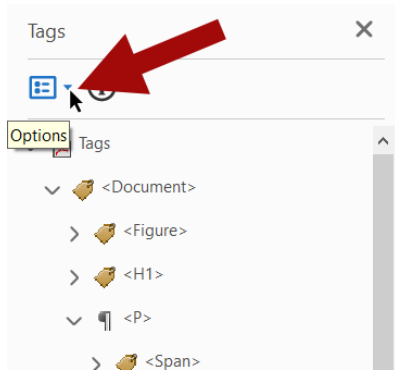


A. If you are unable to highlight text:

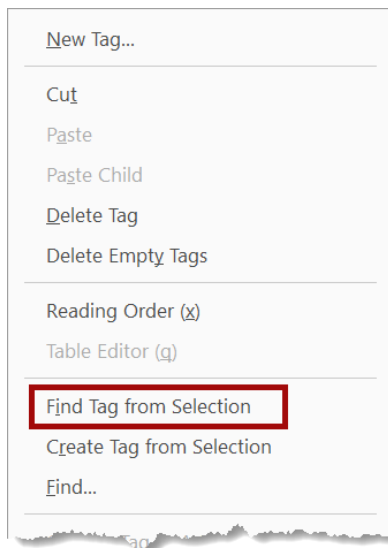
- a. Go to the top horizontal navigation for the document.
- b. Click on the **Selection tool for text and images** button.



2. Go to the **Tags panel**.
3. Click on the **Options** menu.



4. The **Options** menu opens. Click on **Find Tag from Selection** button.



5. You should now see the container for the text you selected highlighted in blue.

