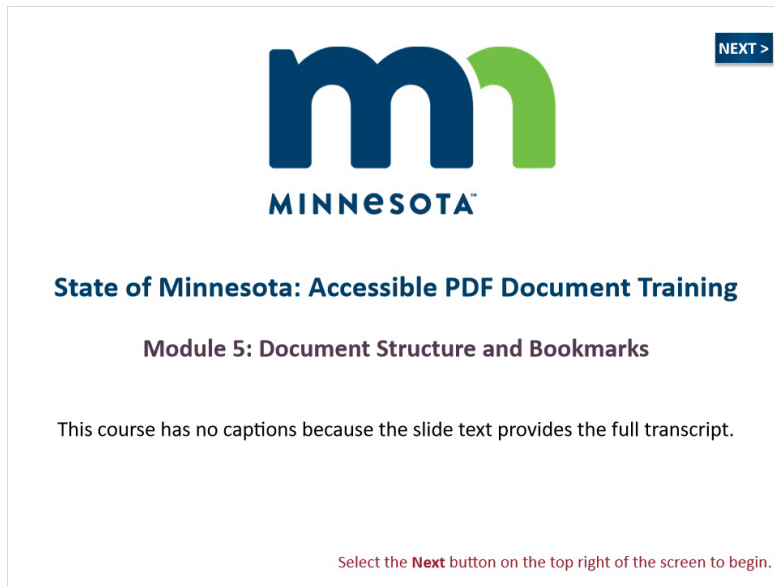


Module 5: Document Structure and Bookmarks

1.1 State of Minnesota: Accessible PDF Document Training



State of Minnesota Accessible PDF Document Training

Module 5: Structure and Bookmarks

This course has no captions because the slide text provides the full transcript.

Select the Next button on the top right of the screen to begin.

1.3 About this Module

About this Module

< PREV NEXT >

In this module, you will learn:

- What document structure is
- How document structure and bookmarks improve accessibility
- How headings create bookmarks in a PDF
- How to fix common heading and bookmark errors



About this Module

In this module, you will learn:

- What document structure is
- How document structure and bookmarks improve accessibility
- How headings create bookmarks in a PDF
- How to fix common heading and bookmark errors

1.5 What is Document Structure, 1 of 2

What is Document Structure, 1 of 2

< PREV

NEXT >

The diagram illustrates the mapping of document structure from a source document to accessibility tags. On the left, a document outline shows sections: 'Pet Care Tips' (red box), 'Cats' (blue box), 'Cat food and toys' (green box), 'Dogs' (blue box), and 'Dog food and toys' (green box). Each section contains placeholder text. On the right, the 'Accessibility tags' panel shows the corresponding HTML structure: a root '<Document>' tag containing a '<Section>' tag, which in turn contains '<H1>' and '<H2>' tags. The '<H1>' tag is linked to 'Pet Care Tips', and the '<H2>' tag is linked to 'Cats'. The '<H2>' tag is linked to 'Cat food and toys', and the '<H3>' tag is linked to 'Dogs'. The '<H2>' tag is linked to 'Dog food and toys', and the '<H3>' tag is linked to 'Dog food and toys'. The diagram uses color-coded boxes and arrows to show the mapping between the document outline and the accessibility tags.

Document structure is the outline created by heading styles in the source file (for example, MS Word). When you export to a PDF, those headings become heading tags that:

- Keep the outline intact
- Guide the reading order
- Support screen reader navigation

What is Document Structure, Slide 1 of 2

Document structure is the outline created by heading styles in the source file (for example, MS Word). When you export to a PDF, those headings become heading tags that:

- Keep the outline intact
- Guide the reading order
- Support screen reader navigation

1.6 What is Document Structure, 2 of 2

What is Document Structure, 2 of 2

< PREV NEXT >

Document structure makes it easier for people to understand the layout and navigate the document. There are three ways people can use document structure to move through a PDF:

- Table of Contents (if inserted in the source document)
- Bookmarks
- Assistive technology controls

The image on this slide shows how headings in Word align with heading tags in a PDF.

The diagram illustrates the mapping between document headings in a Word document and their corresponding HTML heading tags in a PDF. On the left, a Word document snippet shows a hierarchy: 'Pet Care Tips' (H1), 'Cats' (H2), 'Cat food and toys' (H3), 'Dogs' (H2), and 'Dog food and toys' (H3). On the right, the 'Accessibility tags' window shows the underlying HTML structure: '<Document>', '<Section>', '<H1>', '<H2>', '<H3>', and '<P>'. Colored lines connect the Word headings to their respective HTML tags: red for H1, blue for H2, and green for H3.

What is Document Structure, Slide 2 of 2

Document structure makes it easier for people to understand the layout and navigate the document. There are three ways people can use document structure to move through a PDF:

- Table of Contents (if inserted in the source document)
- Bookmarks
- Assistive Technology controls

The image on this slide shows how headings in Word align with heading tags in a PDF.

1.7 How People Use Document Structure, 1 of 2

How People Use Document Structure, 1 of 2

< PREV

NEXT >

Heading List

Pet Care Tips : 1

Cats : 2

Cat food and toys : 3

Dogs : 2

Dog food and toys : 3

Move To Heading

Cancel

Sort Headings

☒ In Tab Order

☐ Alphabetically

Display

☒ All Headings

☐ Level 1 Headings

☐ Level 2 Headings

☐ Level 3 Headings

☐ Level 4 Headings

☐ Level 5 Headings

☐ Level 6 Headings

Bookmarks

▼ Pet Care Tips

▼ Cats

▼ Cat food and toys

▼ Dogs

▼ Dog food and toys

🔍

🔖

...

🗨

🔖

📄

📄

🏠

Let's look at how people use document structure to navigate a document.

The **Bookmarks** panel in a PDF lists all the headings in the document. This lets users jump directly to the content they need. Screen reader users can pull up the same list of headings within their software.

How People Use Document Structure, Slide 1 of 2

Let's look at how people use document structure to navigate a document.

The Bookmarks panel in a PDF lists all the headings in the document. This lets users jump directly to the content they need. Screen reader users can pull up the same list of headings within their software.

1.8 How People Use Document Structure, 2 of 2

How People Use Document Structure, 2 of 2

< PREV

NEXT >

Heading List

Pet Care Tips : 1

Cats : 2

Cat food and toys : 3

Dogs : 2

Dog food and toys : 3

Move To Heading

Cancel

Sort Headings

☒ In Tab Order

☐ Alphabetically

Display

☒ All Headings

☐ Level 1 Headings

☐ Level 2 Headings

☐ Level 3 Headings

☐ Level 4 Headings

☐ Level 5 Headings

☐ Level 6 Headings

Bookmarks

Pet Care Tips

Cats

Cat food and toys

Dogs

Dog food and toys









To open the **Bookmarks** panel in Acrobat Pro, select the ribbon icon with the horizontal lines in the **Navigation** pane (highlighted in the image).

The image shows JAWS (a screen reader) on the left with its **Heading List** dialog box and Acrobat Pro on the right with the **Bookmarks** panel. The headings in JAWS match the bookmarks in Acrobat Pro.

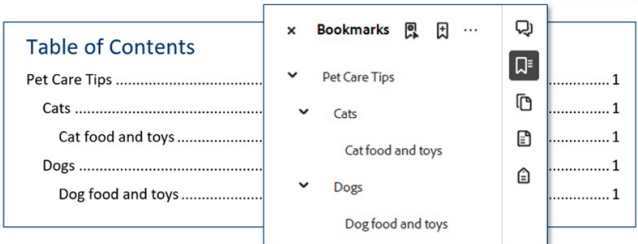
How People Use Document Structure, Slide 2 of 2

To open the Bookmarks panel in Acrobat Pro, select the ribbon icon with the horizontal lines in the Navigation pane (highlighted in the image).

The image shows JAWS (a screen reader) on the left with its Heading List dialog box and Acrobat Pro on the right with the Bookmarks panel. The headings in JAWS match the bookmarks in Acrobat Pro.

1.9 The Relationship between Table of Contents and Bookmarks

The Relationship between Table of Contents and Bookmarks < PREV NEXT >



In Microsoft Word, headings can create an automated **Table of Contents**. When exported to PDF, those headings become bookmarks in Acrobat Pro. Follow these guidelines to create a well-structured document. This will help ensure your Table of Contents and bookmarks are clear and easy to use."

- Title of the document (Heading 1) becomes an <H1> tag
- Main topics (Heading 2) become <H2> tags
- Subtopics (Heading 3) become <H3> tags

Only use Heading levels 1-6, as higher levels are not supported in PDFs.

The image on the slide shows the **Bookmarks** panel with the same nested structure as the **Table of Contents**.

The Relationship between Table of Contents and Bookmarks

In Microsoft Word, headings can create an automated Table of Contents. When exported to PDF, those headings become bookmarks in Acrobat Pro. Follow these guidelines to create a well-structured document. This will help ensure your Table of Contents and bookmarks are clear and easy to use.

- Title of the document (Heading 1) becomes an <H1> tag
- Main topics (Heading 2) become <H2> tags
- Subtopics (Heading 3) become <H3> tags

Only use Heading levels 1-6, as higher levels are not supported in PDFs.

The image on the slide shows the Bookmarks panel with the same nested structure as the Table of Contents.

1.10 Common Heading Level Errors, 1 of 2

Common Heading Level Errors, 1 of 2

Table of Contents

- Cat care.....1
 - What type of cat food is best for my cat?.....1
 - Warning: Many popular house plants are toxic to cats!.....1
 - What types of toys do cats like?.....1

Cat care

What type of cat food is best for my cat?

Talk to your veterinarian. Different animals may have different nutritional needs.

Warning: Many popular house plants are toxic to cats!

What types of toys do cats like?

Cats love toys that mimic the movement of small animals they might hunt in the wild. Therefore, wand toys

A common error is applying a heading style just to emphasize text in a paragraph. This causes problems because:

- The emphasized text (like the warning text in the image on this slide) appears in the **Table of Contents** and **Bookmarks** panel.
- The tag tree displays a heading tag, even though it is not a heading.

Heading styles should be reserved for true headings. Use an inline style such as **Bold** to emphasize text.

Common Heading Level Errors, Slide 1 of 2

A common error is applying a heading style just to emphasize text in a paragraph. This causes problems because:

- The emphasized text (like the warning text in the image on this slide) appears in the Table of Contents and Bookmarks panel.
- The tag tree displays a heading tag, even though it is not a heading.

Heading styles should be reserved for true headings. Use an inline style such as **Bold** to emphasize text.

1.11 Common Heading Level Errors, 2 of 2

Common Heading Level Errors, 2 of 2

< PREV

NEXT >

PDF Documents

What is a PDF?

A PDF is a Portable Document File that is used for s
program. Therefore, the base document must be c

Tags

<Document>

<Figure>

<H1>

<H3>

<P>

<H2>

<P>

Always check that headings follow the correct order (H1, H2, H3...) without skipping levels. This correct order is called a heading hierarchy.

Using branded templates makes creating content quick and easy. When editing documents, it is easy to accidentally assign an incorrect heading level or delete a heading. This breaks the proper order of headings.

The image on this slide shows an example where heading tags go from <H1> directly to <H3>, skipping <H2>. Skipping levels like this can confuse screen reader users and make the document harder to navigate.

Common Heading Level Errors, Slide 2 of 2

Always check that headings follow the correct order (H1, H2, H3...) without skipping levels. This correct order is called a heading hierarchy.

Using branded templates makes creating content quick and easy. When editing documents, it is easy to accidentally assign an incorrect heading level or delete a heading. This breaks the proper order of headings.

The image on this slide shows an example where heading tags go from <H1> directly to <H3>, skipping <H2>. Skipping levels like this can confuse screen reader users and make the document harder to navigate.

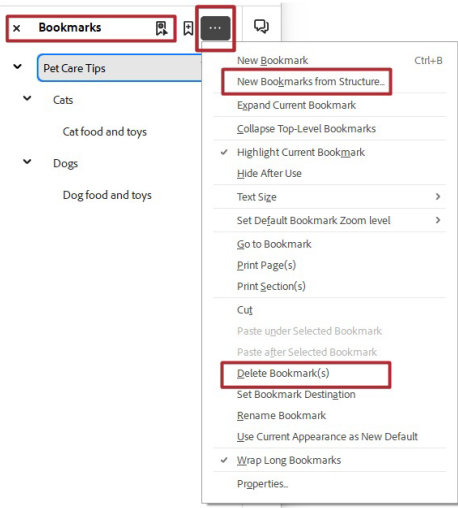
1.12 How to Add/Update Bookmarks

How to Add/Update Bookmarks

< PREV NEXT >

Update the **Bookmarks** panel after fixing any heading errors. To update the **Bookmarks** panel:

1. Open the **Bookmarks** panel and select the first (top) item.
2. Select the three dots (ellipsis) and choose **Delete Bookmark(s)**.
3. Select the three dots again and choose **New Bookmarks from Structure**.



How to Add/Update Bookmarks

Update the Bookmarks panel after fixing any heading errors. To update the Bookmarks panel:

1. Open the Bookmarks panel and select the first (top) item.
2. Select the three dots (ellipsis) and choose Delete Bookmark(s).
3. Select the three dots again and choose New Bookmarks from Structure.

1.15 Practice Document

Practice Document

< PREV NEXT >

You're now ready to apply what you've learned.

Download and follow the instructions in the [Module 5 Practice Document](#).

A **Module 5 Remediated Practice Document** is also available under the **Resources** tab above for you to check your work.

Practice Document

You're now ready to apply what you've learned.

Download and follow the instructions in the Module 5 Practice Document.

A Module 5 Remediated Practice Document is also available under the Resources tab above for you to check your work.

1.16 Summary

Summary

[< PREV](#) [NEXT >](#)

In this module, you learned:

- What document structure is
- How document structure and bookmarks improve accessibility
- How headings create bookmarks in a PDF
- How to fix common heading and bookmark errors

Summary

In this module, you learned:

- What document structure is
- How document structure and bookmarks improve accessibility
- How headings create bookmarks in a PDF
- How to fix common heading and bookmark errors

1.17 Module 5 Complete

Module 5 Complete

< PREV



Congratulations!

You have completed **Module 5: Document Structure and Bookmarks**.
The Office of Accessibility would like to thank you for your hard work.

Click the **Exit** button to continue with the course.

EXIT

Module 5 Complete

Congratulations!

You have completed Module 5: Document Structure and Bookmarks

The Office of Accessibility would like to thank you for your hard work.

Click the Exit button to continue with the course.