

Module 8: Lists

1.1 State of Minnesota: Accessible PDF Document Training



State of Minnesota Accessible PDF Document Training

Module 8: Lists

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 how to:

- Identify the correct tagging structure for lists
- Understand how multi-level lists are tagged
- Correct list tags when Acrobat does not tag them properly



About this Module

In this module, you will learn how to:

- Identify the correct tagging structure for lists
- Understand how multi-level lists are tagged
- Correct list tags when Acrobat does not tag them properly

1.4 List Tags

List Tags

< PREVIOUS NEXT >

Every list in a tagged PDF is made up of several tag types that show the structure of the list.

Lists may be bulleted or numbered. They can include the following tags:

- **<L>** List
- **** List Item
- **<Lbl>** Label (optional)
- **<LBody>** List Body

▼

<L>

▼

>

<Lbl>

>

<LBody>

List Tags

Every list in a tagged PDF is made up of several tag types that show the structure of the list.

Lists may be bulleted or numbered. They can include the following tags:

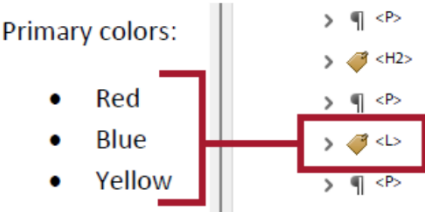
- **<L>** List
- **** List Item
- **<Lbl>** Label (optional)
- **<LBody>** List Body

1.5 Simple List Structure

Simple List Structure

< PREV

NEXT >



The image on this slide shows a simple list with all items at the same level. There is only one `<L>` list tag, even though the list has multiple bullet points.

- Each simple list has its own `<L>` list tag, even when the list contains multiple list items.
- All `<LI>` list item tags appear inside this single `<L>` list tag at the same level.

Simple List Structure

The image on this slide shows a simple list with all items at the same level. There is only one `<L>` list tag, even though the list has multiple bullet points.

- Each simple list has its own `<L>` list tag, even when the list contains multiple list items
- All `<LI>` list item tags appear inside this single `<L>` list tag at the same level.

1.6 List Item

List Item

< PREV NEXT >

Primary colors:

- Red
- Blue
- Yellow

Diagram illustrating the structure of a list item. A vertical grey bar is positioned between the list items and the corresponding HTML tags. To the right of the bar, a dropdown arrow points to a box containing the tag `<L>`. Below this, three red horizontal lines connect each list item to its corresponding `<LI>` tag, which is also shown in a box.

Each item in a list has its own `<LI>` list item tag. The `<LI>` list item tag is a container for each list item.

The image on this slide shows a list with three bullets and three corresponding `<LI>` list item tags nested inside the `<L>` list tag.

List Item

Each item in a list has its own `<LI>` list item tag. The `<LI>` list item tag is a container for each list item.

The image on this slide shows a list with three bullets and three corresponding `<LI>` list item tags nested inside the `<L>` list tag.

1.7 Label and List Body Tags

Label and List Body Tags

< PREVIOUS > NEXT >

Primary colors:

- Red
- Blue
- Yellow

Primary colors:

- Red
- Blue
- Yellow

List Item tags may contain one or two elements:

- **Label <LBl>**
The <LBl> label tag is optional. If used, it contains the bullet or number. If not, the bullet or number appears in the <LBody> list body tag with the list item text.
- **List Body <LBody>**
The <LBody> list body tag contains the text of the list item. Every list item has an <LBody> list body tag.

The images on this slide show examples with and without a <LBl> label tag. Either option is OK, but it is important to use consistent tagging throughout the list.

Label and List Body Tags

List Item tags may contain one or two elements:

- **Label <LBl>**
The <LBl> label tag is optional. If used, it contains the bullet or number. If not, the bullet or number appears in the <LBody> list body tag with the list item text.
- **List Body <LBody>**
The <LBody> list body tag contains the text of the list item. Every list item has a <LBody> list body tag.

The images on this slide show examples with and without a <LBl> label tag.

Either option is OK, but it is important to use consistent tagging throughout the list.

1.8 Multi-Level or Nested Lists

Multi-Level or Nested Lists

< PREV

NEXT >

The diagram consists of three parts. The first part on the left shows a bulleted list with 'Cat toys' and 'Dog toys'. 'Cat toys' has sub-items 'String toy' and 'Mouse', while 'Dog toys' has 'Ball' and 'Frisbee'. Red and blue boxes highlight these sections. The middle part shows the HTML structure: an outer <L> tag contains an <LBody> tag. Inside <LBody>, there's a text run 'Cat toys:' followed by a nested <L> tag containing 'String toy' and 'Mouse'. The right part shows a zoomed-in view of the nested <L> tag, which is placed directly under the 'Cat toys:' text run within the <LBody> tag.

Nested lists are structured to show relationships between items. The hierarchy you see in the list is reflected in the tagging structure. Nested lists use the same tags as simple lists.

Each nested list has its own <L> list tag. This <L> list tag is placed inside the <LBody> list body tag under the text run of the list item where the nested list begins.

The first image on this slide shows the overall structure of a nested list. The second image shows how the nested <L> list tag sits under the text run inside the <LBody> list body tag.

Multi-Level or Nested Lists

Nested lists are structured to show relationships between items. The hierarchy you see in the list is reflected in the tagging structure. Nested lists use the same tags as simple lists.

Each nested list has its own <L> list tag. This <L> list tag is placed inside the <LBody> list body tag under the text run of the list item where the nested list begins.

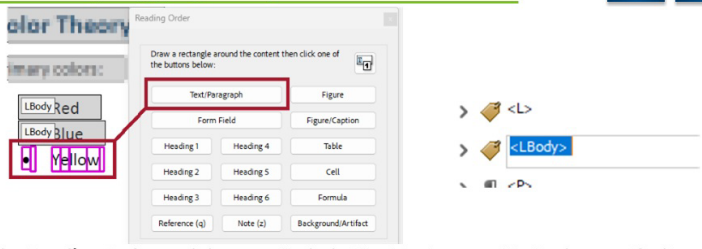
The first image on this slide shows the overall structure of a nested list. The second image shows how the nested <L> list tag sits under the text run inside <LBody> list body tag.

1.9 Manually Tagging Lists, 1 of 2

Manually Tagging Lists, 1 of 2

< PREV

NEXT >



The **Reading Order** tool does not include List, List Item, or List Body tags. If a list or a list item is not tagged, it must be created manually using the tools and methods we introduced in Module 4.

To manually tag an untagged list item:

1. Open the **Reading Order** tool.
2. Draw a box around the text that is missing the tag and assign it **Text/Paragraph**. Acrobat creates a **<P>** paragraph tag.
3. Change the **<P>** paragraph tag to a **<LBody>** list body tag.

The newly created tag is located outside of the **<L>** list tag on the tag tree. We will correct this in step 6 on the next slide.

Manually Tagging Lists, Slide 1 of 2

The Reading Order tool does not include List, List Item, or List Body tags. If a list or a list item is not tagged, it must be created manually using the tools and methods we introduced in Module 4.

To manually tag an untagged list item:

1. Open the Reading Order tool.
2. Draw a box around the text that is missing the tag and assign it Text/Paragraph. Acrobat creates a **<P>** paragraph tag.
3. Change the **<P>** paragraph tag to a **<LBody>** list body tag.

The newly created tag is located outside of the **<L>** list tag on the tag tree. We will correct this in step 6 on the next slide.

1.10 Manually Tagging Lists, 2 of 2

Manually Tagging Lists, 2 of 2

<LBody>

New Tag...

Autotag document

New Tag

Type: List Item

Title:

OK

Cancel

<L>

<LBody>

<P>

<L>

<P>

<H2>

<L>

<LBody>

The new **<LBody>** list body tag must be placed inside a new **** list item tag. This completes the structure you began in Step 3.

4. Right-click on the **<LBody>** list body tag and select **New Tag**.
5. Choose **List Item** from the **Type:** drop-down menu. Acrobat creates an empty **** list item tag.
6. Drag the **<LBody>** list body tag into the new, empty **** list item tag.
7. Drag the **** list item tag to the proper location in the list.

Use the **New Tag** command to create a **<L>** list tag if needed. Place the **** list item inside it.

Refer to Module 4 for a refresher on adding or changing tags.

Manually Tagging Lists, Slide 2 of 2

The new **<LBody>** tag must be placed inside a new **** list item tag. This completes the structure you began in Step 3.

4. Right-click on the **<LBody>** list body tag and select **New Tag**.
 5. Choose **List Item** from the **Type:** drop-down menu. Acrobat creates an empty **** list item tag.
 6. Drag the **<LBody>** list body tag into the new, empty **** list item tag.
 7. Drag the **** list item tag to the proper location in the list.
- Use the **New Tag** command to create a **<L>** list tag if needed. Place the **** list item inside it.

Refer to Module 4 for a refresher on adding or changing tags.

1.13 Practice Document

Practice Document

< PREV NEXT >

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

Download and follow the instructions in the [Module 8 Practice Document](#).

A **Module 8 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 8 Practice Document.

A Module 8 Remediated Practice Document is also available under the Resources tab above for you to check your work.

1.14 Summary

Summary

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

In this module, you learned how to:

- Identify the correct tagging structure for lists
- Understand how multi-level lists are tagged
- Correct list tags when Acrobat does not tag them properly

Summary

In this module, you learned how to:

- Identify the correct tagging structure for lists
- Understand how multi-level lists are tagged
- Correct list tags when Acrobat does not tag them properly

1.15 Module 8 Complete

Module 8 Complete

< PREV



Congratulations!

You have completed **Module 8: Lists**.

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

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

EXIT

Module 8 Complete

Congratulations!

You have completed Module 8: Lists.

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

Click the Exit button to continue with the course.