MINNESOTA

Accessible PDF Document Training

Summary Guide for Module 8: Lists

This module covers the correct tagging structure for lists (bulleted or numbered), addressing multi-level lists, and remediating improperly tagged lists.

List tags

Several tag types make up a list's tagging structure:



- List tag <L>:
  - Contains the list's contents.
  - Only one list tag <L> per simple list.
- List Item tag <LI>:
  - Each item within a list has a list item <LI> tag.
- Label tag <Lbl> (optional):
  - If used, contains the list style: bullet points or numbers.
- List Body tag <LBody>:
  - Contains the text of the list items.
  - If Label tag <Lbl> is not used, then the list body tag contains the list style: bullet points or numbers.

Multi-level or nested lists

- Nested lists use same tags as simple lists.
- Every nested list has its own list tag <L>.
  - The nested list's list tag <L> is placed inside the list body tag <LBody>.

Manual tagging lists

- If lists are not tagged, they need to be manually added.
- List tags are not included in the Reading Order Tool, like other list tag types. This module provides the method to manually add them.