

Why make your bulleted lists ADA accessible? A screen reader (assistive technologies) can only navigate a PDF document correctly when all of its elements are properly tagged.

- An example of a properly tagged bulleted list is demonstrated in the image below. We will create this tag tree as a step-by-step process now. When you're finished tagging your list, it should follow the same structural format as the tree pictured here.



“L” stands for List.

“LI” stands for List Item.

Each LI tag contains an “Lbl” and a “LBody” tag (Label and List Item Body, respectively).

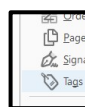
In this example, the first LI tag is opened to reveal the Lbl and LBody tags it contains.

All of the other LI tags in the tree are closed; however, they will all contain the same contents when tagging is properly completed.

- To create the bulleted-list tag tree, you'll need to open the navigation toolbar. If you do not see it to the left of your main document pane, it may be closed. Use the arrow shown below to open and close the navigation toolbar. The Tags button becomes available to you when you right click on the navigation pane and select it from a slide out menu.



Open the navigation bar.

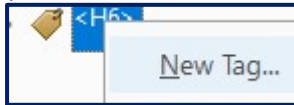


Rt click, select to add



Navigation pane with Tag Tool

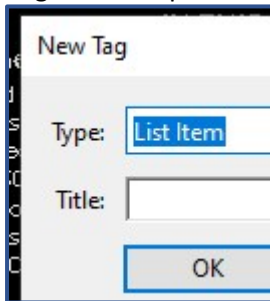
11. Clicking the tags button will open a tag tree pane next to the navigation pane. It will list out a number of tags arranged in a tag tree. In your tag tree, right-click to highlight the last tag in your tree. Select "New Tag" from the fly-out menu.



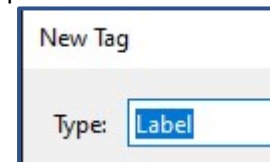
12. A pop-up window will appear prompting you to select your next tag type. Select List.



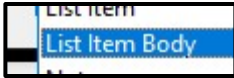
13. A new L tag will come in under your tag tree's last tag. Right-click on it, and repeat the New Tag selection process to add a new List Item (LI) tag.



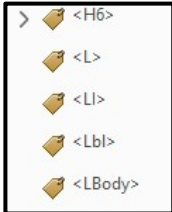
14. A new LI tag will come in under your L tag. Right-click on it, and repeat the New Tag selection process to add a new Label (Lbl) tag.



15. A new Lbl tag will come in under your LI tag. Right click on it and repeat the New Tag selection process to add a new List Item Body (LBody) tag.



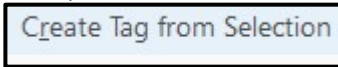
16. Now you have an L tag followed by an LI tag, and a Lbl and LBody tags underneath it as shown below.



17. Now, we'll add content to the individual Lbl and LBody tags. We will begin this process with the Lbl tag in your tree and then to the LBody tag. In your main document pane, move your cursor to your document list's first bullet, and highlight just the bullet itself. Once it is highlighted, you can move your cursor off of it.



18. Now, click on the Lbl tag in your tree to highlight it. Right click, and from the slide out menu options, select Create Tag from Selection.



19. Return to your document and highlight the text that followed the bullet you previously highlighted. Highlight the line of text, and return to your tag tree. Click on the LBody tag that is below the Lbl tag you just added content to, and again, right-click for a flyout menu. Select Create Tag from Selection.

20. Now close (or twirl up) your Lbl and LBody tags. Click and highlight both tags at once, and drag them up and in so that they become child-tags of the LI tag above them. Finally, close the the LI tag up and slide it up under the L tag so that it becomes a child of it. Repeat the entirety of this process until your bulleted list is fully tagged in your tree. Your tagged-list project is now concluded.



1st: Slide tags up and in. 2nd: close LI tag 3rd: close L tag 4th: done.

If you finish these processes with each of your document's lists and its individual items, your project is nearly complete. Click, Save As an Adobe PDF, and close your document. It is recommended that you reopen your PDF, and check it before publishing it. If the screen reader

identifies the list as *a list containing bulleted or numbered list items* your document is properly tagged with respect to the formatting of its list tags.