3.9 PDF Accessibility Troubleshooting – Tables of Contents II

Contents

Restoring Table of Contents Items

Internal Hyperlinks

For a table of contents to be fully accessible, it should not only be tagged and legible to assistive technology but also function as a navigation tool. Each table of contents item needs an internal hyperlink that navigates the reader to the corresponding destination in the document and is announced by an object reference tag assorted in the tag tree.

To Ensure All Table of Contents Items Have Hyperlinks:

1. Navigate to the **Content** panel, expand the table of contents page and open the 'Annotations' section. A 'Link' annotation element will have been created for each automatically created internal hyperlink.

2. Select the first table of contents 'Link' in the Annotations list and note the corresponding outlined table of contents item in the document viewing window. Continue this method to locate any unlinked table of contents items.

If links are found to be missing or broken in the TOC, this could either be the result of a flawed PDF conversion tool or a removed section of the document. Regardless of the cause, the link must be restored with its object reference tag assorted in the tags tree. Broken links should be removed or reassigned to the correct page view destination with the **Edit PDF** tool. For table of contents item links that are created from scratch, their clickable 'Link' annotation will need to be manually redrawn.

To Generate an Internal Link for a Table of Contents Item:

1. Open the **Edit PDF** tool. In the top **Edit PDF** toolbar, open the 'Link' dropdown menu and select 'Add/Edit Web or Document Link'.

2. In the document viewing window, use the crosshair tool to draw the link annotation rectangle around the table of contents item. Ensure that all elements of the table of contents item (the label, title, dot leader and page number) are enclosed in the drawn rectangle.

3. After creating the link annotation, the 'Create Link' window will appear. In the 'Link Appearance' section, set the 'Link Type' to 'Invisible Rectangle'. Set the 'Link Action' to 'Go to a Page View'. Select 'Next'.

4. With the 'Create Go to View' window open, scroll to the location of the section or chapter that the table of contents item is referring to. For large documents, enter the page number of the section.

5. With the relevant section or chapter visible oriented at the top of the document viewing window and the page magnification set to 100%, select 'Set Link'.

The table of contents item link is now restored and useable. To make a new link accessible, it must now be assigned an object reference tag.

Object Reference Tags

In the event that, during the PDF conversion process, a link is present for a table of contents item but the object reference tag is missing, the user will have to restore the OBJR tag for the existing link.

To Create an Object Reference Tag for a Table of Contents Item:

1. Open the **Tags** panel and locate the TOCI tag corresponding to the missing object reference or OBJR tag. Select the TOCI tag.

2. Navigate to the **Content** panel. Open the page where the table of contents are located and expand the 'Annotations' section. Select each 'Link' in the annotations list until the link corresponding to the missing OBJR tag is highlighted in the document viewing window.

3. Re-open the **Tags** panel and open the **Tags** dropdown menu. Select 'Create Tag from Selection'. The created OBJR tag should appear and be nested within the TOCI tag. Assort the OBJR into the proper tag structure.

The object reference tag is now restored for the table of contents item. Assistive technology will be able to recognize a selectable, internal hyperlink for that item.

Conclusion

In this module, we've learned how to restore the internal hyperlinks and object referenced tags for table of contents items. In the next module, we'll look at the guidelines and processes for maintaining the accessibility of Contracts and similar documents.