

Document with an Incorrect Heading Hierarchy – Intro to Accessible PDF

Notice that the first heading is a Heading 4 Style. The author may have liked the italics so used it for their first heading level.

Second Level Heading Using Heading 5

This is in the correct order hierarchically and will not show up as an error in the Acrobat Accessibility Checker. However, once the first heading is corrected this one will need to be corrected as well.

Third Level Heading

This level 3 heading is out of sequence and will need correcting. You will find fixing this in the original Word document is easier than fixing it in the resulting PDF but you may not have access to the original source document. This too is technically in the correct order and will not show up as an error in the Accessibility Checker in Acrobat.

Series of Headings in Correct Hierarchy

Although this next set of heading is correct hierarchically, because this document started with heading out of sequence. These should likely be checked for order as well. The author may have chosen the Heading 1 style here to draw attention to the section. Without author input it may be difficult to know if this should be set as Heading 1 but the context of the document may help inform that decision when fixing the tags in the PDF document.

Heading 2 Appropriately Used for the Second Level Heading

A Heading 2 must always have a Heading 1 above it in the document structure.

Heading 3 Used for the Third Level Heading

A Heading 3 must always have a Heading 2 above it in the document structure.

Heading 2 Used a Second Time in the Hierarchy

As you can see in this document, a Heading 2 can follow any other heading as long as there is a Heading 1 in the hierarchy and the hierarchy is maintained. You can go back to any Heading level within the hierarchy.

A Second Series of Headings

In a PDF document you can use a Heading 1 multiple times in the same document.