

**PDF/UA (Universal Accessibility)
DRAFT MEETING MINUTES
May 17, 2005
9:00 A.M. – 4:30 P.M. (EST)
Pennsylvania Convention Center
Philadelphia, PA
Room 102B**

A. Attendees / Participants

I. In Person

1. Betsy Fanning, AIIM
2. Mark Gavin, Appligent
3. Renee Georges, AIIM
4. Loretta Guarino-Reid, Adobe Systems
5. Richard Herring, Avaya
6. Dina Herrington, Drexel University
7. Brad Hodges, National Federation of the Blind (USA)
8. Duff Johnson, Document Solutions (Chair)
9. Mac McCuller, TecAccess
10. Michelle Novak, United States Social Security Administration (USA)
11. Chuck Pierson, Sharp Labs of America
12. Greg Pisocky, Adobe Systems

II. Via Conference Call

1. Simcha Gralla, IBM
2. Hugh Huddy Royal National Institute of the Blind (UK)
3. Dr. George Ioannidis, Digital Media, TZI, Universitaetsallee – Document Processing Workshop – strong relationship with the Workshop to PDF/Access (now PDF/UA). PDF/UA liaison to WS at CEN.
4. Wayne Kratz, Design Science
5. Karen McCall, Karlen Communications
6. Sailesh Panchang, Deque
7. Neil Soiffer Design Science
8. Marc Straat, Adobe Systems

B. Actions Taken:

- I. Duff Johnson President of Document Solutions elected Chairperson of the PDF/UA Working Group
- II. The Working Group elected to change the name of the standard from PDF/Access to PDF/UA (for Universal Access). This is in keeping with the convention already adopted for identifying other PDF subsets, PDF/A, PDF/E, and PDF/X
- III. An initial outline was developed for the standard. The outline was derived from the draft of the PDF/A document found here: [http://www.aiim.org/documents/standards/iso_19005-1_\(e\).doc](http://www.aiim.org/documents/standards/iso_19005-1_(e).doc) PDF/A became a formal ISO standard on May 22, 2005. Following is the outline (with commentary) which the working group agreed to be the framework for the PDF/UA specification.

Forward

Introduction

1 Scope (Idea if not the term)

2 Normative references

3 Terms and definitions

4 Conformance (Concept that PDF/UA wants to include)

4.1 General (Item for further discussion)

4.2 Minimal conformance level (item for further discussion)

4.3 Full conformance level (item for further discussion)

4.4 Conforming PDF /UA User Agents

5 File format (Retitle as exclusions? – or Skip Over?)

5.1 General

5.2 File header

5.3 File trailer

5.4 Cross reference table

5.5 Document information dictionary

5.6 Extraneous binary data

5.7 String objects

5.8 Stream objects

5.9 Indirect objects

5.10 Linearized PDF – Linearization tables technically represent a secondary cross reference. In PDF/UA you do not want this construct.

5.11 Filters

5.12 Streams

5.13 Implementation limits

5.14 Optional content (Layers?)

IV.

6 Graphics (the section stays, but the subheads can go) (Graphics 2 subsections, images and vector graphics – so the distinction between vectors and rasters is important – no harm in making a subhead for vector graphics and raster graphics. What about mathematics?)

(Introduce Content Type as its own top level header – PDF/UA will set aside as a separate topic)

6.1 General (delete the subsections under the heading)

6.2 Colourspaces

6.2.1 ICCBased colourspaces

6.2.2 Uncalibrated colourspaces

6.2.3 Named colorants in Separation and DeviceN colourspaces

6.3 Images (Huge subject should be content discussion or tags discussion – move the word images and put under the content heading)

6.4 Form XObjects

6.5 Reference XObjects

6.6 PostScript XObjects

6.7 Extended graphics state

6.8 Rendering intents

6.9 Content streams (out)

7 Fonts (Need a heading for fonts)

7.1 General

7.2 Font types

7.3 Composite fonts

7.3.1 CIDFonts

7.3.2 Cmaps

7.4 Embedded font programs

7.5 Font resources

7.6 Font subsets

7.7 Font metrics

7.8 Character encodings

7.9 Unicode character maps

8 Transparency (Talk about it? Here is what it means. Visual construct? – this is a question mark. Do we permit it? Could impact low vision, and those with learning disabilities. Take the line item and place it in the content type section).

9 Annotations (Needed as its own section. Will we need subsections text, comments, links?)

9.1 General

9.2 Annotation types

9.3 Annotation dictionaries

10 Actions (Features available in PDF files. As a general heading it is appropriate. In PDF Reference Interactive Features. Interactive Features makes for a great top heading – contents to be determined).

10.1 General

10.2 Trigger events

10.3 Hypertext links

11 Metadata/XML (Deserving of a heading)

11.1 General

11.2 Properties

11.3 Normalization

11.4 XMP header

11.5 File identifiers

11.6 File provenance information

11.7 Extension schemas

11.8 Validation

11.9 Font metadata

11.10 Version and conformance level identification

12 Logical structure (do we want to say more and then proceed through its elements?

Proper relationship of elements to one another or proper read order? Within a conforming file, the information will be in a logical read order. Roman Left to Right and Top to Bottom).

Logical Structure will be a heading.

Security (to be added as a heading)

12.1 General

12.2 Tagged PDF

12.2.1 Mark information dictionary

12.2.2 Artifacts

12.2.3 Word breaks

12.2.4 Structure hierarchy

12.2.5 Structure types

12.3 Natural language specification

12.4 Alternate descriptions

12.5 Replacement text

12.6 Expansions of abbreviations and acronyms

13 Forms (clearly something needs to be said about forms)

Annex A (informative) Security issues (Own header)

Annex B (informative) Best practices for PDF/UA

B.1 Balanced page trees (delete)

B.2 Use of non-XMP metadata (delete)

B.3 Natural language identifiers (delete)

B.4 Quality requirements for archival records retention. (delete)

Bibliography

For further consideration:

The proposed outline does not have a place yet, but there needs to be a place to add proposed extensions to the tag set.

Potential additional subheadings

Links, tables, alt text, etc.

V. A series of action items was agreed upon.

1. Key piece of work. Make annotations to PDF spec. Revise and remove deleted items, make pretty. Create headings with blank content.
AI assigned to Greg Pisocky. Mark Up and Finished Result.
2. AI: Loretta Guarino-Reid Identify missing and additional necessary attributes
3. AI: Duff Johnson. Identify additional heading elements that need to be added.
4. AI: At large, contribute additional headers that you may be interested in.
5. AI: Michelle Novak Investigate forms and other interactive content.
6. AI: Richard Herring: Investigate images.
7. AI Dina Herrington: Investigate interactivity
8. AI Chuck Pierson Focus and Orientation. Inclusion of focus as a quality of PDF
9. AI TBA Existing Accessibility standards referenced in spec 508, DAISY, W3C, sourcing of reference material, incorporation of chunks of content. Neil Sofer
Math
10. AI Karen McCall Link to her collection of specifications
11. AI Chuck P. Looking into accessibility of online meeting utilities. This to help expedite the working group's progress between face to face meetings and conference calls.