

Better PDFs

Digital Knowledge Sharing

Always!

1. Add a meta **title** in properties
2. Remove other **metadata** from properties
3. Use a short & meaningful **filename**

PDFs ... a death long foretold

no title" site:www.epa.ie filetype: x | gds pdfs gds - Google Search x | Why GOV.UK content should be x | +

gds.blog.gov.uk/2018/07/16/why-gov-uk-content-should-be-published-in-html-and-not-pdf/

Gov.UK

Blog


Government Digital Service

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Organisations: [Government Digital Service](#), [Cabinet Office](#)

Why GOV.UK content should be published in HTML and not PDF

[Neil Williams - former Head of GOV.UK, Government Digital Service](#), 16 July 2018 - [Accessibility](#), [Content design](#), [GOV.UK](#)




Government Digital Service

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<https://gds.blog.gov.uk/2018/07/16/why-gov-uk-content-should-be-published-in-html-and-not-pdf/>

Why use PDFs?



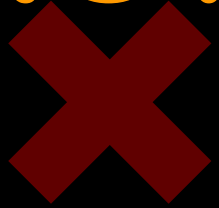
They're **quick** and easy to create

They give **control** over the design

They're generally **easy** to download & print

They have the **feel** of a stand-alone product

And why NOT?



They're **not** designed for reading on screens

They do **not** change size to fit the browser

They can be **hard** for some users to access

They cause **difficulties** for navigation

They're **less** likely to be kept up to date

They're **harder** to track for usage



In the meantime, we need
to put lipstick on **PDFs**

PDFs ... good, bad, ugly

Good



Bad (!)

The screenshot shows the Adobe Acrobat Accessibility Check tool interface. On the left, a tree view lists various accessibility issues, many of which are marked as failed. On the right, a form titled 'Section 3: Identification Requirements' is displayed, containing fields for applicant details and business information. Below the form, there are instructions for documentation requirements for bank accounts.

Accessibility Check

- Document (5 issues)
 - Accessibility permission flag - Passed
 - Image-only PDF - Passed
 - Tagged PDF - Failed
 - Logical Reading Order - Needs manual check
 - Primary language - Failed
 - Title - Failed
 - Bookmarks - Passed
 - Color contrast - Needs manual check
- Page Content (2 issues)
 - Tagged content - Failed (276 issues)
 - Tagged annotations - Passed
 - Tab order - Failed
 - Character encoding - Passed
 - Tagged multimedia - Passed
 - Screen flicker - Passed
 - Scripts - Passed
 - Timed responses - Passed
 - Navigation links - Passed
- Forms
 - Alternate Text (5 issues)
 - Figures alternate text - Failed
 - Nested alternate text - Failed
 - Associated with content - Failed
 - Hides annotation - Failed
 - Other elements alternate text - Failed (2 issues)
 - Tables (4 issues)
 - Rows - Failed
 - TH and TD - Failed
 - Headers - Failed
 - Regularity - Failed
 - Summary - Skipped
 - Lists (2 issues)
 - List items - Failed
 - Lbl and LBody - Failed
 - Headings (1 issue)

Section 3: Identification Requirements

Applicant Details

Full Name:	
Date of Birth:	
Address:	
Telephone:	
Email Address:	

Business Information (if applicable)

Business Name:	
Company Registration Number:	
Applicant's Position in Business:	

Section 4:

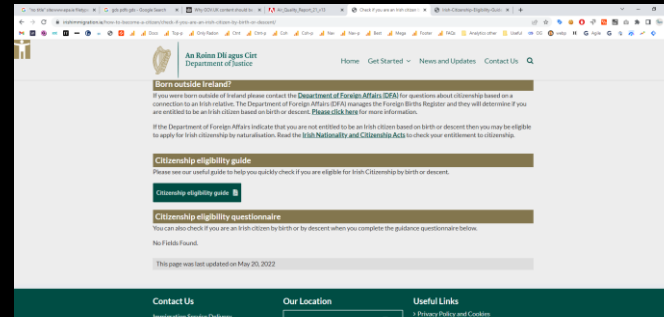
Bank Account (into which payment will be made upon verification and authentication)
The Bank account details must be those of the applicant

Bank Name & Branch	
Account Name	
IBAN:	
BIC:	

Documentation Requirements: Bank Account and Identification
For claims of €200 or more, you are required to provide:

- 2) Proof of bank account of the named applicant into which the funds will be exchanged (e.g. redacted bank statements)
- 3) Copy of identification for the named applicant (e.g. passport, driving licence etc.)
- 4) Proof of address of the named applicant (e.g. a redacted bank statement, utility bill, or correspondence from a state agency dated within 3 months of the date of the application)
- 5) If you are applying on behalf of someone else, including a minor, you must also provide proof of your authority to submit the application on behalf of the legal o

Ugly (!?!@#!)



Check if you are entitled to Irish Citizenship by birth or descent.		
If you are:	Then you may be :	Then you should:
A Born in the island of Ireland on or before 31 December 2004	Entitled to Irish citizenship or you are an Irish citizen	Contact Department of Foreign Affairs and Trade to apply for Irish passport. https://www.dfa.ie/passports-citizenship/
B Born on the island of Ireland on or after 1 January 2005	Entitled to Irish citizenship if one or both of your parents: Is Irish Is British or entitled to live in Northern Ireland or the Irish State without restriction on their residency Is a foreign national legally resident in the island of Ireland for 3 out of 4 years immediately prior to your birth	Contact Department of Foreign Affairs and Trade to apply for Irish passport. https://www.dfa.ie/passports-citizenship/
C Child of A , born outside the island of Ireland	An Irish citizen	Contact Department of Foreign Affairs and Trade to apply for Irish passport. https://www.dfa.ie/passports-citizenship/
D Child of C and a grandchild of A , born outside the island of Ireland	Entitled to Irish citizenship, but you must first register in the Foreign Births Register	Contact Department of Foreign Affairs and Trade who will determine if you can be entered into the Foreign Births Register. If you are entered into the register, you become an Irish citizen on the date of registration. You can then apply for an Irish passport. https://www.dfa.ie/citizenship/born-abroad/registering-a-foreign-birth/
E Child of D and a great-grandchild of A , born outside the island of Ireland	Entitled to Irish citizenship, by having your birth registered in the Foreign Births Register, but only if your parent D had registered by the time of your birth.	Contact Department of Foreign Affairs and Trade who manage the Foreign Births Register. To become an Irish citizen, your great-grandparent's grandchild (your parent) who is of Irish descent must have registered in the Foreign Births Register between the years 1956 and 1986, or if you were born after 1986 they registered before you were born. You become an Irish citizen on the date of registration. You can then apply for an Irish passport. https://www.dfa.ie/citizenship/born-abroad/registering-a-foreign-birth/

This chart is for guidance only. There are some exceptions.

Foreign Birth Registration - <https://www.dfa.ie/citizenship/born-abroad/registering-a-foreign-birth/>

Apply for an Irish Passport - <https://www.dfa.ie/passports-citizenship/>

If the chart indicates that you most likely are not entitled to be an Irish citizen based on birth or descent, then you may be eligible to apply for Irish citizenship by naturalisation.

Read the Irish Nationality and Citizenship Acts on this website to check your entitlement to citizenship.

Always!

1. Add a meta **title** in properties
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3. Use a short & meaningful **filename**

Titles & Metadata

Bad or missing title

Google

resource pack site:stopfoodwaste.ie filetype:pdf

All Videos Images Books News More Tools

About 8 results (0.29 seconds)

<https://stopfoodwaste.ie> > SFW-Homec-Pack-7-1 PDF

&Teacher Resource Book - Stop Food Waste

When food is wasted, so too are the **resources** used to produce, transport and supply it. This includes the **inputs** such as **land, water, energy, oil** and packaging.,. 40 pages

<https://stopfoodwaste.ie> > homec-pack-irish-8-2 PDF

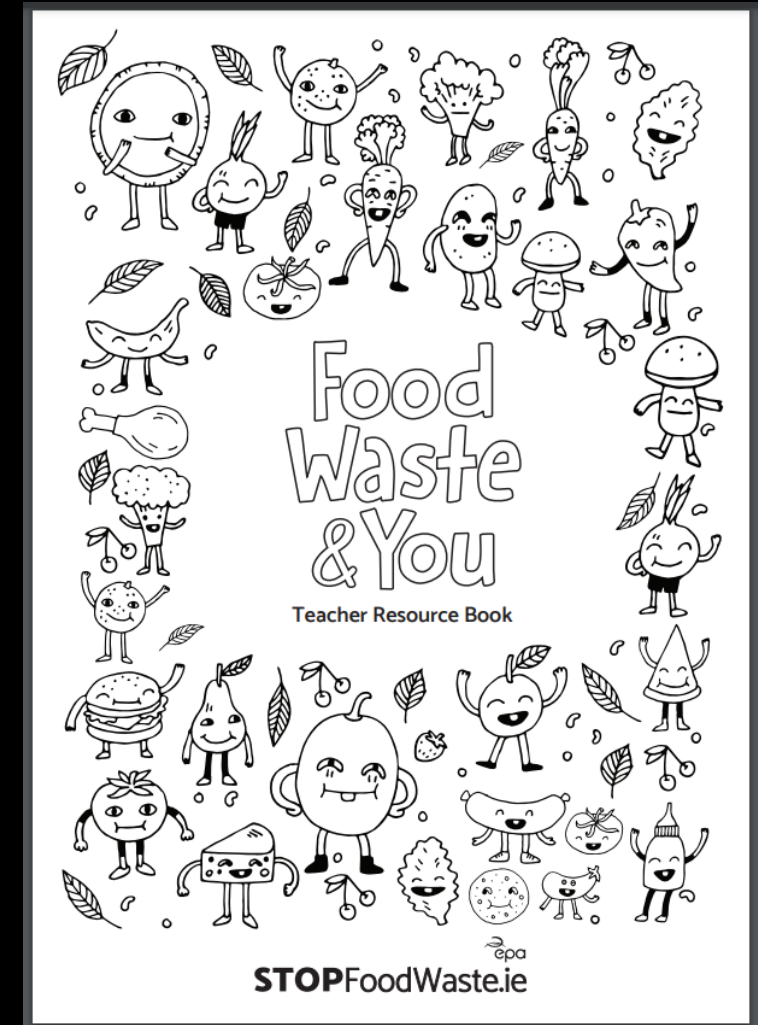
Cuimhnigh na cúig chéim don Dramhbhia - Stop Food Waste

LOBHADH. Déan múirin de do dhramhbhia nó cinnigh go dtéann sé sa bhosca bruscair donn. DIÚLTAIGH. Ná tóg ach an méid a bhfuil tú cinnte a íosfaidh tú.

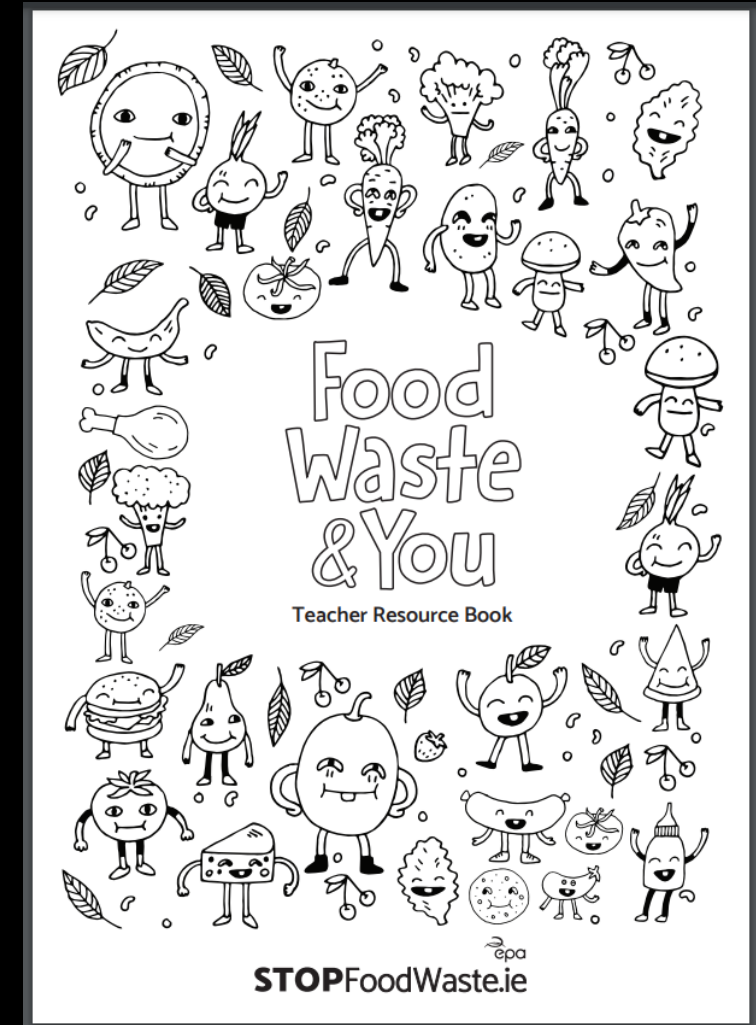
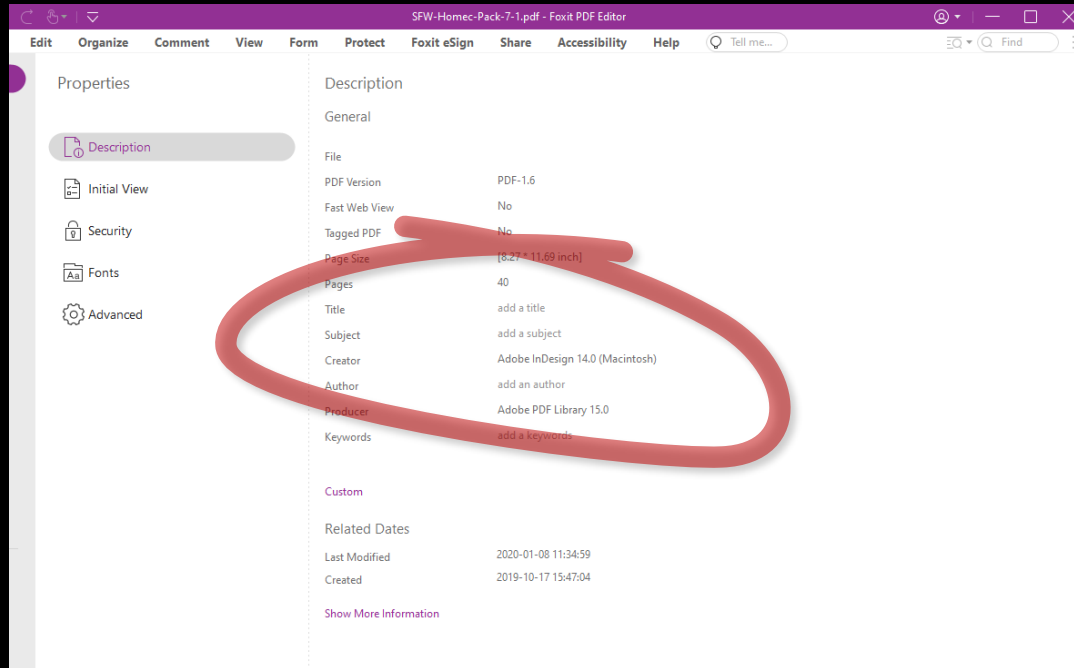
<https://www.stopfoodwaste.ie> > uploads > Monagh... PDF

Layout 4 - Stop Food Waste

Do you end up having bits and pieces of vegetables in the bottom drawer of your fridge at the end of the week? Do bananas or other fruit go black.

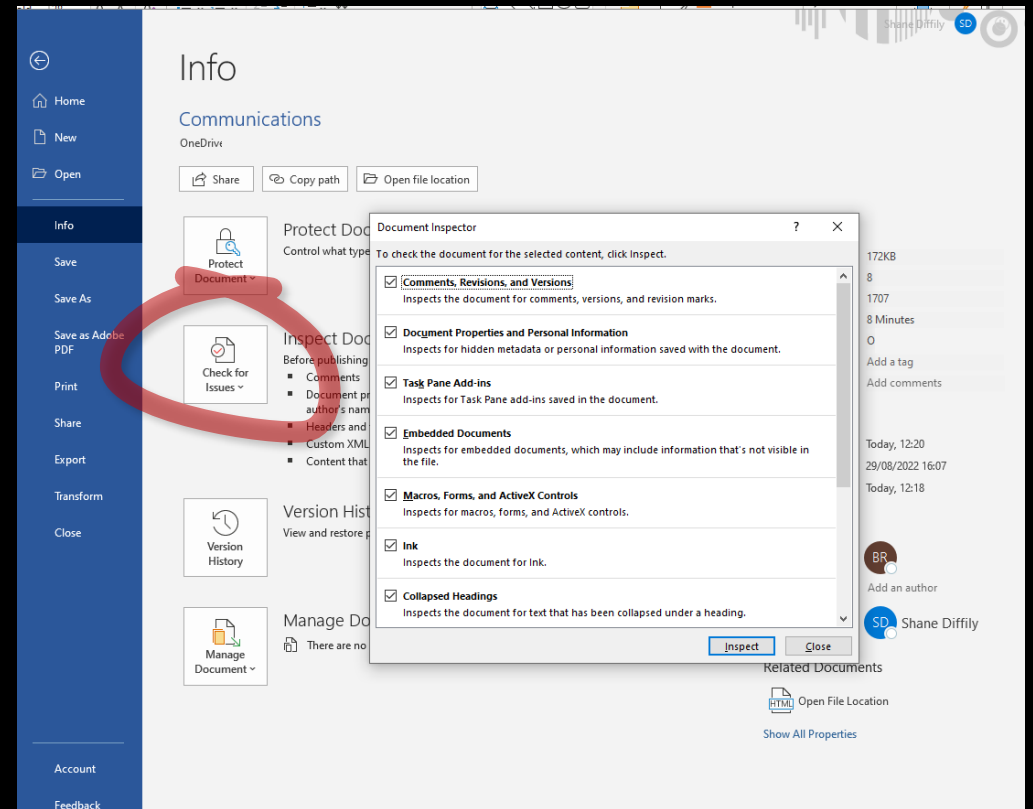


Check it using **CTRL + D**



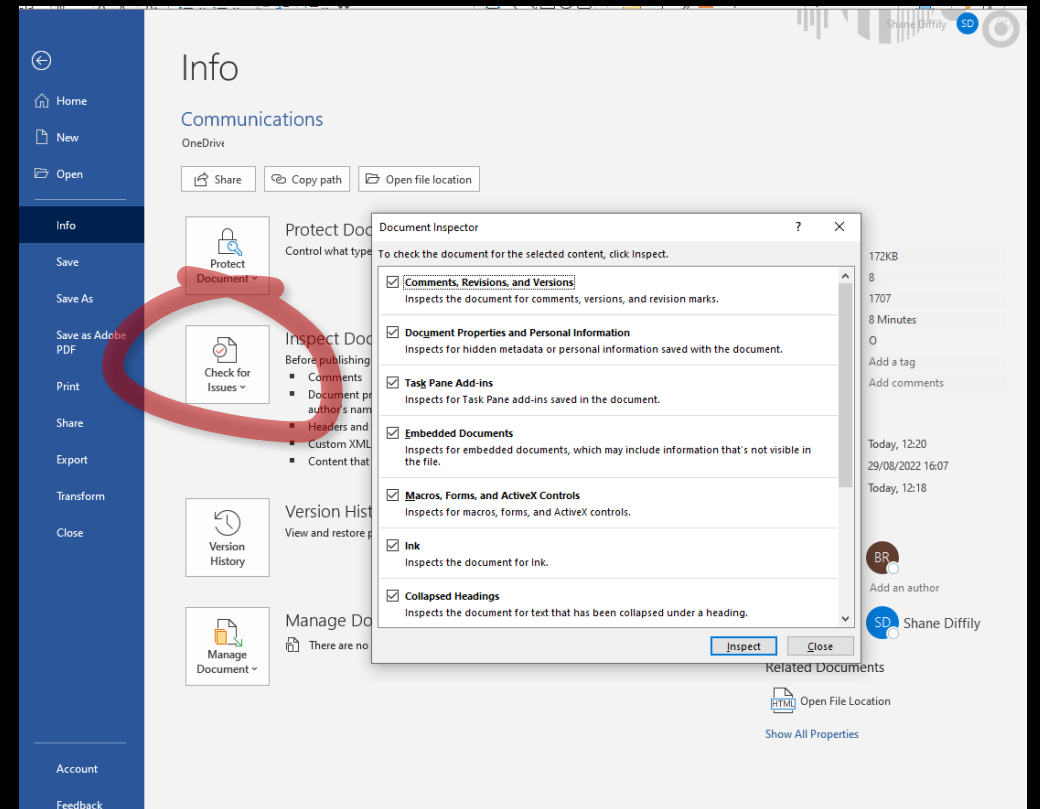
Always, always, always
inspect the document in
WORD and remove objects.

Did I say always?
Always!



In general, remove...

- Comments, revisions, versions
- Properties & personal info
- Macros
- Invisible content
- Hidden text



Then add a **title**

The screenshot shows the Microsoft Word interface with the 'Info' pane open. The left sidebar contains navigation options: Home, New, Open, Info (selected), Save, Save As, Save as Adobe PDF, Print, Share, Export, Transform, and Close. The main area is titled 'Info' and contains four sections: 'Protect Document', 'Inspect Document', 'Version History', and 'Manage Document'. The 'Properties' section on the right is expanded, showing document metadata. A red box highlights the 'Title' field, which currently says 'Add a title'. Other visible properties include 'Size' (Not saved yet), 'Pages' (1), 'Words' (0), 'Total Editing Time' (1 Minute), 'Tags' (Add a tag), 'Comments' (Add comments), 'Related Dates' (Last Modified, Created Today, 17:13, Last Printed), 'Related People' (Author Shane Diffily, Add an author), and 'Last Modified By' (Not saved yet). A 'Show All Properties' link is at the bottom of the Properties section.

Document1 - Word

Shane Diffily

Info

Protect Document
Control what types of changes people can make to this document.

Inspect Document
Before publishing this file, be aware that it contains:
▪ Document properties and author's name

Version History
View and restore previous versions.

Manage Document
There are no unsaved changes.

Properties

Size	Not saved yet
Pages	1
Words	0
Total Editing Time	1 Minute
Title	Add a title
Tags	Add a tag
Comments	Add comments

Related Dates

Last Modified

Created Today, 17:13

Last Printed

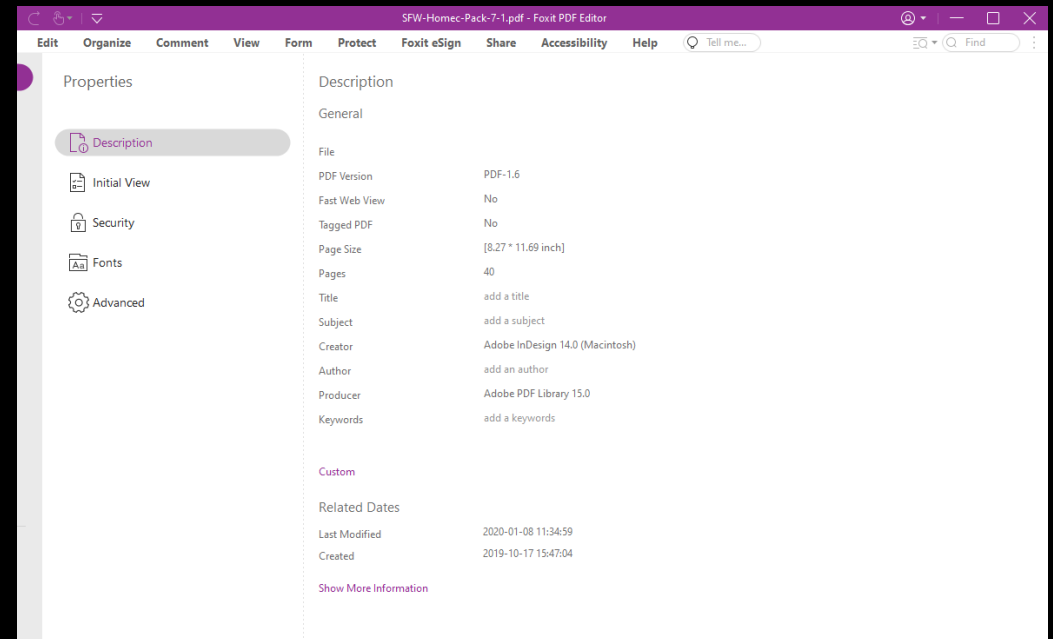
Related People

Author Shane Diffily
Add an author

Last Modified By Not saved yet

[Show All Properties](#)

If then saved as a PDF, recheck the properties in PDF (**CTRL + D**)





Meta title :)

Google

resource pack site:stopfoodwaste.ie filetype:pdf

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About 8 results (0.29 seconds)

<https://stopfoodwaste.ie> > SFW-Homec-Pack-7-1 | PDF

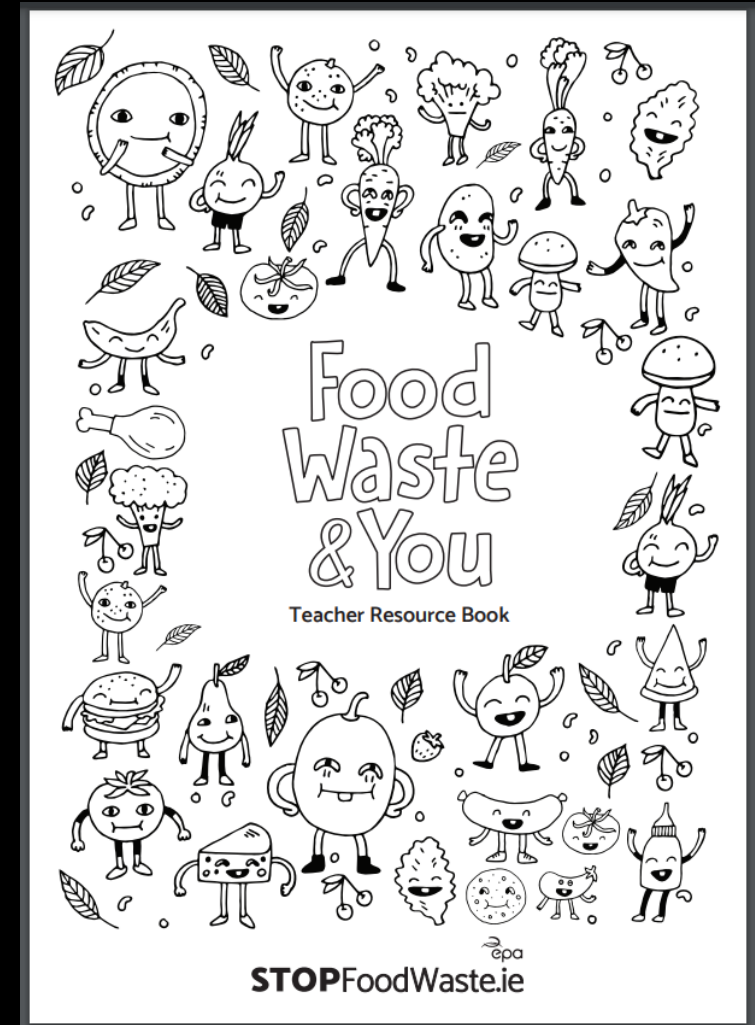
Teacher Resource Pack - Stop Food Waste & You
When food is wasted, so too are the resources used to produce, transport and supply it. This includes the inputs such as land, water, energy, oil and packaging...
40 pages

<https://stopfoodwaste.ie> > homec-pack-irish-8-2 | PDF

Cuimhnigh na cúig chéim don Dramhbhia - Stop Food Waste
LOBHADH. Déan múirin de do dhramhbhia nó cinnigh go dtéann sé sa bhosca bruscair donn. DIÚLTAIGH. Ná tóg ach an méid a bhfuil tú cinnte a íosfaidh tú.

<https://www.stopfoodwaste.ie> > uploads > Monagh... | PDF

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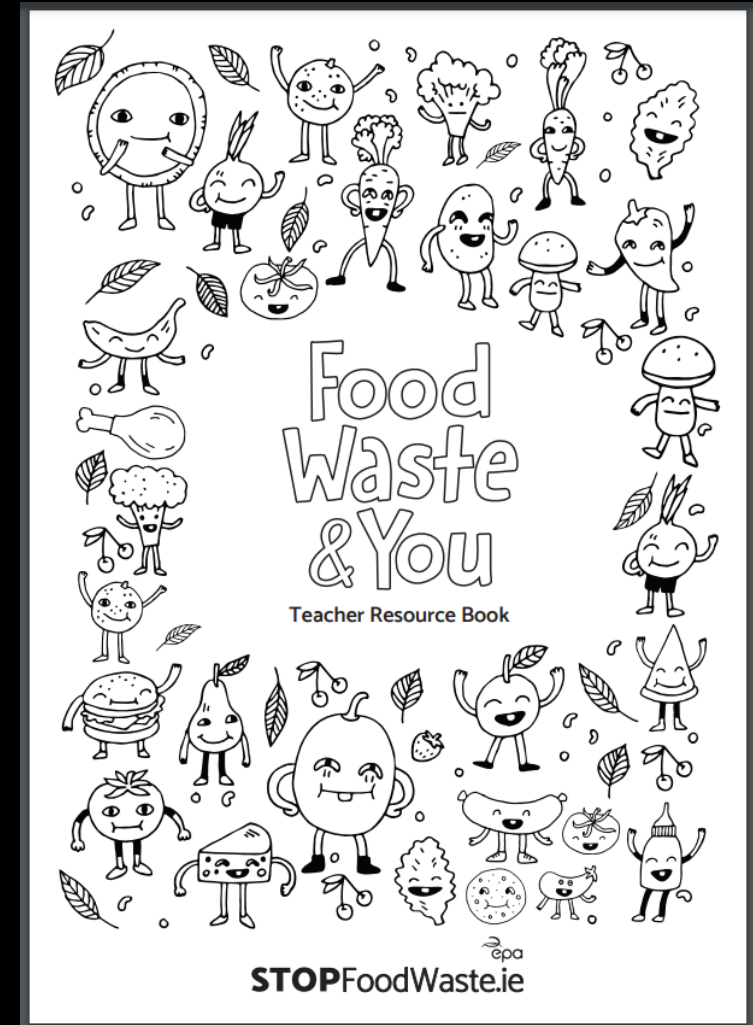


Better filenames

It's a mix of ART and science.

Generally **letters**, **numbers**
and **hyphens** work best.

And they're all that's really
needed.

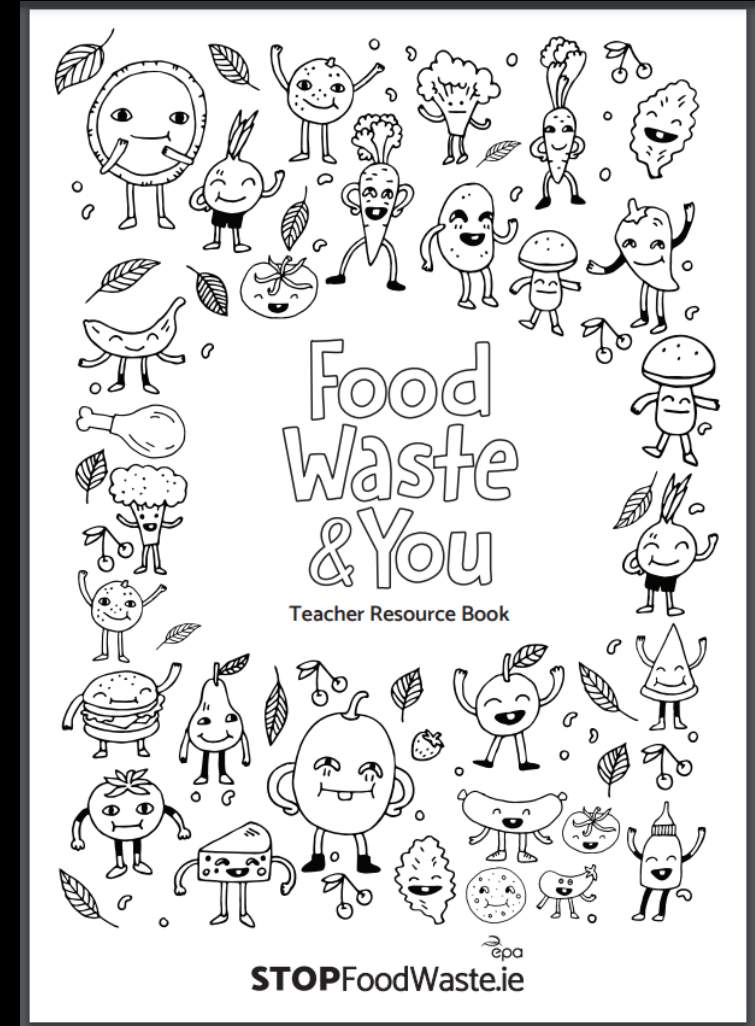


NO!

Keep it short.
Make it meaningful.

Capitals
Special characters
(! " £ \$ % ^ & * () ? : >)
Underscores (_)
Spaces

It's not an English
sentence. Think
SUN headline.





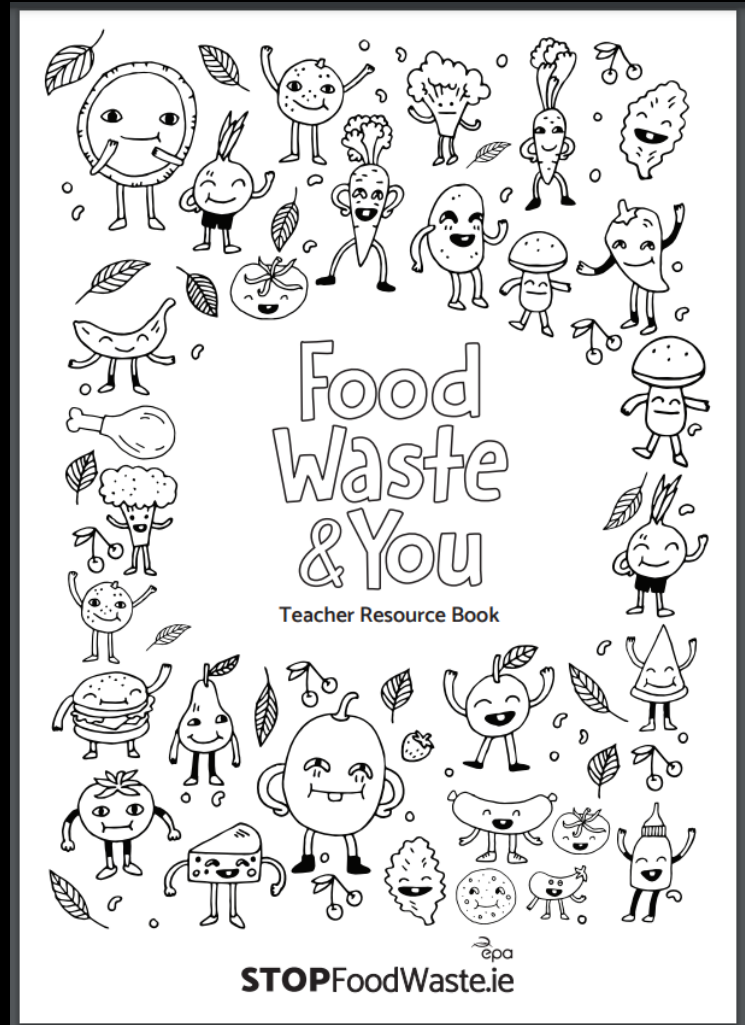
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[teacher-resource-book-food-waste-and-you.pdf](#)



[STOPFoodWaste_Teachers'-Resource-Book-Food-Waste-&-You.pdf](#)





Shane Diffily