

the future is accessible.

(that includes PDFs)

Paragraph Styles & Exporting Tags

When you use Paragraph Styles to organize the hierarchy of your document, you can use them to convey that organization to screen readers too.

In Paragraph Styles, right-click on a style, select to edit it, and find the **Export Tagging** option in the menu. Under PDF, select the proper tag for the style.

H1–H6 are for anything that organizes: your main heading (H1), subheading (H2), sub-subheading (H3), and so on. **P** is for any body copy text (like this paragraph). **Artifact** indicates something the screen reader should ignore, because it does nothing to add meaning to the document.

Alternatively, if you have already sorted all of your styles, you can select tags for each of them all at once by selecting **Edit All Export Tags** in the Paragraph Styles panel menu, and choosing the **PDF** menu on the dialog box that pops up. Use the drop down menus for each style to select their tags.

Make sure to tag each style, or they will all automatically tag themselves as P (except for tables and numbered/bulleted listed using the InDesign buttons), making the semantic structure of the document hard to parse.

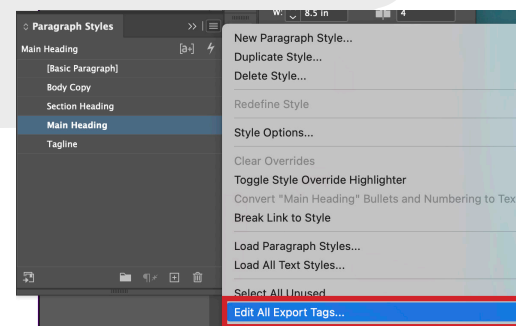
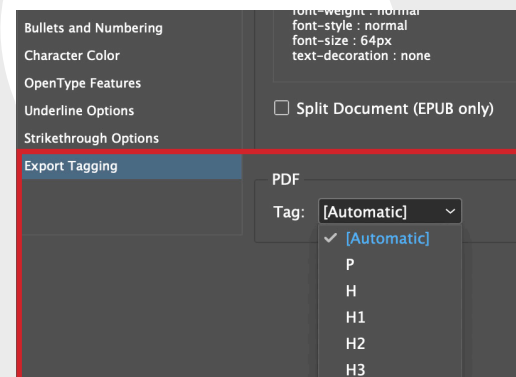


Image Alts & Anchoring Images

Without alt text set for a graphic, the screen reader will not be able to describe the image and leave the person trying to enjoy your work unable to interpret a critical part of the design. Without anchoring, the alt text may not be read at the most logical time, making the image seem out of place to someone using a screen reader.

To add alt text, right-click on your selected image and find **Object Export Options**. Use the **Alt Text**, with **Custom** as the source, and enter your description of the image. Your alt text should be succinct, describe text in the image if there is any, and avoid starting with “image of”, as screen readers will announce a graphic.

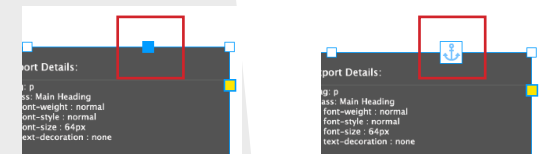
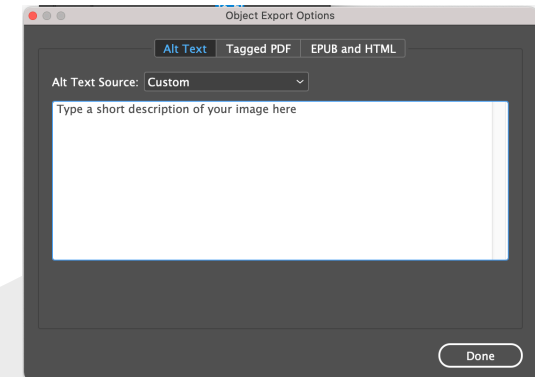
To anchor an image within the text flow, click on the image, then click and hold the blue square that comes up on its frame. Drag to the image’s logical location within the text flow and release. Once the image has been anchored, the blue square becomes an anchor icon. Add alts and anchors to all images that are not purely decorative.

Setting Reading Order

The Articles panel is used to set the order in which you want the document to be read aloud, although the order you set will not affect the visual appearance of your design. The panel can be found in the Window menu.

Simply click the object(s) you want to order and drag them into the panel. They will be listed in the same order you click them in, but you can drag articles up and down in the panel to reorder them if needed. The reading order is top to bottom.

Make sure to select **Include When Exporting** (which is checked by default) when adding a new article to make sure the reading order is kept during export. You can name and nest articles as you see fit.



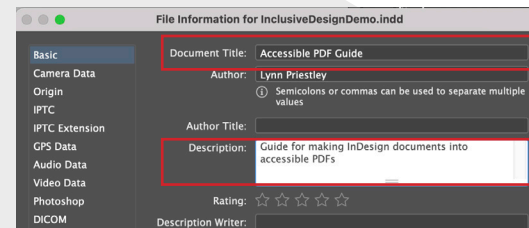
Editing File Metadata & Exporting

The minimum metadata required to make an accessible PDF is a document title and short description of the document. In the top bar, go to **File**, then **File Info**, to add this information.

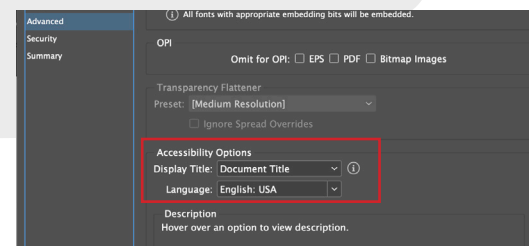
Assuming your document has no forms, buttons, video, or audio, you can export as Print and not Interactive. Print can handle bookmarks and hyperlinks. Have those boxes checked to include if your document uses them for navigation.*

Make sure you select **Create Tagged PDF** in the export options box. You can also select **View After Exporting** to have the PDF open right away for review.

In the **Advanced** section of the export dialog box, you can use the Accessibility section to set your **display title** to the metadata **Document Title**. This makes the file top bar display as a comprehensible title for screen readers right away, rather than the first thing read being "LastnameFirstnameProject-finalversion-2.0.pdf". Also in this section, you can **set the language of your document** to the language you designed in. This helps screen readers pronounce the words in your design correctly.



*Bookmarks and hyperlinks are important for making longer content navigable, something we will cover in a later lecture. For now, since your content is shorter, we will focus on the topics that affect designs of any length.



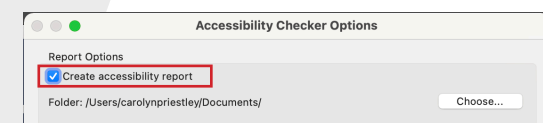
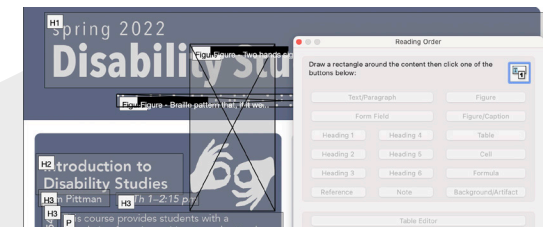
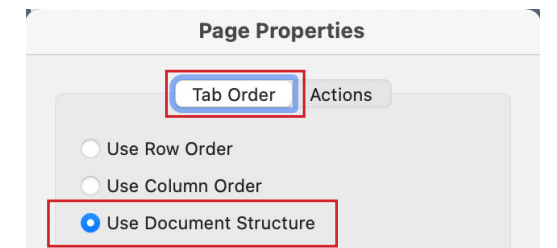
Final Adobe Touches

There are a couple final things you need to do in Adobe Acrobat. First, you need to **set your tab order** to make sure the order you set for tabbing through any interactive elements (ex. hyperlinks) is followed. Go to **Page Thumbnails**, highlight all of your PDF's thumbnails, then go to **Page Properties** from the Page Thumbnails options menu. Under **Tab Order**, select **Use Document Structure**.

You can **check the Tags panel ordering** to ensure your reading order is correct, and even use the **Read Out Loud feature** to approximate how a screen reader will read your design. Read Out Loud is a text-to-speech software that is not a screen reader, so it is limited in certain abilities (like not being able to use keyboard navigation to interpret tables).

Lastly, **run the Acrobat X Pro Accessibility check**, found by going to **View**, then **Tools**, then **Accessibility**. You can select to **Create Accessibility Report**, which will inform you whether the document is fully accessible, and, if it is not, show you the source of any error.

Your PDFs are now more accessible!



welcome to the future.

For a more detailed explanation, see the Adobe Help page used as the reference for making this document: <https://helpx.adobe.com/indesign/using/creating-accessible-pdfs.html>