­A­CCESSIBILITY NOTES­­

*For InDesign Documents­*

*\*Indicates crucial steps, others are supplementary*

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\*Document Title, Description, Keywords

* File > File Info > you can add document title, author, description, and keywords

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\*Alt Text

* **Alternative Text:** text applied to images so that a screen reader can describe them.
* Select your photos then go to Object > Object Export Options > Alt Text tab, on the “Alt Text Source:” drop-down menu select “Custom” then type in your description.
* You can leave this box open and select different photos to add alt text to.

\*Artifacts

* **Artifact:** Any graphic shapes or strokes that do not contain alternative text are automatically marked as artifacts, select “artifact” for any text element that doesn’t need to be read, it is a type of tag.
* You can artifact an element by right-clicking, selecting Object Export Options, and selecting Tagged PDF > Artifact.
* You can also select your photo/object then go to Object > Object Export Options… > Tagged PDF > select Artifact on the Apply Tag: drop-down menu and hit done

\*Articles

* **Article:** allows you to organize the content reading order of your document.
* Go to Window > Articles > First add a new section with the add button (plus sign in a box) this will act as a sort of chapter under which you can start assigning your order and be moved around later if needed, assign the reading order by clicking textboxes and dragging them into the window in the order you would want them to be read. You can also hit the plus sign button with a text box or photo selected.
* In the 3 bar menu, make sure “Use for Tagged Order in Tagged PDF” is checked.

Anchoring Photos Within the Text

* **Anchoring:** tells the screen reader at what point in the text it should describe the image with alt text. Not important unless you do not include photos when ordering the document in the articles panel.
* Click and hold the small blue box at the top of the selected image then drag to the area in the text that makes sense for the alt text to be read.

\*Bookmarks

* **Bookmarks:** Denote different sections, pages, etc. that organize the document.
* Go to Window > Interactive > Bookmarks, then select the object on the paste board or the page in the Pages Window that you want to add a bookmark for.

\*Exporting

* Interactive PDF: make sure “Create Tagged PDF” and “Use Structure for Tab Order” are checked, in the Advanced tab when exporting, choose “Display Title: Document Title”

Additional Resources

YouTube tutorial:

<https://www.youtube.com/watch?v=Eiqw3rBWDWk>

Adobe Webpage:

<https://helpx.adobe.com/indesign/using/creating-accessible-pdfs.html>

USA DOI Webinar:

<https://www.doi.gov/ocio/section508/video5>

Learn to use Adobe InDesign’s accessibility tools:

<https://www.ccbcmd.edu/Sitecore-Resources/Web-Accessibility/create-accessible-PDFs-in-InDesign.aspx>

Penn State Accessibility:

<https://accessibility.psu.edu/pdf/indesign/#Order>