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# Creating Accessible PDFs Using Adobe InDesign CS3 & Adobe Acrobat

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This tutorial is being provided in two formats— a printed file for you to follow along with and a digital file for you to practice using. We would like to introduce you to some of the ways that you can create accessible documents when designing instruction. InDesign creates tagged documents. These documents can be exported as tagged PDFs. InDesign files can be made into templates and re-used.

In this tutorial, we will show you how to:

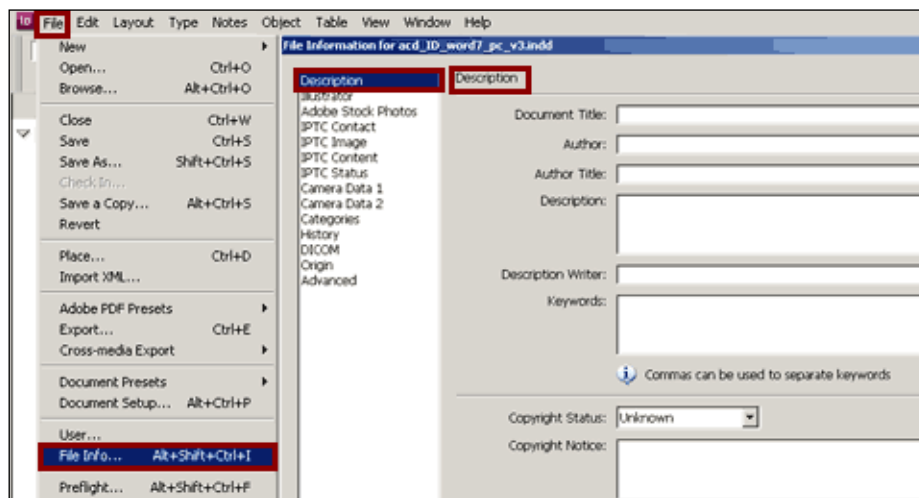
- Add a Document Description that includes accessible file Information.
- Use the InDesign Structure Pane to make your document's Semantic Structure accessible
- Use the Tags Panel to tag both words and images to be read by screen readers.
- Insert images as Anchored Objects, keeping images and text in context.
- Apply Alternative Text to Images to add meaning for visually impaired learners.
- Use Paragraph Styles that can be mapped to tags and styled to improve accessibility.
- Create Page Numbers that will be read by a screen reader.
- Create and style Hyperlinks so they will be noticeable and accessible.
- Export an InDesign to PDF format.
- Set the Document Language in Adobe Acrobat 9 to make the PDF accessible.
- Check the Tabbing Order in Acrobat 9 to checking the reading order.
- Listen to your document using Acrobat's Read Out Loud feature.
- Create Bookmarks which can be used when making a Table of Contents.
- Complete an Accessibility Full-Check of the document's accessibility.

# Document Description

## FILLING OUT DOCUMENT INFORMATION

### Let's Practice

- Open the “pdf\_tutorial” Document in the ACCESS folder on your desktop.
- Select “File” > “File Info” > “Description”. Fill in description and save the file adding an underscore “\_” and your initials.

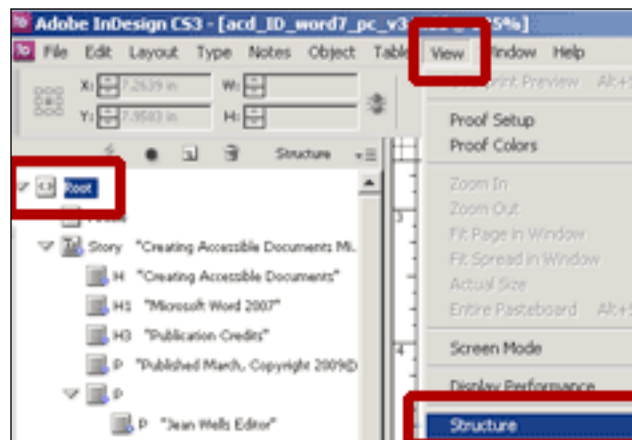


**TIP: File Information can be saved and exported to different documents. If you are using the same information, it is very helpful to have this filled out. You can also put in metadata to help with search engines.**

# Identifying the Work Space

## WORKING WITH THE STRUCTURE PANE

- Study the “Structure Pane” Handout of Adobe InDesign icons.
- Select “View” > “Structure” to open the “Structure Pane”

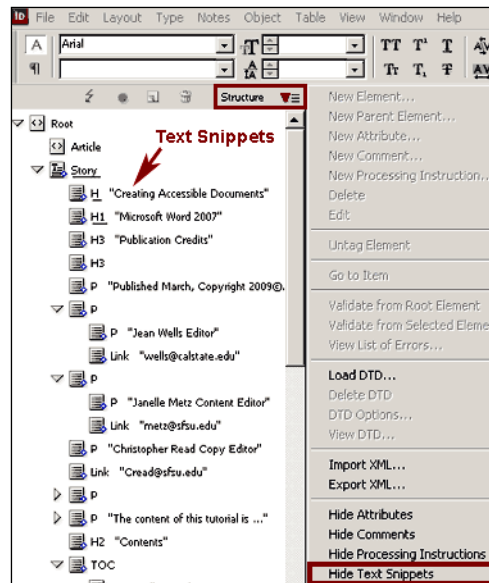


### Let's Practice

- Click on arrow to the left of the the “Root” < > Symbol in your document.
- Select “View” > “Structure” > “Show Tagged Frames”
- Select “View” > “Structure” > “Hide Tagged Frames”
- Select “View” > “Structure” > “Show Tag Markers”
- The Structure Pane shows the semantic structure of your document.

**TIP: You will not be able to see tagged items if either “Show Tagged Frames” or “Show Tagged Markers” is not turned on. “Show Tagged Markers” is helpful to turn on to see your tags. If an item is not tagged it will not be read by a screen reader.**

## WORKING WITH THE STRUCTURE PANE

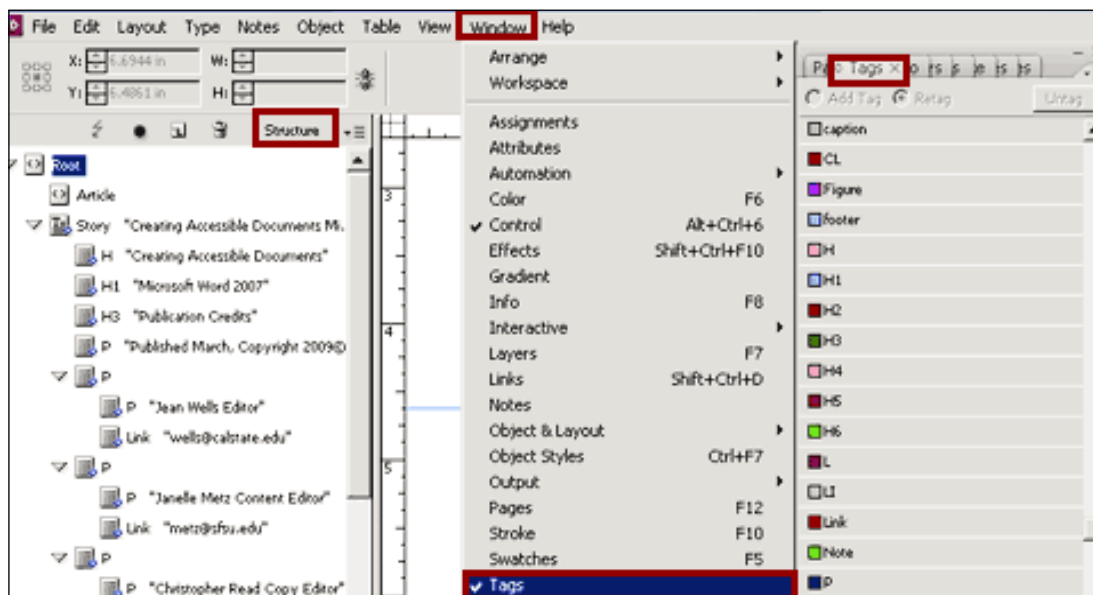


- In the top right corner of the Structure Pane, click on the fly-out menu arrow.
- Scroll down and select “Hide Text Snippets”
- Select “Show Text Snippets”

**TIP: Text Snippets help identify the contents of each element. This becomes very important when you must move tags that are out of place.**

## WORKING WITH THE TAGS PANEL

- Select “Window” > “Tags” to access “Tags Panel”
- Notice the tags that have been created.



### Let's Practice

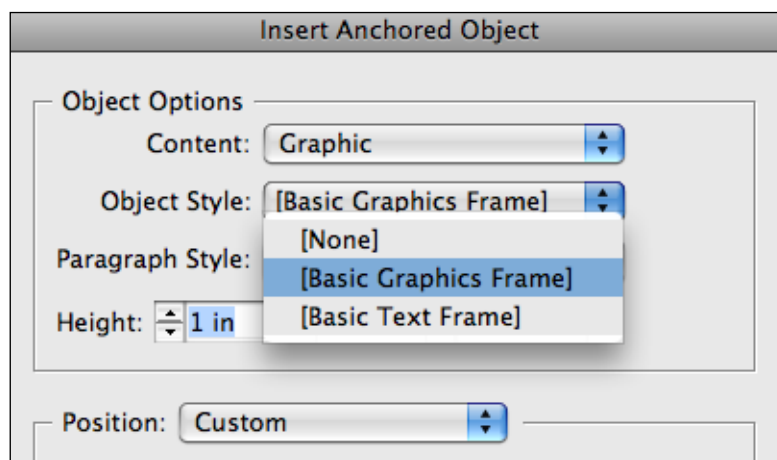
- Select image below using the selection arrow.
- It has been tagged with a “Figure” tag.
- Tagged images are underlined in the In “Structure Pane”
- When selected they are also highlighted in the “Tags Panel”



# Applying Alternative (Alt) Text

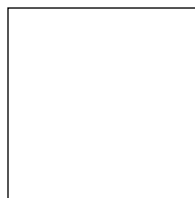
## INSERTING ANCHORED OBJECTS

- Place the text cursor in the location you want your image to be inserted.
- Select “Objects” > “Anchored Objects” > “Insert”.
- Select “Graphic” for “Content” and “Basic Graphics Frame” for “Style”.

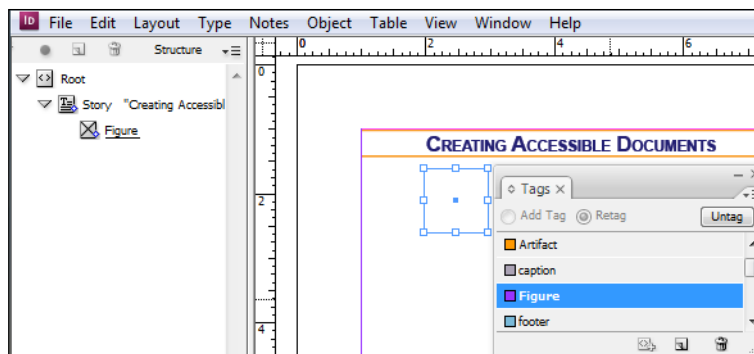


## Let's Practice

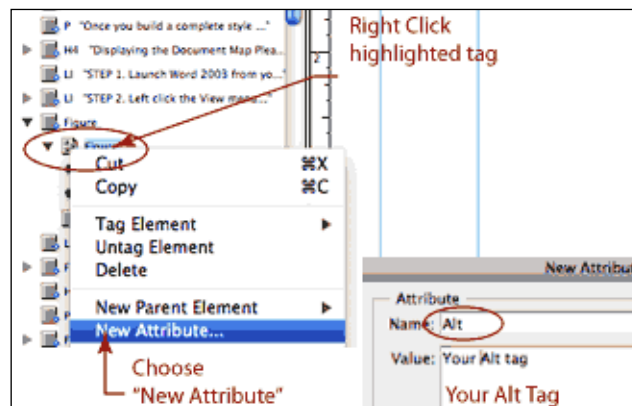
- Locate the “images” folder inside of the “ACCESS” folder on your desktop.
- Using the selection arrow, click on the box below to select it.
- Select “File” > “Place” > Images folder > “CSU.gif” to link your images.
- Right Click and scroll down to “Fitting” > “Fit Frame to Content”.



- Your anchored object should look just like the one you see above.
- Select the above CSU image with the selection arrow.
- Click on the “Figure” tag in the “Tags Panel” to tag it as a “Figure”



- Notice that it is underlined in the “Structure Pane”.
- Select the CSU image again using the selection arrow.
- In the “Structure Pane”, right click the highlighted, underlined “Figure” icon.



- Select “New Attribute” from the New Attributes panel.
- Type “Alt” in the “Name area and your description in the “Values” area. Click OK.

# Applying Styles

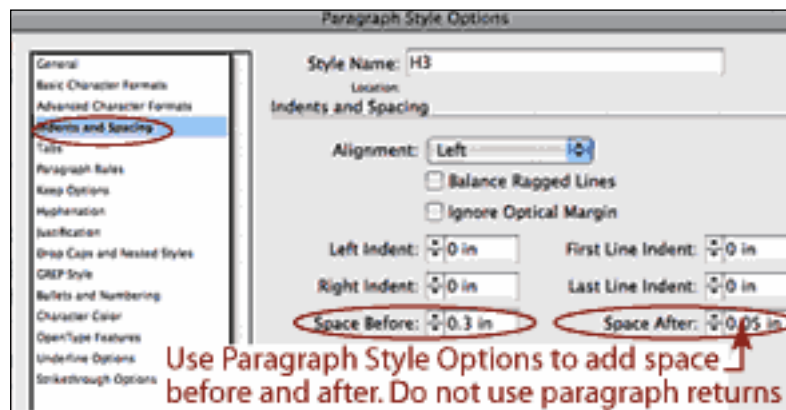
- Select “Type” > “Paragraph Styles” to access the Paragraph Styles Panel.

**TIP: Notice that the styles in this document are named using Heading “H”, Paragraph “P”, List “UL” elements. Using standard Adobe element tag names in paragraph styles simplifies tagging.**

## Let’s Practice

- Select the three words below and style them using the “H” Style in the Paragraph Styles Panel.

## Using Paragraph Styles

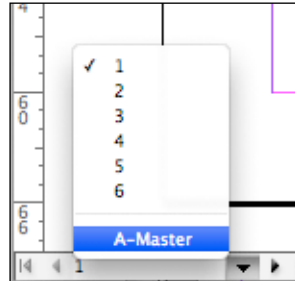


- Double click the “P” Paragraph Style to see the style “Options”.
- In the menu to the left, double click on “Indents and Spacing”.
- Look at the ways before and after paragraph spacing is used in this style.
- Notice the Semantic Structure that has been set up in the Paragraph Styles.

**Note: Paragraph styles is the recommended way to leave extra spaces after lines. Returns create unnecessary tags that you later have to delete.**

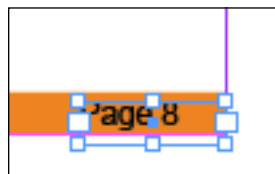
# Tagging Page Numbers

## OVERRIDING MASTER PAGE ITEMS



### Let's Practice

- Go to the bottom left corner (page number area) and hold down the arrow to select A-Master
- Notice the page marker that says Page A.
- Select this marker text on the Master Page and apply a "P" paragraph style to it.
- Leave the Master Page. Go to each page in the document. Select each page number while hitting "Command" > "Shift" > "Click" or "Control" > "Shift" > "Click"

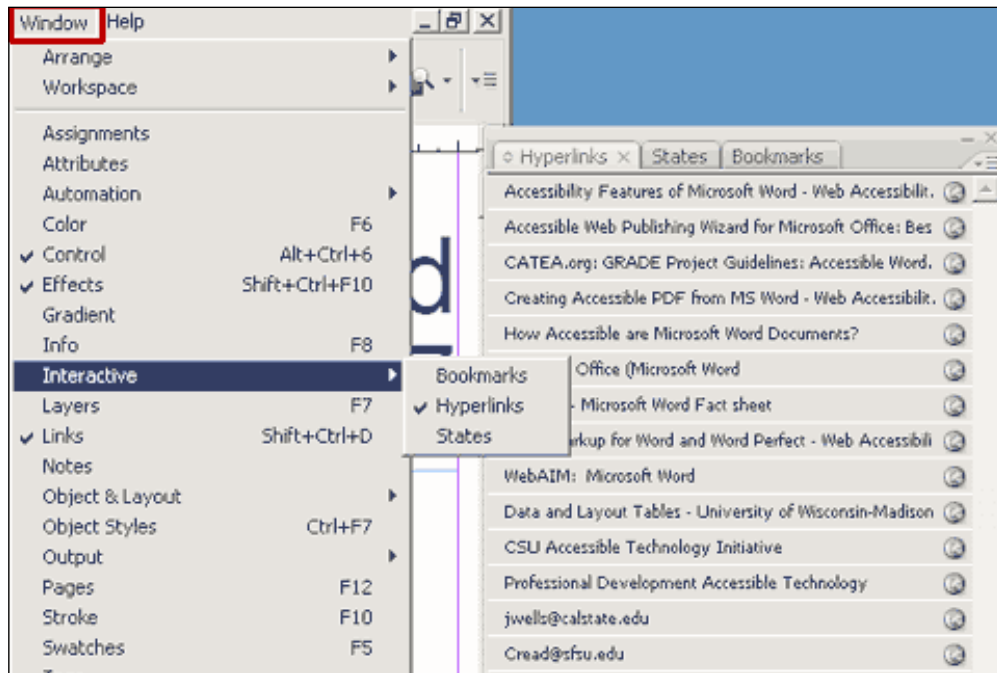


- Later you will tag each page number.
- When tagged, each page number will appear in the bottom of the "Structure Pane"
- You will have to drag it to the correct location by looking at the "Snippets"

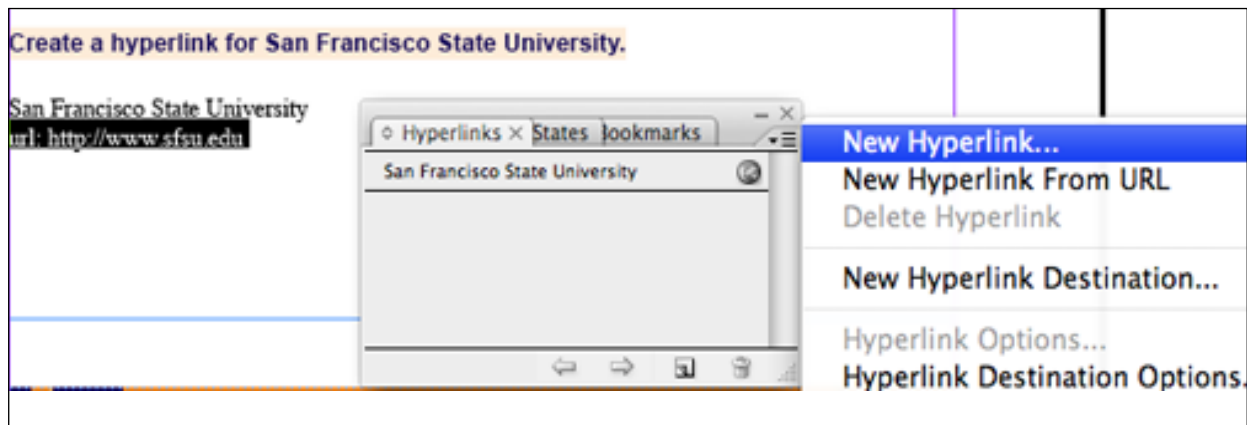
**TIP: Master Page Items can be tagged but will only read out one time. It is recommended that page number markers on Master Pages not be tagged.**

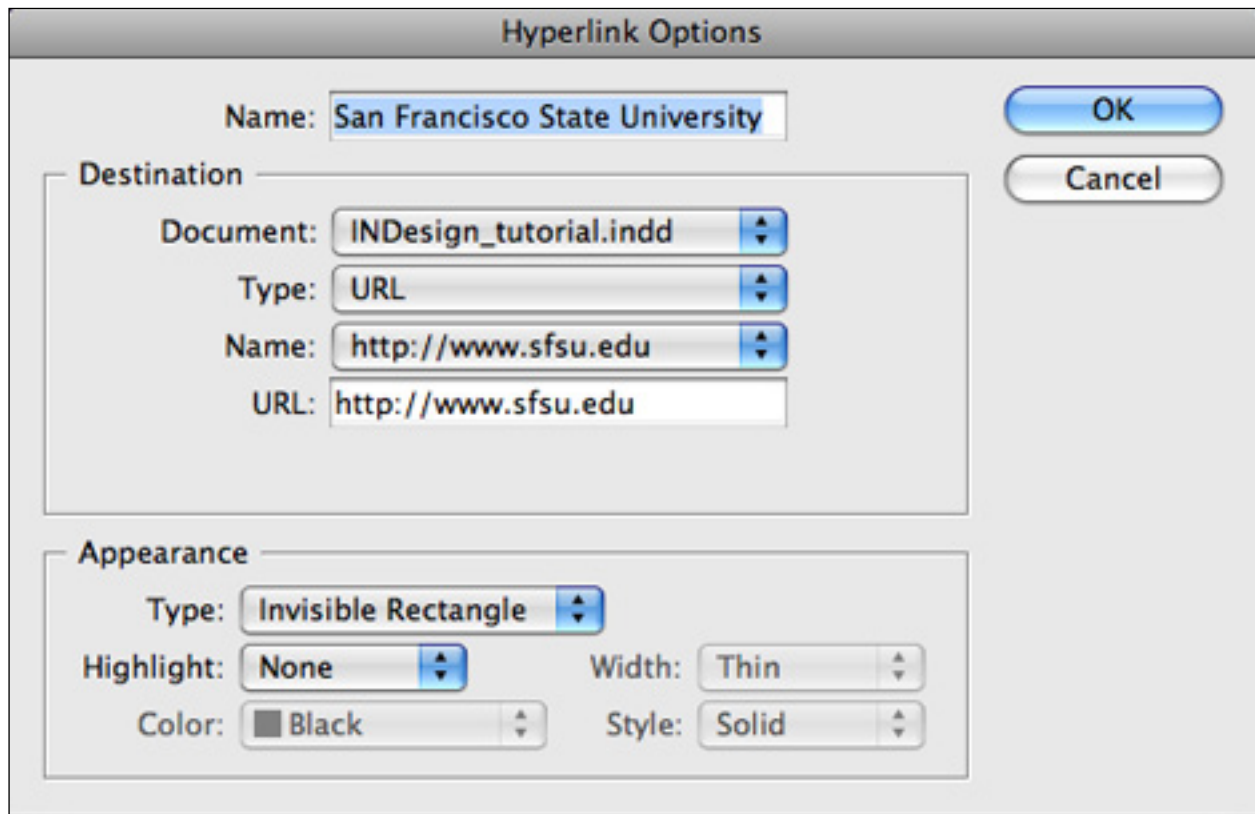
# Creating Hyperlinks

- Choose “Window” > “Interactive” > “Hyperlinks” to display the “Hyperlinks Panel”
- Select your url.



- Choose “New Hyperlink” in the Hyperlinks Panel fly-out menu at the top right to access the “Hyperlink Options” Box.





### Let's Practice

- For Name, type the name of the hyperlink. The name you type will appear in the Hyperlinks panel.
- For Type, select Page, Text Anchor, or URL to display the available destinations for that category. To display all destinations, select All Types.
- To specify the appearance of a hyperlink in InDesign and in the exported PDF file, do the following, and then click OK:
  - For Appearance Type, select Invisible Rectangle.
  - For Highlight, select None.
  - For Style, select “Link” in the document Paragraph Styles Panel.

Create a hyperlink for San Francisco State University using the url below.

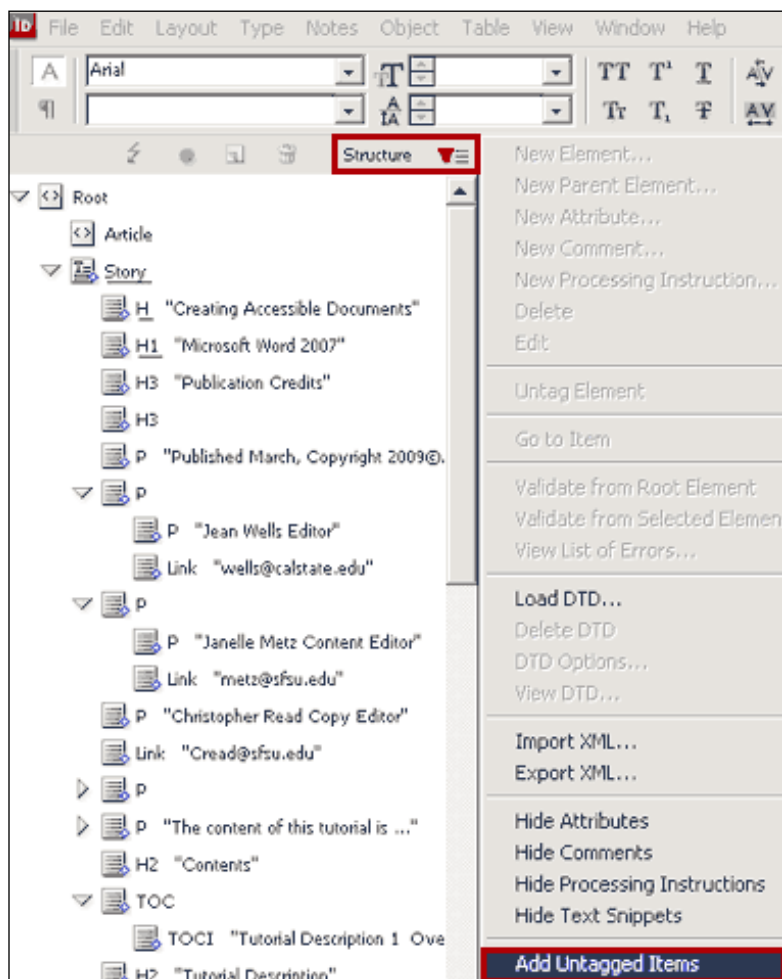
<http://www.sfsu.edu>

# Adding Tags

## ADD UNTAGGED ITEMS

### Let's Practice

- Choose “Window” > “Tags” to access “Tags Panel”
- Select “View” > “Structure” > “Show Tagged Markers”

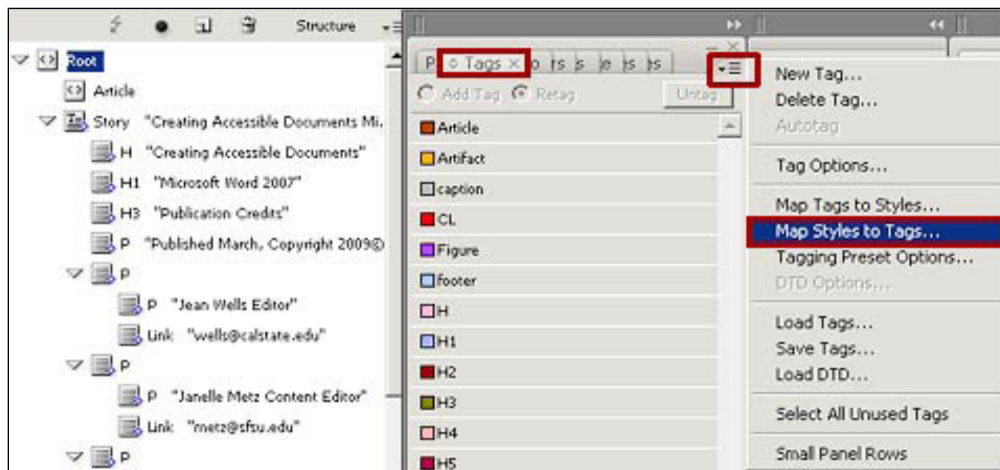


- Select “Add Untagged Items”
- This will add a “Story” tag to each frame and the “Image” tag to each image.

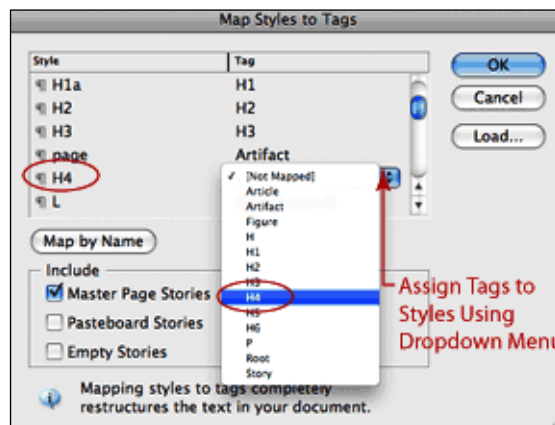
# Adding Tags

## MAP STYLES TO TAGS

- Go to Window > Tags
- Click on the Options arrow in the upper right of the “Tags” Pane.
- Select “Map Styles to Tags”



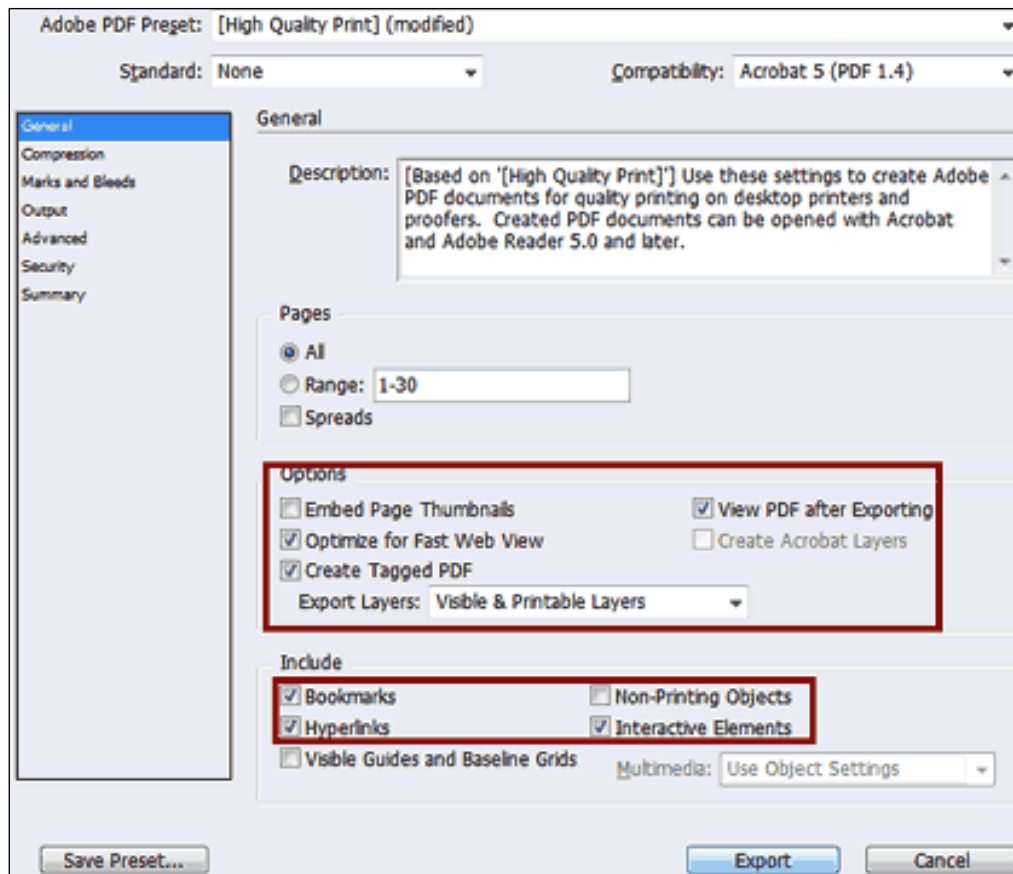
- In the diagram below, the pop-up menu in the right column is used to assign Tags to Styles.
- Notice that each Tag is assigned a Style.



# Export to PDF

## PDF EXPORT SETTINGS

- Select “File” > “Export” > “Adobe PDF” and check appropriate boxes.

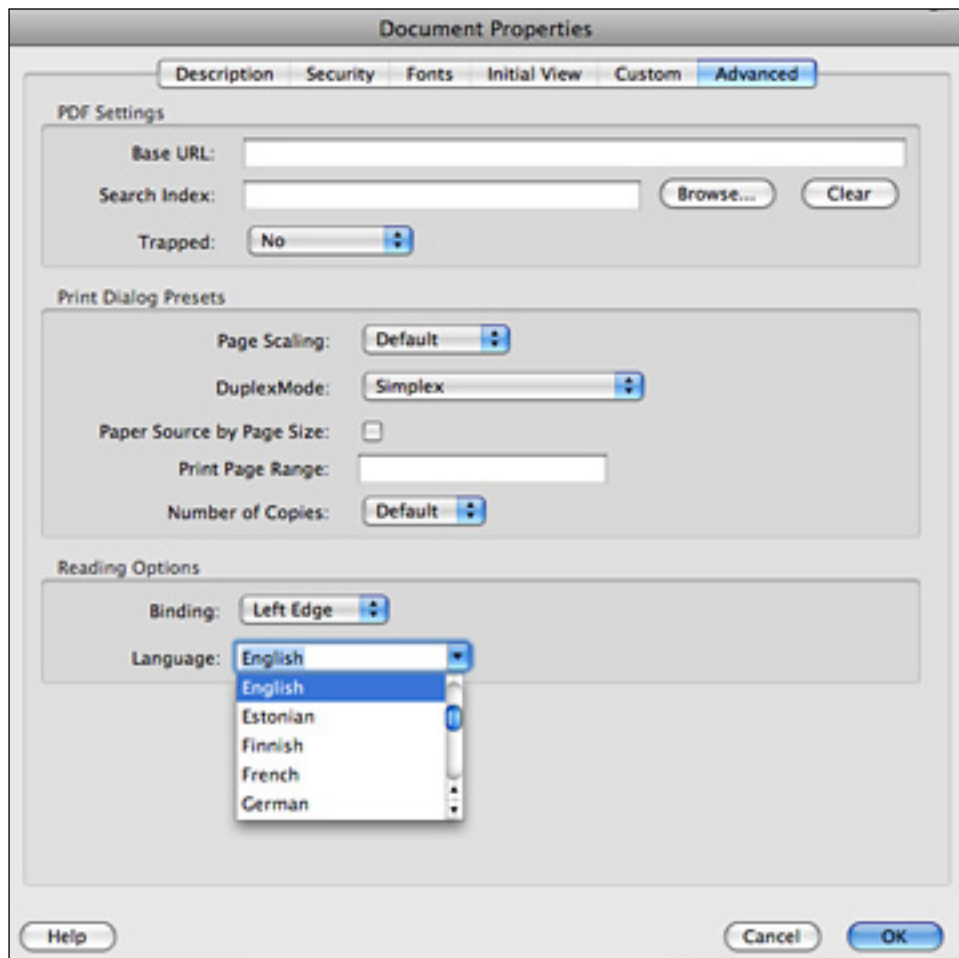


- Check Optimize for Fast Web View.
- Choose compatibility and print quality based on who the learners are.
- Create Tagged PDF.
- View PDF after exporting.
- Bookmarks.
- Hyperlinks.
- Interactive Elements

# Working with your PDF in Adobe Acrobat 9

## SET THE DOCUMENT LANGUAGE

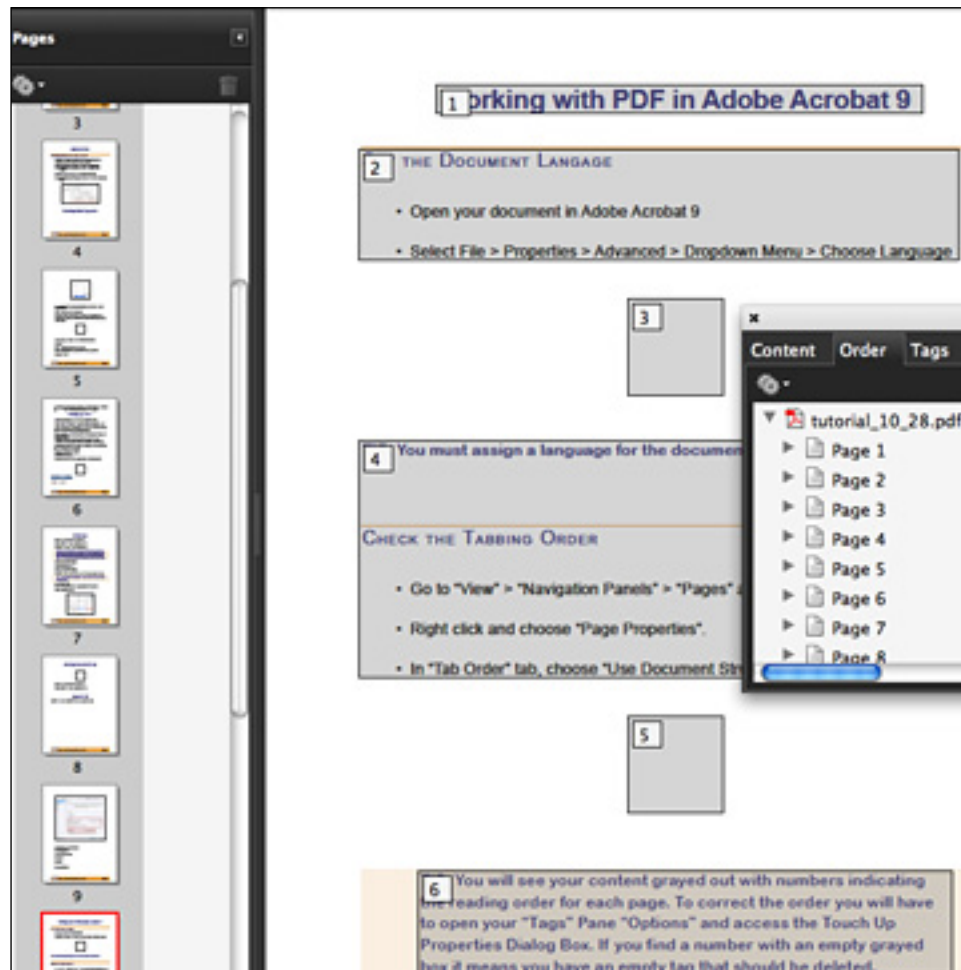
- Open your document in Adobe Acrobat 9
- Select “File” > “Properties” > “Advanced” > “Dropdown Menu” > “Choose Language”



**TIP: You must assign a language for the document to be accessible.**

## Check the Tabbing Order

- Go to “View” > “Navigation Panels” > “Pages” and select all pages in document.
- Right click and choose “Page Properties”
- In “Tab Order” choose “Use Document Structure” and click OK.

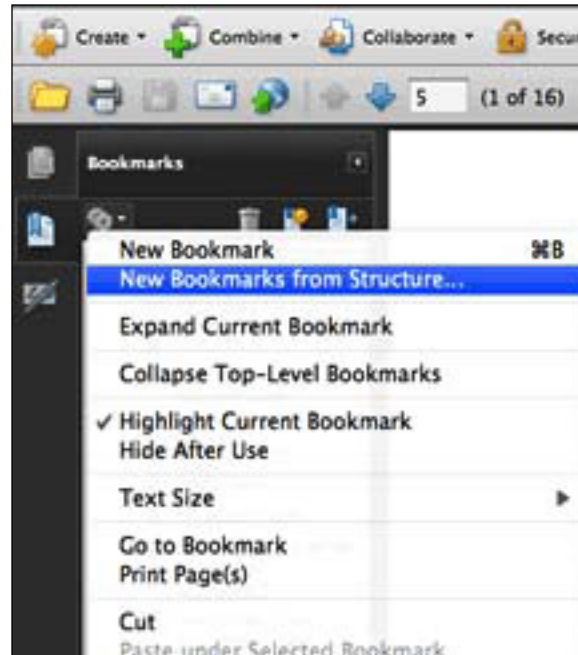


**TIP:** You will see your content grayed out with numbers indicating the reading order for each page. To correct the order you will have to open your “Tags” Pane “Options” and access the Touch Up Properties Dialog Box. If you find a number with an empty grayed box it means you have an empty tag that should be deleted.

## Read Out Loud

- Select View > Read Out Loud > Activate Read Out Loud to listen to the way your document sounds.

## Create Bookmarks



- Select Bookmark Icon > “New Bookmarks from Structure”.
- This is why we create a Semantic Structure from the start using Paragraph Styles and Tags.
- This will create anchor links for your bookmarks to take readers to the headings and subheadings you specify in your hierarchy.

## Accessibility Full-Check

- Select “Advanced” > “Accessibility” > “Full Check”

For the Section 508 and W3C guidelines, the options area includes a Browse button that links to the website for the respective guidelines.

Select Adobe PDF to choose from options for the Adobe PDF accessibility standard:

**Alternative Descriptions Are Provided** Checks for tagged figures that are missing alternate text.

**Text Language Is Specified** Checks for paragraphs that don't have a language specified for them. Setting the language for an entire document in the Document Properties dialog box corrects all errors related to this option.

**Reliable Character Encoding Is Provided** Checks for fonts that are inaccessible to screen readers and other assistive software. Fonts must contain enough information for Acrobat to correctly extract all the characters to text. If one or more fonts don't allow for the correct extraction of all the characters, the PDF is inaccessible.

**All Content Is Contained In The Document Structure** Checks for page elements that have been overlooked during tagging. Adding these elements to the tag tree (if necessary) ensures that a screen reader can present the content to a user.

**All Form Fields Have Descriptions** Checks for form fields that are missing descriptions.

**Tab Order Is Consistent With The Structure Order** Checks whether tags properly reflect the document structure.

**List And Table Structure Is Correct** Checks whether tags that have been generated for lists and tables meet the requirements of tagged PDF.