

Adobe InDesign

MISA AODA Web Accessibility Toolkit



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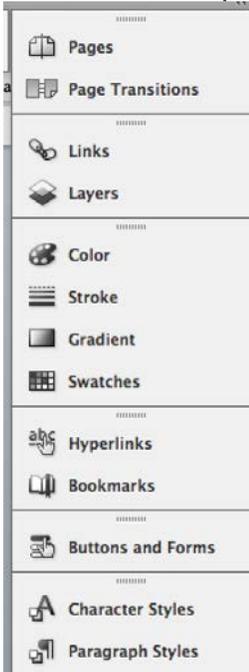
Creating Accessible Document in Adobe InDesign

Setting Up Adobe InDesign - Workspaces

Make the tools you will need in Adobe InDesign easily accessible. We recommend using the Interactive for PDF menu to get started.

You will also need paragraph and character styles. Open the menu by going to Window > Styles > Character Style or Paragraph Style.

Save the workspace for future use.

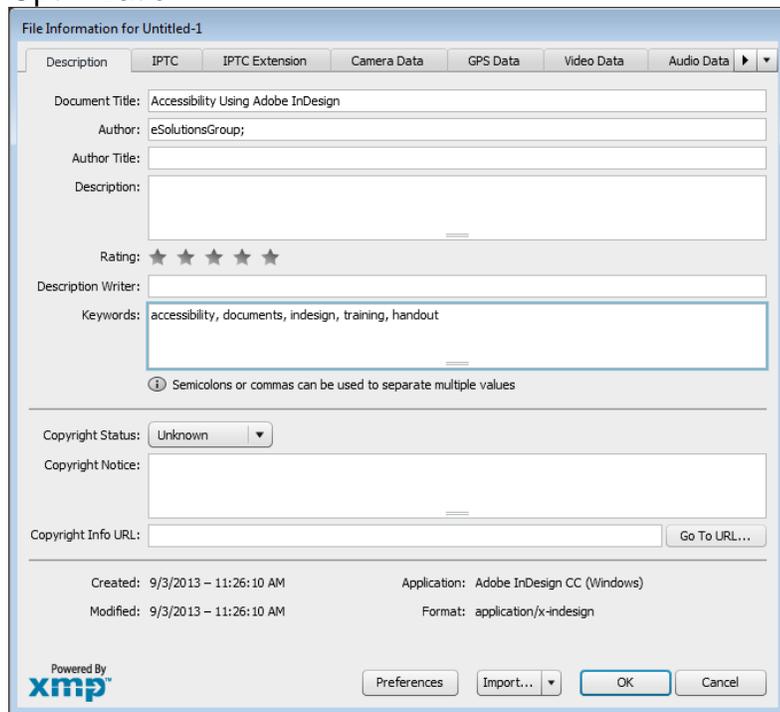


Document Properties

You are required to include a document title in InDesign.

Go to File > File Info before exporting your document to give your PDF a name.

Although the other fields are not required for accessibility, the more information you provide, the better search engine robots can crawl your document to improve Search Engine Optimization.



The screenshot shows the 'File Information for Untitled-1' dialog box. It has several tabs: Description, IPTC, IPTC Extension, Camera Data, GPS Data, Video Data, and Audio Data. The 'Description' tab is active. The fields are filled with the following information:

- Document Title: Accessibility Using Adobe InDesign
- Author: eSolutionsGroup;
- Author Title: (empty)
- Description: (empty)
- Rating: ★ ★ ★ ★ ★
- Description Writer: (empty)
- Keywords: accessibility, documents, indesign, training, handout
- Copyright Status: Unknown
- Copyright Notice: (empty)
- Copyright Info URL: (empty)
- Created: 9/3/2013 - 11:26:10 AM
- Application: Adobe InDesign CC (Windows)
- Modified: 9/3/2013 - 11:26:10 AM
- Format: application/x-indesign

At the bottom, there is a 'Powered By xmp' logo and buttons for 'Preferences', 'Import...', 'OK', and 'Cancel'. A small note below the keywords field says: 'Semicolons or commas can be used to separate multiple values'.

Headings

Headings provide a Table of Contents for users of adaptive technologies (such as screen readers) so they can ‘jump’ to a section they are interested in.

You must use a Paragraph Style for all the text in your document.

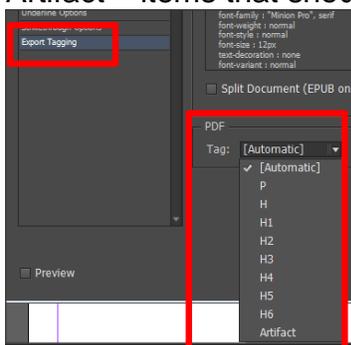
To create a new paragraph style:

1. Select the text you would like to make a heading
2. Choose **New Paragraph Style** from the Paragraph Style menu pane
3. Create a name for your style – it may be helpful to add H1 or H2 for Heading 1 or Heading 2 to the name of the style
4. Choose **Export Tagging**
5. Under **PDF** select the appropriate tag for the style



Types of paragraph styles:

- Headings (H1, H2 etc.) – there are 6 levels
- Paragraph (P) – use this for body text
- [Automatic] – default setting, same as Paragraph (P)
- Artifact – items that shouldn't be read by screen readers



Please note: the tag titled “H” can be ignored. Generally, all items on a master page should be labelled as artifacts.

Alt Text

Alt text (alternative text) must be included for each image in your document. Alt text written in InDesign will carry over to Adobe Acrobat Pro.

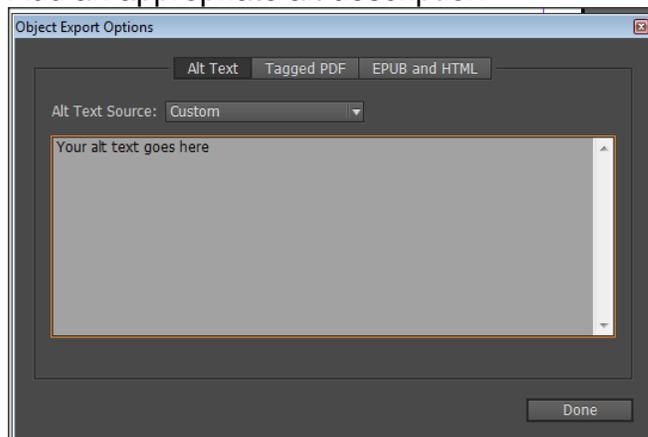
Alt text is read by screen readers to describe graphics and images for people who are blind or have low vision. Use alt text that is less than 75 characters in length, and include enough information for a visually-impaired reader to easily understand what the image is showing.

Good Alt Description: Teacher talking to a student in a classroom.

Poor Alt Description: Picture of female teacher talking to a teenage male student with a yellow t-shirt and jeans.

How to add alt text in Adobe InDesign:

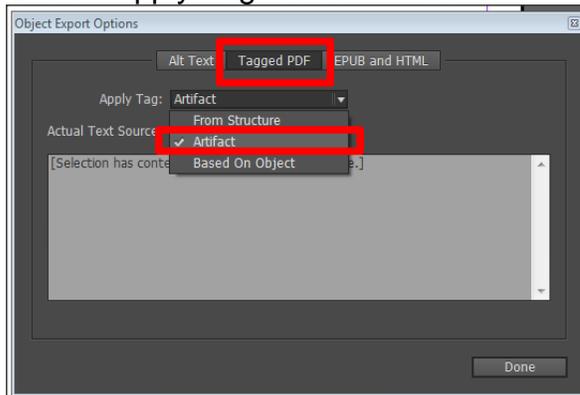
1. Select the object
2. Choose Object > Object Export Options
3. Choose “Alt Text”
4. Under “Alt Text Source” choose custom
5. Add an appropriate alt description



If your image is in the document purely for visual or formatting purposes, mark your image as an artifact so it is not read by screen readers.

Marking objects as artifacts:

1. Select the object
2. Choose Object > Object Export Options
3. Choose “Tagged PDF”
4. Under “Apply Tag” select Artifact



Tip: make it a habit to immediately add alt text or tag images as artifacts the minute you add them to a document.

Links

Every link in your document needs to be accessible for all readers. Using proper Link text with all hyperlinks helps achieve accessibility.

Link text is the actual wording you see and click to view or open a link.

- Visit the [eSolutionsGroup Limited website](#)
- More information is contained in the [eSolutionsGroup: Association Suite Flyer](#).

Do not use words such as “click here” or “for more information” as your link text.

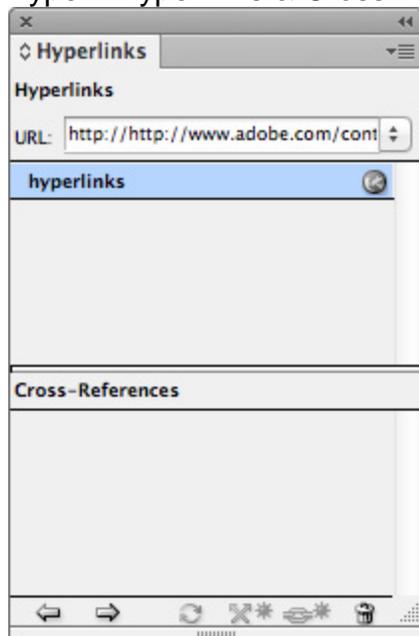
Make each link clickable for easy navigation.

1. Select the words you would like to turn into a hyperlink
2. Click on hyperlink and add the link

Easily convert URLs to hyperlinks

If you have a website listed in your document with `http://` or `www.` at the beginning of the URL (i.e. [www.esolutionsgroup.ca](#)), save time by easily converting it to a hyperlink.

Type > Hyperlinks & Cross-References > Convert URLs to Hyperlinks...



Tables

Use tables conservatively and primarily to represent tabular data – avoid using tables if there is a simpler way to represent the information (text).

- Don't use tables to format or layout content on a page, such as to position columns.
- Keep tables simple by avoiding merged cells and dividing complex data sets into smaller tables, where possible.

Table cells should be marked as table headers when they serve as labels to help interpret other cells in the table. Ensure your table header cell labels should be concise and clear.

Export to PDF

To be accessible, the exported PDF must be tagged. Make sure the following items are activated when exporting the document:

1. Tagged PDF – Create Tagged Documents
2. Tagged PDF – Use Structure for Tab Order

