




From InDesign to PDF

# ACCESSIBILITY



# In InDesign

- Always use style sheets (paragraph styles/character styles)
  - Create interactive elements (page links, text anchors, URL's, footnotes, bibliography)
  - Create bookmarks
  - For books only – Create TOC from existing structure, include bookmark feature
  - Map styles to tags
  - Set Metadata (Document Title, Subject, Creator, keywords)
  - EXPORT to PDF – be sure to check optimization, tagging, view PDF and include Bookmarks, hyperlink, and interactive elements
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# Settings for Export Options


The screenshot shows the 'Export Adobe PDF' dialog box with the following settings:


- Adobe PDF Preset: webfiles
- Standard: None
- Compatibility: Acrobat 5 (PDF 1.4)
- General tab selected in the left sidebar.
- Description: [Based on 'webfiles'] [Based on 'webfiles'] [Based on 'webfiles'] [Based on '[High Quality Print]'] Use these settings to create Adobe PDF documents for quality printing on desktop printers and proofers. Created PDF documents can be opened with Acrobat and Adobe Reader 5.0 and later.
- Pages:  All,  Range: 2,  Spreads
- Options:  Embed Page Thumbnails,  Optimize for Fast Web View,  Create Tagged PDE,  View PDF after Exporting,  Create Acrobat Layers, Export Layers: Visible & Printable Layers
- Include:  Bookmarks,  Hyperlinks,  Visible Guides and Baseline Grids,  Non-Printing Objects,  Interactive Elements, Multimedia: Use Object Settings

Buttons at the bottom: Save Preset..., Export, Reset

# In Acrobat

- Maintain this order:
  - Check document properties (File → Properties – check for metadata errors)
  - Set language (File → Properties → Advanced → Language)
  - Set Tab Structure (Pages → Options → Page Properties → Tab Order → Document Structure)
  - Check Bookmarks (if necessary add bookmarks)
  - Check Reading Order (Set/Check Table properties in this panel through Table editor for tables)
  - Check Tags (“walk” tags to appropriate location if tags are not in order)
  - Save Document

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- Run Accessibility Checker
  - Correct any errors if necessary
  - Run Accessibility Checker
  - Reduce File Size
  - Check document properties (File → Properties – check for metadata errors)



***NOTE:*** *There are some issues with tags in documents exported from InDesign. These “errors” have to be fixed manually*

# Issues and Solutions

- Drop Caps
  - The drop Cap is placed in its own container – this issue needs to be fixed in the content panel in the PDF
- Lists/TOC
  - InDesign will only export and map to certain tags; Lists, List Items, TOC, and TOC items export as P tags. These items have to be tagged manually by adding parent tags [L/TOC], and sub directing the LI/TOCI tags. LI and TOCI have to be assigned in the role map to the appropriate tags/style names to avoid errors from the Accessibility checker.
- Tables
  - InDesign exports all tables without headers. Headers need to be manually tagged in the reading order panel through the Table editor feature. Complex tables also require data/header association, through the Table editor feature.
- Hyphenation
  - InDesign will export optional hyphens as actual hyphens creating three separate containers for the word (first syllables, hyphen, last syllables). Whenever possible, hyphenation should be turned off in InDesign.
- Links
  - Links export outside the LINK and LINK OBJR tags. The link container needs to be “walked” into the appropriate tag)
- Additional Span Tags
  - optional/non-visible characters (manual line break, tab, extra returns, etc) export from InDesign and will appear in the tag structure as a separate SPAN tag.

A vertical bar on the left side of the slide, consisting of a white top section with a barcode-like pattern, a grey section, a yellow section, and a pink section.

Victoria Richards  
victoria.richards@ssa.gov