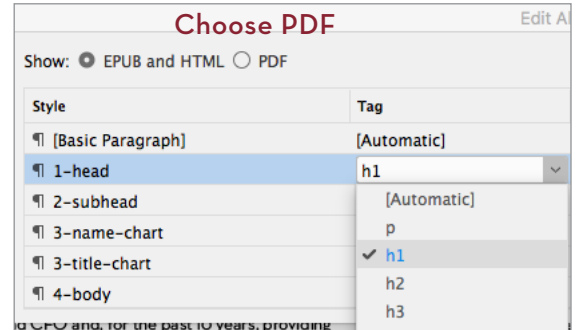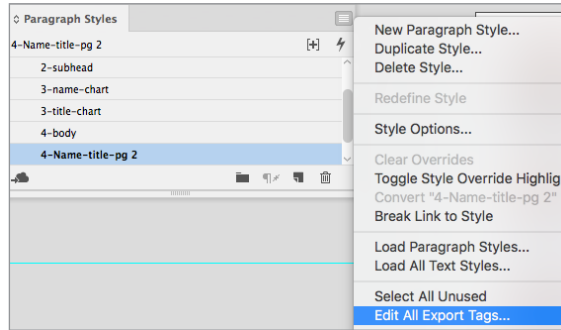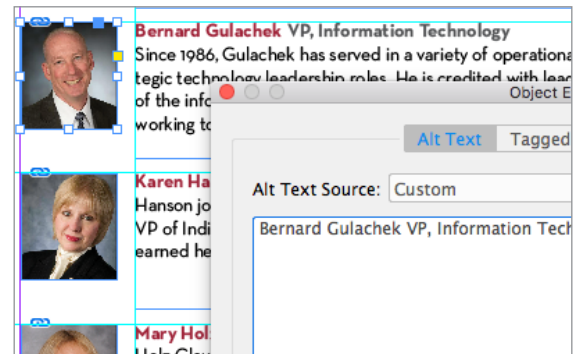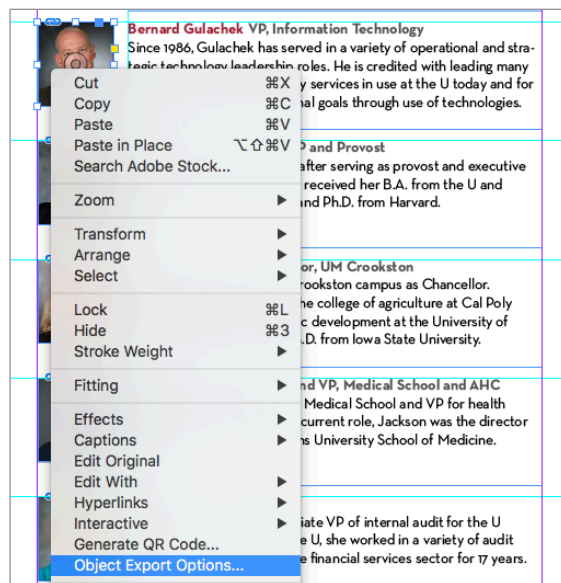# Accessible PDFs from Indesign

## Edit export tags for all paragraph styles

1. Open Paragraph Styles dialog box, click on upper right = and choose *Edit all Export Tags*.

2. Edit tags using dropdown menu. **Choose PDF**, NOT EPUB and HTML
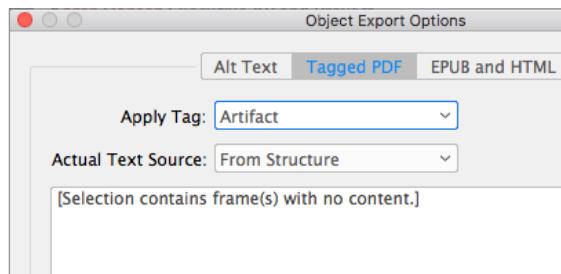
## Add alt tags to images

1. Select photo, right click = to get menu, and choose *Object Export Options*.

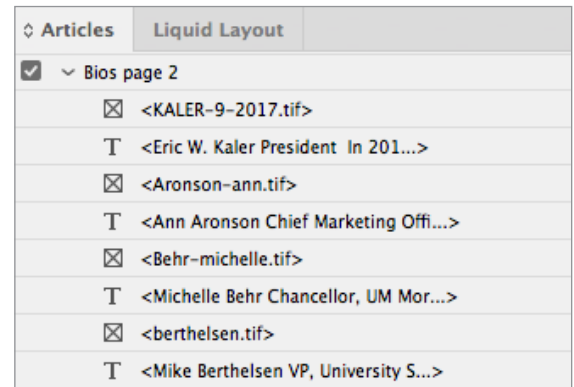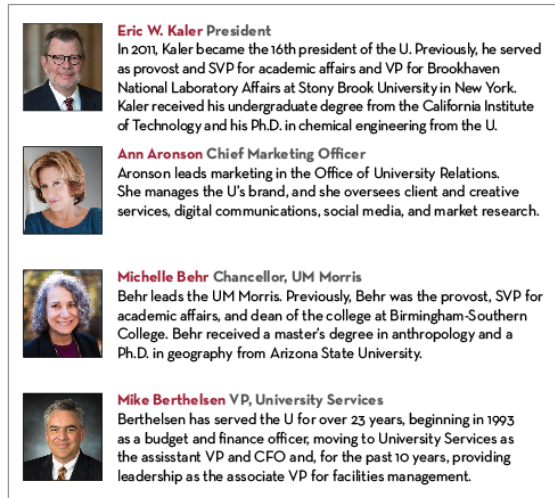2. Change *Source* to *Custom* and type alt tag text.
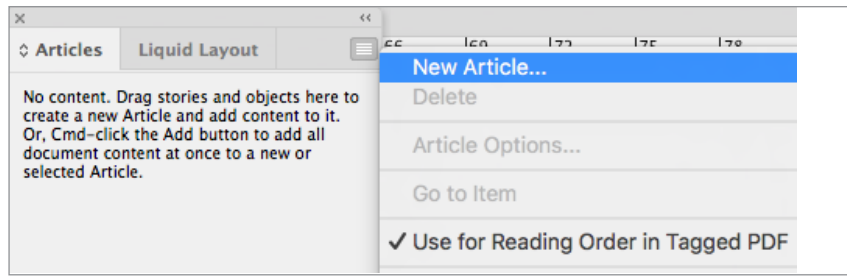
## Add artifact tags to lines and backgrounds you don't want included

1. Select item, right click to get menu, and choose *Object Export Options*.

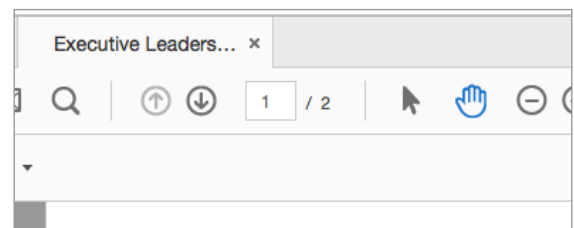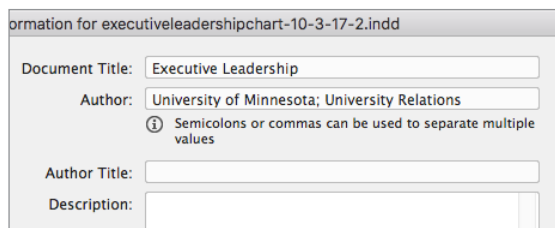2. Choose *Tagged PDF* tab, then under *Apply Tag*, choose *Artifact*.

## Create articles to control story order

1. Open *Article* window, click ≡ to get menu, check box: *Use for Reading Order in Tagged PDF*, then choose and name *New Article*.

2. Select and move items (images, text boxes) into the article folder, in order you want them to be read by the screen reader.



**Eric W. Kaler** President
In 2011, Kaler became the 16th president of the U. Previously, he served as provost and SVP for academic affairs and VP for Brookhaven National Laboratory Affairs at Stony Brook University in New York. Kaler received his undergraduate degree from the California Institute of Technology and his Ph.D. in chemical engineering from the U.

**Ann Aronson** Chief Marketing Officer
Aronson leads marketing in the Office of University Relations. She manages the U's brand, and she oversees client and creative services, digital communications, social media, and market research.

**Michelle Behr** Chancellor, UM Morris
Behr leads the UM Morris. Previously, Behr was the provost, SVP for academic affairs, and dean of the college at Birmingham-Southern College. Behr received a master's degree in anthropology and a Ph.D. in geography from Arizona State University.

**Mike Berthelsen** VP, University Services
Berthelsen has served the U for over 23 years, beginning in 1993 as a budget and finance officer, moving to University Services as the assisstant VP and CFO and, for the past 10 years, providing leadership as the associate VP for facilities management.

## File info

1. Under *File* menu, choose *File Info*. Fill in *Document Title* and *Author* to ensure title will show at top of exported PDF.

## Create Adobe PDF preset for PDFs that can be viewed and/or printed

1. Under the *File* menu, open *Adobe PDF presets,* then *Define,* then *New.*

2. In dialog box that appears, type name: "U accessible PDF-200" and match settings to images at right.