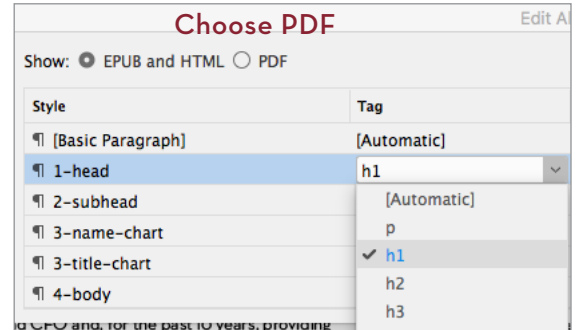
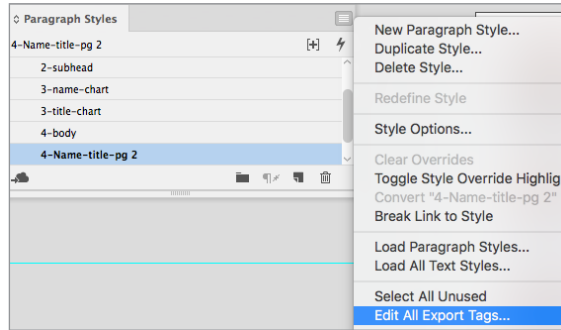


Accessible PDFs from Indesign

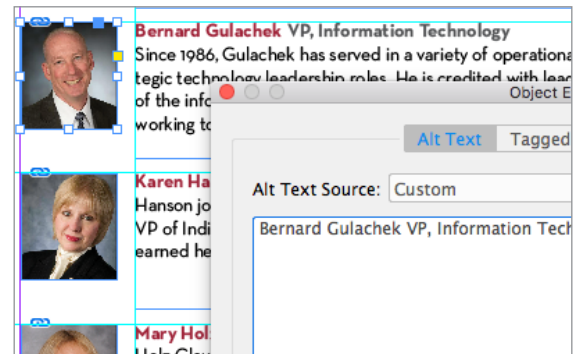
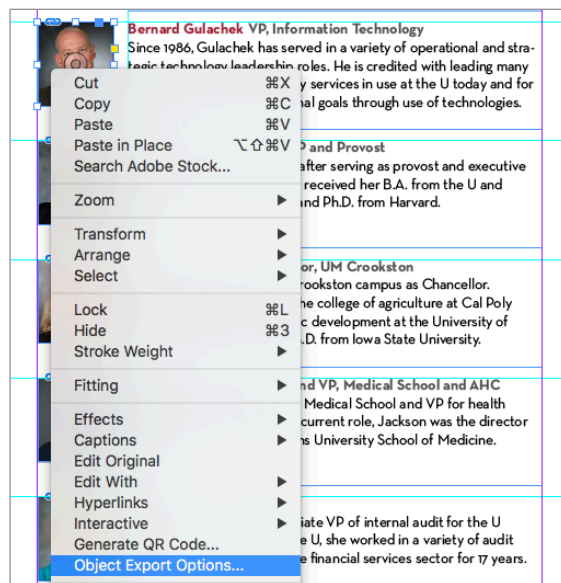
Edit export tags for all paragraph styles

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



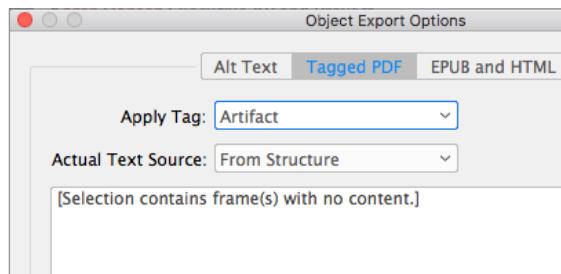
Add alt tags to images

1. Select photo, right click = to get menu, and choose *Object Export Options*.
2. Change *Source* to *Custom* and type alt tag text.



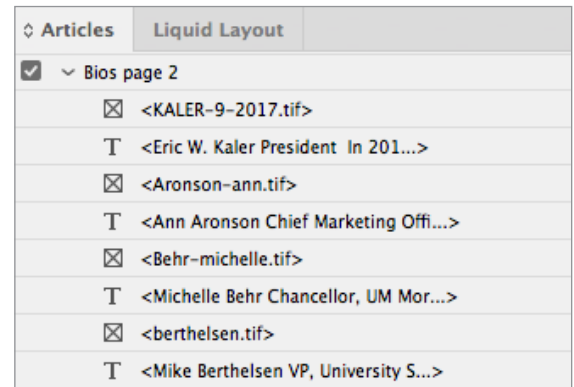
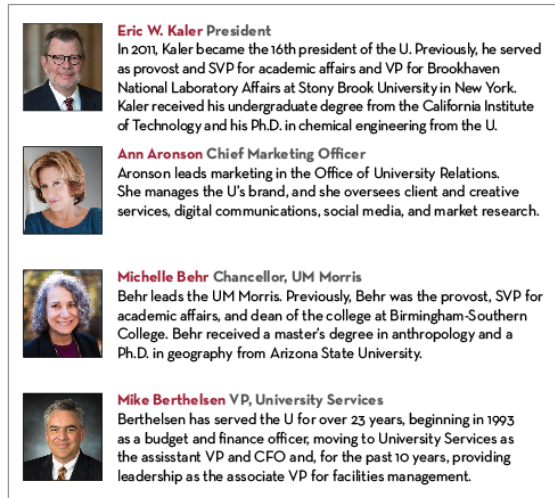
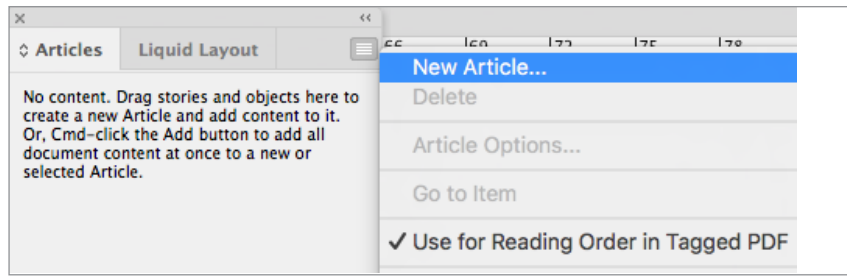
Add artifact tags to lines and backgrounds you don't want included

1. Select item, right click to get menu, and choose *Object Export Options*.
2. Choose *Tagged PDF* tab, then under *Apply Tag*, choose *Artifact*.



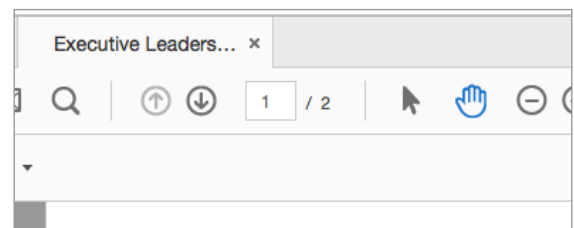
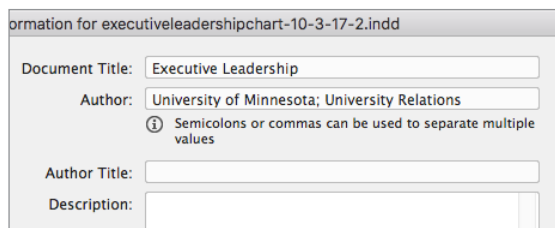
Create articles to control story order

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.



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

- Under the *File* menu, open *Adobe PDF* presets, then *Define*, then *New*.
- In dialog box that appears, type name: "U accessible PDF-200" and match settings to images at right.

Export Adobe PDF

Adobe PDF Preset: U accessible PDF-200
Standard: None
Compatibility: Acrobat 6 (PDF 1.5)

General

Description: 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: All Pages
 Pages Spreads

Viewing
 View: Default
 Layout: Default
 Open in Full Screen Mode

Options
 Embed Page Thumbnails
 Optimize for Fast Web View
 Create Tagged PDF
 View PDF after Exporting
 Create Acrobat Layers

Export Layers: Visible & Printable Layers

Include
 Bookmarks
 Hyperlinks
 Non-Printing Objects
 Visible Guides and Grids

Interactive Elements: Do Not Include

Publish your documents online to the web
 Try 'Publish Online' after your PDF Export

Save Preset... Cancel Export

Edit PDF Export Preset

Preset Name: U accessible PDF-200
Standard: None
Compatibility: Acrobat 6 (PDF 1.5)

General

Compression

Color Images
 Bicubic Downsampling to: 200 pixels per inch
 for images above: 200 pixels per inch
 Compression: Automatic (JPEG)
 Image Quality: Maximum
 Tile Size: 128

Grayscale Images
 Bicubic Downsampling to: 200 pixels per inch
 for images above: 200 pixels per inch
 Compression: Automatic (JPEG)
 Image Quality: Maximum
 Tile Size: 128

Monochrome Images
 Bicubic Downsampling to: 1200 pixels per inch
 for images above: 1800 pixels per inch
 Compression: CCITT Group 4

Compress Text and Line Art
 Crop Image Data to Frames

Cancel OK

Edit PDF Export Preset

Preset Name: U accessible PDF-200
Standard: None
Compatibility: Acrobat 6 (PDF 1.5)

General

Marks and Bleeds

Marks
 All Printer's Marks
 Crop Marks
 Bleed Marks
 Registration Marks
 Color Bars
 Page Information
 Type: Default
 Weight: 0.25 pt
 Offset: 0p6

Bleed and Slug
 Use Document Bleed Settings

Bleed:
 Top: 0p0
 Bottom: 0p0
 Left: 0p0
 Right: 0p0

Include Slug Area

Cancel OK

Edit PDF Export Preset

Preset Name: U accessible PDF-200
Standard: None
Compatibility: Acrobat 6 (PDF 1.5)

General

Output

Color
 Color Conversion: No Color Conversion
 Destination: N/A
 Profile Inclusion Policy: Include Tagged Source Profiles
 Simulate Overprint
 Ink Manager...

PDF/X
 Output Intent Profile Name: N/A
 Output Condition Name: N/A
 Output Condition Identifier: N/A
 Registry Name: N/A

Description
 Position the pointer over a heading to view a description.

Cancel OK

Edit PDF Export Preset

Preset Name: U accessible PDF-200
Standard: None
Compatibility: Acrobat 6 (PDF 1.5)

General

Advanced

Fonts
 Subset fonts when percent of characters used is less than: 100%
 All fonts with appropriate embedding bits will be embedded.

OPI
 Omit for OPI: EPS PDF Bitmap Images

Transparency Flattener
 Preset: Medium Resolution
 Ignore Spread Overrides

Accessibility Options
 Display Title: Document Title
 Language: English: USA

Description
 Hover over an option to view description.

Cancel OK

Edit PDF Export Preset

Preset Name: U accessible PDF-200
Standard: None
Compatibility: Acrobat 6 (PDF 1.5)

General

Summary

Description: 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.

Options:
 PDF Preset: U accessible PDF-200
 Compatibility: Acrobat 6 (PDF 1.5)
 Standards Compliance: None
 > General
 > Compression
 > Marks and Bleeds
 > Output
 > Advanced

Warnings:

Save Summary... Cancel OK