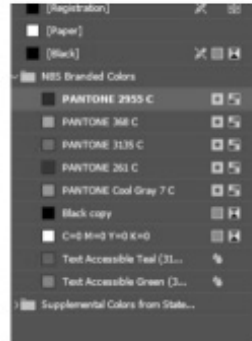


Setting Up Document

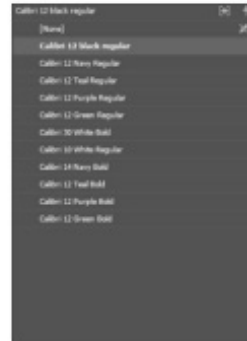
Set Up Defaults



Paragraph (Hyphenate Off)



Swatches



Character Styles



Paragraph Styles

This document adapted from

<https://www.accessibilityonline.org/ada-tech/archives/110677>

Creating Accessible Documents with Adobe InDesign

Thursday, November 15, 2018

Description

Adobe InDesign is a wonderful tool for producing creative documents; however, InDesign can be challenging when it comes to creating a document that is attractive and accessible. This webinar will take you step by step when it comes to making an accessible document in InDesign. Helpful tips and tools will also be shared along the way to help you create an accessible PDF beginning in InDesign

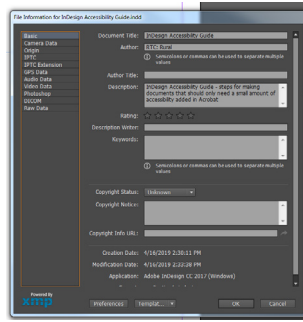
Speakers:

Jessica Cavazos Health Educator, Minnesota Department of Health

Document Properties

File>File Info

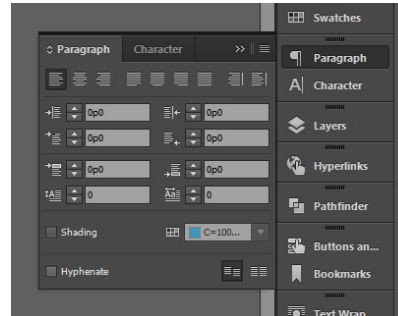
- Document Title
(should match the document's title)
- Author
- Description



Setting Up Document

Turn Off Hyphenate (Ctrl+Alt+T or Type>Paragraph)

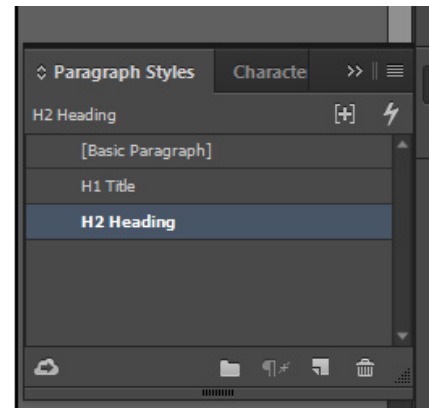
- Paragraph Window



Paragraph Styles (F11 or Type>Paragraph Styles)

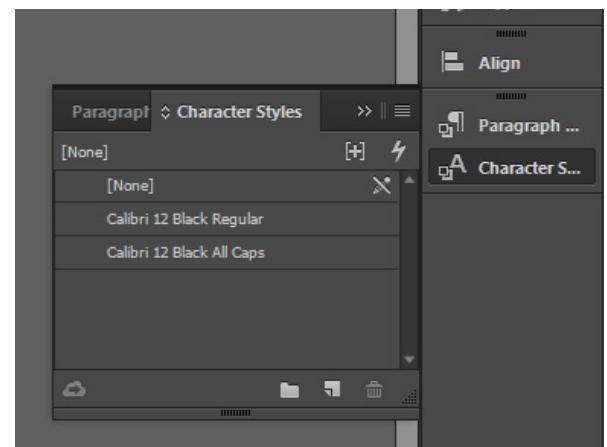
A paragraph style is a collection of formatting attributes that can be applied to a paragraph or range of paragraphs in a single step. It includes both character and paragraph formatting attributes.

- Creating Paragraph Styles
- Mapping to Export Tags
- When setting up
- Edit All Export Tags



Character Styles (Shift+F11 or Type>Character Styles)

Unlike paragraph styles, character styles do not include all the formatting attributes of selected text. Instead, when you create a character style, InDesign makes only those attributes that are different from the formatting of the selected text part of the style. That way, you can create a character style that, when applied to text, changes only some attributes, such as the font family and size, ignoring all other character attributes. If you want other attributes to be part of the style, add them when editing the style.

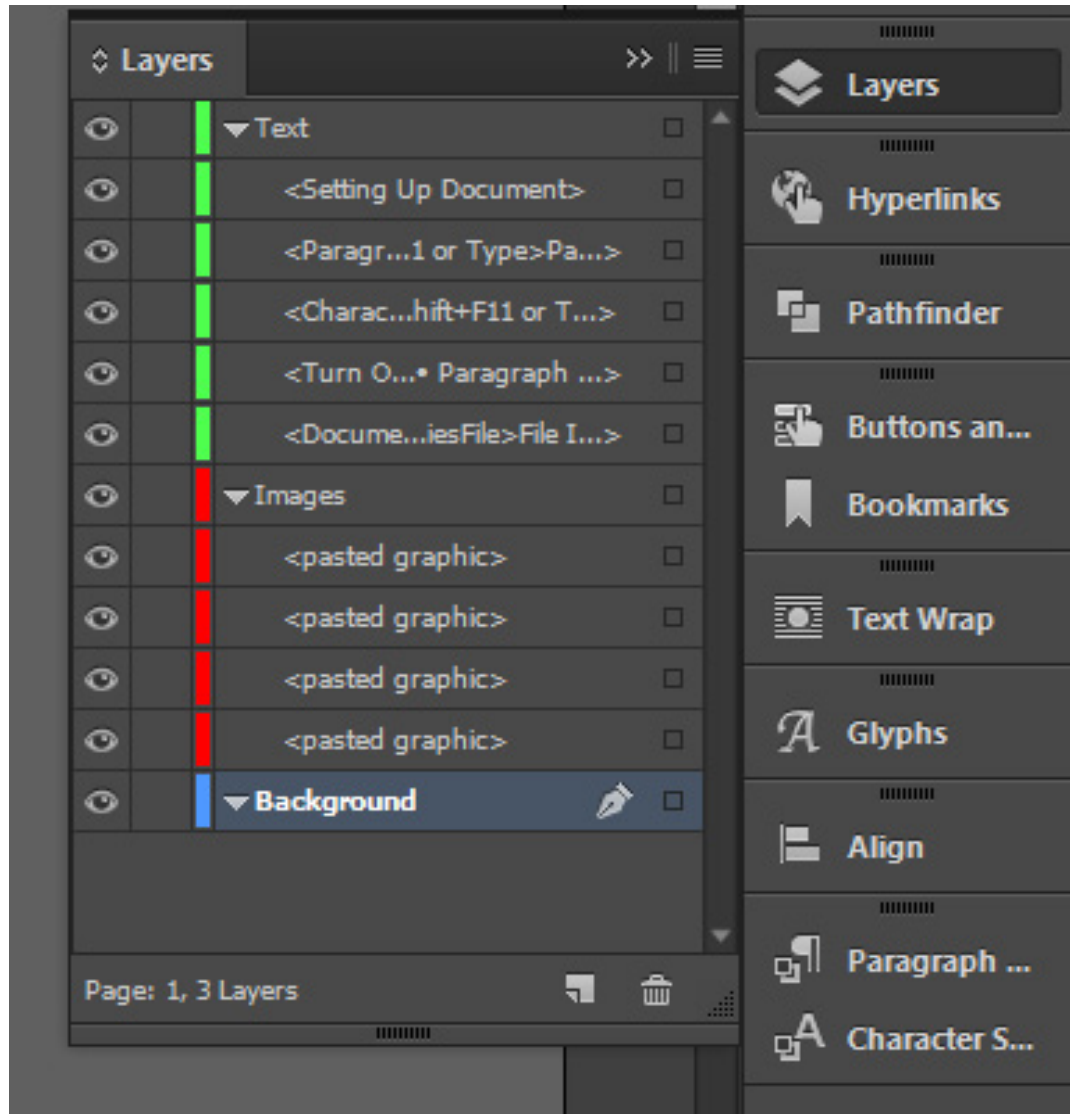


Window > Layers (F7)

Setting Up Document

Create at least three layers:

1. Background
2. Images
3. Text



Bullets and Lists

Adding Content

Create bulleted/numbered list STYLES in the Bullets and Numbering Panel

- Paragraph Panel > Options Bar > Bullets and Numbering
- Apply a character style

To actually make a bulleted list, select text you want bulleted, then at top of screen switch to paragraph and select bullet (or numbered) list.

Tables (insert table by using Type tool, click where table goes, and Table>Insert Table or Ctrl+Alt+Shift+T)

Tables created in InDesign will still require some remediation in Acrobat

- In Acrobat:
 - Accessibility > Reading Order
 - Select table and then Table Editor (in Reading Order panel)
 - Choose header cells, right-click and choose “Table Cell Properties”
 - Choose “Header Cell” and set scope to if it’s a header for row or column

Drag Box around the table with the reading order window open, and click 'Table' to set it as a Table. It should highlight all the items in the table. Then you can follow instructions using the table editor tool.

Order

Table Cell Properties...

Table Editor Options...

Auto Generate Header: Cell [0]

T11 - Table Header
TD - Table Data

In this example you would need to reset the 3 cells on the left to data and not headers.

Navigation/ Interactive Elements

- Hyperlinks
- Footnotes/endnotes
- Table of Contents
- Form elements

Ran into issues, no solutions (from video)

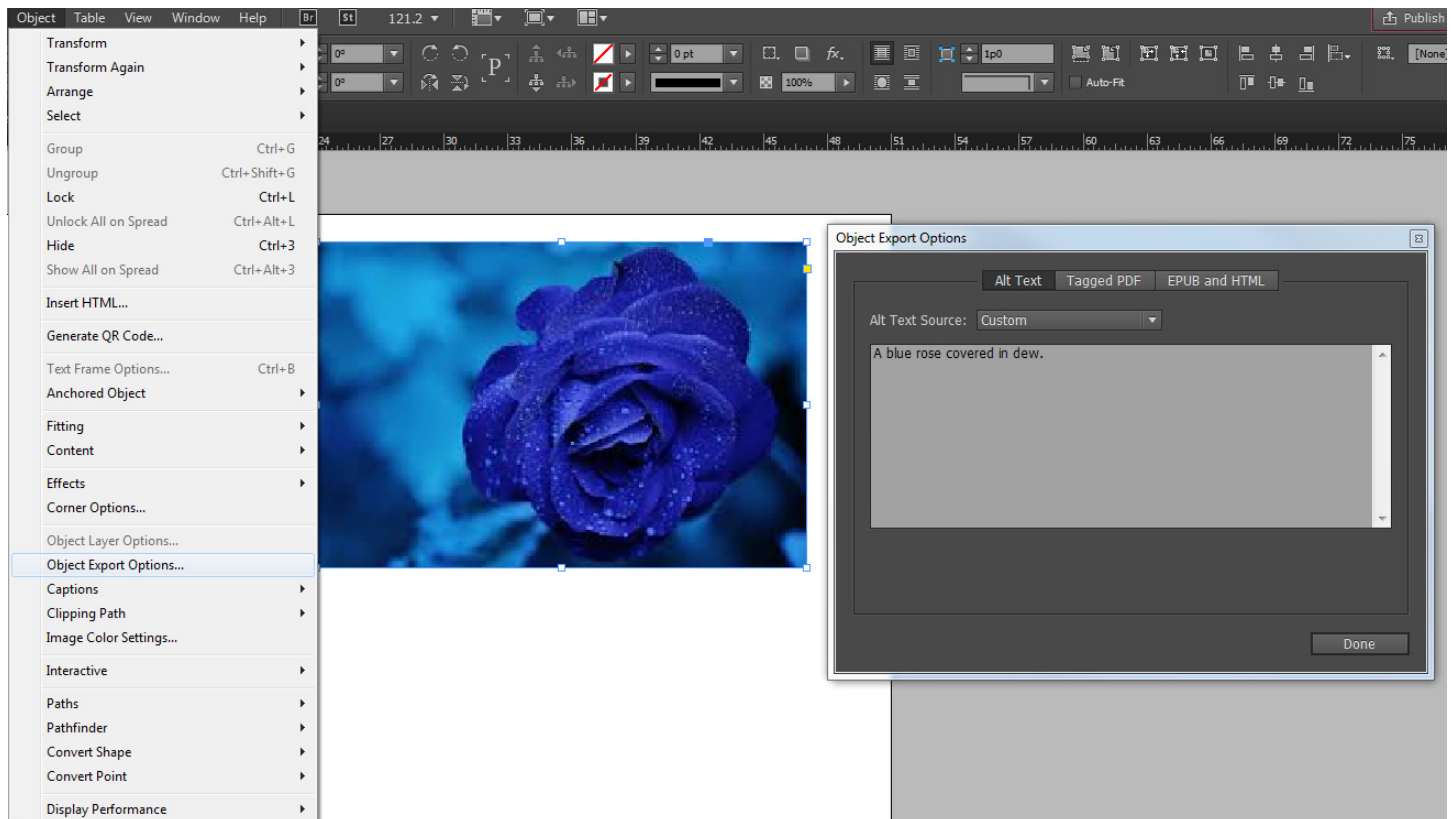
Flattened Image

- make sure images aren't separate components so reading order can't reorder elements and put image pieces behind other pieces

<https://helpx.adobe.com/indesign/using/flattening-transparent-artwork.html>

Adding Alt Text (Object > Object Export Options)

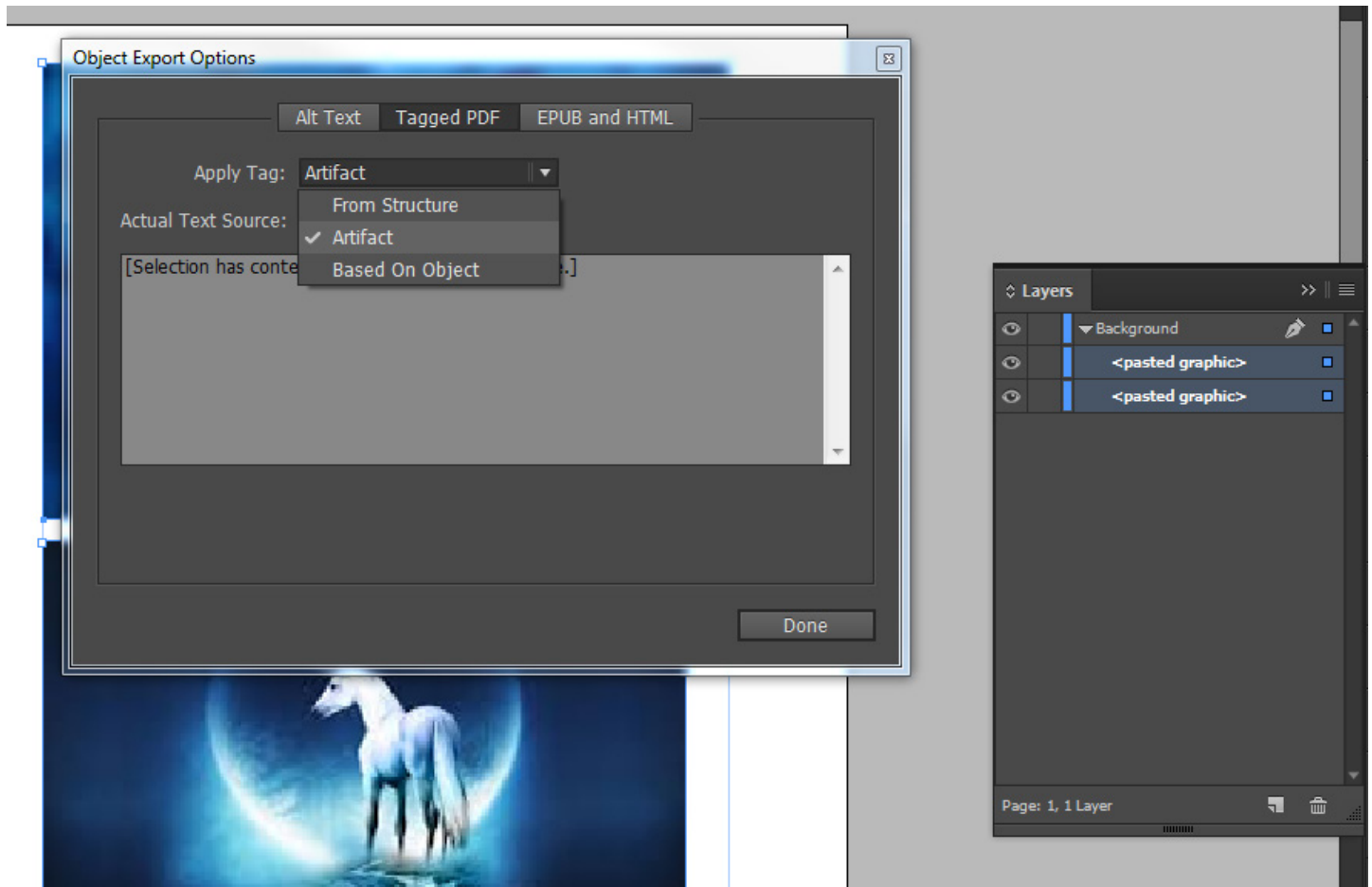
- Alt-text is the descriptive text that is accessible to screenreaders
- Alt-text is contextual and needs to be less than 150 characters
- All images except those that are purely decorative require alt-text



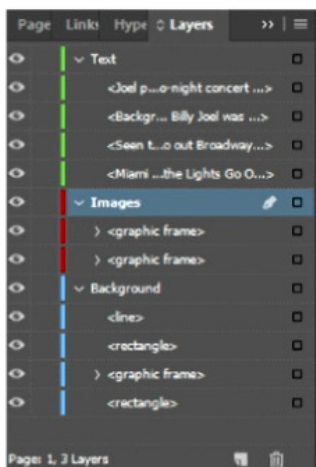
Artifacting Images

- Artifact graphic elements that are only for decorative purposes
 - Background shading
 - Lines/shapes used for visual breaks
- You can do all of your artifacting at once if you have put all those items into Background Layer first!
 - Shift-select all of your items, and then Object > Object Export Options > Tagged PDF > Artifact

Adding Content



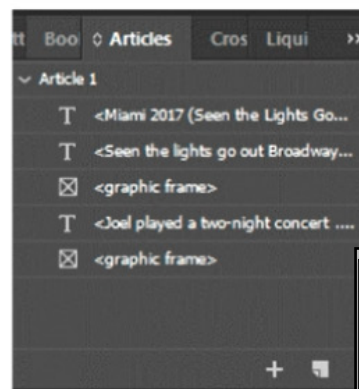
Reading Order Comes from Layers Panel AND Articles Panel



Layers Panel

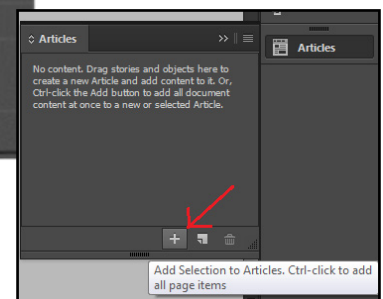
- Elements in the Text Layer are in reverse reading order

Window>Articles



Article Panel

- Text and images are in the order they should be read



Double Check

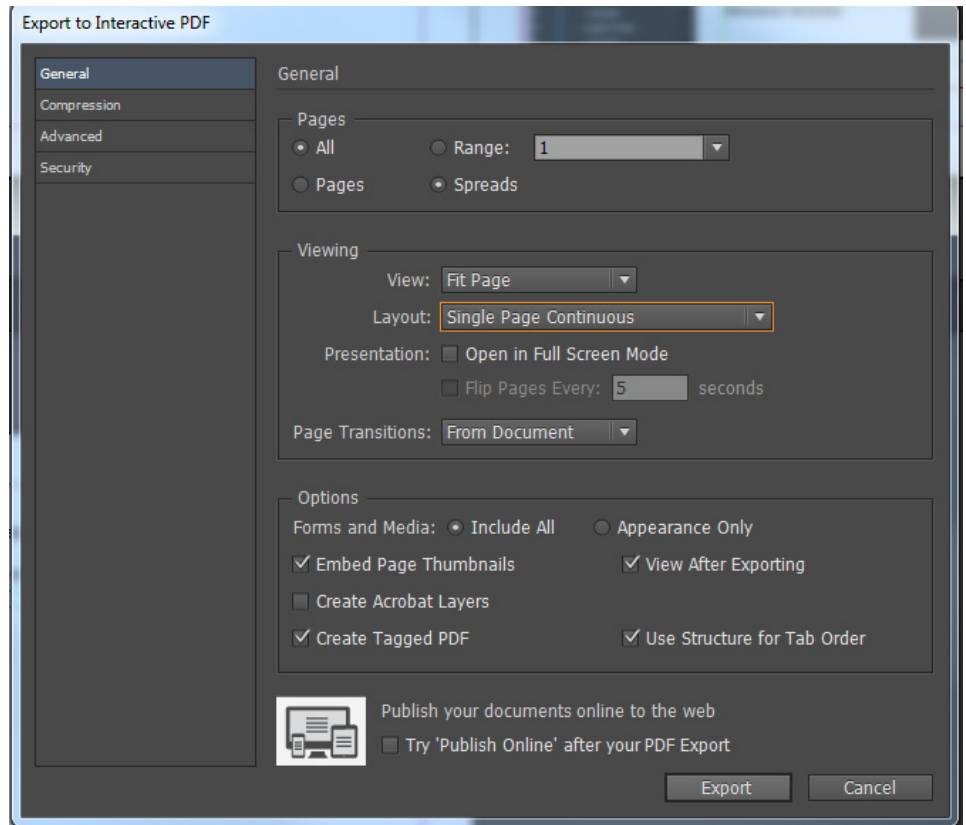
- Paragraph Styles are applied and have appropriate export tags
- Reading order (Layers and Articles Panels)
- Graphics are artfacted or have appropriate alt-text

Exporting Document

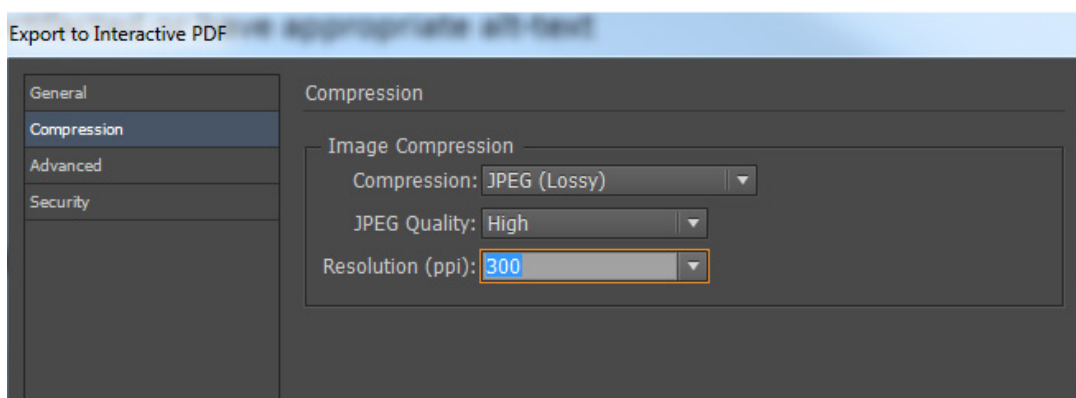
Export to PDF

General

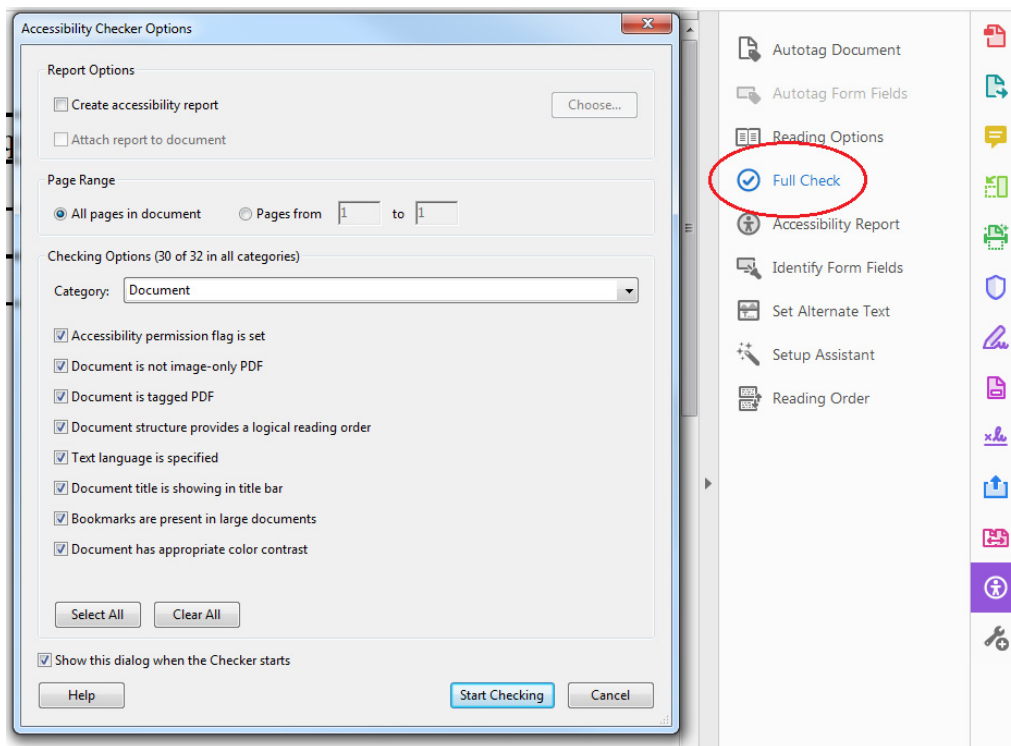
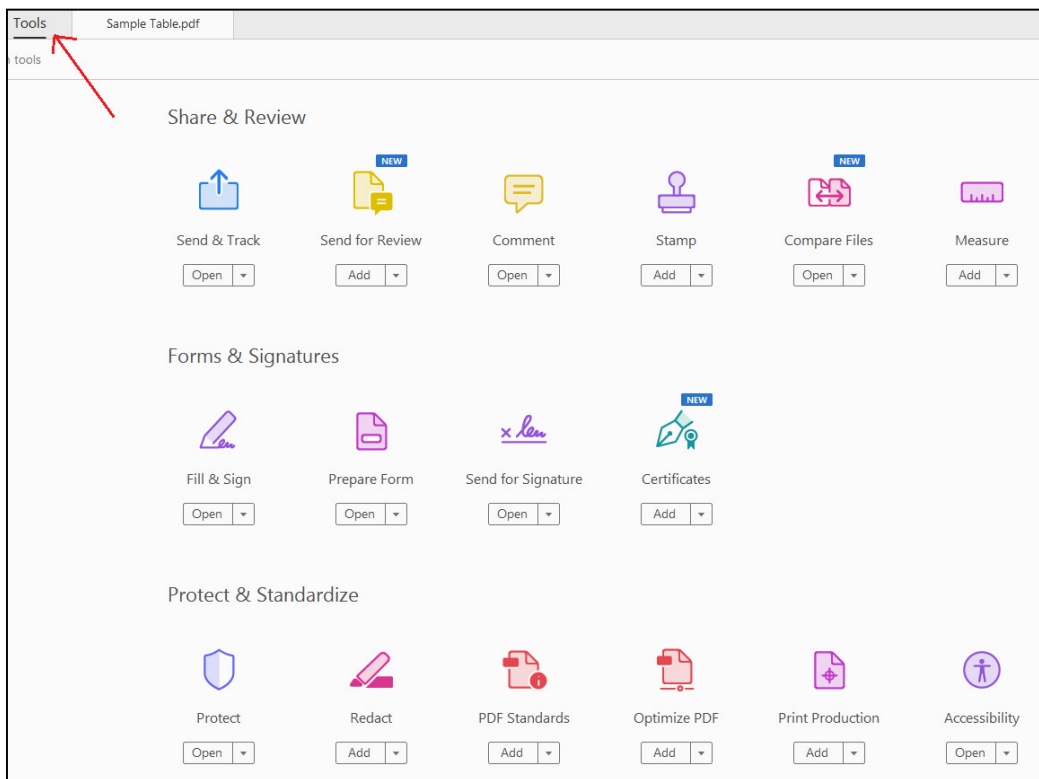
- Interactive PDF
- Pages - All
- View: Fit Page
- Layout: Single Page Continuous
- Forms and Media: Include All
- Embed Page Thumbnails
- Create Tagged PDF
- Use Structure for Tab Order



Compression - keep this High and 300 for people with low vision unless you absolutely have to have a small file



Check in Acrobat



For more help with this, see **'Fillable Access Instructions.docx'**

R:\KT\Websites & Social Media\Accessibility Training and Tips\Making a Fillable Form Word and PDF

Errors to fix in InDesign

- Alt-text (unless it doesn't export)
- Reading order
- Heading - Nesting

Errors to fix in Acrobat

- Table Regularity
- Table Headers Failed
- Tagged Annotations Failed

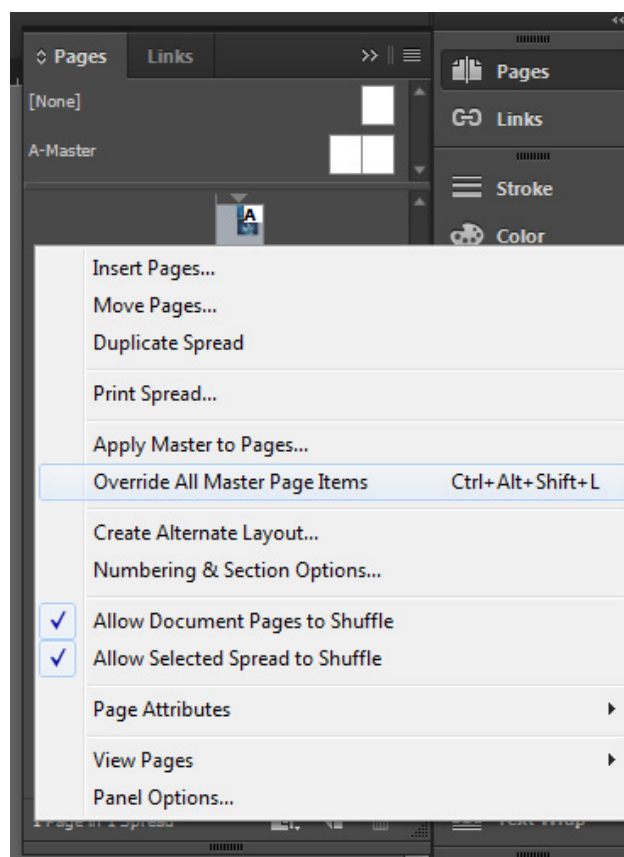
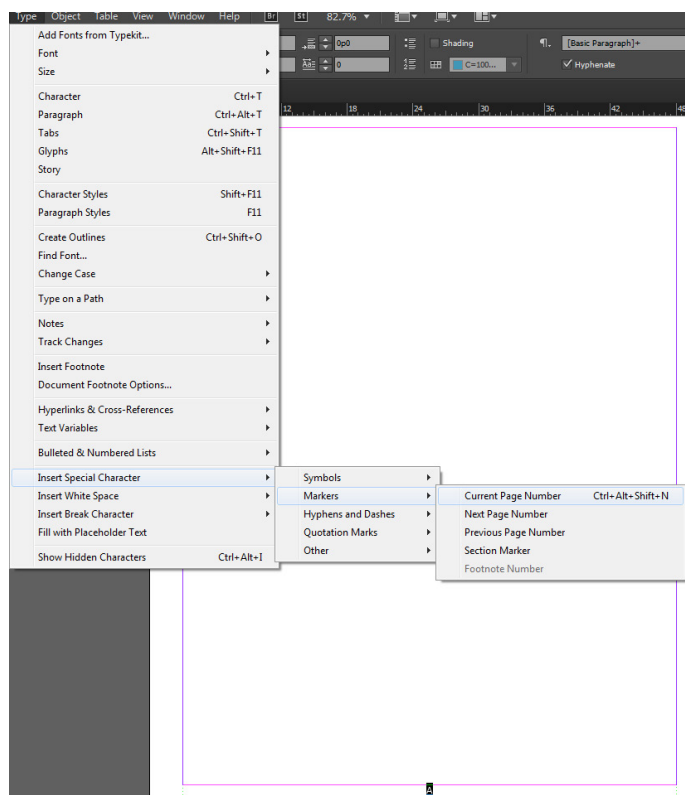
Master Pages

- Master Pages are great for repeated elements across several pages
- Master Pages should only include elements that are not intended to be read by a screenreader
- Choose "Override All Master Page Items" before exporting

To override specific master items on a document page, press Ctrl+Shift (Windows) or Command+Shift (Mac OS) and click the item (or drag to select multiple items). Change the selected master items as desired. The item can now be selected like any other page item, but retains its association with the master page.

To override all master page items on a document spread, target the spread, and then choose Override All Master Page Items in the Pages panel menu. You can now select and modify any and all master items as you wish.

- Master pages are great for page numbering!
Type>Insert Special C.>Markers>Current Page Number
Ctrl+Alt+Shift+N

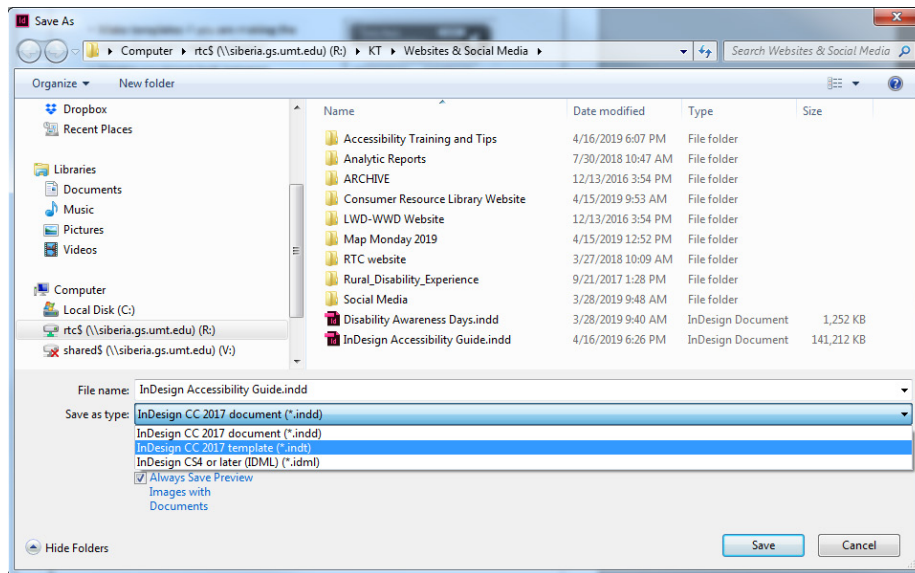


Create Templates

- Make templates if you are making the same document again and again
- Creates consistent look between documents
- Speeds up document creation and accessibility



File > Save As > Template In Drop Down



The benefit of the template format is that when you double-click a template file, it opens as a new document

This can help you prevent any accidental changes to the template