

## Accessible Documents

Nowadays, universal and unrestricted access to documents has become an important basic requirement for many professional activities. PDF documents, in particular, can be created quickly and easily, they look the same everywhere and, last but not least, important, can be read on any device. Whether for the distribution of printed material or forms: PDF documents are used extensively everywhere to provide various contents.

Not everyone can benefit from this natural access. Especially people with disabilities are often confronted with inaccessible PDF documents. An example: without appropriate precautions, a blind person cannot read a scanned copy, even if it has been converted into PDF format.

In order to make digital documents accessible to blind and visually impaired people, the information they contain must not be prepared just visually. They must also include additional information on the meaning of the content. In PDF documents this is realised via so-called tags.

With Adobe InDesign, you can also create tagged PDF documents. In this flyer, we provide you with the most important steps for this process. Thus, your created documents can be read by everyone.

**This short instruction focuses on working with Adobe InDesign to create accessible PDF documents. You can find a detailed guide on the TU Dresden website.**

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## Imprint

### *Publisher:*

Technische Universität Dresden,  
Faculty of Computer Science,  
Chair of Human-Computer Interaction

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### *Translator:*

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SACHSEN



This measure is co-financed by tax funds on the basis of the budget approved by the Saxon State Parliament..



You can find this digital flyer and a detailed brochure on the subject at:

➤ <https://tu-dresden.de/agsbs/dokumente>



# Accessible PDF Documents

How to create accessible PDF documents with InDesign

## Instruction

### 1. Setting Document Title

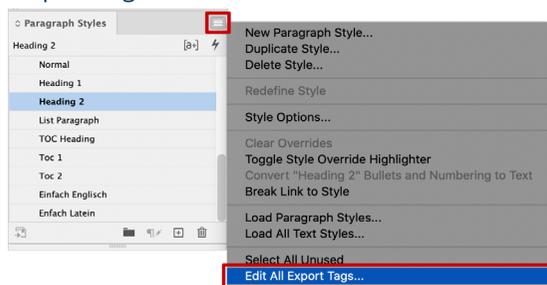
File → File Information → Basic → Document Title

### 2. Using Paragraph Styles

Select text → Window → Styles → Paragraph Styles Panel → Select paragraph style

### 3. Assigning Export Tags to Paragraph Styles

Headings: H1-H6, paragraphs: P, Others: Automatic  
Paragraph Styles panel → panel menu → Edit All Export Tags... → PDF



### 4. Bullets and Numbering

Make sure that the bullet itself does not carry any meaning in terms of content, as it is not accessible to blind people. Create a separate paragraph style for each numbering level by defining the list level.  
Paragraph Styles panel → select style → open context menu (right click) → Edit paragraph style → Paragraph Style Options → Bullets and Numbering → Level



### 5. External Links

With hyperlinks, instead of the URL itself, a meaningful title of the target should be displayed. Moreover, they need an alternative description.  
Select text → Open context menu → Hyperlinks → New Hyperlink... → Accessibility → Alt Text

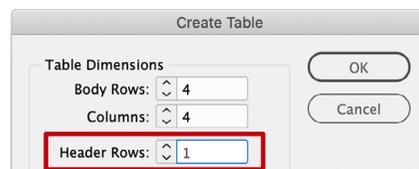
### 6. Creating Table of Contents and Bookmarks

Tables of Contents should be created automatically in order to provide orientation and navigation. Make sure that PDF bookmarks are created, too.

Layout → Table of Contents... → Options → Create PDF Bookmarks

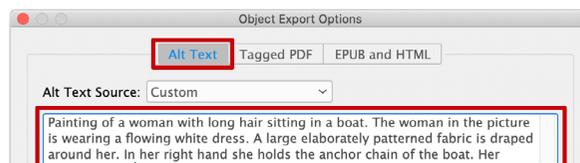
### 7. Tables: Defining Header Row

Table → Create Table... → Header Rows



### 8. Pictures: Content Description

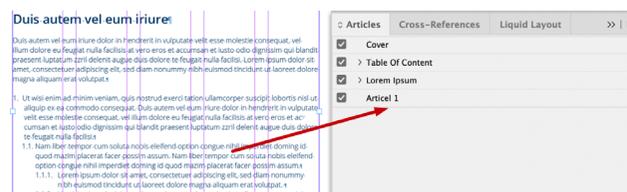
Select picture → Open context menu → Object Export Options... → Alt Text



### 9. Setting Reading Order: Anchoring pictures and creating articles

Anchor pictures in the text and add text boxes to an article. The reading order corresponds to the order of the articles in the Articles panel.

Window → Articles → New Article → Include When Exporting → Select object → Drag into Articles pane



### 10. PDF Export

File → Export → Format Adobe PDF (interactiv)

**General:** Activate the following Options: Create Tagged PDF, Use Structure for Tab Order

**Advanced:** display Document Title, set Language

## General information

Purely decorative graphics must be labelled as artifacts. Also use active cross-references for better orientation and navigation in the document. Additionally, important information should not be placed only in the header or footer of the master pages, as they are not accessible.

## PDF/UA Check

For accessible PDF documents, there is the PDF/UA standard, whose compliance is the basis of an accessible document.

After the export you should check the PDF document on compliance with this standard and, if necessary, correct any existing errors.

There are many programs for automatic checking of a PDF document. Some also allow you to correct errors. In the following table you can see a selection of such programs. It also shows which ones are available for free.

Program	Check	Correction	Free
PDF Accessibility Checker PAC 3	yes	no	yes
Adobe Acrobat DC	yes	yes	no
AxesPDF Quickfix	yes	yes	no
PAVE Online Tool	yes	yes	yes

**Please note:** With an automatic check method, it is not possible to check the correctness of the reading order, table structure and alternative texts. Therefore, they have to be checked manually.

Moreover, not all programs check on the maintenance of the minimum contrast between text and background. You can use programs such as the **Colour Contrast Analyser** for that purpose.