Accessible PDF's from InDesign

The Adobe Acrobat PDF file provides strong support for accessibility. The accessibility of any individual Acrobat PDF file depends upon how well the author has prepared the file, in this course we explore all the tagging and accessibility techniques needed to create a PDF file that validates for use as an accessible content reading file across many readers.

This course is run on a bespoke basis, giving you the opportunity to tailor the course to your exact requirements. To provide a starting point, we'd recommend you use the suggested course outline as a guide only.

The course runs from 9.30 am to approximately 4.30 pm.
Duration: 1 day.

Designing for accessibility
What is accessibility?
Designing for accessibility - using hierarchy, contrasting colours, structuring tables, alternative text for images and graphics

Use paragraph styles consistently throughout your document
Setting up and controlling styles in the document

Establish export tag relationships between InDesign/Word styles and PDF tags
Using the tools/panels in InDesign/Word to set up and name tags

Anchor images within the content flow
Working with text frames to set up image relationships

Add alternative text for images
Using panels to control and input alternative text

Incorporate internal document navigation mechanisms
Setting up links and navigation

Establish content order in the Articles panel
Using the Articles panel to create reading orders in the document

Specify a document title and description as metadata
Adding titles and metadata using panels

Export as PDF with settings optimized for accessibility
Adjusting and controlling PDF settings to ensure the final PDF is accessible according to the adjustments made

Optmising PDF for accessibiity
Structure Pane
Order Pane
Tagging items
Checking PDF accessibility