



## Reading Order

The Articles panel allows you to organize the *content reading order* of your document within InDesign.

1. From the control panel, select **Window > Articles**.

2. Select the **Create New Article** icon at the bottom of the Articles panel. Name the article and select the **Include When Exporting** option.



3. Assign the correct reading order by **clicking objects** within your document and **dragging them** into the Articles panel, under the corresponding Article section. Multiple objects can also be selected by **shift clicking** the items in the order you want them to appear.

4. Rearrange the reading order by dragging objects within the Articles panel to their correct location.



5. In the Articles panel menu, check the **Use for Reading Order in Tagged PDF** option.

## Adding Alternative Text

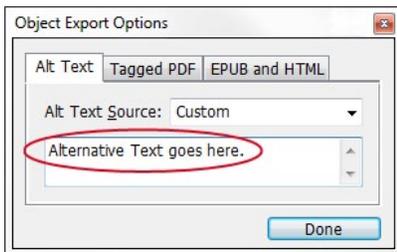
Alternative text must be **applied to images** so that the information displayed can be described by a **screen reader**.

1. From the control panel, select **Object > Object Export Options**. Select the **Alt Text** tab.

2. With an image selected, choose **Custom** from the **Alt Text Source** menu.

3. Enter the appropriate alternative text.

4. The Object Export Options dialogue box can remain open while different images are selected, and alternative text assigned.

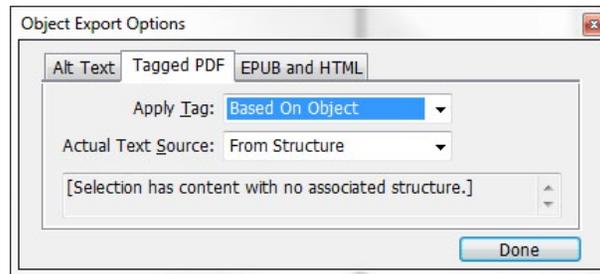


## Tagging PDF

**Apply a tag** to selected images in InDesign to define what their **role** will be in Acrobat.

1. Within the **Object Export Options**, select the **Tagged PDF** tab.

2. Under the **Apply Tag** menu, choose **Based on Object** and InDesign will automatically assign the tag that best corresponds with that object.



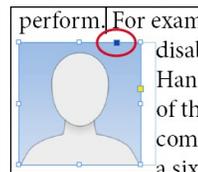
3. Only choose **Artifact** if the object should be ignored by a screen reader.

## Anchoring Objects within Text

Anchoring images as objects at the appropriate point in the text helps establish an **accessible flow of content**.

1. Click and hold the **small blue box** located at the top of the image.

2. Drag to the **point in the text** that makes sense in the reading order.

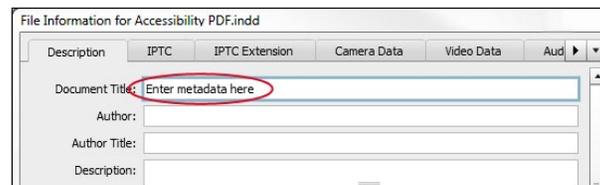


## Page Title

Once the file is exported to Acrobat, it is important for the PDF to have **certain information attached** to the file.

1. From the **File** menu, select **File Info**. Select the **Description** tab.

2. Enter the **Document Title**.



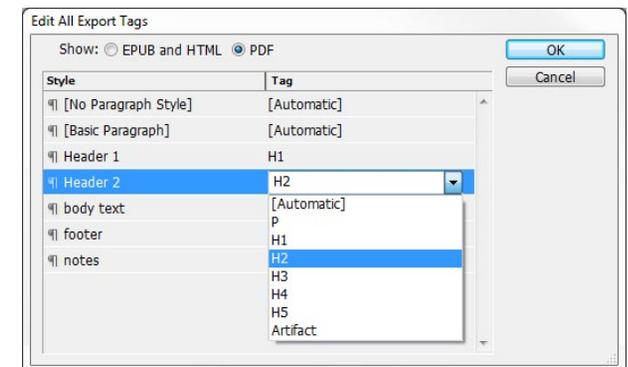
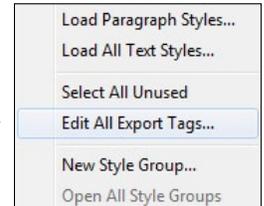
## Export Tagging with Styles

InDesign can use your **paragraph styles** to map InDesign styles to PDF tags. Tables, bulleted and numbered lists, footnotes, and hyperlinks are tagged accurately and automatically, so all that is necessary to assign is your **heading styles**. (E.g. H1, H2, etc.)

1. In the **Paragraph Styles** menu, select the **Edit All Export Tags** option.

2. Make sure that **PDF** is selected in the **Show** options at the top of the dialogue box.

3. Click on the text that reads **[Automatic]** and use the dropdown to select the heading level that corresponds to each style.



## Exporting to PDF

1. From the **File** menu, select **Export**.

2. Under **Save as Type**, select **Adobe PDF (Interactive)**.

3. In the **Settings** page, check the **Create Tagged PDF** option.

