

Get Started: InDesign Accessibility



PROVIDING BASIC ACCESSIBILITY IMPROVEMENTS

- (Recommended) Set your “Paragraph Styles” in InDesign before opening an InDesign file.
- Paste only clean, unformatted, plain text (as if from Notepad or TextEdit) into InDesign and use threading. Once pasted, use “Paragraph Styles” to customize appearance.
- [Anchor](https://adobe.ly/3rYwL1p) (https://adobe.ly/3rYwL1p) graphics and accessory text frames in the threads.
- Create [Alternative Text](https://adobe.ly/31XMvYg) (https://adobe.ly/31XMvYg) that briefly describes images’ purposes.
- Create tables, links, lists, footnotes, table of contents, and indexes with InDesign tools only.
- Design tables that are most logical when read in a left-to-right, top-to-bottom order.

<table border="1"><tr><td>SAS</td><td>OA&E</td></tr><tr><td>656-6848</td><td>656-3553</td></tr><tr><td>239</td><td>223A</td></tr></table>	SAS	OA&E	656-6848	656-3553	239	223A	<table border="1"><tr><td>Office</td><td>SAS</td><td>OA&E</td></tr><tr><td>Phone</td><td>656-6848</td><td>656-3553</td></tr><tr><td>Room</td><td>239</td><td>223A</td></tr></table>	Office	SAS	OA&E	Phone	656-6848	656-3553	Room	239	223A	<table border="1"><tr><td>SAS</td><td>656-6848</td><td>239</td></tr><tr><td>OA&E</td><td>656-3553</td><td>223A</td></tr></table>	SAS	656-6848	239	OA&E	656-3553	223A	<table border="1"><tr><td>SAS</td><td>OA&E</td></tr><tr><td>656-6848</td><td>656-3553</td></tr><tr><td>239</td><td>223A</td></tr></table>	SAS	OA&E	656-6848	656-3553	239	223A
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- Make links that describe the destination (i.e. [Clemson University](https://www.clemson.edu/) instead of [click here](#), [more](#), or <https://www.clemson.edu/>). For documents that are expected to be printed, use descriptive link text and put an unlinked, shortened URL in parentheses. (Examples below.)
- Create math/science notations with a MathML editor. [MathType](http://bit.ly/MSMathType) (http://bit.ly/MSMathType) is recommended. The free trial meets most needs. [Using MathType](https://bit.ly/2PDIRjK) (https://bit.ly/2PDIRjK).
- Use strong [color contrast](https://bit.ly/3utqIDP) (https://bit.ly/3utqIDP). Use symbols (like *) or accessible images with information that is otherwise conveyed only via color, location, shape, and/or size.
- [Map “Paragraph Styles” to “Tags.”](https://adobe.ly/2Qb3nYw) (https://adobe.ly/2Qb3nYw)
 - H1 should be style used for document title.
 - H2 should be style used for titles of chapter of main section.
 - H3 should be style used for titles of sections in chapters or main sections.
 - H4-H6 are styles for titles of sections that are nested in the same pattern as above.
- If making a PDF, open “File,” select “Export to,” and apply appropriate settings below.
 - Print PDF (Recommended in most cases)
 - Set “Export As” to “Pages.”
 - Check “Create Tagged PDF,” “Bookmarks,” and “Hyperlinks” checkboxes.
 - Interactive PDF (Recommended for forms and PDFs with embedded media)
 - Set “Export As” to “Pages.”
 - Check “Create Tagged PDF” & “Use Structure for Tab Order” checkboxes.

GOING FURTHER

Other accessibility requirements not listed above may exist.

For more information, see [Adobe InDesign Accessibility](https://adobe.ly/3moVCdO) (https://adobe.ly/3moVCdO) and [Using Adobe InDesign to Create Accessible PDF Documents](https://on.doi.gov/39TatZ4) (https://on.doi.gov/39TatZ4) or [Slides from Using Adobe InDesign to Create Accessible PDF \[...\]](https://on.doi.gov/3wE4mBv) (https://on.doi.gov/3wE4mBv)