Heading Level 1 [InDesign paragraph style]

Setting up an InDesign document to export to an accessbile PDF

↑ Step 1: create a paragraph style for the Heading Level 1
- documents typically have only one H1

Heading Level 2

← Step 2: create a paragraph style for the Heading Level 2
- documents may have several H2s

Paragraph text. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Duis molestie ultrices elit, quis blandit dui rutrum vel. Pellentesque egestas mauris eu diam tempor elementum nec at sem. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos himenaeos.

← Step 3: create a paragraph style for normal paragraphs if it doesn't already exist.

Heading Level 3
Vivamus at quam iaculis, blandit massa et, convallis lorem. Donec sed enim eleifend sapien fermentum ornare. Pellentesque sodales neque ac elit aliquet tincidunt. Duis sapien sem, tempor vitae odio eget, lacinia convallis urna. Morbi eu arcu ullamcorper, molestie quam malesuada, dignissim risus. Praesent viverra eu ex suscipit molestie.

← Step 4: create a paragraph style for Heading Level 3
- documents may have several H3s nested under H2s

← Step 5: add custom alt text to images in frames by selecting the frame and chosing *Object > Object Export Options > Alt Text Source: Custom*
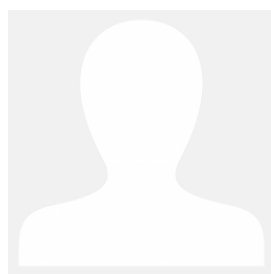
Heading Level 2

Fusce et sem nec metus consequat luctus vel in quam. Aliquam posuere, ligula ac varius lobortis, massa odio commodo massa, commodo ultrices lorem orci eu libero. Fusce cursus nisl ac justo tristique euismod sit amet sodales nulla. Fusce nisl nunc, mollis pharetra ligula eu, vulputate gravida odio. Curabitur viverra, quam a volutpat condimentum, lorem eros ultrices nisl, sed rhoncus metus erat id dui.

Step 6: Map paragraph styles to export tags
- Select Heading H2 text, right-click, choose Tag Text (H2)
- Select Paragraph text, right-click, choose Tag Text (P)
- Select Heading H3 text, right-click, choose Tag Text (H3)
Step 7: Anchor images in text flow
- InDesign's drag-and-drop object anchoring makes it simple to place the reference to the image in an appropriate location without affecting the print layout. Click on and drag the blue square on the top of an image frame to set an anchor in the text for and image.
Step 8: Add bookmarks, TOC, hyperlinks
PDF hyperlinks are created upon export for links created in the InDesign Hyperlinks panel
Step 9: Define content order in the Article panel
Step 10: Add metadata

View > Structure > Show Structure
In the Stucture Panel menu *choose Map tags to styles.*
In the Stucture Panel menu *choose Add Untagged Items.*
- all the text & image frames become Figures in an Article
Find out more in workflow for creating accessible PDFs from InDesign.