

PDF DOCUMENT ACCESSIBILITY

Procedure to make PDF document properties consistent with department accessibility requirements.

Overview

This procedure details how to make PDF document properties consistent with department accessibility requirements where documents are going to be released to an applicant.

Step 1 – Document properties

- Click “Ctrl” + “D” which will bring up the Document Properties window as follows:

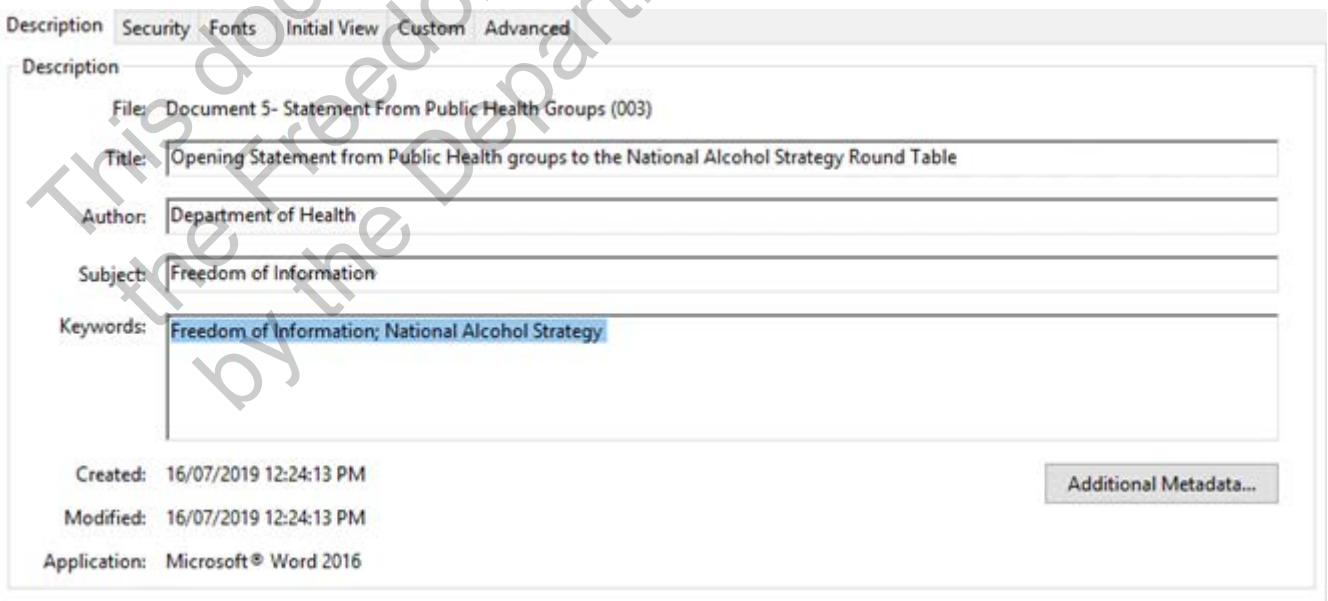


The screenshot shows the 'Document Properties' dialog box with the 'Description' tab selected. The 'File' field contains 'Document 5 - Statement from Public Health Groups (003)'. The 'Title' field contains 'Statement from PHG'. The 'Author' field contains 'John Smith'. The 'Subject' and 'Keywords' fields are empty.

The following properties must be changed as advised by the Health Transformation team:

Step 2 - Description tab

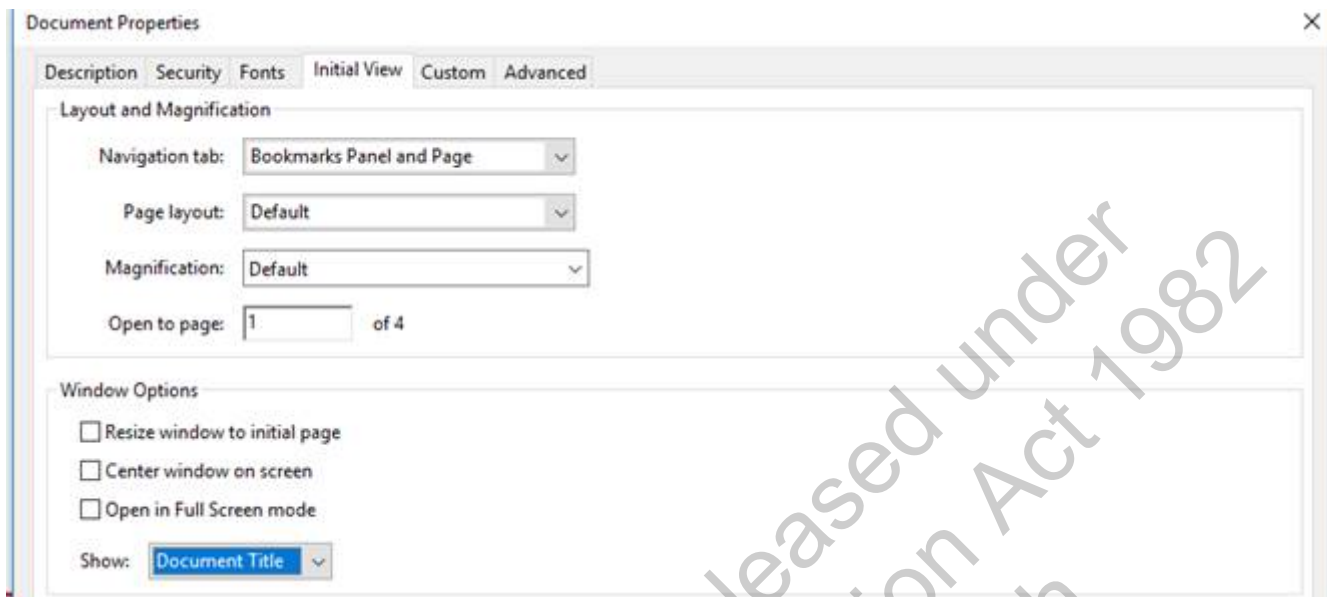
- Title: copy from the document title – the document number does not need to be provided in the title
- Author: Department of Health
- Subject: Freedom of Information
- Keywords: Freedom of Information; *information about topic*



The screenshot shows the 'Document Properties' dialog box with the 'Description' tab selected. The 'File' field contains 'Document 5- Statement From Public Health Groups (003)'. The 'Title' field contains 'Opening Statement from Public Health groups to the National Alcohol Strategy Round Table'. The 'Author' field contains 'Department of Health'. The 'Subject' field contains 'Freedom of Information'. The 'Keywords' field contains 'Freedom of Information; National Alcohol Strategy'. The 'Created' field contains '16/07/2019 12:24:13 PM'. The 'Modified' field contains '16/07/2019 12:24:13 PM'. The 'Application' field contains 'Microsoft® Word 2016'. There is an 'Additional Metadata...' button.

Step 3 - Initial view tab

- Navigation tab: “Bookmarks Panel and Page”
- Page layout: “Default”
- Magnification: “Default”
- Window Options > Show: “Document title”



Step 4 - Custom tab

- Delete all custom tabs listed in the text box by selecting them and clicking “Delete”



Step 5 - Advanced tab

- Language: "English"

The screenshot shows the 'Advanced' tab of a software interface. It is divided into three sections:

- PDF Settings:** Includes a 'Base URL' text box, a 'Search Index' text box with 'Browse...' and 'Clear' buttons, and a 'Trapped' dropdown menu set to 'Unknown'.
- Print Dialog Presets:** Includes 'Page Scaling' (Default), 'DuplexMode' (Simplex), a 'Paper Source by Page Size' checkbox (unchecked), 'Print Page Range' text box, and 'Number of Copies' (Default).
- Reading Options:** Includes 'Binding' (Left Edge) and 'Language' (English).

A large watermark is overlaid diagonally across the page: 'Document was released under the Access to Information Act 1982'.

Further Information

Links on SharePoint with regards to the departments accessibility requirements.

Main page: [Web content accessibility](#)

Subpages are:

- [Accessibility responsibility breakdown summary](#)
- [Accessible formats for online content](#)
- [Adding alt text](#)
- [CMS publishing guidelines](#)
- CMS table mark up including Mozilla Firefox Complex Data Table Markup toolbar
- [Creating accessible MS Excel documents](#)
- [Detailed guide to creating accessible MS Word documents](#)
- [Developing accessible user-friendly forms](#)
- Dreamweaver table mark up including Mozilla Firefox Complex Data Table Markup toolbar
- Engage a supplier to develop accessible products
- Go Live accessibility process and checklists
- Handling enquiries and complaints about web accessibility
- Mozilla Firefox WAVE toolbar
- [Quick guide to create accessible Microsoft Word documents](#)
- Simple table mark-up guide
- [WCAG checklist - all staff](#)
- [WCAG checklist - web authors](#)
- [Web accessibility disclaimers](#)