InDesign Accessibility Tools.

Paragraph Styles Panel

Click on Type in the Menu.

Click Paragraph Styles from the drop down list.

The Panel will appear.
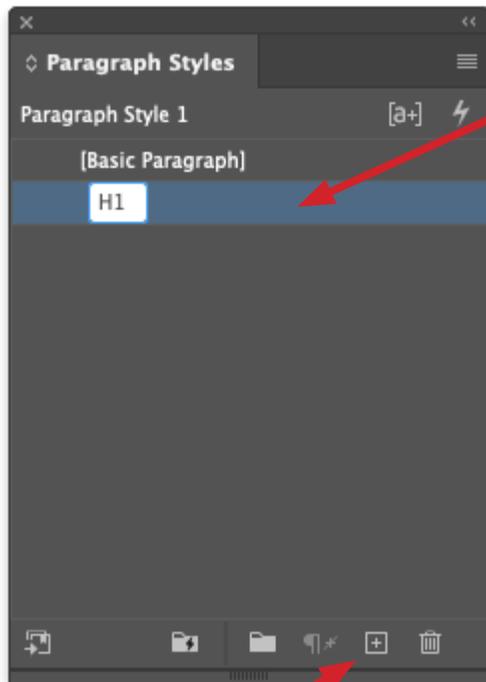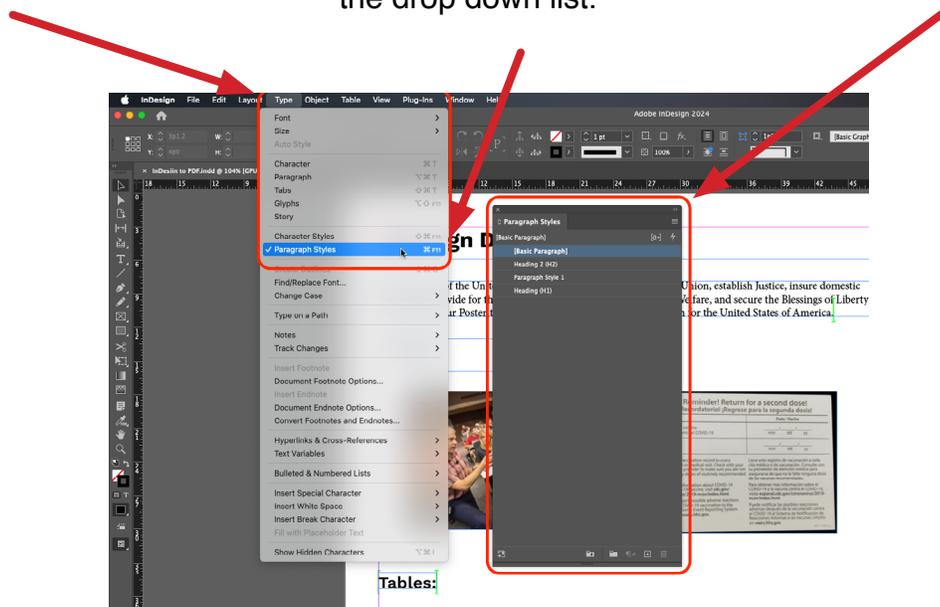
Double clicking on the Style name will bring up the Paragraph Style Options Box.

You can create a new style by clicking the Create new style button at the bottom of the panel. Here we have created a new style named H1.
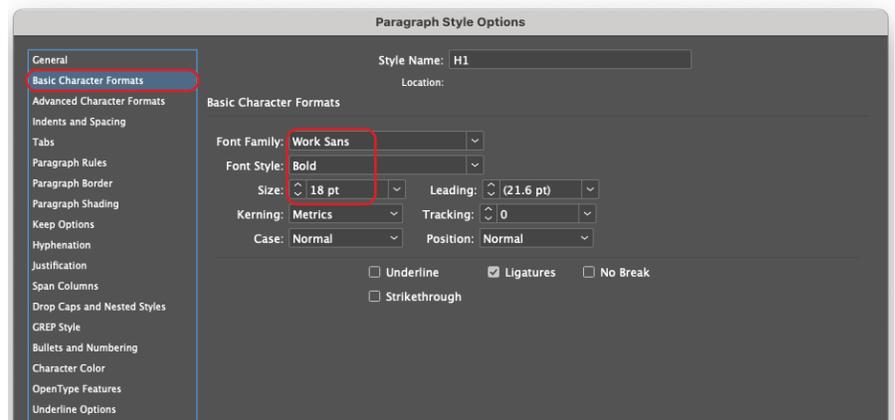
We set the style for H1 to be Work Sans, Bold, 18 pt in the Basic Character Formats as highlighted above.

Paragraph Styles Panel (continued)

Check the Export Tagging option to make sure that the Tag is set correctly.

The H1 tag is selected from the drop down list.
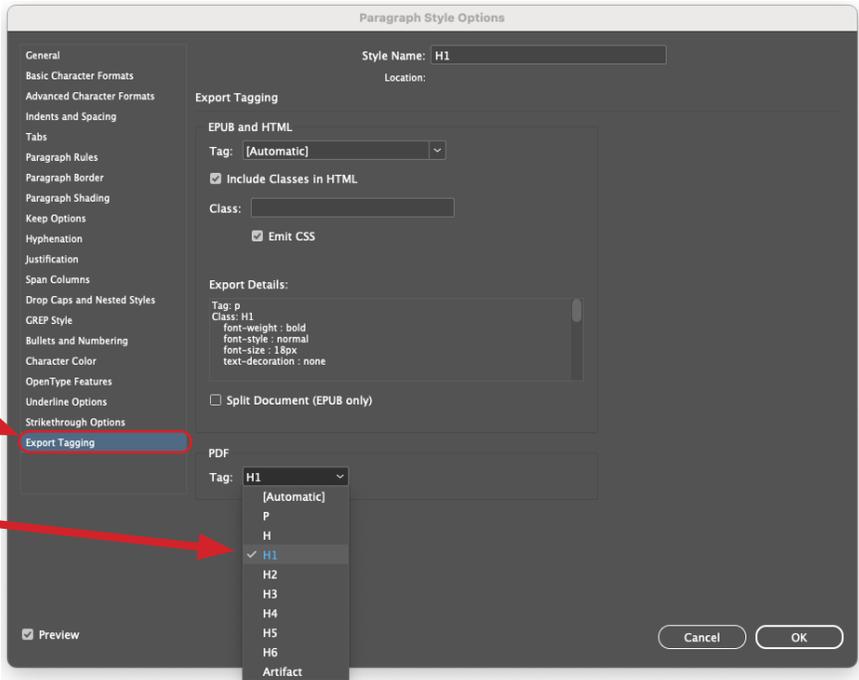
Tags Panel

Click on Window in the menu.

Click on Utilities.

Click Tags from the pop out drop down list.

The Tags Panel will appear.
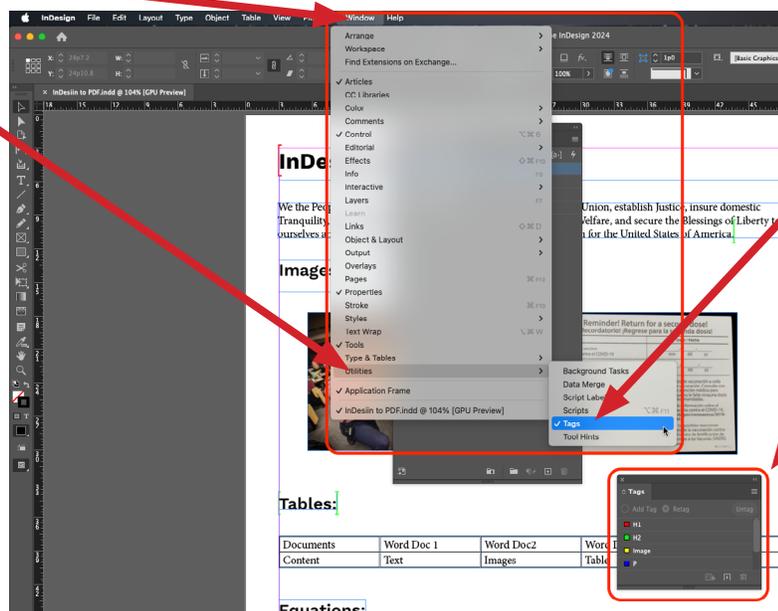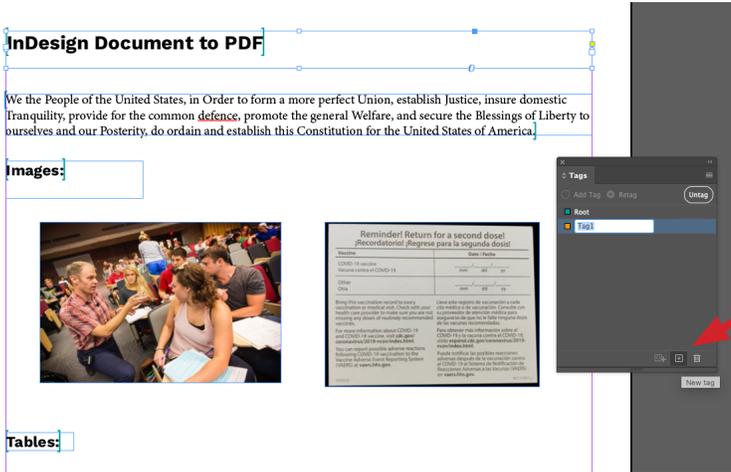
Your document will start with just a Root tag. To create a new tag, click on the New Tag icon.
Then type the name of the tag you want to create.
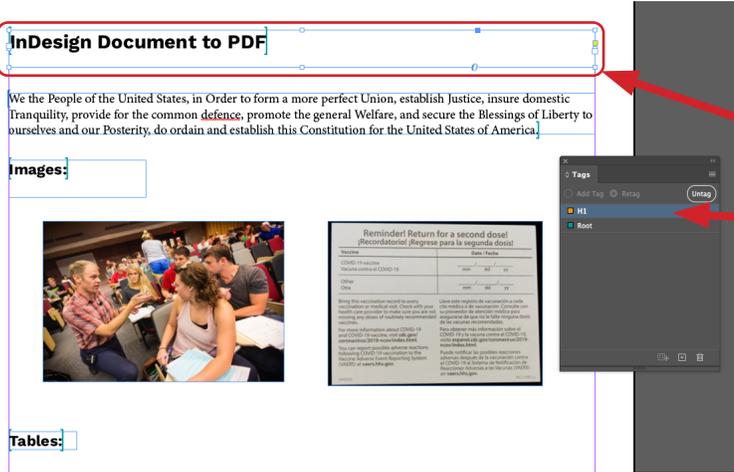
Once you have your tag created you can apply it to an item on your page by selecting the item and then clicking on the tag.
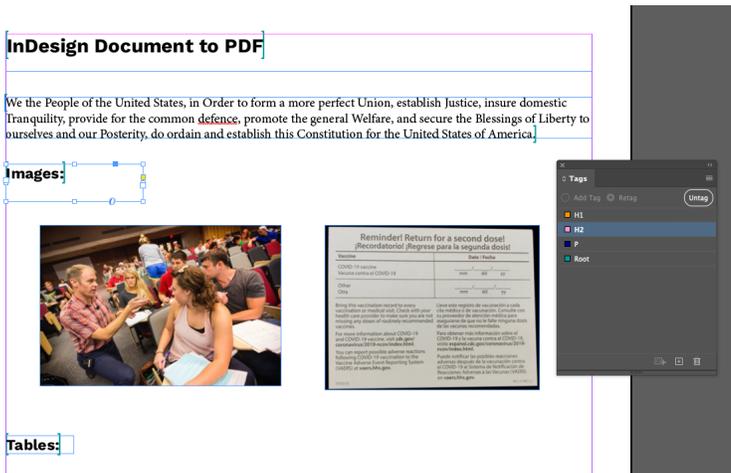
You can create as many tags as you need. The tags are listed in the Tags panel in alphabetical order and cannot be moved.

Articles Panel

The Articles panel will appear.
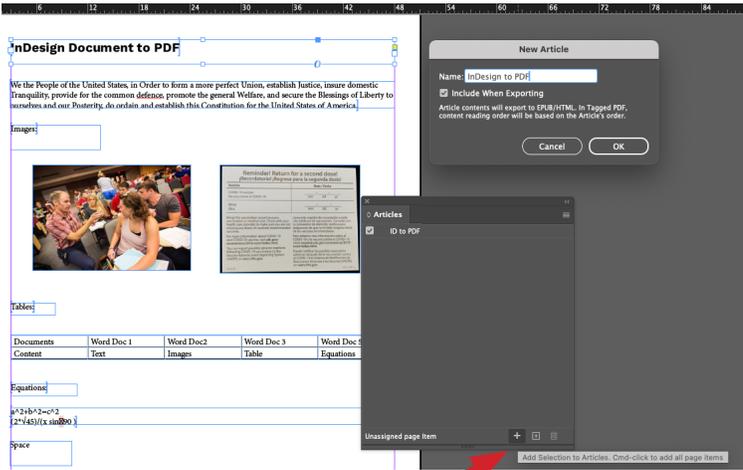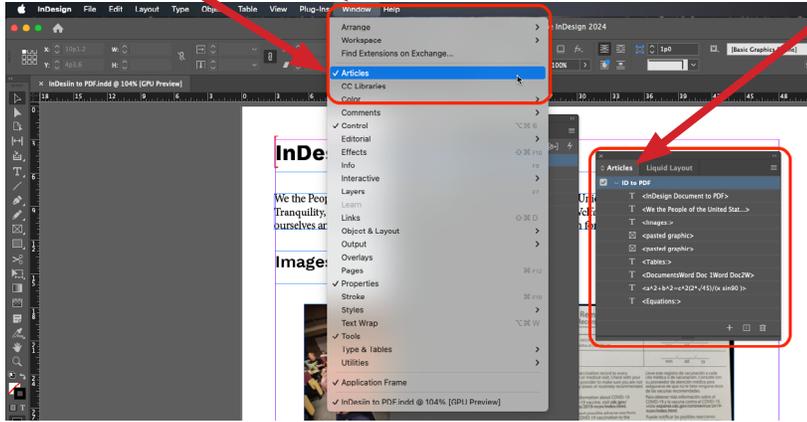
To create an Article click on the Add Selection to Articles and Cmd/Right-click. All items on the page will be added in order.
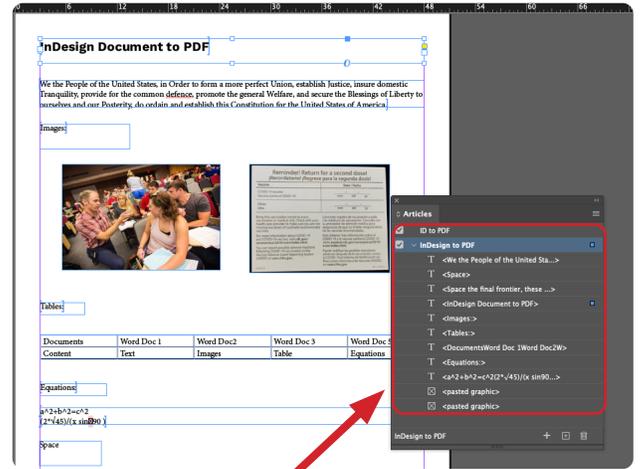
The items on the page have been added as a new Article.
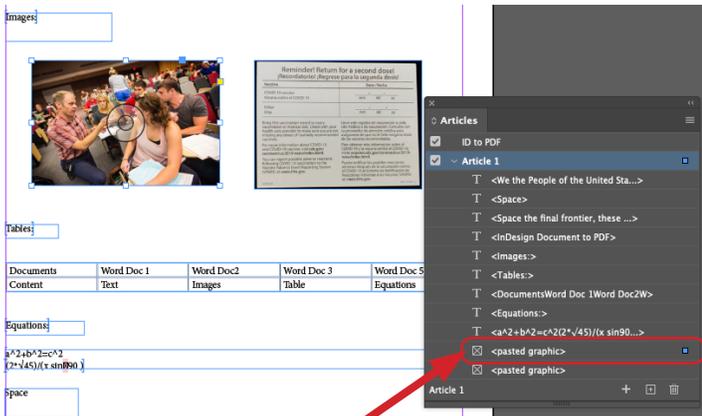
You may need to check the order, here we see the two image graphics are at the end of the Articles list.
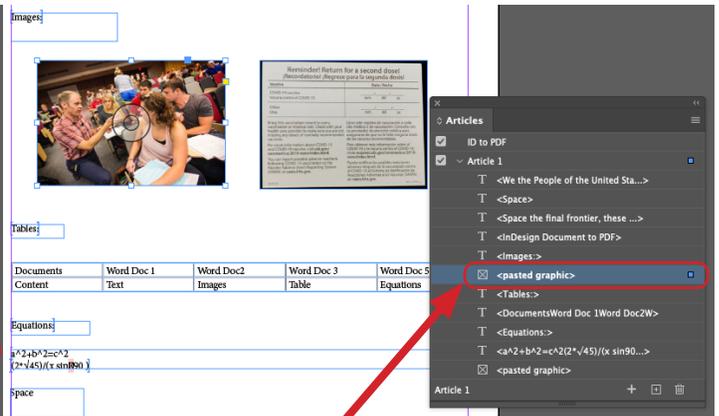
Click on the item you want to move and drag it to the correct place in the window.

Change Alt text of image before Exporting to PDF

Right click on the image and select Object Export Options from the pop-up menu.
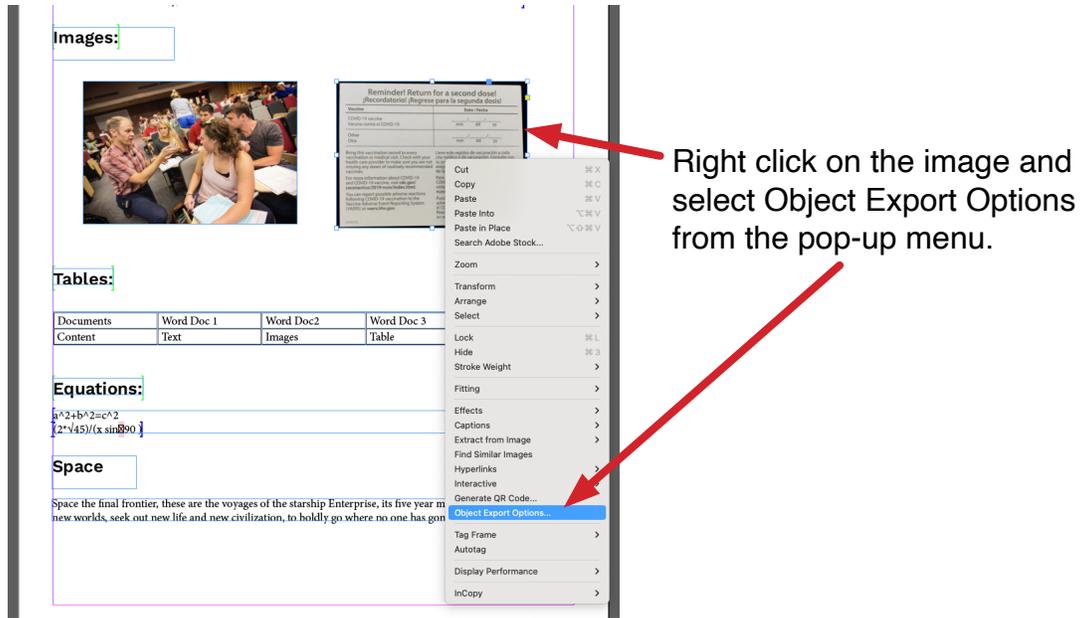
Object Export Options window.

Select Alt Text
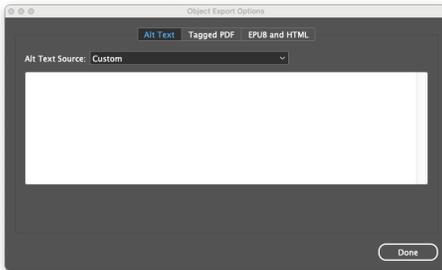
From the Alt Text Source drop down select Custom.
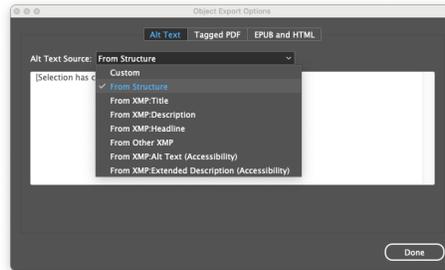
You can now edit the Alt Text for the image.
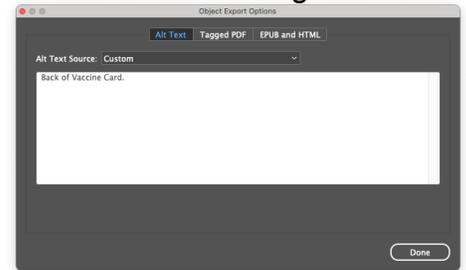
Export to PDF

Choose Export from File.
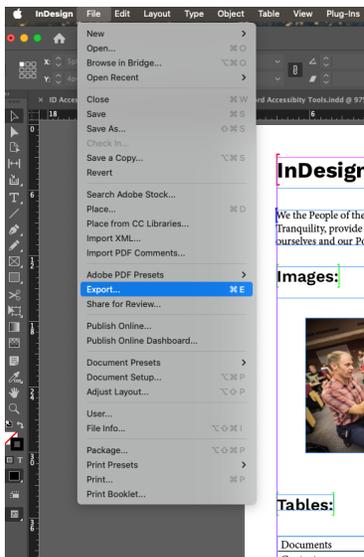
Make sure the choose Adobe PDF (Interactive).