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List of abbreviations

A **A-definition**

B **B-definition**

C **C-definition**

Set role of table in **TASK PANE: AXESPDF - ROLE MAPPING**.

See also chapter **Tables**

Preface

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua.

1. At the very beginning

1.1 Set up helpful views

- **TASK PANE: STYLES**
- **TASK PANE: AXESPDF - ROLE MAPPING**
- **TASK PANE: NAVIGATION**
- Show paragraph marks and other hidden formatting symbols

1.2 Document title

- **RIBBON TAB: FILE** → **MENU OPTION: INFO** → **TEXT BOX: TITLE**

1.3 Main language of document

- Select all → go to **DIALOGUE BOX: LANGUAGE**

1.4 Language setting for single words/paragraphs

Language changes now to **der deutschen Sprache**.

1.5 Use styles

Which kinds are available?

- Paragraph styles
- Character styles
- Word-internal styles
- User-defined styles

2. Heading 1

2.1 Heading 2

Normal text:

 Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum.

Hard line break

Hard line break

Soft line break

Soft line break

2.2 Heading 2

2.2.1 Heading 3

2.2.1.1 Heading 4

2.2.1.1.1 Heading 5

3. Figures

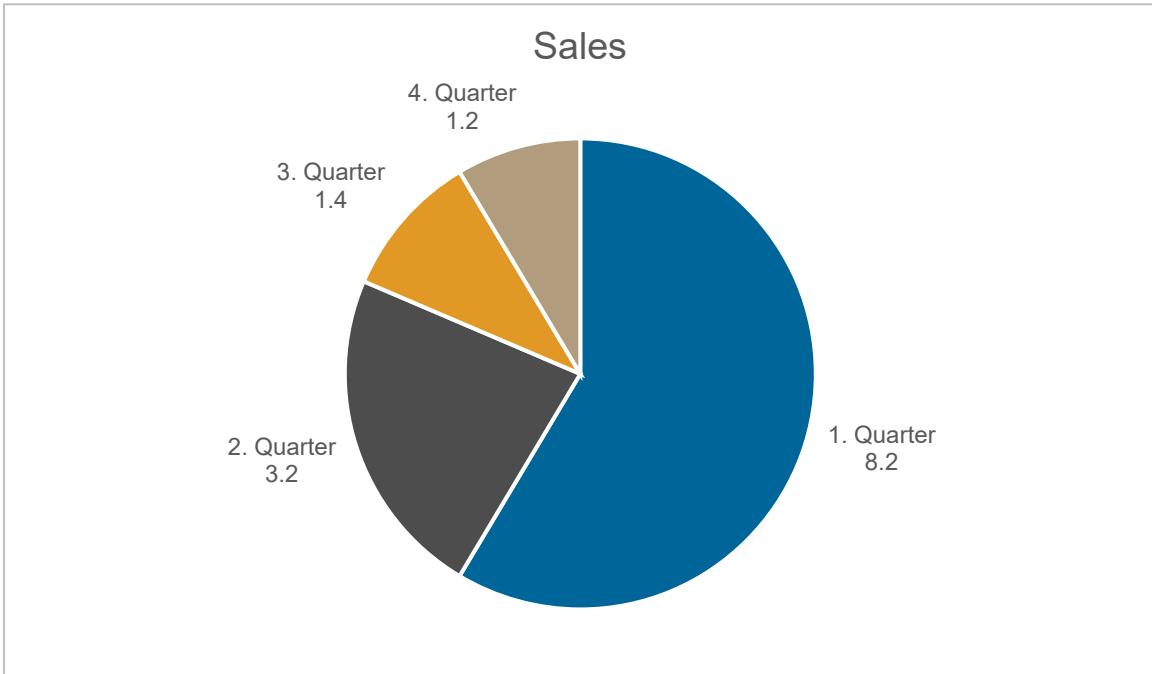


Figure 1: Example pie chart

3.1 Important

- Add alternative text (see also <https://support.axes4.com/hc/en-us/articles/360008481979-How-do-I-create-suitable-alternative-texts-for-figures->)
- Create caption
- Set layout option – if not "In Line with Text" anchor the figure (due to logical reading order) on corresponding paragraph
- Only decorative object? Set role in **TASK PANE: AXESPDF - ROLE MAPPING** to "Artifact"

3.2 Possible roles for figures:

- Default
- Figure
- Formula
- Artifact

4. Tables

4.1 Data tables

4.1.1 Important

- Assign styles for column and row headers
- Set roles of styles for column and row headers in **DIALOGUE BOX: DOCUMENT SETTINGS**: got to **RIBBON TAB: AXESPDF**, click **BUTTON: DOCUMENT SETTINGS**
- Create caption

Table 1: Example of a simple table with column and row headers

Column header	Column header	Column header
Row header	Data cell	Data cell
Row header	Data cell	Data cell

Table 2: Example of a simple table with 2 header lines and row headers

Column header	Column header		
	Column header	Column header	Column header
Row header	Data cell	Data cell	Data cell
Row header	Data cell	Data cell	Data cell
Row header	Data cell	Data cell	Data cell
Row header	Data cell	Data cell	Data cell

4.2 Layout-Tables

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua.

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua.

4.2.1 Important

- Set role in **TASK PANE: AXESPDF - ROLE MAPPING**
- Define direction of reading order

4.3 Possible roles for tables

- Default
- Table
- Layout Table
- Definition list (only available for tables with 2 columns)

5. Text boxes

- RIBBON TAB: INSERT → BUTTON: TEXT Box
- Set layout option – if not "In Line with Text" anchor the text box (due to logical reading order) on corresponding paragraph

5.1 Possible roles for text boxes

- Default
- Figure
- Formula
- Textbox
- Artifact

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sed diam nonumy eirmod tem-
por invid-unt ut labore et
dolore magna aliquyam erat,
sed diam voluptua.

6. Header and footer

- Double click in the area of header or footer
- Role mapping in **TASK PANE: AXESPDF - ROLE MAPPING**
 - Default
 - Section Header
 - Section Trailer
 - Artifact

7. Multilevel lists

7.1 Lists with bullets

- A
 - B
 - C
 - D
 - List continue D
 - List continue B
- List continue A

7.2 Lists with numbering

1. List entry level 1
 - List continue level 1
 - a. List entry level 2
 - List continue level 2
 - i. List entry level 3
 - List continue level 3
 - 1 List entry level 4
 - List continue level 4
 - a List entry level 5
 - List continue level 5

8. Blockquote

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua.

- For example, style "Intense Quote"
- Role mapping of style must be "BlockQuote"

9. Links

9.1 Enter URL

www.pdfa.org

9.2 Set link on single word

See [Homepage](#) of PDF Association.

9.3 Internal references

See chapter [Links](#)

10. Footnotes

Lorem¹ ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum.

¹ See „Lorem ipsum“

11. Insert/update table of contents

- Precondition is the availability of headings or captions
- Insert via **RIBBON TAB: REFERENCES**, **BUTTON: TABLE OF CONTENTS** or **INSERT TABLE OF FIGURES**

12. Set role mapping with axesPDF for Word

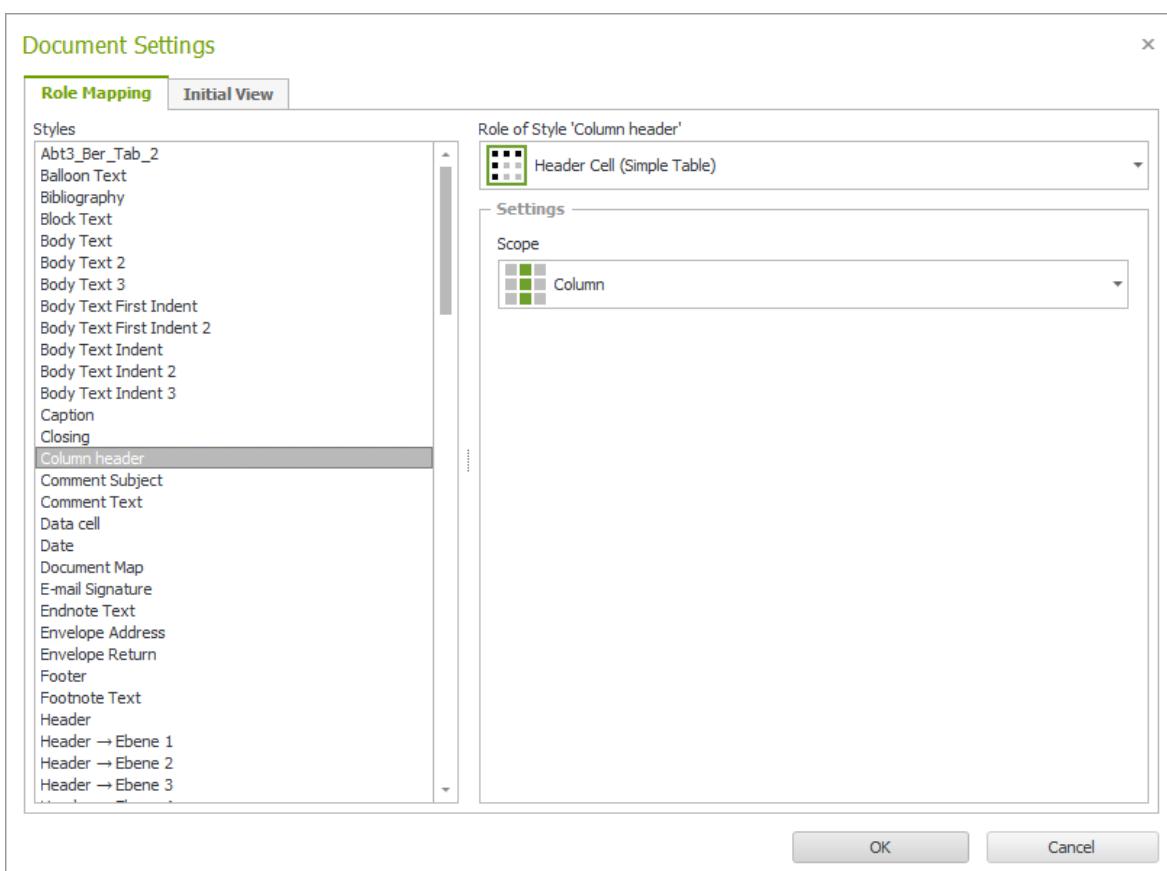
12.1 Via task pane: axesPDF - Role Mapping

Possible for following elements (after element was selected in document view):

- Figures
- Tables
- Text boxes
- Header and footer

12.2 Via dialogue box: Document Settings

- Possible for all paragraph styles
- Necessary for example for styles for column or row headers or list continue



12.2.1 Possible role mappings

- Default
- Paragraph
- Heading – with outline level
- List Continue - with outline level
- Caption
- Blockquote
- Header Cell (Simple Table)
- Header Cell (Complex Table)
- Artifact

13. Create accessible PDF

- RIBBON TAB: AXESPDF → BUTTON: EXPORT PDF

14. Check PDF

- You can check your PDF document with the PDF Accessibility Checkers (PAC):
www.access-for-all.ch/ch/pdf-werkstatt/pdf-accessibility-checker-pac.html