Recipient

City/town, yyyy-mm-dd

Title

Body text

Kind regards

Name

Title

Department/institution

Phone: 08 790 00 00

name.surname@kth.se

## Create accessible documents. Erase this text.

This template is formatted for you to easily create accessible document. As a user, what you need to do is:

1. Use the template’s paragraph styles to format headings, body text, etcetera when inserting new content.
2. Tables must always have a technically defined header row. Do this by going to the *Table design* tab and make sure that the *Header row* check box is filled in. It is also important that each cell in the header row (the first row in the table) contains text/that there are no empty cells in that row. The table must not contain merged cells.
3. Insert alternative text for any images that are important to understand the content. Right-click on the image and select *Edit alternative text*, then enter a short text, about 1-2 sentences, which clearly explains the image. Be brief and clear and avoid using wordings like “picture of” or “photo of”. If the image is a logo, you should mention that in your alternative text. Example of alternative text: “Lisa Svensson, one of the researchers behind the study XX.” or “Logotype Kungliga Tekniska Högskolan, KTH.”. If the image is decorative, and not important for the understanding of the content, select the check box *Mark as decorative* underneath the alternative text box.
4. Insert metadata via File -> Info. Enter metadata on the right under the heading Properties. If you are unable to see all alternatives, click on *Show all properties*. What is required for an accessible document is *Title* and *Subject*. Title is the name of your document and is the first thing that will be read by the user of a screen reader. It should be brief and clear. For example, “Meeting notes for board meeting, 23 June 2021”. Subject is a shorter description that makes it easier to search for specific documents and content. About 1-2 sentences that describe the content of the document.

**Export to PDF**

1. Click on *File* > *Save as* and select the place where you want to save the file. Avoid using \_ (underline), ÅÄÖ and spaces in the file name.
2. Select PDF in the File format list in the dialogue box Save as.
3. Make sure that the alternative *Standard* is selected. Click on *Alternative* and make sure that the check box *Show tags for document structure* is highlighted and click on *OK*.