



Providing Required Document Metadata In Microsoft Word 2013 for Windows

All PDF documents have to have two pieces of “metadata” set in their properties to pass an accessibility check in Adobe Acrobat, a document title and the document language. The values for these items are set in the properties panel. In Microsoft Word 2013 for Windows, the document properties settings are under the “File” menu’s “Info” tab (Figure Number 1).

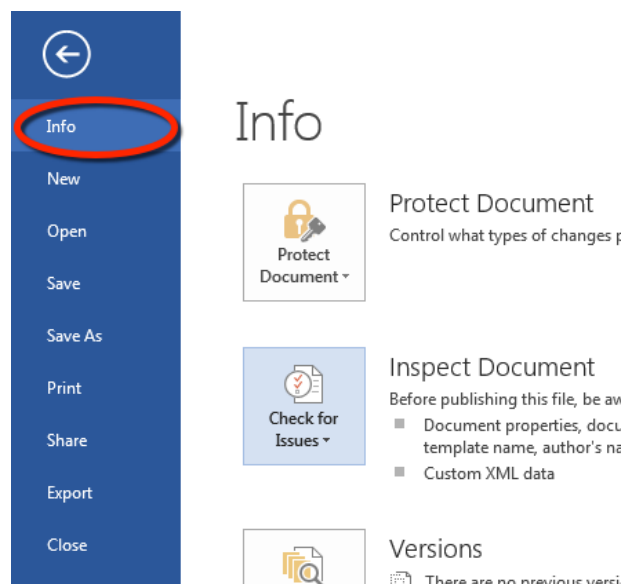


Figure Number 01

On the right-hand side of the screen, click the pull-down next to “Properties” and select “Advanced Properties” from the menu (Figure Number 02).

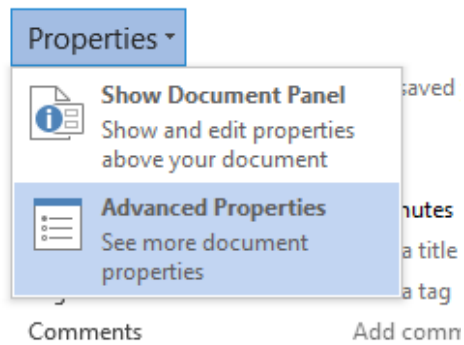


Figure Number 02

The two entries that have to be entered in the properties panel are on different tabs, one under “Summary” and one under “Custom” (Figure Number 03). When the “Document Properties” panel appears (Figure Number 03), click on the “Summary” tab.

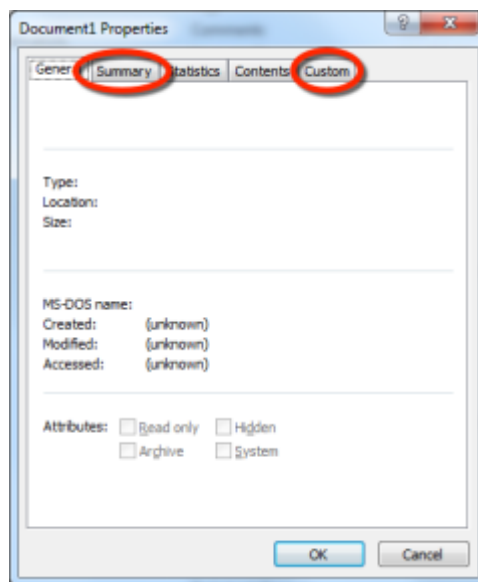


Figure Number 03

On the “Summary” tab screen, the “Title” property (Figure Number 04) needs to be filled in. Normally this will be the same text as the first line of your document. After filling in this field, click the “Custom” tab (Figure Number 03).

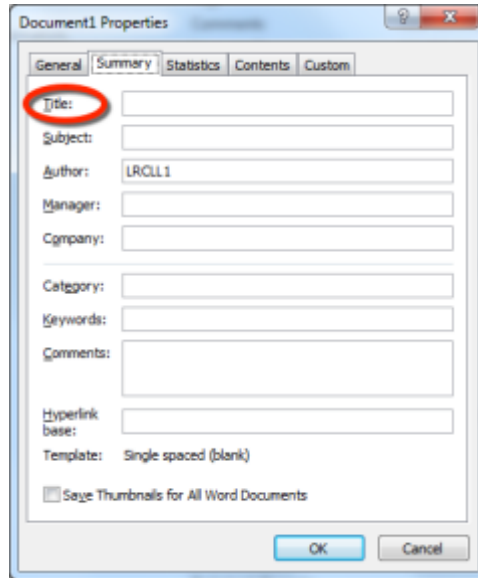


Figure Number 04

On the “Custom” tab, there has to be a value entered for the language property (Figure Number 05). This is done by first selecting the language property from the list below the “Name” field. Then the primary language for the document is typed into the “value” field. After entering the value, click the “Add” button to add the value to the properties field (Figure Number 06). Figure number 05 identifies these three steps and fields.

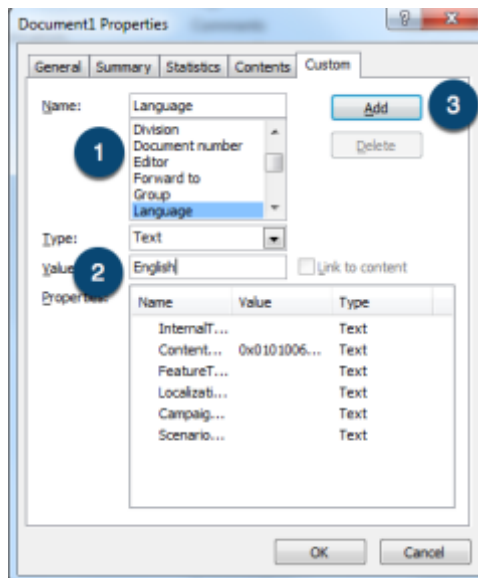


Figure Number 05

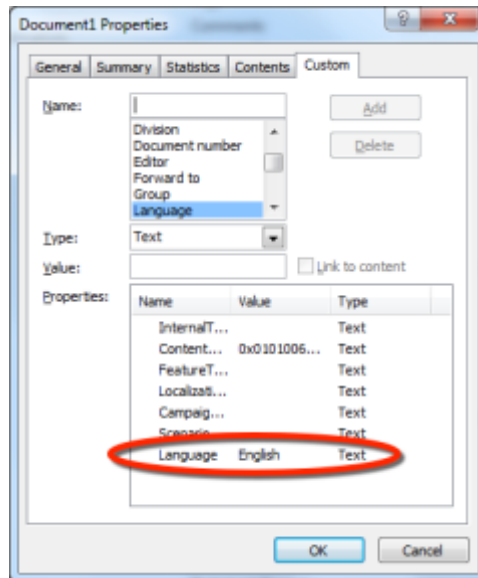


Figure Number 06

After adding the language property, click the “OK” button to exit the document properties panel (Figure Number 06).