

What is Metadata?

The term **metadata** refers to searchable fields within the document's properties that identify what the document is about. PDF documents require certain metadata fields to contain information for them to be accessible. By entering metadata in your Word document when you create it, this information will be transferred over to your PDF, making the process simpler.

Entering Metadata in Word

Document Language

The language of a document needs to be set to ensure that screen readers are reading the document using the appropriate language profile. Most documents created should already be using English (Canada) as the default language.

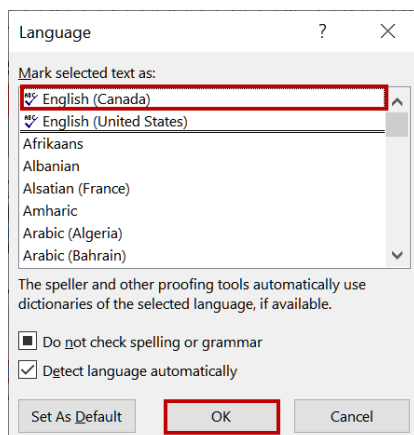
It's also important to identify the language of any content written in a language other than the document's default language (e.g. a French word or name). With this information, supporting screen readers will switch between language profiles as needed.

The document language is visible at the bottom of the page in your document. Here is how to change the language:

1. Select all text by pressing **Ctrl + A**.
2. Click the existing language at the bottom of the screen. *The Language menu displays.*



3. Select the language you want and click **OK**.



Note: If you only want to change the language for one word, name or phrase, select only the applicable words in your document and then select your language.

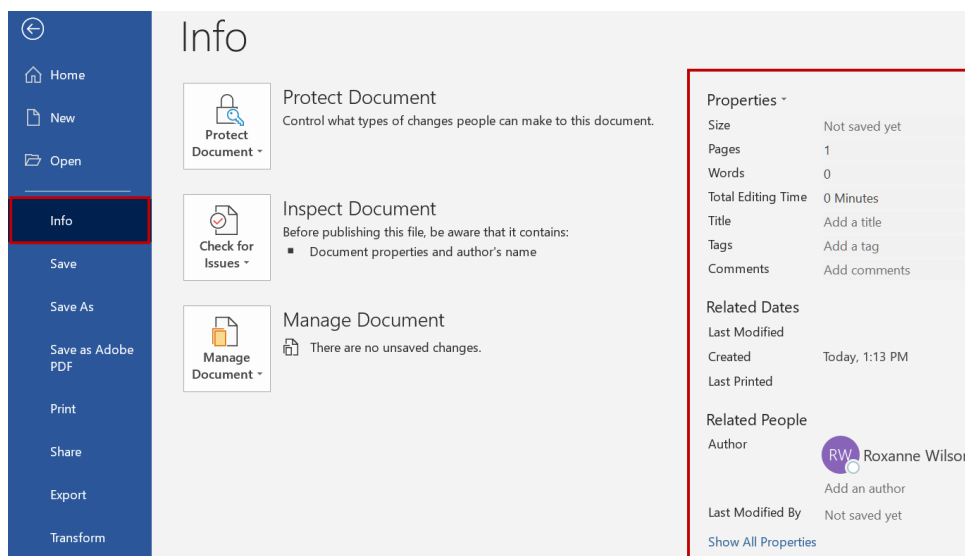
Document Properties

The Title, Subject, Author and Tags (Keywords) are important elements of any document. They are used by screen readers to find and identify content in documents. **The most important property to complete is the title.**

It's always a good idea to check your document's properties to ensure they are correct. When a new document is created based on an existing one, the properties will carry over into the new document.

To access the document properties:

1. Click on the **File** tab and select **Info**. *The properties are displayed on the right.*



2. Click on the individual properties and make edits as necessary.

When a PDF is created from a Word document, the main information to include which will be transferred to the PDF document are:

- **Title** – corresponds to **Document Title** in the PDF file
- **Subject** – corresponds to **Description** in the PDF file.
- **Author** – corresponds to **Author** in the PDF file.
- **Tags** – corresponds to **Keywords** in the PDF file.