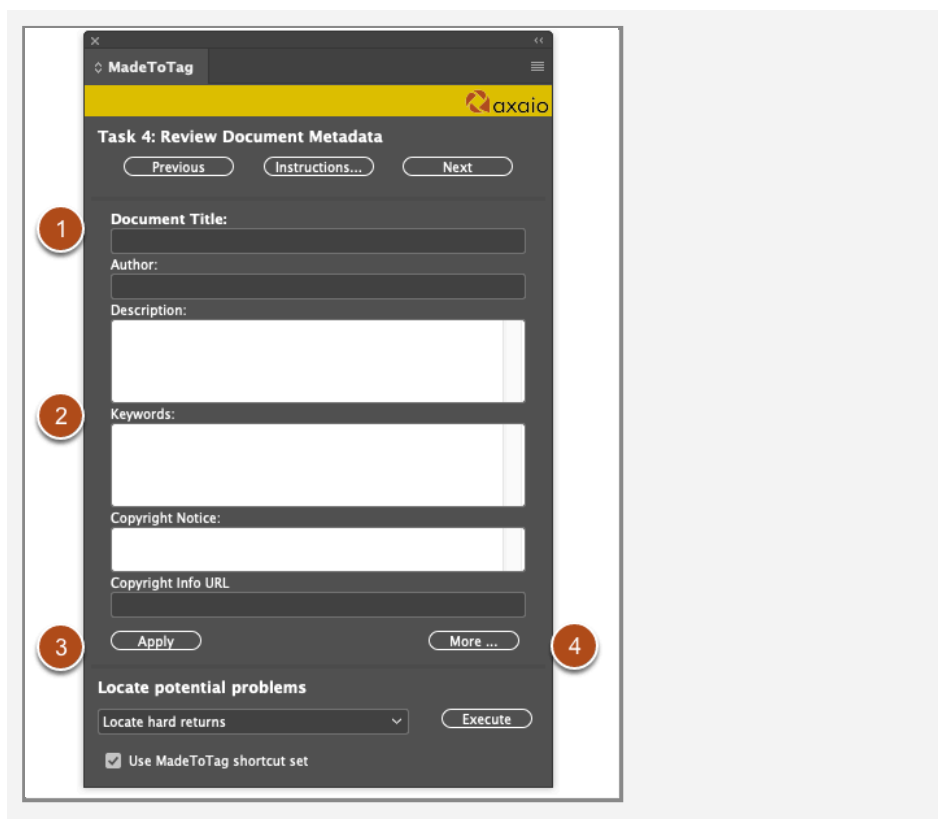


Task 4: Review document meta data

This MadeToTag window displays the most important meta data fields in the document.

To display a dialog with all meta data fields, you can use the **File information...** function in InDesign.



Task 4 provides a window that allows you to input information such as the document title and author.

1. A key requirement for an accessible PDF is to provide at least a meaningful *document title*.
2. Other meta data relates to the *author*, the *description*, *keywords*, the *copyright notice* and the *website* where more information can be found.
3. Click **Apply** to save the information provided in the document.
4. If you need more meta data fields, click **More...** to open the file information window in Adobe InDesign.