



**GRADUATE
WRITING
CENTER**
—
TEXAS TECH

Document Properties

To pass the thesis/dissertation accessibility check, your final PDF document must include **document properties**. Document properties allow the author to enter information about the title, author, subject, keywords and language of the document. This allows screen readers to navigate content, ensuring documents are accessible to all users.

Key document properties that must be set for the thesis/dissertation accessibility check are: **Title, Author and Language**. Others that could be set for good accessibility practice are **Subject and Keywords**.

[This link provides a video explaining how to add document properties to your document.](#)

To change document properties in Microsoft Word:

Note: viewing or changing document properties isn't currently possible in Word for the web. You can, however, view or change properties in the Word desktop app.

1. Select the **File** tab
2. Select **Info**
3. Select the **Properties** button on the right hand side
4. Select **Advanced Properties**
5. This will bring up a pop-up window where on the **Summary** tab you can add:
 - a. **Title** – e.g. “The Evolution and Impact of Professional Wrestling”
 - b. **Subject** – a description as to what this document is, e.g. “a timeline of important events for wrestling”
 - c. **Author** – this will default to whoever owns the Microsoft word account, but you can change it to your name if that is not the same thing
 - d. **Keywords** – you can add some important keywords, e.g. wrestling, history, accessibility
 - e. Select **OK** to save changes
6. To set the language of your document:
 - a. On the Word desktop app:
 - i. Select the **Review** menu
 - ii. Select **Language**
 - iii. Select **Language** on the pull-down menu
 - iv. Select **Set proofing language**
 - v. Select the language you are writing in
 - b. On Word for the web:
 - i. Select the **Review** tab
 - ii. Select the arrow below Editor in the Proofing group
 - iii. Select **Set proofing language**
 - iv. Select the language you are writing in



For more information including trainings and resources, visit [Texas Tech's Digital Accessibility Website](#).