Instructions to create a tagged PDF from a LaTeX file

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1 Instructions

Use these step-by-step instructions to create a tagged PDF from an existing LaTeX file in Overleaf. (Rutgers has an institutional license for Overleaf; an account can be set-up using the steps described on this page: `https://www.overleaf.com/edu/rutgers`.)

- *Step 1:* Open or start a project in Overleaf. Click on "Menu" in the top-left corner, scroll down to Settings and choose the following:
  - Compiler: LuaLaTex
  - Tex Live version: 2025

  These settings are necessary because LuaLaTeX and TeX Live 2025 are the only combination currently capable of generating native, machine-readable PDF tags and embedding MathML for equations.

- *Step 2:* In the .tex file to be compiled, paste the following code in the preamble of the document, *before* the `\documentclass` command:

```
% ADD THIS BLOCK AT THE VERY TOP OF YOUR .TEX FILE
\DocumentMetadata{
tagging=on,
pdfstandard=ua-2,
lang=en,
tagging-setup = {math/setup={mathml-AF,mathml-SE}}
}
\tagpdfsetup{math/alt/use}
```

- *Step 3:* Add alternative descriptions for any included graphics using the following syntax:

```
\includegraphics[height=4cm, alt={Portrait of Shakespeare}]
{william-shakespeare.jpg}
```

If an image is purely decorative and should be ignored by screen readers, then it should be tagged as an artifact using the following syntax:

```
\includegraphics[height=4cm,artifact]{decor.jpg}
```

- *Step 4:* Compile and download the generated PDF.

2 Tips and Best Practices

- Use proper LaTeXsyntax to structure the document. *Do:* use the title, section/subsection commands. *Don't:* use visual effects (such as bolding the text or increasing font) to indicate structural aspects.
- Check that your document is accessible using Ally in Canvas: upload your file to any Canvas site, then launch the *Ally Course Accessiblity Report*. Ally will score each file and suggest fixes if accessibility issues are detected.
- Use Unicode math fonts to improve the tagging of equations. After the document class declaration, load the unicode-math package using

```
\usepackage{unicode-math}
```

- At the moment, tagging is not compatible with all LaTeXpackages and document classes, which may cause errors. The following page has a detailed list of compatible and incompatible document classes and packages: `https://latex3.github.io/tagging-project/tagging-status/`.