

# InDesign > PDF accessibility checklist

## Document information

- ☐ File > File Info > Document Title  
Fill out the field with an easy-to-read, descriptive title, such as "Reunion 2020: Class of 1950"
- ☐ File > File Info > Author  
Fill out the field with your name.

## Color

- ☐ Check all color contrasts  
This is a helpful tool to check colors: <https://developer.paciellogroup.com/resources/contrastanalyser/>

## Images

- ☐ If this image is decorative only (borders, dividers, backgrounds, etc):  
Right-click image > Object Export Options > Tagged PDF > Apply Tag > Select "Artifact"
- ☐ If image has text, or adds content value (image of people, places, things, etc):  
Right-click image > Object Export Options > Alt Text Source > Select "Custom" > Fill in the alternative text.

Note: Do not display text as an image. If you have no choice, then the alternative text must convey the text.

Style and structure are separate processes. Structure is created using tags. Tags bring meaning, or semantics, into the structure.

Think of the outline structure of your document. Assign headings via Paragraph Styles.

- ☐ Assign each Paragraph Style to a tag like H1, H2, P, etc.  
Paragraph Styles > Right-click a style to bring up the Options > In the left menu, the bottom item: Export Tagging > Under PDF (bottom), select the tag from the drop-down

Note: Various Paragraph Styles can be created for the same heading type.

Note: only use one H1 tag per document

## Lists & Tables

- ☐ Use built-in InDesign lists and tables so that the built-in tagging functionality is there.
- ☐ Make sure each table has a Header row assigned.
- ☐ Keep tables simple in format: one header row per table. If your data is more complex, split it into individual, simple tables with one header row.

## Reading Order

For each page:

- ☐ "Cut", then immediately "Copy in Place" each frame in the order you would like the page content to be read.
- ☐ If there are over 9 pages, add Bookmarks or a Table of Contents

## Bookmarks and Table of Contents

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## Exporting

Start exporting as an Adobe PDF.

In the **General** tab, make sure these options are checked:

- ☐ Create Tagged PDF
- ☐ Include Bookmarks and Hyperlinks

In the **Advanced** tab, select these options:

- ☐ Display Title: Document Title
- ☐ Language: English USA