

The 8-Step PDF Accessibility Checklist

Build compliance directly into your document workflow.

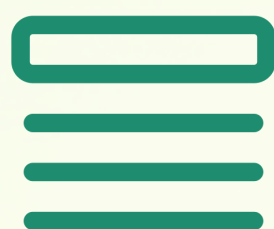


The Foundation

Start with an accessible source file (Word, InDesign) before exporting.

Heading Hierarchy

Use logical, nested headings (H1-H6) to structure content flow and navigation.



Alt Text

Provide concise, descriptive alternative text for all images, charts, and non-text elements.

Contrast & Fonts

Ensure minimum 4.5:1 color contrast and use readable sans-serif fonts.



Clean Tables

Design data tables with clear header rows/columns and avoid merged cells.

Metadata Setup

Set the document language and specify a meaningful document title in properties.



Tag it Right

Verify that the document is correctly tagged during export, ensuring reading order.

The Final Check

Run the Acrobat Pro accessibility checker and manually review results for full compliance.

