InDesign PDF Document Checklist

ADWebKey

Informative images have been given alternative text using Object Export Options

Decorative images have been tagged as Artifacts using Object Export Options

Table header rows are present for all tables

No layout tables have been used

Hyperlinks created for all web addresses

Alternative link text provided for long links

Paragraph Styles have been created for all heading levels in use and named accordingly

Export tagging - Corresponding heading level assigned to each Paragraph Style

Page numbers present (do not include in the reading order)

Reading order assigned using Articles panel and Layers panel

'Use For Reading Order in Tagged PDF' option is selected from Articles window flyout menu

Colour contrast between text and background of at least 4.5:1

Document Title and Author specified via File Information window

Ensure headings are descriptive / meaningful

Running headers and footers present (do not include in the reading order)

On Export

Format - Adobe PDF (Interactive)

Create Tagged PDF / Use Structure for Tab Order options selected.

Display Title set to 'Document Title'

Document language set