Designing For Accessibility
Creating Instructional Documents Checklist

Accessible Content Design

Hierarchical Structure

- ☐ Use styles to identify hierarchical elements (i.e., headings, body copy, lists, etc.).
- ☐ Heading levels progress in a logical order.
- ☐ Tables are not used for layout purposes.
- ☐ Include internal navigation (bookmarks and hyperlinks).

Language

- ☐ Use inclusive language.
- ☐ Provide definitions for technical terms, abbreviations, and acronyms.
- ☐ Use headings and lists to break up chunks of text.
- ☐ Words are not hyphenated across lines of text.
- ☐ Limit use of all caps.
- ☐ Body copy is left-aligned.
- ☐ Body copy is written at an 8th-grade reading level.

Alt Text

- ☐ All meaningful images have alt text.
- ☐ Decorative images are left out of the reading order and/or are tagged as artifacts.

Accessible Visual Design

Color & Contrast

- ☐ All text meets the WCAG Level AA minimum contrast ratios.
  - You can double check color contrast ratios using the Web AIM Contrast Checker.
- ☐ Color is not used by itself to convey meaning.

Typography

- ☐ Use a clean and highly legible serif or sans serif font for body copy.
- ☐ The text weight and size should be easily readable.
- ☐ Use the default settings for line height (leading).
- ☐ **If using heavily boded fonts:** Adjust letter spacing (tracking) to increase legibility.

Additional Elements

- ☐ Use Paragraph Styles consistently throughout the document.
- ☐ Establish the content reading order in the Articles panel.
- ☐ Include the document title as metadata in the File Information.
- ☐ Use export settings optimized for accessibility.
- ☐ Instruct Acrobat Pro to use the document structure.