

Quick Reference Guide

Graphic Designer

Use the checklist below to ensure you are designing for accessibility:

Document Layout

- Is the Table Of Contents set up as an actual TOC.
- Will this document work as single pages (for example, there are no tables / graphics running over spreads)?
- Is the reading order in my document clear using multiple columns?
- Have you checked for hidden content? E.g. Image over text box.

Page Spread

- Have I used 1.5 line spacing to increase legibility (if possible)?
- Have I ensured a maximum of 2 columns of text (if possible)?
- Are there any unnecessary breaks in the layout? Screen readers will read out all instances of spaces and breaks. Note: hard and soft returns are read out the same.
- Are list items shown consecutively?
- Do pull-outs duplicate content in the document?

Fonts

- Is there consistent heirarchy of headings? This allows for ease of navigation when remediating in Microsoft Word.
- Is the font size suitable for the audience?
- Is my layout relying on bolded copy and italics to add value to the document? These won't translate in the remediated version. Will this be a problem?
- All fonts embedded (not just linked).
- No outlines or shadow effects on text.

Imagery

- Is the placement of images confusing the flow of the document?
- Do all the key images have appropriate captions? (where appropriate)

Colour

- Do the colours in my document meet the compliance standard? [Try out the contrast analyser from Vision Australia.](#) Check the document for:
 - Font colours (specifically for smaller font sizes)
 - Text over patterns

Tables, Graphs, Charts and Scans

- Have I made tables and graphs as simple as possible?
- Have I ensured colour is not the only means of communicating a result in a chart or diagram?
- Are all scanned documents crisp and clear?

Checklist

Is my content accessible?

- Document Layout
- Page Spread
- Fonts
- Imagery
- Colour
- Tables, Graphs, Charts and Scans

Questions?

If you have any questions we would love to answer them for you!
Please email us at info@taggedpdf.com.au or call us.

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Copywriter

Use the checklist below to ensure you are writing for accessibility:

Writing Style

- Who are you trying to reach and what do they already know about you? Is this information targeted to them?
- Are you trying to inform, educate, motivate or persuade your audience?
- What format do I need this in? Have I written to meet the format restrictions? e.g. PDF, Word.
- Have I considered the Abbreviations and Glyphs in the content to expand on them where required?
- Have I strategically used shorthand, slang and colloquialisms to highlight key points / messages only?
- Do you need a glossary for uncommon terms?

Images and Graphs

- Have I made tables and graphs as simple as possible?
- Are the key images and graphs I intend to use in this document supported by a caption?
- Do the captions on my images add value to the reader?
- Is there copy that supports these images and graphs that communicate the insights that each is showing?
- Have I ensured colour is not the only means of communicating a result in a chart or diagram?

Document Formatting

- If my document is over 20 pages, is there a table of contents?
- Are my sub-headings numbered to allow for easy navigation around the document?
- Have I avoided all caps where possible?
- Is my layout relying on bolded copy and italics to add value to the document? These won't translate in the remediated version. Will this be a problem?
- Have I referenced Footnotes or Endnotes (if applicable)?
- No justified copy!

Lists

- Have I limited my lists (including heading levels) to three (where possible).

Checklist

Is my content accessible?

- Writing Style
- Images and Graphs
- Document Formatting
- Lists

Questions?

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