Adobe InDesign

Accessibility Quick Card

It's always best to use accessibility best practices as you build your document in InDesign, then use Acrobat Pro for any remaining work. For more information on InDesign accessibility and training, visit the [MNIT Office of Accessibility website](#).

Use Paragraph Styles

Paragraph Styles create the tag structure for the text of your PDF.

Use Character Styles

Use Character Styles for each unique set of font attributes within a document. Changing attributes with the font panel can create unwanted span tags in your document.

Create layers

Using a minimum of 3 layers (background, images, text) helps organize your content and makes it easier to artifact decorative images.

Reading order: Use Layers & Articles panels

Both the Articles panel and the Layers panel affect reading order. Items in each Layers panel layer read from the bottom up. Items in the Articles panel read from the top down. Add both text and images to your Articles panel for proper reading order.

Check alt text

Make sure informative and concise alt text descriptions exist for all non-text elements that are not purely decorative. Decorative images should be artifacted.

Flatten images

This enables only one alt text for the entire image, and keeps all elements of your image together as you define your document's reading order.

Check Role Map in Acrobat Pro

InDesign enables designers to create meaningful style names, but Acrobat may assign different roles. Check Role Map to confirm heading structure is correct.

Use the Accessibility Checker in Acrobat Pro

This built-in tool will tell you about possible issues in your document and give suggestions on how to correct them. Be sure to walk the tag tree as well.