Adobe InDesign®

It's always best to use accessibility best practices as you build your document in InDesign®, then use Acrobat Pro® for any remaining work.

- **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.

- **Use color carefully.**

  Make sure to use good color contrast. The Web Content Accessibility Guidelines suggest a color contrast ratio of 7:1 between text and background for text sizes smaller than 18-point, and 4.5:1 for text larger than 18-point. Use an online contrast checker such as https://contrastchecker.com/ to validate your colors.

- **Create layers.**

  Using a minimum of three layers (background, images, text) helps organize your content and makes it easier to tag decorative images as artifacts.

- **Use Layers and Articles panels for proper reading order.**

  Both the Articles panel and the Layers panel affect reading order. Items in each 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. Make all decorative images into artifacts.

- **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.

- **Use the Accessibility Checker in Acrobat Pro®.**

  After exporting your InDesign®document as a PDF, use the Accessibility Checker in Acrobat Pro® to check for possible issues with tags, reading order, and alt text.

WisTech

Assistive
Technology Program

WISCONSIN DEPARTMENT
of **HEALTH SERVICES**

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