

Creator Training Guide for Accessible PDFs

Why Accessibility Matters

Accessible PDFs ensure every reader can engage fully with your content.

This guide helps creators follow ADA-aligned best practices.

Foundation: Structure Your Source

Start with proper headings, paragraph styles, and real lists.

Export directly — do not rely on screenshot-based PDFs.

Images, Tables, and Forms

Add alt text to meaningful images.

Use real table headers and simple layouts.

Ensure form fields have labels and logical tabbing.

Readability and Usability

High contrast, clean fonts, and descriptive hyperlinks make navigation easier.

Set your document language and metadata before publishing.

Final Step: Test Everything

Run accessibility tools and screen reader previews.

Offer alternative formats when needed.