

Accessible PDFs Checklist

- Separate files combined into one
- Galley marks removed
- Copyright / permissions page inserted
- Front cover added if required
- Bookmarks added
- Bookmarks and pages checked
- Page numbers checked and adjusted
- Metadata added to file
 - a. **Title** is as on the front cover
 - b. **Author** to be *surname, first name* separated by ;
 - c. **Subject** = subject and level/series e.g. Standard Grade English Textbook
 - d. **Keywords** = Publisher plus ISBN
 - e. **Copyright status** – Copyrighted
 - f. **Copyright Notice** – as inside the book
- Initial View set to open bookmarks panel and page
- File is compatible with Acrobat 8 and later.
- Reader Enabled and saved with 'RE' at end of name.
- Details recorded in database / spreadsheet