

Georgian Court University

PDF Accessibility & Branding Checklist

Before submitting a PDF for upload to the Georgian Court University website, please ensure your document meets the following accessibility and branding requirements. These standards ensure content is usable for all users and aligned with university guidelines.

- Document contains selectable text (not a scanned image).
- A clear and descriptive document title is set in the PDF metadata (this is used by screen readers and may appear in Google search results instead of the file name).
- The PDF is configured to display the document title (not the file name).
- Proper heading structure is used (H1, H2, H3, etc.) for organization.
- All images, charts, and graphics include descriptive alt text.
- Lists and tables are properly formatted and tagged.
- Reading order is logical and follows the intended flow of content.
- Document language is specified (e.g., English).
- Color contrast is sufficient and does not rely on color alone to convey meaning.
- The document passes an accessibility check (e.g., Adobe Acrobat Accessibility Checker).

Branding Requirements

- Use official Georgian Court University logos on documents when appropriate.
- Ensure logos are high-quality and not stretched or distorted.
- Follow university brand guidelines for fonts, colors, and layout.
- Access official logos here:
https://drive.google.com/drive/folders/1HPdH3DpNTBG4Q39eEwsnQ_7GdqMo1evk
- View brand guidelines here:
https://drive.google.com/file/d/1yTUrou5l9LVxV1ciVlqnv577n_dpdB-B/view

Tip: If you are using Microsoft Word, apply built-in styles and run the Accessibility Checker before exporting to PDF. In Adobe Acrobat, use 'Prepare for Accessibility' to verify compliance before submission.