

PDF Document Preparation Checklist

A practical pre-publish checklist for creating clear, usable, professional PDF documents.

Goal: Make sure a PDF is readable, organized, accessible where appropriate, easy to share, and ready for download or printing.

1. Content and Structure

- Confirm the document has a clear title and purpose.
- Organize information into logical sections with useful headings.
- Check that important facts, dates, names, and figures are correct.
- Remove placeholder text, duplicated paragraphs, and unnecessary pages.

2. Readability and Layout

- Use consistent fonts, heading levels, spacing, and margins.
- Check text contrast and make sure body text is comfortable to read.
- Keep tables, lists, and callout boxes inside the page boundaries.
- Review every page for awkward breaks, clipped elements, or excessive empty space.

3. Links and Navigation

- Test important website, email, and internal document links.
- Make sure page numbers and navigation elements are correct when used.
- Check that bookmarks or a table of contents work when included.
- Remove links that point to test or placeholder destinations.

4. Images and Graphics

- Use clear images at appropriate dimensions and quality.
- Compress unnecessarily large images before final export.
- Check that logos and graphics are sharp at normal viewing size.
- Confirm charts, icons, and diagrams are readable in the final PDF.

5. Accessibility and Usability

- Use meaningful headings and logical reading order where supported.
- Add useful alternative descriptions for important images when appropriate.
- Avoid relying on color alone to communicate important information.
- Make sure the document remains useful when printed or viewed on a small screen.

6. File and Export Checks

- Use a descriptive file name, such as small-business-guide.pdf.
- Confirm the final file opens correctly on another device or browser.
- Check the PDF page count and final file size.
- Verify that no temporary drafts or private files are included.

7. Final Publishing Check

- Confirm the PDF shown on the website is the final approved version.
- Test the public download link.
- Check the resource title and description shown on the download page.
- Keep a local backup of the final published version.

Quick Final Review

Check	Done
Correct title and content	■
Readable layout	■
Links tested	■
Images checked	■
File opens correctly	■
Public download tested	■

Listovix tip: A good PDF is more than a file that opens. Check the content, layout, links, readability, and final download experience before publishing.