

Approach to Designing a Good PDF Manual

Key points and checklist for creating a clear, safe and user-friendly PDF manual:

Key Point 1 – Target Audience

- Ensure that the content and level of detail match the user's knowledge.

Key Point 2 – Structure and Organisation

- Use a clickable table of contents.
- Number chapters and subsections clearly.
- Work with consistent heading styles and bookmarks.

Key Point 3 – Writing Style and Language

- Use short, active sentences.
- Avoid unnecessary jargon.

Key Point 4 – Illustrations and Visual Support

- Use illustrations and pictograms to support information visually.
- Avoid photographs with unnecessary details.

Key Point 5 – Navigation and Interactivity

- Add hyperlinks, a search function and clickable navigation.

Key Point 6 – Accessibility

- Follow WCAG guidelines: alt text, sufficient colour contrast and structured tags.
- Keep legal accessibility requirements (applicable since 2025) in mind.

Key Point 7 – Legal Requirements

- Check relevant guidelines and regulations concerning digital documentation.

Key Point 8 – Version Management and Maintenance

- Implement a system to manage both old and current versions.

Key Point 9 – Multilingual Documentation and Localisation

- Translate and localise (units of measurement, symbols and cultural aspects).

Key Point 10 – Corporate Identity and Branding

- Use the logo, colours and typography consistently for a professional appearance.

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