



Australian
Centre for
Disease
Control

Design and accessibility requirements for external suppliers

August 2026

This document uses 'we' to refer to the Australian Centre for Disease Control and 'you' to refer to a contractor we have hired for design or document creation work.

File requirements

When you complete a job, we expect you to provide working files for all concepts. We can use these in the future for any purpose.

Your handover pack will include:

- packaged Adobe InDesign or Illustrator files including links and document fonts folders (please include both INDD and IDML for InDesign documents)
- print-ready and web-tagged accessible PDFs
- an accessible Microsoft Word document
- all editable graphical elements such as Adobe Illustrator and Photoshop files
- concepts folder.

Accessibility requirements

Accessibility – making Government services and products available to everyone – is a legislative requirement under the [Disability Discrimination Act 1992](#). All government information published online must conform to the World Wide Web Consortium's (W3C) [Web Content Accessibility Guidelines](#) at level AA.

Web-tagged accessible PDFs

PDFs must meet the following requirements.

- Tagged text with reading order set appropriately for the document structure.
- Headings tagged H1 up to H6 in the correct reading order.
- Table headers tagged appropriately for the document structure.
- Decorative elements and artifacts tagged as background to exclude them from the reading order.
- All non-decorative images tagged with fully descriptive alternative text describing their purpose and function.
- Hyperlinks and email links active; hyperlinks using meaningful link text.
- Table of contents linked to correct sections of the document. Title must be 'Contents' to comply with the Australian Government Style Manual.

- Bookmarks set for all table of contents items, cover page and the table of contents page.
- No accessibility errors using the Adobe Acrobat Pro Accessibility Full Check.

Accessible Microsoft Word documents

The Word document does not need to be visually identical to the PDF. The purpose of the Word document is to provide a version that can be easily read by a screen reader.

Microsoft documents **must use our corporate templates**, which include all required styles. You should **not** significantly change these without consultation, although minor adjustments to spacing and sizing are acceptable.

Word documents must meet the following requirements.

- Document in correct reading order.
- Our styles applied for all headings and paragraphs of text.
- Heading styles in the correct order, H1 up to H6.
- Single column layout.
- Images inserted in-line with text, with alternative text.
- Hyperlinks and email links active, with meaningful link text for hyperlinks.
- A table of contents linked to correct sections of the document. Title must be 'Contents' to comply with the Australian Government Style Manual.
- Bullet points for information presented in lists and using the List bullet styles.
- WCAG-compliant colour contrast for all elements.
- Tables created using the tables function in Word, that
 - use one of our table designs
 - display information in a linear format, using a simple table structure
 - can be tabbed through from left to right – top to bottom, including merged cells
 - include alternative text
 - have the column header row set to repeat (even if the table is all on one page).

Do not use:

- repeated blank characters to format the document, such as additional spaces, blank paragraphs, blank cells in tables
- nested tables
- multiple tabs to position text
- text boxes – we have box styles that format correctly
- endnotes – use footnotes instead.

We will check the accessibility of your document. If you have not met our requirements, you will need to provide an updated version that does.

If you need more information on CDC or Australian Government policy about publishing information online, please contact your project manager.

What we provide

It is our responsibility to provide:

- our brand identity guidelines
- any charts and graphs and their data files
- a text equivalent for every non-text element.

Images

All images you source must have appropriate rights of use purchased on our behalf and we must approve image selection.

You must provide a **copy of the licensing rights** with the image cost quote for delegate approval.

Provide us with images of suitable resolution (300 dpi @100% in standard cases).

When you are designing a logo or similar graphical element, plan ahead to give us flexibility in how we can use it. We require an EPS file for printing of promotional products. If you're not planning on creating a vector graphic, please flag this with us at the concept stage.

We may request a Pantone spot colour version to complement a CMYK (or other colours specified) file of the graphical element.

Fonts

Our corporate fonts are Manrope (Google fonts) and Segoe UI (Microsoft font). You may only use these specific fonts.

We use Manrope for web content and display type in designed documents (Adobe). Segoe UI is used for all Microsoft documents, and as body text in Adobe documents.

[Minimise use of italics](#) as outlined in the Australian Government Style Manual.

Concept development

If you are providing text and cover concepts, allow one round of author's corrections in the quote unless we specify otherwise. Text spreads for designed documents must include the following to complement the approved cover design:

- paragraph and character styles
- a breakout box example
- heading hierarchy
- 2 levels of bullet points
- headers and footers.

Microsoft documents must use our corporate templates, which already include all these styles. You should not significantly change these without consultation, although minor adjustments to spacing and sizing are acceptable.