# Accessibility Checklist for PDF Documents

## Design and Layout

Ensure that the document is free from content that flashes more than 3 times per second

Provide accurate bookmarks for documents greater than 9 pages

Verify if the order in the tag structure is accurate and logical, and if the tags match the order they should be read in

Confirm that all informational content is contained in the tag structure

Ensure that all non-standard tags are appropriately mapped to standard Adobe tags

Check if paragraph tags accurately represent visual paragraphs

Ensure that text can be resized and remains readable when magnified to 200%

Confirm if optical character recognition was successfully performed on a scanned image document

Verify if the language is appropriately set for all foreign words or phrases

## Structure

Ensure that nested lists are appropriately nested in the tag structure

Check if text intended to act as a visual heading is tagged with the heading tags (H1 through H6)

Verify if heading tags follow a logical hierarchical progression without skipping heading levels

Ensure that heading tags are used only on text that defines a section of content

Check if the heading text accurately describes the sectional content

Ensure that all form fields are correctly tagged

Verify if all form fields contain understandable labels and tooltips

Check if tooltips contain all formatting requirements that will be automatically flagged as an error

Ensure that required fields are programmatically set

Verify if the tab order of the form fields is logical

Check if any nonstandard text (glyph) is tagged in an accessible manner

Ensure that the table of contents is tagged with appropriate tags (TOC, TOC Item (TOCI))

Check if all internal links/TOC entries are functioning correctly (if linked)

Ensure that citations and footnotes/endnotes are tagged with appropriate tags (Reference, Note)

## Contrast and Colour

Verify if information is conveyed by methods other than color alone

Ensure that all text (excluding logos) has a contrast ratio of 4.5:1 or greater, regardless of the size

Check if links are distinguished by a method other than color

## Content

Check if the document is free from review-related content carried over from Office or other editing tools (e.g., comments, track changes, embedded Speaker Notes)

Verify if all link text can be understood out of context, and if generic links have sufficient context

## Figures and Media

Ensure that all images conveying information are tagged as figures and included in the tag structure

Verify if all images conveying information have alt text that provides the same level of understanding as a visual user would gain

Ensure that all decorative images are tagged as artifact/background

Check if complex images have an alternate accessible means of understanding

Ensure that the document is free from images of text (e.g., pictures of informational tables, screenshots of text from another source)

## Tables

Ensure that table tags are used only for data tables

Verify if the table structure in the tag tree matches the visual table layout

Check if all header cells are tagged with the TH tag and if all data cells are tagged with the TD tag

Verify if all header cells contain text

Ensure that merged cells are correctly spanned with Colspan and/or Rowspan

Verify if data tables with one set of both column and row headers appropriately use scope to associate with data cells

Ensure that data tables with more than one set of columns and/or row headers appropriately use id/headers to associate with data cells

Check if all visual lists are tagged correctly with the List, List Item (LI), and LBody tags

Verify if the number of items in the tag structure matches the number of items in the visual list

## Saving and Printing

Make sure the PDF is tagged to assist users of screen reader technology

In order to create the desired tags during PDF export, the following must be observed:

**Word for Windows**

Select “File” → “Export“ → “Create PDF/XPS”

Click on “Options”

Activate the option “Document structure tags for accessibility”, if not already activated

**Word for Mac**

Select “File” → “Save As”

Select the option “PDF” in the drop-down “File format”

Activate the option “Optimal for electronic distribution and accessibility”

Verify if the Document Title is filled out in the Document Properties

-**Windows**: Go to File tab, then Title

-**Mac**: Go to File, then Properties, then Summary tab, and check the Title

Ensure that the correct language of the document is set

Go to Review, then Editor, and Set Proofing Language

Verify if the PDF fully passed the Adobe Accessibility Checker