# 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