# PDF Accessibility Checklist

1. The PDF should be given a descriptive file name.

2. In the document properties, was the document given a contextual title that is different than the file name in the Title Field, and the Initial View should be set to "Document Title".

3. Ensure the PDF is a tagged PDF.

4. If the document content is not written in the English Language, set the appropriate Language for the document within the Properties→ Advanced tab - Language Drop down.

5. If there are paragraphs of text presented in a different language than the document language set in document properties, the appropriate language attribute for those sections should be selected within the paragraph tag properties.

6. In the document security properties, make sure the option "Content Copying for Assistive Technology" is allowed.

7. Does the PDF contain a Table of Contents or TOC? If so, it should be properly tagged as a Table of Contents. (In the tags pane there should be a 'TOC' tag with one or more 'TOCI' tags containing actionable links nested under it.)

8. All visual headings should be tagged with appropriate Heading Tags, and should follow a logical heading structure (e.g., H1, H2, H3, etc.).

9. For documents longer than 10 pages, accurate bookmarks should be provided using the high-level heading structure to create said bookmarks. (e.g. H1, H2, H3)

10. Each visual paragraph of text tagged should be tagged with individual paragraph tags.

11. All visual lists should be tagged correctly as lists. (in the tag pane, there should be a list tag 'L' with one or more nested list item tags 'LI' and nested 'Lbody' tags under it).

12. Do not use color alone to convey important information. If color/text formatting (bold, italic, etc.) was used to convey important information, the importance of the information should be conveyed in another manner.

13. All images, images of text, charts, and graphs that provide meaningful information not conveyed within the surrounding text should have descriptive alternative text.

- o Exception: Decorative images (images that are for visual aesthetics only) that do not convey additional information should be tagged as 'Background/Artifact'.

14. If hyperlinks are present within the PDF they should be tagged as actionable links (in the tags pane, there needs to be a 'link' tag with an 'OBJR' tag nested under it).

15. If the PDF contains data tables they need to be tagged as tables with proper structural markup (in the tags pane there should be a 'Table' tag with the appropriate 'TR', 'TH' and 'TD' tags nested under it).

    - o In addition, Header/data cells need to have the correct Row and Column scope set for the table to read correctly in the appropriate reading order.

    - o Lastly, the table markup match should the visual representation of the table within the document.

16. If the PDF contains form fields, each form field should have a unique label and tooltip associated with it. Secondly, the form fields should be properly tagged (for each form field. (In the tags pane, there should be a 'Form' tag with an associated 'OBJR' tag nested under it.

17. If any audio or video content was embedded into the document, text alternatives (e.g., captions/transcripts) should be provided, and the audio and video controls need to be labeled accordingly.

18. Avoid the use of flashing or flickering content as these types of content items can trigger seizures for some users.

19. All non-standard tags should be appropriately mapped to standard Adobe tags.

    - Standard tags in Adobe are universal semantic structure tags such as <H1>, <H2>, etc., for headings, <P> for paragraph text, and <Figure> for images.

    - PDF documents created from source files such as InDesign or Word may contain "non-standard tags" such as "<Heading>", or "<Text>", these tags need to be "role-mapped" to standard Adobe tags for screen readers to appropriately identify and render the content to end-users.

        - o For Example: <Heading> would need to be mapped to the appropriate heading tag such as <H1>, <H2>, etc., and <Text> would need to be mapped to <p>.

20. Ensure that the order in the tag structure is accurate and logical and matches the reading order as shown in the reading order pane.