PDF Accessibility Checklist

- ☐ Check language setting is correct
- ☐ Check that the following Metadata and Document Properties are set:
    - ○ Document title (in the Description Tab)
    - ○ Reading Options, Language (in the Advanced Tab)
    - ○ Ensure that in the Initial View Tab, the following are set:
        - ▪ Navigation tab: Bookmarks Panel and Page (for documents over 20 pages); Pages Panel and Page for documents under 20 pages.
        - ▪ Page layout: Single page continuous
        - ▪ Magnification: 75%
        - ▪ Window Options is set to Show: Document Title
- ☐ Check Reading Order is proper
    - ○ Verify that the order panel is logical and matches the tag tree order.
    - ○ Walk the tags tree by expanding the tags and ensuring that all content in the tags tree follows a logical order. Note: A great way to test the reading order is to arrow through the tags with the tags expanded and watch as the highlighting in the document moves from content section to content section.
    - ○ Text that is repeated across pages should be tagged as follows:
        - ▪ For first page
            - • Chapter Number
            - • Chapter title
            - • Page number
            - • Footer content
            - • Header content
        - ▪ For other pages
            - • Page number should be set to artifact. However, it is important to ensure that the visual page number is the same as the document page number.
            - • Repeated Headers - First occurrence only – subsequent occurrences can be set to artifact
- ☐ Check heading levels are properly tagged

- ☐ Confirm there are no instances of Mixed case characters (Example of mixed case characters: tHIS IS aN EXamPLE)
- ☐ Check that bookmarks are created properly for documents longer than 20 pages.
- ☐ Check proper Alt text is inserted for images and tables
- ☐ Tables:
    - o Ensure that table Row and Column headers are structured properly. All tables should have headers if greater than 2 x 2.
    - o Ensure that any content in a table requiring alternate text is placed within a <Figure> or <Span> tag as alternate text directly associated with <TD> or <TH> elements are not accessible to screen readers.
    - o Table summary should be set to the table title or a short (3 – 5 word) description
- ☐ Links: Ensure that all links are properly structured and both keyboard and screen reader accessible. Links must be in a <Link> tag and contain both content (text) as well as LINK-OBJR elements.
- ☐ Check zero error in the Accessibility Checker application.
- ☐ Retest as needed using JAWS, especially:
    - o Superscript and subscript footnotes such as 5^2 (this will be read as 52 without proper alternate text);
    - o Ensure highlighted text is conveyed to screen reader users as required;
    - o Check all tables;
    - o Check all links;
    - o Read the entire document with a screen reader if attempting to meet PDF/UA.