PDF Checklist

The following is not an all-encompassing checklist but can be used for most basic documents to check accessibility. This does not apply to PDF forms.

1. PDF is Tagged
   a. Document is the first tag in the Tag tree and all other tags are in the Document tag
   b. Tags are appropriate for the content.
   c. Empty tags are removed
2. Structure (Headings and order)
   a. Check reading order
   b. Has one heading 1 (usually the title)
   c. Subsequent headings are tagged correctly and follow visual outline
3. Images
   a. Alt Text correctly describes image(s) in context of use
   b. Decorative image(s) are made artifact(s)
4. No empty spaces
5. Tables
   a. Have heading row/column tags
   b. Each row has the same number of cells (TD)
   c. Paths are removed
6. Links
   a. Have unique names
   b. Are descriptive and understandable outside of context
7. Contrast between text and background is adequate
8. Color
   a. If color is used for meaning, a symbol or other sensory characteristic is also used in the text to indicate meaning.
9. Document Title in the Document Properties
   a. Descriptive
   b. Set to show in initial view
10. Passes PDF Checker