# Accessible PDF Checklist

## Compliance Checklist

The checklist below, a series of tables, is based on the content of the PDF. Acceptable answers are: Yes, No, or N/A. If ‘No’ is the answer to any item, then the document is not accessible. Visit [accessibility.its.uconn.edu/pdfs/](https://accessibility.its.uconn.edu/pdfs/) for more information on how to correct inaccessible elements.

### Section A: All PDFs

These checks should be performed on all PDFs no matter what is present in the actual content.

| **ID** | **Requirements** | **Yes/No/NA** |
| --- | --- | --- |
| A1 | Is the PDF tagged? |   |
| A2 | Is the Document Title filled out in the Document Properties? |   |
| A3 | Is the correct language of the document set? |   |
| A4 | Did the PDF fully pass the Adobe Accessibility Checker? |   |
| A5 | Is the document free from content that flashes more than 3 times per second? |   |
| A6 | Are accurate bookmarks provided for documents greater than 9 pages? |   |
| A7 | Is the document free from review-related content carried over from Office or other editing tools such as comments, track changes, embedded Speaker Notes? |   |
| A8 | Is the order in the tag structure accurate and logical? Do the tags match the order they should be read in? |   |
| A9 | Is all informational content contained in the tag structure? |   |
| A11 | Is all the text within the tags correctly formatted? (Free from line breaks and split words) [Learn more about finding and fixing backend text errors](https://www.hhs.gov/web/section-508/making-files-accessible/finding-and-fixing-backend-errors.html). |   |
| A12 | Do paragraph tags accurately represent visual paragraphs? |   |
| A13 | Can text be resized and considered readable when magnified to 200%? |   |

### Section B: PDFs containing Color

| **ID** | **Requirements** | **Yes/No/NA** |
| --- | --- | --- |
| B1 | Is information conveyed by methods other than color alone? |   |
| B2 | Does all text (with the exception of logos) have a contrast ratio of 4.5:1 or greater no matter the size? Use the [Color Contrast Analyser](https://developer.paciellogroup.com/resources/contrastanalyser/) for determining the contrast levels of a specific foreground and background. |   |

### Section C:  PDFs containing Links

| **ID** | **Requirements** | **Yes/No/NA** |
| --- | --- | --- |
| C1 | Are links tagged correctly in the tag structure? (Contain visual link text and link OBJR within the Link tag) |   |
| C2 | Are links distinguished by a method other than color? |   |
| C3 | Can all link text be understood out of context? If not, does generic link have sufficient context? **Example:** A “Read More” link has context in surrounding or preceding paragraph |   |

### Section D:  PDFs containing Images

| **ID** | **Requirements** | **Yes/No/NA** |
| --- | --- | --- |
| D1 | Are all images conveying information tagged as figures and included in the tag structure? |   |
| D2 | Do all images conveying information have alt text that provides the same level of understanding a visual user would gain? |   |
| D3 | Are all decorative images tagged as artifact/background? |   |
| D4 | Do complex images have an alternate accessible means of understanding? **Note:**  This may require an appendix or separate document explaining complex images. **Example: C**omplex images may include charts, graphs, systems, processes, etc. |   |
| D5 | Is the document free from images of text? (Picture of an informational table, screenshot of text from another source, etc.) |   |

### Section E:  PDFs containing Tables

| **ID** | **Requirements** | **Yes/No/NA** |
| --- | --- | --- |
| E1 | Does the document use table tags only for data tables? |   |
| E2 | Does the table structure in the tag tree match the visual table layout? |   |
| E3 | Are all header cells tagged with the TH (table header) tag? Are all data cells tagged with the TD (table data) tag?**Note:** This identifies the type of information in a cell for screen readers. |   |
| E4 | Do all Header cells contain text? |   |
| E5 | Are merged Header cells correctly spanned with Colspan and/or Rowspan? |   |
| E6 | Do data tables with both column and row headers appropriately use scope to associate to data cells? |   |

### Section F: PDFs containing Lists

| **ID** | **Requirements** | **Yes/No/NA** |
| --- | --- | --- |
| F1 | Are all visual lists tagged correctly with the List, List Item (LI), and LBody tags? |   |
| F2 | Does the number of items in the tag structure match the number of items in the visual list? |   |

### Section G:  PDFs containing Headings

| **ID** | **Requirements** | **Yes/No/NA** |
| --- | --- | --- |
| G1 | Is text intended to act as a visual heading tagged with the heading tags (H1 through H6)? |   |
| G2 | Do heading tags follow a logical hierarchical progression? (Do not skip heading levels) |   |

### Section H:  PDFs containing Forms

| **ID** | **Requirements** | **Yes/No/NA** |
| --- | --- | --- |
| H1 | Are all form fields correctly tagged? |   |
| H2 | Do all form fields contain understandable labels and tooltips? |   |
| H3 | Do tooltips contain all formatting requirements that will be automatically flagged as an error? **Example:** A field for phone number that must be formatted xxx-xxx-xxxx should include this information in the tooltip. |   |
| H4 | Are required fields programmatically set? |   |
| H5 | Is the tab order of the form fields logical? |   |

### Section I:  PDFs containing other common elements

| **ID** | **Requirements** | **Yes/No/NA** |
| --- | --- | --- |
| I1 | Is any nonstandard text (glyph) tagged in an accessible manner? **Example:** Icons or mathematical formulae can be tagged as figures with alternate text. |   |
| I2 | Was OCR successfully performed on a scanned image document? |   |
| I3 | Was the language appropriately set for all foreign words or phrases? |   |
| I4 | Is the table of contents tagged with appropriate tags? (TOC, TOC Item (TOCI)) |   |
| I5 | Are all internal links and table of contents entries functioning correctly (if linked)? |   |
| I6 | Are citations and footnotes/endnotes tagged with appropriate tags? (Reference, Note tags) |   |