PDF Checklist

Document: _____

Date: _____ PDF Total: 0

PDF documents must be properly tagged and created from text-based sources to achieve accessibility.

Basic Accessibility

1. Is the document text based?
PDF documents created from text-based sources like word processing software offer the most reliable performance when using assistive technologies.

Yes ☐ **No** ☐

2. If the document was created through a scanned source, was the scanned source processed through OCR software prior to creating the final pdf?
Acrobat and other OCR software can process print or image-based documents to create text-based input for the Adobe distiller. Be sure to test these documents using a screen reader to ensure that the characters and words were all processed correctly, and make changes and repairs as necessary.

Yes ☐ **No** ☐

3. Does your document follow a simple, logical, and consistent structure?
Documents that follow a simple, well-organized structure, with sections separated by headings, and that maintain a consistent document style and flow improve the readability and understandability for everyone.

Yes ☐ **No** ☐

4. Do all images in your document contain appropriate alternative text?
All images should contain alternative text that conveys the meaning that is expressed by the image. Decorative images should contain blank alternative text.

Yes ☐ **No** ☐

5. Has the document been tagged using the Adobe distiller?
The distiller process is the key to revealing document content to assistive technologies.

Yes ☐ **No** ☐

6. Do all navigational elements in your document function correctly?
All interactive links in your document should function correctly with the mouse and with the keyboard.

Yes ☐ **No** ☐

7. Has your document been tested using assistive technologies?
Testing with assistive technologies ensures that the document will work with those technologies.

Yes ☐ **No** ☐

8. Do complex graphics or flowcharts have text-based descriptions?
Describing the information presented in complex graphics and flowcharts can improve understanding and is critical to people who cannot see the images.

Yes ☐ **No** ☐

9. Is there a linear description of data that is presented in complex tables?
Providing a linear description of the data that is presented in a complex table improves understanding for people using screen readers and for others who may have difficulty understanding the relationships within the table.

Yes ☐ **No** ☐

Comments

Please add any additional comments: