

Accessibility checklist for PDF forms

Verify the requirements that apply to your content.

Visual elements

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| <input type="checkbox"/> | If color cues are used, is the same cue available in another way? <ul style="list-style-type: none">• For example, if required fields are in a certain color, also mark them with an asterisk. |
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Keyboard issues

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| <input type="checkbox"/> | Can you get to all form fields using the keyboard? <ul style="list-style-type: none">• Use the Tab key to move from field to field. |
| <input type="checkbox"/> | Is the tab order logical? <ul style="list-style-type: none">• Follow a logical order according to the goal or the business process. |
| <input type="checkbox"/> | Can you operate all controls using the keyboard? <ul style="list-style-type: none">• Special controls, like calendars / date pickers, may present problems for keyboard users. |

Screen reader issues

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| <input type="checkbox"/> | Are appropriate labels announced for each form field? <ul style="list-style-type: none">• The text seen visually should be duplicated. Additional information might be needed for clarity. |
| <input type="checkbox"/> | Are appropriate text cues and descriptions announced? <ul style="list-style-type: none">• Is informational text announced, if needed to understand any portion of the form? The form name and instructions? |
| <input type="checkbox"/> | Is it obvious when the end of the form is reached? <ul style="list-style-type: none">• The screen reader should announce end of form for the last field, or as a text field at the end of the form. |

Screen magnifier issues

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| <input type="checkbox"/> | With screen magnified, is it clear which labels are associated with which fields? <ul style="list-style-type: none">• There should not be excessive white space between the label and the field. |
| <input type="checkbox"/> | Are conspicuous visual elements used to attract attention, where appropriate? <ul style="list-style-type: none">• Speed bumps for sections, or large bold X for signature line. |