

ACCESSIBLE PDF CREATION CHECKLIST

ID	1.0 MASTER REQUIREMENTS FOR ALL DOCUMENTS	YES (PASS)	NO (FAIL)	N/A
1.1	The document file name complies with the instructions from the client.			
1.2	The document file name is concise (20-30 characters), and it makes the contents of the file clear.			
1.3	The document properties for the title, author, subject (description), keywords, & language have been filled out.			
1.4	The document utilizes recommended fonts (i.e. Times New Roman, Verdana, Arial, Tahoma, Helvetica, or Calibri).			
1.5	Track changes have been accepted or rejected and turned off.			
1.6	Comments have been removed and formatting marks have been turned off.			
1.7	The document refrains from using flashing/flickering text and/or animated text.			
1.8	All URLs contain the correct hyperlink, display the fully qualified URL, and are keyboard accessible.			
1.9	All URLs are linked to correct Web destinations.			
1.10	All internal links/TOC entries are functioning correctly (if linked).			
1.11	Links (including email addresses) are keyboard accessible.			
1.12	A separate accessible version of the document has been provided if there is no other way to make the content accessible.			

1.13	The colour contrast ratio between foreground text and background colour is at least 4:5:1.			
1.14	The document has been reviewed in Print Preview for a final visual check.			
1.15	The images have been reduced using the relevant PDF optimizer.			

ID	2.0 General Layout and Formatting Requirements	YES (PASS)	NO (FAIL)	N/A
2.1	Bookmarks have been included in all PDFs. If bookmarks are present they are logical.			
2.2	Decorative images are marked as background/artifact.			
2.3	All scanned signatures have been removed from the PDF.			
2.4	If there's an automated accessibility checker in the program used to create the PDF, it has been run and it passes.			
2.5	Images/graphics appear crisp and legible.			
2.6	If a table of contents (TOC) is present, the page numbers are correct, and if linked, the TOC functions correctly.			

ID	3.0 Accessibility Tagging and Reading Order	YES (PASS)	NO (FAIL)	N/A
3.1	PDF tags have been added to the document.			
3.2	The order of the PDF tags matches the order the content should be read in.			
3.3	The PDF has been formatted using Style elements (i.e. the title of the document as Heading 1, the first-order heading as Heading 2, etc.).			

3.4	Heading styles are organized in a hierarchal and logical fashion with consecutive headings (i.e. no missing heading levels).			
3.5	Documents with multicolumn text, tables, or callout boxes have been checked for correct reading order.			
3.6	Footprints or references are tagged with standard Note and Reference tags and are placed in proper logical reading order.			

ID	4.0 Document Images Requirements	YES (PASS)	NO (FAIL)	N/A
4.1	The document is free of background images or watermarks.			
4.2	Multiple associated images on the same page (i.e. boxes in an organizational chart) are grouped as one object.			
4.3	All multi-layered objects have been flattened into one image and that image uses one alternative text description.			
4.4	All images, grouped images, and non-text elements that convey information have meaningful alternative-text descriptions.			
4.5	Complex images (i.e. charts and graphs) have descriptive text near the image (perhaps as a caption).			

ID	5.0 Lists and PDF Tables	YES (PASS)	NO (FAIL)	N/A
5.1	Lists have been tagged completely, making use of all four of the following tags: L, LI, Lbl, and LBody tags.			
5.2	If the document has a tabular appearance, that tabular structure was made using the table option (as opposed to manual tabs and/or spaces).			
5.3	Blank cells were avoided.			

5.4	All tables have a logical reading order from left to right, top to bottom.			
5.5	All data tables in the document have Row and/or Column headers.			
5.6	Header rows repeat across pages if the table is multiple pages.			
5.7	All table cells, with the exception of those in the Header Rows or Columns, are designated as data cells.			
5.8	Data cells are set so they do not split across pages.			
5.9	Complex tables have ID and header attributes to associate the data cells with the column/row headers.			
5.10	All tables are described and labeled (where appropriate). Note: In some cases, naming/numbering of tables may not be appropriate. For example, a small data table in a presentation may not need a reference.			

ID	6.0 Form Fields	YES (PASS)	NO (FAIL)	N/A
6.1	All form fields have correct labels and markups: 1. Form fields must have a visual text label next to the form tag and there must be a tool tip. 2. The value attribute is used on buttons. 3. The label element is not being used on hidden input fields (i.e. input type = "hidden").			
6.2	All form fields are keyboard accessible.			