Accessibility Checklist for PDFs

Date: Prepared By:

Product Name:

Accessibility Best Practices

This set of items are not technically required for compliance, but they are items that are highly recommended to ensure the end user has the best possible experience while interacting with your document.

Table 1. Accessibility Best Practices

ID	WCAG	Description of Rule	Pass	N/A
1A	none	Properties > Description "Application" or "PDF Producer" does not display "Adobe LiveCycle Designer"		
1B	none	Properties > Security > "Content Copying for Accessibility" displays "Allowed"		
1C	none	Adobe Accessibility Full Check does not display "Scripts – Needs manual check" under the "Page Content" category		
1D	none	Where no method exists to correct content so that it meets the Section 508 requirements, an alternate version is provided		
1E	none	Provide a 508 Checklist for each embedded or attached file		
1F	none	Provide a separate Accessibility Report from PDF Accessibility Checker 2021 showing no failures (red check marks) or warnings (yellow triangles) for either the PDF/UA and WCAG sections.		

Alternate Text

This set of items are meant to ensure that all non-text content in your document is presented to the user with alternate text so they can understand the meaning without being required to see it.

Table 2. Alternate Text

ID	WCAG	Description of Rule	Pass	N/A
2A	1.1.1	All images and form image buttons have appropriate, concise alternative text		
2B	1.1.1	Images that do not convey content, or are decorative, have been artifacted		
2C	1.1.1	Complex images have either appropriate alternate text or a separate page referencing it		
2D	1.1.1	Images containing text have the text included as part of the alternate description		
2E	1.1.1	Embedded multimedia is identified via accessible text		
2F	1.1.1	Animated content has an alternative or is described in text		
2G	1.1.1	Mathematical formulas have an alternatives or are provided as text		

Adaptability

This set of items are meant to ensure that all content in your document is presented in a way that it can be perceived by all users regardless of the way they are accessing it. Whether that is visually, audibly, tactilely or by some other means.

Table 3. Adaptability

ID	WCAG	Description of Rule	Pass	N/A
3A	1.3.1 4.1.1	The file contain Tags		
3B	1.3.1 4.1.2	Tags match the logical reading order of the file		
3C	1.3.1 4.1.2	Non-standard Tags are role mapped to the appropriate standard Tags		
3D	1.3.1	Heading levels are designated with the appropriate Tags (<H1> - <H6>)		
3E	1.3.1	Heading Tags are set in the correct sequence (<H1>, <H2>, <H3>, etc)		
3F	1.3.1	Table of Contents are tagged with the correct structure (<TOC>, <TOCI>, etc)		
3G	1.3.1	Lists are tagged with the correct structure (<L>, <LI>, etc)		
3H	1.3.1	Sub-lists have are tagged with the correct nested tag structure		
3I	1.3.1	Tables are used for tabular data (not a layout table)		
3J	1.3.1	Table headings are tagged with the correct structure (<TH>)		
3K	1.3.1	Table headings are correctly associated to their data cells (scope set to column or row)		
3L	1.3.1	Merged cells have the correct RowSpan or ColSpan applied		
3M	1.3.1	Table captions and summaries are applied		
3N	1.3.1	Tables are not used as layout tables		
3O	1.3.1	Form input elements have tool tips that identify their purpose and match the associated text		
3P	1.3.1	Related form elements and elements with multiple labels are grouped appropriately (group names are identified as part of the tool tip, radio buttons have the same name, etc)		
3Q	1.3.2	Reading and navigation order (determined by Show/Hide>Navigation Panes>Tags) is in the logical and intuitive order		
3R	1.3.2	All meaningful content appears in the Tags pane		
3S	1.3.3	Vital content from a header, footer, or watermark is provided in the document		
3T	1.3.4	Repetitive or decorative content is artifacted		
3U	1.3.3	Instructions do not rely upon shape, size, or visual location ("Click the square icon to continue" or "Instructions are in the right-hand column")		
3V	1.3.3	Instructions do not rely upon sound ("A beeping sound indicates you may continue")		

Distinguishability

This set of items are meant to ensure that a user can see and/or hear and tell the difference between all the foreground (important) and background (unimportant or decorative) content.

Table 4. Distinguishability

ID	WCAG	Description of Rule	Pass	N/A
4A	1.4.1	Color is not used as the only way of conveying content nor to distinguish between visual elements		
4B	1.4.1	Color is not used as the sole method to distinguish links from surrounding text unless the luminance contrast between the link and the surrounding text is at least 3:1 and an additional differentiation (it becomes underlined) is provided when the link is hovered over or receives focus		
4C	1.4.1	Non-text content (images) use patterns to convey the same information as color		
4D	1.4.2	Multimedia/animation objects that play for more than three seconds have a mechanism to stop, pause, mute, or adjust the volume for audio		
4E	1.4.3	Text and images of text have a contrast ratio of at least 4.5:1		
4F	1.4.4	The document is readable and functionable when the text is set to re-flow (resizing of text)		
4G	1.4.5	The "Scanned Page Alert" does not appear when opening the document and the Adobe Accessibility Full Check does not return a failed result for "Image-only PDF" or "Tagged PDF" under the "Document" category		

Keyboard

This set of items are meant to ensure that a user can access/interact with all content in the document using a keyboard or a keyboard alternative interface such as a sip-and-puff software, on-screen keyboards, or other input devices other than a mouse.

Table 5. Keyboard

ID	WCAG	Description of Rule	Pass	N/A
5A	2.1.1	All document functionality is available using the keyboard, unless the functionality cannot be accomplished in any known way using a keyboard (free hand drawing)		
5B	2.1.1	All functionality is operable without requiring specific timings for individual keystrokes		
5C	1.3.1 2.1.1 4.1.2	Links are tagged with the correct structure (<Link>, <Links-OBJR>, etc)		
5D	2.1.2	Keyboard focus is never locked or trapped at one particular page element. The user can navigate to and from all navigable page elements using only a keyboard		

Timing

This set of items are meant to ensure that a user has an appropriate amount of time to interact with time-based content or media within the document.

Table 6. Timing

ID	WCAG	Description of Rule	Pass	N/A
6A	2.2.1	If a page or application has a time limit, the user is given options to turn off, adjust, or extend that time limit		
6B	2.2.2	Automatically moving, blinking, scrolling, or auto-updating content lasting longer than 5 seconds can be paused, stopped, or hidden by the user		

Flashing

This set of items are meant to ensure that your document does NOT contain flashing content as this can be a health hazard to many individuals with photosensitivity.

Table 7. Flashing

ID	WCAG	Description of Rule	Pass	N/A
7A	2.3.1	No page content flashes more than 3 times per second		

Navigability

This set of items are meant to ensure that users can find all the content in your document plus be able to keep track of their current and potential location(s).

Table 8. Navigability

ID	WCAG	Description of Rule	Pass	N/A
8A	2.4.2	The document has a meaningful title indicating its purpose under Document Properties > Description > "Title" and Document Properties > Initial View > Window Options > Show is set to "Document Title"		
8B	2.1.1 2.4.3	The navigation order of links, form elements, etc. is logical and intuitive		
8C	2.4.3	Keyboard focus moves to and returns from elements appropriately (the opening or appearance and closing of dialogs)		
8D	2.4.4	The purpose of each link (or form image button) can be determined from the link text alone, or from the link text and its context (e.g., surrounding paragraph, list item, table cell, or table headers)		
8E	2.4.4	Links (or form image buttons) with the same text that go to different locations are readily distinguishable		
8F	2.4.6	Page headings, form labels, and interactive controls are informative while avoiding duplicative descriptors unless the structure provides adequate differentiation between them		
8G	2.4.7	It is visually apparent which element has the current keyboard focus		

Language

This set of items are meant to ensure that the default language of the content can be recognized and presented in a linguistically correct format to the user.

Table 9. Language

ID	WCAG	Description of Rule	Pass	N/A
9A	3.1.1	Document Properties > Advanced > Reading Options > Language displays the appropriate language for the document		
9B	3.1.2	The language of page content that is in a different language is identified through the Properties of the affected tag(s) under the Tag tab > Language		

Predictability

This set of items are meant to ensure that the document appears and operates in a logical and predictable way which makes it easier for users with various disabilities or who are using assistive technology to interact with and understand the content.

Table 10. Predictability

ID	WCAG	Description of Rule	Pass	N/A
10A	3.2.1	When a page element receives focus, it does not result in a substantial change to the page, the spawning of a pop-up window, an additional change of keyboard focus, or any other change that could confuse or disorient the user		
10B	3.2.2	When a user inputs information or interacts with a control, it does not result in a substantial change to the page, the spawning of a pop-up window, an additional change of keyboard focus, or any other change that could confuse or disorient the user unless the user is informed of the change ahead of time		

Forms

This set of items are meant to ensure that instructions or labels are provided that identify the interactions in a forms so that users know what input data is expected of them and how to input the data.

Table 11. Forms

ID	WCAG	Description of Rule	Pass	N/A
11A	3.3.1 3.3.2	Required form elements or form elements that require a specific format, value, or length provide this information as a text description		
11B	3.3.1	Form validation errors, if present, are presented in an efficient, intuitive, and accessible way		
11C	3.3.2	Interactive elements at the beginning of a form have sufficient labels, cues, and instructions		
11D	3.3.3	Suggestions are provided in an accessible manner if an input error is detected		
11E	3.3.4	If data can be deleted, it is possible to reverse and validate the deletion		