

Accessibility Checklist: PDFs

Adobe Reader Users:

- Is the document free of scanned images of text?
- Do images/graphics appear crisp and legible?
- Is the document tagged? (Properties > bottom left, is Tagged PDF checked or unchecked?)
- Do all URLs contain descriptive hyperlinks (i.e., avoid generic phrases like “Click here” and, instead, use phrases that let users know about the content of the linked page prior to selecting it)?
- If color is used to emphasize the importance of selected text, is there an alternate method also used to ensure that color alone is not used to convey meaning?
- Are forms interactive (can you click on them or enter text)?
- Is the title, author, and language identified in the document properties? (Properties > Description & Advanced tabs)

Adobe Pro Users:

In addition to the list above:

- Is the read order logical and correct?
- Is the tag structure correct (and begins with H1 for the document title)?
- Is document metadata correct?
- Do all images have alt text or are marked as artifacts/background if decorative?
- Are lists tagged as lists?
- Are forms properly labeled?
- Are header cells identified in tables, and scope defined?