

Appendix B - Checklist for Accessible PDF Files

Accessibility – please check the accessibility before converting to pdf.

Conversion to pdf:

The following steps should be taken when creating your document to pdf format.

Microsoft Word with Acrobat pro:

- Go to Acrobat -> Preferences
- Create bookmarks
- Enable accessibility and reflow with tagged adobe pdf

Using PowerPoint with Acrobat pro

- Go to Preferences
- Make sure the following are checked
- Bookmarks
- Enable Accessibility and reflow with tagged adobe pdf
- Click Ok
- Create pdf
- This will convert your presentation to pdf

PDF's

These checks should be performed on all pdf's:

- Understanding 1.3.1 - Is your document or pdf tagged?
- Understanding 4.1.1 – Is the Document Title filled out in Document properties?
- Understanding 3.1.1 – Ensure choose the appropriate Language (English-US)
- Understanding 2.4.5 – Use Bookmarks
- Understanding 1.3.2 - Is the order in the tag structure logical reading order?
- Understanding 1.3.1 – Is all informational content contained in the tag structure?
- Understanding 4.1.1 - Is all the text within the tags correctly formatted? (Line breaks, and split words)

- Understanding 1.4.4 - Can text be resized and considered readable when magnified 200% without loss of content or functionality
- Color contrast – the graphical elements need to have a contrast ration of at least 3:1 against adjacent colors
- Understanding 1.4.1 – Links must be visually distinguishable from surrounding non-link text.
- Understanding 1.4.3 Link contrast must 4.5 to 1 for small text, 3:1 for last text.
- Understanding 1.4.12 – Text spacing
- Line height to at least 1.5 times the font size

- Spacing following paragraphs to at least 2 times the font size
- Letter spacing to at least 0.12 times the font-size
- Word spacing to at least 0.16 times the font-size

Forms

- Understanding 3.3.2- do all forms fields contain understandable labels and tool tips?
- Do all tool tips contain all formatting requirements that will be automatically flagged as an error
- Are required fields programmatically set?
- Is the tab order of the form fields logical

Headings

- Section 1.3.1 - Headings Ensure heading tags used only on text that defines a section of content
- Section 2.4.6 - Does the heading text accurately describe the sectional content
- Images
- Ensure all images conveying information and should be tagged as figures included in the tag structure
- Alt text should be present
- All decorative images must be tagged as artifact
- Complex images must have an alternate accessible name and serves the equivalent purpose

List Items

- Understanding 1.3.1 - List items must be tagged correctly (LI, LBL, LBODY)
- Does the number of items in the tag structure match the number of items in the visual list?
- Nested items must be appropriately nested in the tag structure.

Tables

- Does the document use table tags only for data tables>
- Does the table structure in the tag tree match the visual table layout?
- All header cells tagged with the TH tags and all data cells are tagged with TD tag.
- Do all header cells contain text?
- Are merged cells correctly spanned with column span and row span?
- Do data tables with one set of both row and column headers use scope to associate data cells

Other common elements

- Understanding 1.1.1 - Is any nonstandard text tagged in accessible manner
- Understanding 1.4.5 - Was OCR successfully performed on a scanned image document
- Understanding 3.1.2 - Was the language appropriately set for all phrases

- Understanding 1.3.1 - Is the table of content tagged with appropriate tags (TOC, TOCI)
- Understanding 1.3.1 - Are citations and foot notes tagged with appropriate tags?