

PDF Accessibility Checklist

(use this checklist prior to submitting the final file)

1. General Requirements		Yes (Pass)	No (Fail)	N/A
1.1	If the document is a scanned document, have you converted it into text?			
1.2	Does the document properties include proper metadata? (Title, Author, Subject and Keywords)			
1.3	Have the elements in the PDF been properly tagged?			
1.4	Does each hyperlink have a descriptive text?			
1.5	If a table of contents (TOC) is present, are the page numbers correct, and if linked, does the TOC function correctly?			

2. Images		Yes (Pass)	No (Fail)	N/A
2.1	Does the PDF refrain from using flashing/flickering text and/or animated text?			
2.2	Do all images, grouped images, and nontext elements that convey information have meaningful alternative-text descriptions?			
2.3	Do complex images such as graphs and charts have descriptive text near the image?			
2.4	Do all colors pass contrast requirements have a color contrast ratio between foreground text and background color at least 4.5:1?			
2.5	Are decorative images marked as artifacts?			

3. Reading Order and Bookmarks		Yes (Pass)	No (Fail)	N/A
3.1	Is the content in the PDF set to a logical reading order?			
3.2	Does the document have accurate bookmarks that will assist a reader to navigate through the document correctly?			
3.3	Are heading styles organized in a hierarchical and logical fashion with consecutive headings?			

4. Lists and Tables

		Yes (Pass)	No (Fail)	N/A
4.1	Are all tables 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.			
4.2	Are row and/or column headers present in all data tables?			
4.3	Are blank cells in the table being avoided?			