



PDF Accessibility Checklist

The following checklist should be used as a guideline for creating an accessible PDF.

Run the Accessibility Wizard to assist in making your file accessible -

The Accessibility Wizard will walk you through all of the steps necessary to making a document accessible, as well as identify any outstanding issues. Following is what is considered in making a file accessible:

- Verify the document is a searchable text file, not an image-only scan**
Documents scanned without OCR (optical character recognition) may appear to an assistive technology as large images without readable/selectable text.
- Detect form fields and set tab order**
Adobe will attempt to identify if the document has any fillable forms fields, as well as set the proper tab order so the structure of the documents is preserved.
- Specify the document language**
Setting the document language in a PDF enables some screen readers to switch to the appropriate language.
- Indicate document structure and non-text elements by tags**
Tagged PDF documents ensure logical reading order, that all text is selectable and readable for assistive technology, and that users can navigate the document using document structure (e.g. headings, footers, page numbers, etc.)
- Ensure clear reading order is easy to follow**
PDF files created from brochures and other documents with tables, columns, and multi-page articles may result in unexpected reading order or document flow.
- Provide alternative descriptions for images, formulas, and other items that do not translate naturally into text.**
Non-text elements such as pictures, graphs, charts, and other items require alternative text to describe the visual characteristics.
- Mark up data tables with proper table structure including row and column headings.**
When tables are used to organize or present data (and not for layout), they must include additional markup to ensure users can associate the content of each cell with its appropriate modifiers.
- Mark up/tag lists to group list items together**
Assistive technology will recognize and group together items identified as part of a list. Without this information, users may have difficulty navigating the list and interpreting the start and end of the list. If list tags were not generated in the original document, they should be added after conversion to PDF.

References: Temple University, [Accessible Technology](https://accessibility.temple.edu/how-materials/accessible-instructional-materials), <https://accessibility.temple.edu/how-materials/accessible-instructional-materials>