

PDF Accessibility Checklist

For more on accessibility testing, see [Section508.Gov](https://www.section508.gov/) (https://www.section508.gov/). (For Print Only)



Item	Title	Category	Answer	Impact
1	PDF has tags.	Preliminary	Pass Fail	Critical
2	PDF is not an image.	Preliminary	Pass Fail	Critical
3	PDF does not contain scanned pages.	Preliminary	Pass Fail	Critical
4	Security "Content copying for accessibility: Allowed".	Preliminary	Pass Fail	Critical
5	Descriptive Document Title is in file properties.	Filename and Title	Pass Fail	Moderate
6	Initial View is "Show: Document Title" in file properties.	Filename and Title	Pass Fail	Moderate
7	Filename concisely describes subject or purpose.	Filename and Title	Pass Fail	Moderate
8	Advanced, Reading Options has the correct language set for document in file properties.	Language	Pass Fail	Serious
9	Content in language that differs from the predominant document language has correct language in its tag properties.	Language	Pass Fail NA	Serious
10	Text with font size 14 pt or lower has minimum color contrast ratio of 4.5:1.	Color Contrast	Pass Fail NA	Critical
11	Text with font size of 18 point or greater has minimum color contrast ratio of at least 3:1.	Color Contrast	Pass Fail NA	Critical
12	Colors or sensory characteristics are not used alone to convey meaning.	Color Use	Pass Fail NA	Serious
13	Elements in Order pane match visual/logical reading order of the page.	Reading order	Pass Fail	Moderate
14	All meaningful, non-repetitive content, has correct tag in the Tags pane.	Reading order	Pass Fail	Critical
15	All tags follow the visual/logical order of the page.	Reading order	Pass Fail	Serious
16	There are no empty tags in the Tags pane (Except for TD).	Reading order	Pass Fail	Moderate

MS Word Accessibility Checklist

17	Page numbers visible on document pages match page labels shown in the Page Thumbnails panel.	Page numbers	Pass	Fail	NA	Moderate
18	Content visually perceived as headings are tagged with matching headings (H1 - H6).	Headings	Pass	Fail		Serious
19	Heading tags do not skip levels and match logical outline of visually perceived content.	Headings	Pass	Fail		Serious
20	All non-standard heading tags map to Adobe standard heading tags.	Headings	Pass	Fail	NA	Serious
21	Document with 9 pages or more has Bookmarks.	Bookmarks	Pass	Fail	NA	Serious
22	If Bookmarks are used, they match logical outline of headings perceived visually in content.	Bookmarks	Pass	Fail	NA	Serious
23	Each paragraph is tagged with a single P tag.	Paragraphs	Pass	Fail	NA	Moderate
24	Table of Contents is tagged and structured correctly in the Tags pane.	Table of Contents	Pass	Fail	NA	Serious
25	All decorative content (text and objects) does not have tags in the Tags pane or has been “Changed to Artifact”.	Images	Pass	Fail	NA	Moderate
26	Meaningful images, not described in content, have alternative text that concisely describes their meaning and purpose.	Images	Pass	Fail	NA	Critical
27	All image or object captions describe purpose or function.	Captions	Pass	Fail	NA	Moderate
28	Embedded multimedia has accurate synchronized captions.	Embedded media	Pass	Fail	NA	Critical
29	Embedded Video-only content has accurate description.	Embedded media	Pass	Fail	NA	Serious
30	Embedded audio-only content has accurate transcript.	Embedded media	Pass	Fail	NA	Critical
31	Flashing objects are excluded from document.	Embedded media	Pass	Fail		Critical
32	Link names concisely describe destination, function or purpose.	Links	Pass	Fail	NA	Serious
33	All link annotations have properly structured Link Tags in Tags.	Links	Pass	Fail	NA	Moderate
34	Content visually perceived as list on the page, is tagged and structured correctly in the Tags pane.	Lists	Pass	Fail	NA	Serious
35	Content visually perceived as data table has properly structured tags in the Tags pane (Table, TR, TH, and TD).	Tables	Pass	Fail	NA	Critical

MS Word Accessibility Checklist

36	All TH tags have cell property Scope of Column or Row.	Tables	Pass	Fail	NA	Serious
37	Row/column span match the visual layout, and cells have scope and unique IDs.	Tables	Pass	Fail	NA	Serious
38	Data cells are associated with corresponding header cells.	Tables	Pass	Fail	NA	Moderate
39	Form fields are structured properly and have tool tips.	Forms	Pass	Fail	NA	Critical
40	Field tab order matches visual/logical order of fields in the form.	Forms	Pass	Fail	NA	Serious
41	Acrobat Accessibility Checker report has no failures.	Automated Tests	Pass	Fail		Serious
42	CommonLook PDF Validator report has no structural Failed statuses.	Automated Tests	Pass	Fail		Serious
43	CommonLook PDF Validator report has no WCAG 2.0 AA Failed statuses.	Automated Tests	Pass	Fail		Critical
44	Tab order matches the visual/logical order of interactive elements.	Keyboard Test	Pass	Fail	NA	Serious
45	Spot checking with NVDA reveals no additional failures.	Screen Reader Test	Pass	Fail	NA	Critical