

Acrobat Checklist

training@accessibilityunraveled.com

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It is suggested that you read through the checklist before taking any actions on your PDF to minimize errors and workload. Some of the checks listed are duplicates of the InDesign checklist, but it is always good to double check that things like alt-text and object properties successfully export to the PDF document. These steps do not include all applicable success criteria, but will maximize the likelihood your document meets compliance.

Acrobat

Description	WCAG Success Criteria	Level
Did I Export with tags from source document?	SC 1.3.1	A
	SC 2.4.3	A
Do you know the standard you are complying with? PDF/UA, WCAG 2.0 AA, WCAG 2.1?	SC 5.2.1	none
Does my document have a root tag of <Document> (PDF/UA required)?	PDF/UA	
Does my accessibility standard require the Order panel to appear in sequence?	SC 1.3.2	AA
	SC 1.4.10	AA
a) if so, did I edit the Order Panel BEFORE walking the tags tree?	SC 1.3.2	AA
Have I walked the tags tree to ensure all meaningful content is focusable?	SC 1.3.1	A
Does all meaningful content focus in the correct order while walking the tags tree?	SC 1.3.2	AA
Are all decorative items artifacted?	SC 1.1.1	A
Is my document free from <Artifact> tags (these are not valid tags)	SC 1.3.1	A
Are visual headings tags as an H1, H2, H3, H4, H5 or H6?	SC 1.3.1	A
	SC 2.4.6	AA
Are lists appropriately tagged as lists?	SC 1.3.1	A
Are all hyperlinks properly tagged and have alt-text applied?	SC 2.4.4	A
	SC 2.4.9	AAA
Do all font colors pass minimum contrast for their size?	SC 1.4.3	AA
Do I have improperly nested figure tags? (you should not)	SC 4.1.1	A
Do the meaningful parts of my graphics meet 3 to 1 color contrast?	SC 1.4.11	AA
Do my graphics have meaningful alt-text	SC 1.1.1	A
Do I have red/green colorblind barriers?	SC 1.4.1	A
Do my graphics, charts and graphs use more than one way to differentiate info?	SC 1.4.1	A
Have I artifacted all empty containers (different than empty tags)	SC 1.3.1	A
Have I deleted all empty tags (not mandatory but helps older screen readers)	SC 1.3.1	A
Are all my tables live tables and not images?	SC 1.4.5	AA
Have I set the scope and spans for all my tables?	SC 1.3.1	A
Have I removed repeat headings for tables that span more than one page?	SC 1.3.1	A
Have I run the Adobe Checker (as a starting point) to reveal basic errors?	not applicable	
Have I fixed all Adobe Checker errors?	not applicable	
If my standard is PDF/UA have I properly set the PDF/UA Identifier?	PDF/UA	
If my standard is PDF/UA have I run PAC 3 and cleared any errors?	PDF/UA	
Have I tested my document with NVDA or JAWS? (Read Aloud is not a valid method)	SC 5.2.4	none