



Forms Accessibility QUICK CHECK

FORMS ACCESSIBILITY CHECKLIST

- Document title set in properties.
- Form fields have descriptions (e.g.: Labels, Tooltips, Data Validation, Help Text)
- Form fields have tags (in PDF forms).*
- Required fields are identified.
- A logical reading order is assured.
- Tabbing order is correct/logical.
- Language is set in document properties.
 - Any language other than the primary document language, has been identified in individual tag properties.
- Visual clues have been translated to text in Tooltips (*in PDF forms*).
- Hyperlinks are meaningful *or (in PDF forms) have meaningful Alt Text.*
- Color used appropriately.
 - Contrast meets standard.
 - Not used alone to convey meaning.