



PDF Accessibility QUICK CHECK

PDF ACCESSIBILITY CHECKLIST

- Document has tags.
- Document title is set in properties.
- Language is set in document properties.
 - Any language other than the primary document language, has been identified in individual tag properties.
- A heading structure exists in the document.
- Alternative Text is present and makes sense.
 - Ensure letterhead images are tagged and have Alt Text.
- Hyperlinks are keyboard activated.
- Hyperlinks are meaningful or have meaningful Alt Text.
- A logical reading order is assured.
- Lists are tagged and combined properly.
- Table headers have been tagged appropriately.
- Page Labels (page numbers) in PDF match the visual document.
- Color used appropriately.
 - Contrast meets standard.
 - Not used alone to convey meaning.