

QC Checklist for PDF Accessibility

Asset Name/URL:	
Tester Name / Signature:	
Testing Date:	
Authorization Name / Signature:	
Authorization Date:	

Requirements:

The following checklist should be used to verify that each PDF document is in compliance (one checklist per form):

ID	Basic Elements	Pass	Fail	N/A
1	Is the document file name concise, generally limited to 20-30 characters or less, contains no spaces or special characters and does it make the content of the file clear in the context in which it is presented?			
2	Has a full Accessibility Report been completed on the document in Adobe Acrobat Professional 8 or higher, showing no errors are present?			
3	Have PDF Document properties for Title, Author, Subject (AKA Description), Keywords, Language, and Copyright Status been applied?			
4	Does the document use recommended fonts: e.g., Verdana, Arial, Tahoma, Helvetica or Times New Roman?			
5	Have bookmarks been included in all PDFs that are more than 9 pages long?			
6	Have Acrobat Accessibility Tags been added to the document?			

After a preliminary review, we have found this document is not tagged. Since many of the following features rely on the presence of tags, it is recommended that tags be added prior to further evaluation. To add tags, do one of the following:

Re-create the PDF file from the authoring application with tagging enabled; or

Choose Advanced>Accessibility>Add Tags to Document to infer the tags.

ID	1.0 Document Layout and Formatting Requirements	Pass	Fail	N/A
7	Does the document have a logical reading order; i.e., is the tab order correct?			
8	Have the multi-column texts, tables, or call-out boxes been checked for correct reading order using the Acrobat Pro 'Read Aloud' function?			
9	Has a check been performed on the document to ensure that no hidden data from Word (or other applications used to create the original document) is present in the PDF file?			
10	Have all comments, sticky notes, and reviews been removed from the PDF document?			
11	Do all URL's contain the correct hyperlink and display the fully qualified URL (i.e., http://www.ets.org and not www.ets.org)?			
12	Are all URL's linked to the correct Web destinations?			

ID	2.0 Document Image Requirements	Pass	Fail	N/A
13	Is the document free of scanned images of text or hidden text?			
14	Do all images, grouped images, and non-text elements that convey information have alternative text descriptions?			
15	Do complex images provide a reference to the descriptive text of the image?			

