

PDF Accessibility Checklist

Document Structure

- **Start with an accessible source file:** [Export an accessible Word doc as PDF](#) or [save your accessible PowerPoint presentation as a PDF file](#).
- **Avoid scanned images of text:** Do not scan a document as an image-only PDF. If necessary, [use Optical Character Recognition \(OCR\) to convert it to selectable, searchable text](#) and verify the reading order.
- **Headings and styles:** Verify all content is [tagged](#) and tags are in logical order. [Use properly tagged headings](#) (H1, H2, H3) to create a clear hierarchy.
- **Reading order:** [Use the 'Read Out Loud' feature](#) or a screen reader to ensure content is read in a logical sequence, then [check and correct the document's reading order](#) in the tag tree or by tabbing through the document to confirm the focus is navigating the document in correct and logical order.
- **Lists and columns:** Use properly tagged and [formatted lists](#) to create a clear hierarchical structure. Arrange text into columns using the appropriate layout tools rather than manual spacing or tabbing.
- **Descriptive hyperlinks:** Use [descriptive text for links](#) to indicate the link's destination or purpose. In Adobe, you can [create and edit link text](#) and [check that links are correctly tagged](#).
- **Alt text:** Add meaningful and contextualized [alternative text](#) to all images, charts, and other graphics included in your document. Mark all non-relevant images and graphics as decorative. Learn how to add [alt text in Acrobat Adobe's step-by-step guide](#).
- **Tables:** [Use tables in PDFs for data only, not for layout](#). Present data in paragraphs with headers whenever possible.
- **Table structure:** Use simple layouts and avoid merged or split cells. [Tagging tables](#) and [tagging complex tables](#) in Acrobat helps assistive technologies read content in the correct order and match data with the right headers. [Repair mistagged tables in the tag tree](#) so rows, columns, and headers are accurate.
- **Table headers:** [Add table column and/or row headers](#) when using tables in a PDF.
- **Table captions:** [Create a table caption](#) that provides a brief description of the table's purpose and contents.
- **Table of contents:** [Include a table of contents](#) for longer documents.

- **Bookmarks:** For lengthy documents, [include bookmarks](#) that mirror the heading structure.
- **Forms:** Ensure form [fields have descriptive labels, tooltips, and a logical tab order](#), then test the form by navigating through all fields using only the keyboard.

Checking for Accessibility

- **Accessibility checker:** Use Adobe's built-in [Prepare for accessibility tool](#) to check for accessibility in Adobe Acrobat Pro or other accessibility tools.
- **Security settings:** Ensure [document security](#) does not block assistive technology.