

# PDF Accessibility Checklist

## Critical

- File name clearly describes the content
- Document title is set and descriptive
- PDF is tagged (not just a scanned image)
- Text is selectable (not an image of text)
- Headings are properly tagged (H1, H2, etc.)
- Reading order is logical (left to right, top to bottom)
- Text and background have sufficient color contrast
- Information is not conveyed by color alone
- Links are tagged and descriptive (not raw URLs or 'click here')
- Accessibility Checker shows no issues (Tools → Accessibility Check)

## If applicable

- Images, charts, and graphics have alt text
- Tables are properly tagged with header rows
- Lists are properly tagged (not manually formatted)
- Form fields are labeled and accessible
- Document language is set correctly
- Bookmarks are included for longer documents

## If created from Word/Excel/PowerPoint

- Source file was accessible before converting to PDF
- Exported using 'Save as PDF' (not Print to PDF)
- 'Document structure tags for accessibility' was enabled
- Final PDF was checked for accessibility issues