## **PDF Accessibility Checklist**

## **Accessibility for Text to Speech Software**

- PDF has been scanned with Optical Recognition Software, via Read & Write or Adobe Pro.
- Color Contrast has been verified through a Color Contrast Analyzer.

## **Accessibility for Screen Reading Software**

- ☐ Language has been chosen for the PDF Document.
- PDF is tagged with appropriate structure, all tags embedded in a Document tag, to include: sequential Headings (Heading 1, Heading 2, Heading 3), Lists, Links, Figures, and Paragraphs.



- ☐ Read Order of the PDF has been manually checked.
- ☐ Images, graphs, and charts that provide usable information are tagged as figures and have meaningful Alternate Text.
- ☐ Images, graphs, and charts only used as decorative or the information is provided via text, is archived within the tag structure.
- ☐ Hyperlinks utilize meaningful text within document.
- ☐ Link tag structure has the Link OBJR tag within the link along with the meaningful text associated with the hyperlink, as seen below.

