

## PDF Manual Assessment Checklist

### Introduction

The I&IT Accessibility Centre of Excellence (ACOE) uses a combination of three approaches to evaluate a PDF document for accessibility. These methods are automated assessment, manual assessment and assistive technology assessment.

**Automated assessment** involves using automated tools such as the PAC checker and the built-in accessibility checker from Adobe Acrobat Professional. These tools can quickly scan through multiple pages and identify potential issues; however, human judgement is required to check against criteria that an automated tool cannot check and to validate the results of the tool. No tool can automatically determine the accessibility of PDF documents by itself.

**Manual assessment** is used to check for issues that cannot be tested automatically, verify the results from the automated assessment and to apply more human judgement during an evaluation.

**Assistive technology assessment** involves using end-user driven assistive technologies, such as screen readers, to simulate the experience of the assistive technology user.

The ACOE recommends using a combination of all three assessment approaches to achieve more accurate results and a better understanding of the accessibility of a PDF document.

The checklist below can help PDF content authors and evaluators with their manual assessment to identify and meet many of the accessibility requirements.

### Terms of Use

This checklist is for informational purposes only and should not be considered a complete list of all manual assessment checks. The information in this checklist will help increase the accessibility of your PDF documents; however, it does not guarantee accessibility. All three testing methods, as described above, should be completed as part of the accessibility assessment of documents.

## Checklist

ID	1.0 Design Specifications (Formatting & Layout)*	Pass	Fail	N/A
1.1	Minimum font size is 12 pt. or higher.			
1.2	Sans-serif fonts are used (e.g. Arial, Verdana, etc.). Serif fonts are avoided.			
1.3	Fonts that cannot be embedded have been modified.			
1.4	Large amounts of text set in all capitals, italics or underline is avoided.			
1.5	Sufficient white space is provided between text and graphics.			
1.6	Foreground and background colours have a colour contrast ratio of at least 4.5:1 for regular text; 3.0:1 for large scale text.			
1.7	A single solid background colour is used. Patterned backgrounds are avoided.			
1.8	Information is not conveyed by contrast, colour, format or layout, or by combinations thereof, unless the content is tagged to reflect all intended meaning.			
1.9	Instructions provided for understanding and operating content do not rely solely on sensory characteristics of components such as shape, size, visual location, orientation or sound.			
1.10	Animated, flashing, flickering and scrolling text is avoided.			

\* Please note that some of the design specifications listed will have to be modified in the source document.

<b>ID</b>	<b>2.0 Document Structure</b>	<b>Pass</b>	<b>Fail</b>	<b>N/A</b>
2.1	The document has been tagged.			
2.2	All real content is tagged appropriately and follows proper tagging structure. For example, text is tagged as a paragraph, images as figures, Footnotes as a note, etc.			
2.3	Structure elements are nested in a semantically appropriate manner (e.g. a table inside a heading is not appropriate).			
2.4	The reading order of the document is logical and meaningful.			
2.5	The tab order of pages is logical and correct and is defined by the document structure tree.			
2.6	The natural language of the document has been specified and it is appropriate for the document.			
2.7	Any changes in the natural language of the document have been specified and are appropriate.			
2.8	Character codes map to Unicode.			
2.9	The document has a concise, meaningful and descriptive title.			
2.10	The document title is shown rather than the file name (File > Properties > Initial View tab > Window Options).			
2.11	Headings are marked-up in the document and are nested appropriately using the appropriate heading tags (e.g. <H1>, <H2>, <H3>, etc.). There are no skipped headings or missing heading levels.			
2.12	Links are properly tagged with a <Link> tag, a Link-OBJR tag and a content tag.			
2.13	Bookmarks have been provided for the document and are functioning correctly.			
2.14	Hyperlinks have a meaningful link text and provide sufficient context as to the purpose of the link.			
2.15	Hyperlinks are keyboard accessible.			
2.16	Running header/footers are tagged as pagination artifacts.			
2.17	Table of contents (TOC) entries are functioning correctly.			
2.18	Security settings allow access to the PDF document for accessibility purposes (e.g. the user is able to open the document and a screen reader device is able to read the text of the document).			

ID	3.0 Images & Mathematical Expressions	Pass	Fail	N/A
3.1	Images that convey information and meaning are tagged as Figures and have a meaningful and descriptive alternative text.			
3.2	Images or graphical objects that do not convey information or meaning are tagged as background using the <Artifact> tag.			
3.3	Complex images (e.g. organizational charts, process diagrams, etc.) that cannot be explained fully via alternative text have a long description as well as a short alternative text description.			
3.4	When a more accessible representation exists, the more accessible representation is used instead of a graphic (e.g. actual text is used instead of images of text).			
3.5	Mathematical expressions are tagged with a <Formula> tag and are given a meaningful and descriptive alternative text.			
3.6	Scanned images are avoided in the document. If a document or page in the document is scanned, optical character recognition (OCR) was successfully performed to ensure text is searchable (e.g. OCR text does not contain significant errors, OCR text is tagged appropriately, etc.).			

ID	4.0 Lists and Tables	Pass	Fail	N/A
4.1	Tables are properly tagged with the appropriate table elements used for mark-up. <ul style="list-style-type: none"> <li>• Table Headers &lt;TH&gt;</li> <li>• Table Data &lt;TD&gt;</li> <li>• Table Row &lt;TR&gt;</li> <li>• Etc.</li> </ul>			
4.2	For complex tables, each data cell is logically associated with all applicable row and/or column headers using ID and header attributes.			
4.3	Table headers are clear and concise.			
4.4	Table header rows repeat across pages if the table spans across multiple pages.			
4.5	Tables are used for tabular information. Layout tables are avoided.			
4.6	All lists are identified as lists and tagged appropriately (e.g. <L>, <LI>, <LbI>, <LBody>).			

<b>ID</b>	<b>5.0 Forms</b>	<b>Pass</b>	<b>Fail</b>	<b>N/A</b>
<b>5.1</b>	Form controls and fields are keyboard accessible and no keyboard traps occur.			
<b>5.2</b>	A script does not require specific timing for individual keystrokes.			
<b>5.3</b>	If a script causes visible or focus changes to a document, the script announces the change in a fashion that is available to assistive technology.			
<b>5.4</b>	Form fields have meaningful and descriptive labels and tooltips.			
<b>5.5</b>	All required form fields are identified as required (both on the page as text and marked up in the field properties).			
<b>5.6</b>	Users are informed when input into a field requires a specific format (e.g. postal code = A#A# #A#). If the required format is not properly inputted into the field the user is informed via an alert describing the nature of the error.			
<b>5.7</b>	The name, role and value information for form fields is provided.			

<b>ID</b>	<b>6.0 Audio &amp; Video Content</b>	<b>Pass</b>	<b>Fail</b>	<b>N/A</b>
<b>6.1</b>	A descriptive text transcript for time-based media is provided for audio-only content.			
<b>6.2</b>	A text or audio description alternative for time-based media is provided for video-only content.			
<b>6.3</b>	Synchronized captions are provided for non-live, web-based video.			
<b>6.4</b>	An alternative descriptive text transcript or audio description audio track is provided for non-live, web-based video.			

<b>ID</b>	<b>7.0 Accessibility Testing</b>	<b>Pass</b>	<b>Fail</b>	<b>N/A</b>
<b>7.1</b>	The Acrobat Professional Accessibility Full Check was completed and no errors are present in the document (or any errors that are present are being/have been remediated).			
<b>7.2</b>	PAC 2.0 checker was used and any indicated issues are being/have been remediated.			
<b>7.3</b>	The document has been checked using assistive technology (e.g. screen reader).			