

Accessibility Checklist used by TCC¹

Preconditions

A. The PDF is a PDF Portfolio or has file attachments

All files in the PDF Portfolio were tested with the appropriate test process.

Yes No N/A

All attachments were tested with the appropriate test process.

Yes No N/A

B. The PDF was generated from Adobe LiveCycle

The PDF shows Adobe LiveCycle under Document Properties, Application.

Yes No N/A

C. Scripts

Page Content error for “Scripts – Needs manual check” displays.

Yes No N/A

D. The PDF is tagged

Advanced Document Properties displays “Tagged PDF: Yes”.

Yes No N/A

E. The PDF is an image or contains scanned pages

Document displays “Scanned Page Alert”.

Yes No N/A

Accessibility Checker displays “Image-only PDF – Failed” error.

Yes No N/A

Accessibility Checker displays “Tagged PDF – Failed” error.

Yes No N/A

Document Properties

1. The PDF has a descriptive file name

The filename identifies the document or its purpose.

Yes No

Initial View is set to show “Document Title”.

Yes No

2. Assistive Technology access is enabled

“Content Copying for Accessibility” displays “Allowed”.

Yes No

3. Document language is set

A Language displays under Advanced > Reading Options.

Yes No

1 . This accessibility checklist is based on that developed by the US Social Security Administration <https://www.ssa.gov/accessibility/checklists/pdf/pdfchecklist.html#collapsible=Test6> accessed 18 June 2020.

Structure Tags

4. The tags follow the visual/logical order of the document

All meaningful content is also tagged content.

Yes No

All tags follow the visual/logical order of the page.

Yes No

5. The document has decorative content

All decorative content (text and objects) show as "Artefact".

Yes No N/A

6. Information in headers, footers, and watermarks is duplicated in the text

Information is duplicated as tagged content.

Yes No N/A

7. Headings are tagged with a heading tag

Heading tags match document headings and follow the visual outline.

Yes No N/A

All non-standard heading tags map to standard heading tags.

Yes No N/A

Lists

8. Lists are tagged correctly

Lists have a parent tag, and have one or more nested list item tags.

Yes No N/A

Language

9. Sections in different languages have a language attribute

The tag shows the selection's language or two-letter code.

Yes No N/A

Images and other Objects

10. Images and other objects have alternative text

All "Figures" have alternative text that describes its purpose/function.

Yes No N/A

All captions describe the purpose/function of associated images/objects.

Yes No N/A

Descriptive text conveys the purpose and/or function of the image/object.

Yes No N/A

Data Tables

11. Data tables

Tables are identified with a "Table" tag.

Yes No N/A

Table header cells have a "TH" tag and data cells have a "TD" tag.

Yes No N/A

Row/column span match the layout, and cells have scope and unique IDs.

Yes No N/A

Data cells are associated with corresponding header cells.

Yes No N/A

Links

12. Links and controls

Link names describe destination/purpose or describe context.

Yes No N/A

Links have unique names.

Yes No N/A

Tab order matches the visual/logical order of interactive elements.

Yes No N/A

Forms

13. Fillable forms

Each form field has a tooltip that matches the label or instruction.

Yes No N/A

Tab order matches the visual/logical order of form fields.

Yes No N/A

Colour

14. Colour and Sensory characteristics

Meaning of colour or other sensory characteristics is duplicated in text.

Yes No N/A

15. Colour contrast

Text and Large Text (including images of text) pass with the Colour Contrast Analyser

<https://www.visionaustralia.org/services/digital-access/resources/colour-contrast-analyser>

<https://www.visionaustralia.org/services/digital-access/resources/downloads>

(4.5:1 for normal text and 3.1 for large text).

Yes No N/A

Audio, Video, and Multimedia

16. Contains meaningful audio-only, video-only, or multimedia objects

Audio-only objects have a transcript that is accurate and complete.

Yes No N/A

Video-only objects have text description that is accurate and complete.

Yes No N/A

Multimedia has accurate and complete synchronised captions.

Yes No N/A

Multimedia has accurate and complete synchronised audio descriptions.

Yes No N/A

Flashing Objects

17. Has no flashing objects

Flashing objects are excluded from the document.

Yes No N/A

Alternative Accessible Version

18. An alternative accessible version is provided

Alternate versions are equivalent and up to date.

Yes No N/A