Cheat Sheet for Accessible Documents (WCAG & PDF/UA)

QA Check for PDFs

1. **Live Text**—Is the body text live and reflowable? Not a scan, fax, or graphic.
2. **Tags**—Is the document tagged?
3. **Tags**—Are they the correct tags?
4. **RO**—Are the tags in the correct <TAG> reading order?
5. **RO**—Is the architectural reading order OK?
6. **Graphics**—Do the graphics have Alt-text or are they Artifacted?
7. **Fonts**—Were Unicode/OpenType fonts used?
8. **Tables**—Do headers have <TH>, span, scope?
9. **Nav**—Are there bookmarks in the PDF, and does the PDF automatically open with the bookmarks panel visible?
10. **Nav**—Is there a TOC and is it hyperlinked?
11. **Nav**—Are all the other hyperlinks correct? Footnotes, cross-references, jump lines, URLs, emails, indexes.
12. **Metadata**—Is the metadata correct? File/Document Properties=
    - ❏ Title
    - ❏ Subject/Description (200 characters)
    - ❏ Author
    - ❏ Keywords (unlimited, separated with ;)
    - ❏ Initial View
      - Navigation tab: Bookmarks and Page
      - Show Document Title (not File Name)
    - ❏ Advanced
      - Language

Logical Reading Order Sequence

1. Title of document
2. Sub-Title
3. Author, agency, or organization
4. Logo or agency seal
5. Publication date, edition, volume number
6. Publication Number / ISSN-ISSB
7. Begin the regular body content

Tasks in MS Word

1. Create the content correctly.
   - ❏ Edit for inclusion, Plain Language.
   - ❏ Remove double returns, double spaces.
   - ❏ Use Unicode/OpenType fonts so that characters are voiced universally
   - ❏ Use the correct Unicode characters: dashes, hyphens, foreign language, minus sign and other math/science symbols
2. Apply the correct style to the text, which will generate the correct PDF tag for accessibility.
3. Modify styles to produce the appearance. Never manually format from the top bar.
4. Keep stories threaded, in the correct RO.
5. Export a test PDF to check the process before continuing further.
6. Add the graphics and their Alt-Text. Artifact the unimportant or froufrou graphics.
7. Anchor graphics & text frames into the RO.
8. Format tables for accessibility: no blank rows/columns, set column/row headers.
9. Set hyperlinks: TOC, footnotes, endnotes, cross-references, jump lines, URLs, email addresses, index entries.
10. Create a TOC for long documents.
11. Add the Document Properties / Metadata.
12. Polish the layout and visual design.
13. Run MS Word's accessibility checker.
14. Export to accessible PDF (tagged PDF).
15. Check color contrast with free online testers:
    - ❏ webaim.org/resources/contrastchecker
    - ❏ https://addons.mozilla.org/en-us/firefox/addon/wcag-contrast-checker
16. Check with Acrobat Accessibility Checker or other 3rd party checking program.