



EASIT IO5 Accessibility checklist for PDF documents

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Summary: This document includes a checklist of the basic accessibility features PDF documents must include for users of assistive technology (e.g. screen readers) or those who use the keyboard to access and browse through documents.

History chart

No.	Action	Partner	Date
1	Prepared	UAB & SDI	26.05.2020
2	Changes, if any		
3	Released	UAB	26.05.2020

Accessibility checklist for PDF documents

Requirement	Yes
You have created the PDF from a Word document which fulfils all accessibility requirements.	
The text in the text file and the text in the PDF file match.	
The content in the header and footer in the Word and the PDF file match.	
The filename identifies the document or its purpose.	
Meta Data (title, author, keywords, etc.) are filled in.	
Content copying for accessibility is allowed.	
The language setting matches the main language of the document.	
The document contains tags.	
The headings, lists, etc. are tagged as such.	
Images: the Alt-Text conveys the purpose and/or function of the image or object.	
Unimportant images and graphics have empty Alt tags – so they can be skipped.	
For images of text, the descriptive text matches verbatim.	
Tab order is correct so that keyboard-only users can follow the information in the right order.	
The information can be read by an assistive device such as screen reader.	
The document has hierarchy of headings for clarity and understanding.	

You can use [TingTun](#) or [PAVE - PDF checker](#) to check the accessibility of the PDF document.