

Accessible PDF Checklist

- ❑ Document Properties are Configured
 - ❑ Document Title is meaningful
 - ❑ Document Language is set
 - ❑ Document content is rendered; an older document may have been converted as an image, in the Content Pane of Adobe Acrobat use the Optical Corrector Recognition (OCR) tool on all scanned pages. After running the tool verify that all text is properly rendered.
- ❑ Document is Tagged. If the Autotagging function is used, verify that the automated process did not negatively impact or alter pages.
- ❑ Review all Images
 - ❑ Images providing context must have meaningful alt text descriptions
 - ❑ Images and graphics used for visual aesthetics only are marked as "decorative"
- ❑ Review use of Color
 - ❑ Appropriate color contrast between text and background colors.
 - ❑ If colors are used to convey meaning, provide appropriate indicators for assistive technology.
- ❑ Semantic headings (H1-H6) are used to provide content structure and are used in appropriate order
- ❑ If document contains text different than the primary document language, those instances must have the proper language code applied.
- ❑ Document reading order has been reviewed for accuracy
- ❑ Review all links.
 - ❑ Link text must be meaningful/descriptive (i.e., avoid the use of "click here.")
 - ❑ Links must have unique names.
 - ❑ Links are properly included in the documents tagging order so they are accessed in a logical order.
- ❑ Forms fields are properly labeled and/or instructions applied. Tab order matches the visual/logical order of the form fields
- ❑ Tables are configured properly, including table headings and reading order.
- ❑ Documents consisting of 21 pages or more must utilize document bookmarks.

Other Formatting Considerations

- Document must adhere to LSU Brand Standards
- Document copy should confirm to LSU Writing Style