



# The Accessibility Guy

## WCAG 2.1 AA Checklist for PDF

Document Name: \_\_\_\_\_ Reviewer Name: \_\_\_\_\_ Date: \_\_\_\_\_

This checklist ensures PDF documents comply with the Web Content Accessibility Guidelines (WCAG) 2.1 AA standards. It covers key areas for PDF Accessibility and can be used to accompany PDFs that require certification. Many of the accessibility criteria topics link to a relevant YouTube video.

### WCAG 2.1 AA Checklist

Accessibility Criteria	Yes/No
<a href="#">The title &amp; language are set in the document properties.</a>	
<a href="#">The document is tagged, and informational content is in the tags panel.</a>	
<a href="#">The tags are correct: Headings, lists, tables, contents, figures, etc are structured correctly.</a>	
<a href="#">The reading order has been set in the tags panel.</a>	
<a href="#">Repetitive or decorative content is tagged as an artifact.</a>	
<a href="#">All figure tags have appropriate alternate text. This includes charts and graphs.</a>	
<a href="#">Color is not the only method to convey information in the PDF.</a>	
<a href="#">Text has a contrast ratio of at least 4.5 to 1. Large text has a ratio 3 to 1.</a>	
Tables have table headers applied where necessary.	
Tables have proper scope set for rows, columns, and table headers.	
Links are descriptive and can be activated using the keyboard.	
List items are tagged correctly using the appropriate list tags (L, LI, Lbl, and LBody).	
Lists that are nested are properly inside the parent LBody tag.	
<a href="#">Forms are tagged correctly and have visual labels.</a>	
<a href="#">Form validation errors are presented accessibly.</a>	
An alternate accessible version is provided if content cannot meet WCAG 2.1 AA.	

### Section 508 of the Rehabilitation Act Specifics

Accessibility Criteria	Yes/No
<a href="#">The file name is concise, without spaces or special characters, and is 30 characters or less.</a>	
PDFs have accurate bookmarks applied.	
<a href="#">Additional metadata is set: Subject, Author, keywords</a>	
Forms contain proper tooltips.	

### Bonus Tips

Accessibility Criteria	Yes/No
<a href="#">PDFs pass the built in Adobe Acrobat accessibility checker.</a>	
<a href="#">PDFs pass the PAC 2024 tool WCAG 2.1 AA checker.</a>	

### Comments:

This checklist was developed by [The Accessibility Guy](#). We offer accessible documents as a service, training, consulting, self-paced courses, and an accessibility community! Contact [shawn@theaccessibilityguy.com](mailto:shawn@theaccessibilityguy.com)