# **Salisbury University**

## PDF 508 Accessibility Checklist

The following list contains a checklist for creating/evaluating a 508 compliant accessible PDF. Each item contains a description of the issue, a way to test if the issue needs to be fixed, and a way to fix the issue if needed. It is easier and quicker to create an accessible Word Document and using Microsoft Word convert this to a PDF. Unless you have complex graphically/visual needs in your PDF document the Web Office recommends creating your PDF in Microsoft Word and then converting the document to a PDF. The Web Office would be glad to assist you in this.

Adobe Acrobat Pro has a built in accessibility checker. If you use the built in checker and do not have issues you do not need to correct your document. The following checklist is for faculty/staff who are creating documents and can be used as guidelines to help you create your document. To ensure your document meets 508 ADA standards please use the Adobe Acrobat Accessibility checker. The Web Office is glad to assist members of the SU community in creating accessible documents.

To use Adobe Acrobat Pro’s accessibility checker the following instructions have been provided.

1. Open the document in Adobe Acrobat Pro.
2. Once the document is open click the “Tools” tab located in the upper left.
3. Inside the “Tools” tab there is an “Accessibility” option. Clicking this will open the accessibility view and return you to the document.
4. You should now see a list of accessibility tools on the right hand side of the program.
5. Click the accessibility tool “Full Check” and then “Start Checking”.
6. Adobe Acrobat Pro will start preforming the check. The results will be displayed on the left-hand side of the program.
7. If you see any issues listed then this document needs to be examined more closely.

### **Does the PDF have a descriptive file name?**

1. **Issue:** The file name of the document should be descriptive of the content contained in the file. A non-descriptive file name is “Document1.PDF” while a descriptive file name could be “FY18-Report.PDF”. It is important to avoid using spaces or special characters in the document name.
2. **How to test:** Look at the filename in Windows Explorer or in the title bar in Adobe Acrobat. The filename for the document should be meaningful to the content contained in the document. And not contain spaces or special characters.
3. **How to fix:** Inside of Adobe Acrobat click the “File” Tab and then save as**.** Once you have chosen a location on your computer choose an appropriate file name. You can also right click the file in Windows Explorer and rename the file an appropriate file name.

### **Is Assistive Technology access enabled?**

1. **Issue:** Security settings can prevent users from changing content and enable features, like saving form data. However, these security settings may block Assistive Technology (AT) access to content.
2. **How to test:** Open the document properties panel. This can be found under the “File” tab and then “Properties”. Once here click the security tab. Under Document Restriction Summary there is an option for “Content Copying for Accessibility”. If this is marked as anything other then “Allow” then this fails.
3. **How to fix:** To fix this issue you must have edit rights to the document. By changing the security method you can change the Restrictions on the document. Depending on the security needs of the document there are a few options.

### **Is the document language set?**

1. **Issue:** Screen readers access the "Language" setting in "Document Properties" to provide the appropriate pronunciation when reading the document.
2. **How to test:** Open the document properties panel. This can be found under the “File” tab and then “Properties”. Once here choose the “Advance” tab, towards the bottom is a section labeled “Reading Options”. Inside is a dropdown for Language, If this is not set or is not the correct language for the document then this fails.
3. **How to fix:** Using the drop down described above you can choose a language for the document from the drop down. You can also type a language if the one you need is not in the drop down.

### **Do the tags follow the visual/logical order of the document?**

1. **Issue:** Screen readers rely on tags to interpret the document structure (headings, paragraphs, lists, images, data tables, forms, and other objects). All meaningful text and objects must correspond to a tag, and the order of the tags must follow the visual / logical order of the document.
2. **How to test:** Click the “View” tab in the top left. Inside of view is the “Show/Hide” flyout. Inside of there is the Navigation Panes flyout and finally the “Tags” option click this. A panel should pop out on the left-hand side. At the top of this panel is an options button with the option “Highlight Content”. Choosing this will highlight all meaningful content. If meaningful content is not highlighted then the PDF fails this test.
3. **How to fix:** This can be fixed relatively easy. Inside the options drop down of the tag panel is an option to “Add tags to document”. This should resolve the issue. If not reach out to the Web Office as the document may need additional work.

### **Is vital information in headers, footers, and watermarks duplicated in the document?**

1. **Issue:** Vital information contained in headers, footers and watermarks is required to be reapted in the main section of the document as some screen readers do not read information contained in headers, footers, and watermarks.
2. **How to test:** Locate vital information in headers, footers, and watermarks (e.g., Respond by X Date, CONFIDENTIAL, or Do Not Distribute). Locate the first page or section to which the vital information applies. Is this information repeated inside the main content of the document? If not this PDF fails this test.
3. **How to fix:** If vital information is not repeated in the main content area of the document. Then the vital information needs to be added to the first page in which the vital information is applicable.

### **Are the headings in the document tagged with heading tags?**

1. **Issue:** Headings are used to break up content and make finding information easier. Assistive technology cannot infer meaning from just formatting, like bold or underline, so visual headings must correspond to a heading tag and heading tags (i.e., H1, H2, H3) must match the visual outline.
2. **How to test:** Open the "Tags" pane (View > Show/Hide > Navigation Panes > Tags). Do the heading tags correspond to the document headings and do they follow the visual outline? If not, the PDF fails the test.
3. **How to fix:** To fix this issue inside the tags pane change the inferred headings to have actual heading tags. NOTE: heading tags must follow order. You cannot have headings that go from h1 to h4 the must be logically ordered h1, h2, h3, h4.

### **Are list tagged correctly**

1. **Issue:** Screen readers cannot infer meaning from just symbols and indents. List tags create a structure that screen readers can identify.
2. **How to test:** Open the "Tags" pane (View > Show/Hide > Navigation Panes > Tags). Locate bulleted, numbered, or multilevel lists in the document. Does the highlighted content have a parent list tag 'L' and have one or more nested list item tags 'LI' under the parent 'L' tag? If not, the PDF fails the test.
3. **How to fix:** If your list of not proper list then inside the tags pane the tags of the list need to be switched to match a parent tag of L with one or more children tags of LI.