AED COP PDF Test Check Sheet

Use this check sheet to record PDF 508 Accessibility results

# Preconditions

1. The PDF is a PDF Portfolio or has file attachments

All files in the PDF Portfolio were tested with the appropriate test process  **Yes**  **No**  **NA**

All attachments were tested with the appropriate test process  **Yes**  **No**  **NA**

1. The PDF was generated from Adobe LiveCycle

The PDF shows Adobe LiveCycle under Document Properties, Application  **Yes**  **No**  **NA**

1. Scripts

Page Content error for “Scripts – Needs manual check” displays  **Yes**  **No**  **NA**

1. The PDF is tagged

Advanced Document Properties displays “Tagged PDF: Yes”  **Yes**  **No**  **NA**

1. The PDF is an image or contains scanned pages

Document displays “Scanned Page Alert”  **Yes**  **No**  **NA**

Accessibility Checker displays “Image-only PDF – Failed” error  **Yes**  **No**  **NA**

**Accessibility Checker displays “Tagged PDF – Failed” error**  **Yes**  **No**  **NA**

# Document Properties

1. The PDF has a descriptive file name

The filename identifies the document or its purpose  **Yes**  **No**

Initial View is set to show “Document Title”  **Yes**  **No**

1. Assistive Technology access is enabled

“Content Copying for Accessibility” displays “Allowed”  **Yes**  **No**

1. Document language is set

A Language displays under Advanced > Reading Options  **Yes**  **No**

# Structure Tags

1. The tags follow the visual/logical order of the document

All meaningful content is also tagged content  **Yes**  **No**

All tags follow the visual/logical order of the page  **Yes**  **No**

1. The document has decorative content

All decorative content (text and objects) show as “Artifact”  **Yes**  **No**  **NA**

1. Vital information in headers, footers, and watermarks is duplicated in the text

Vital information is duplicated as tagged content  **Yes**  **No**  **NA**

1. Headings are tagged with a heading tag

Heading tags match document headings and follow the visual outline  **Yes**  **No**  **NA**

All non-standard heading tags map to standard heading tags  **Yes**  **No**  **NA**

1. Lists are tagged correctly

Lists have a parent tag, and have one or more nested list item tags  **Yes**  **No**  **NA**

1. Sections in different languages have a corresponding language attribute

The tag shows the selection’s language or corresponding two-letter code  **Yes**  **No**  **NA**

# Objects

1. Images and other objects have alternative text

All “Figures” have alternative text that describes its purpose/function  **Yes**  **No**  **NA**

All captions describe the purpose/function of associated images/objects  **Yes**  **No**  **NA**

Descriptive text convey the purpose and/or function of the image/object  **Yes**  **No**  **NA**

1. Data tables

Tables are identified with a “Table” tag  **Yes**  **No**  **NA**

Table header cells have a “TH” tag and data cells have a “TD” tag  **Yes**  **No**  **NA**

Row/column span match the layout, and cells have scope and unique IDs  **Yes**  **No**  **NA**

**Data cells are associated with corresponding header cells**  **Yes**  **No**  **NA**

1. Links and controls

Link names describe destination/purpose or describe context  **Yes**  **No**  **NA**

Links have unique names  **Yes**  **No**  **NA**

Tab order matches the visual/logical order of interactive elements  **Yes**  **No**  **NA**

1. Fillable forms

**E**ach form field has a tooltip that matches the label or instruction  **Yes**  **No**  **NA**

Tab order matches the visual/logical order of form fields  **Yes**  **No**  **NA**

1. Color and Sensory characteristics

Meaning of color or other sensory characteristics is duplicated in text  **Yes**  **No**  **NA**

1. Color contrast

Text and Large Text (including images of text) pass with the   
Colour Contrast Analyser  **Yes**  **No**  **NA**

# Miscellaneous

1. The PDF contains meaningful audio-only, video-only, or multimedia objects

Audio-only objects have a transcript that is accurate and complete  **Yes**  **No**  **NA**

Video-only objects have text description that is accurate and complete  **Yes**  **No**  **NA**

Multimedia (audio and video) have synchronized captions and audio description  
 that are accurate and complete  **Yes**  **No**  **NA**

1. The document has no flashing objects.

Flashing objects are excluded from the document.

1. An alternative accessible version is provided

Alternate versions are equivalent and up to date  **Yes**  **No**  **NA**

# NOTES