AED COP PDF Test Check Sheet

Use this check sheet to record [PDF 508 Accessibility](#) results

Preconditions

A. 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**

B. The PDF was generated from Adobe LiveCycle

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

C. Scripts

Page Content error for "Scripts – Needs manual check" displays — ☐ **Yes** ☐ **No** ☐ **NA**

D. The PDF is tagged

Advanced Document Properties displays "Tagged PDF: Yes" — ☐ **Yes** ☐ **No** ☐ **NA**

E. 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**

2. Assistive Technology access is enabled

"Content Copying for Accessibility" displays "Allowed" — ☐ **Yes** ☐ **No**

3. Document language is set

A Language displays under Advanced > Reading Options — ☐ **Yes** ☐ **No**

Structure Tags

4. 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**

5. The document has decorative content

All decorative content (text and objects) show as "Artifact" — ☐ **Yes** ☐ **No** ☐ **NA**

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

Vital information is duplicated as tagged content — ☐ **Yes** ☐ **No** ☐ **NA**

7. 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**

Lists

8. Lists are tagged correctly

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

Language

9. **Sections in different languages have a corresponding language attribute**
   The tag shows the selection's language or corresponding two-letter code ☐ **Yes** ☐ **No** ☐ **NA**

Images and other Objects

10. **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**

Data Tables

11. **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**

Links

12. **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**

Forms

13. **Fillable forms**
    Each 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**

Color

14. **Color and Sensory characteristics**
    Meaning of color or other sensory characteristics is duplicated in text ☐ **Yes** ☐ **No** ☐ **NA**

15. **Color contrast**
    Text and Large Text (including images of text) pass with the
    Colour Contrast Analyser (4.5:1 for normal text and 3.1 for large text) ☐ **Yes** ☐ **No** ☐ **NA**

Audio, Video, and Multimedia

16. **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 has accurate and complete synchronized captions. ☐ **Yes** ☐ **No** ☐ **NA**
    Multimedia has accurate and complete synchronized audio descriptions. ☐ **Yes** ☐ **No** ☐ **NA**

Flashing Objects

17. **The document has no flashing objects.**
    Flashing objects are excluded from the document. ☐ **Yes** ☐ **No** ☐ **NA**

Alternative Accessible Version

18. An alternative accessible version is provided

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

NOTES