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	Yes	No	NA
All files in the PDF Portfolio were tested with the appropriate test process.			
All attachments were tested with the appropriate test process.			

B. The PDF was generated from Adobe LiveCycle	Yes	No	NA
The PDF shows Adobe LiveCycle under Document Properties, Application.			

C. Scripts	Yes	No	NA
Page Content error for "Scripts – Needs manual check" displays.			

D. The PDF is tagged	Yes	No	NA
Advanced Document Properties displays "Tagged PDF: Yes".			

E. The PDF is an image or contains scanned pages	Yes	No	NA
Document displays "Scanned Page Alert".			
Accessibility Checker displays "Image-only PDF – Failed" error.			
Accessibility Checker displays "Tagged PDF – Failed" error.			

Document Properties

1. The PDF has a descriptive file name	Yes	No	NA
The filename identifies the document or its purpose.			
Initial View is set to show "Document Title".			

2. Assistive Technology access is enabled	Yes	No	NA
Content Copying for Accessibility" displays "Allowed".			

3. Document language is set	Yes	No	NA
A Language displays under Advanced > Reading Options.			

Structure Tags

4. The tags follow the visual/logical order of the document	Yes	No	NA
All meaningful content is also tagged content.			

All tags follow the visual/logical order of the page.			

5. **The document has decorative content**	**Yes**	**No**	**NA**
All decorative content (text and objects) show as "Artifact".			

6. **Vital information in headers, footers, and watermarks is duplicated in the text**	**Yes**	**No**	**NA**
Vital information is duplicated as tagged content.			

7. **Headings are tagged with a heading tag**	**Yes**	**No**	**NA**
Heading tags match document headings and follow the visual outline.			
All non-standard heading tags map to standard heading tags.			

8. **Lists are tagged correctly**	**Yes**	**No**	**NA**
Lists have a parent tag and have one or more nested list item tags.			

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

Objects

10. **Images and other objects have alternative text**	**Yes**	**No**	**NA**
All "Figures" have alternative text that describes its purpose/function.			
All captions describe the purpose/function of associated images/objects.			
Descriptive text convey the purpose and/or function of the image/object.			

11. **Data tables**	**Yes**	**No**	**NA**
Tables are identified with a "Table" tag.			
Table header cells have a "TH" tag and data cells have a "TD" tag.			
Row/column span match the layout, and cells have scope and unique IDs.			
Data cells are associated with corresponding header cells.			

12. Links and controls	Yes	No	NA
Link names describe destination/purpose or describe context.			
Links have unique names.			
Tab order matches the visual/logical order of interactive elements.			

13. Fillable forms	Yes	No	NA
Each form field has a tooltip that matches the label or instruction.			
Tab order matches the visual/logical order of form fields.			

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

15. Color contrast	Yes	No	NA
Text and Large Text (including images of text) pass with the Color Contrast Analyzer.			

Miscellaneous

16. The PDF contains meaningful audio-only, video-only, or multimedia objects	Yes	No	NA
Audio-only objects have a transcript that is accurate and complete.			
Video-only objects have text description that is accurate and complete.			
Multimedia (audio and video) have synchronized captions and audio description that are accurate and complete.			

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

18. An alternative accessible version is provided	Yes	No	NA
Alternate versions are equivalent and up to date.			

NOTES