# Accessibility Checklist

## While in Word

1. Document Properties for Metadata
   1. **Document Title** - not the same as file name/ allows screen readers to read the title of the document unopened
   2. **Document Author** - recommended Austin ISD
2. Identifying Document Language or Languages
3. Use Headings Styles for Tagging in PDF
4. Use Lists or Multilevel Lists
5. Use Meaningful Hyperlinks
6. Add Alternate Text for Images, Charts, Graphs, and Tables
7. Use Tables Wisely and Assign Table Headers
8. Ensuring Proper Tab Reading Order in Tables and PDF
9. Provide Sufficient Color Contrast
10. Provide Table of Contents for Long Documents
11. Bookmarks when applicable
12. Clear Layout and Design
13. Use the Accessibility Checker in Word before saving for digital PDF
14. When Exporting to PDF, Understand How to Preserve Accessibility – Save for Digital Document and not Print Document

## While in Acrobat

1. File > Properties check Title and Author are set and Initial View tab > Show Title is selected.
2. Advanced Tab Confirm Language throughout document (English & or Spanish)

### Tags Pane Confirmation

1. At least one Heading One Tag <H1>
2. Tagging hierarchy is available <H1>, <H2>, <H3>, <P>
3. All text is tagged for at least a <P>
4. Table of Contents <TOC> or Bookmarks
5. Lists Item Structure
   * L - the List tag, which contains one or more LI tags.
   * LI - the List Item tag. List item tags can contain Lbl and LBody tags.
   * Lbl - the list item label. Contains distinguishing information such as a item number or bullet character.
   * LBody - the list item body. Contains list item content, or in the case of a nested list, it may contain additional List tag trees.
6. Tables have table header row <TH>

### Order Pane

1. Check Reading Order is consecutive and comprehensible (select text and drag and drop in correct order)

### Tools Pane Accessibility Tools

1. Select Tools > Accessibility and run the “Full Check”
2. Correct Errors outlined in the Accessibility Report in the left pane
3. Alternative Text is applied to images, charts, graphs, and tables, or “Set Alt Text” Automates the process
4. Reading Order Tool allows you to correct Headings tags, tables, and images by cursoring selections of content at one time.

### In Document

1. Hyperlinks are working and written appropriately – short and simple
2. Advanced Topic: [Form Field Have Labels](https://helpx.adobe.com/acrobat/using/creating-accessible-pdfs.html#about_tools_for_creating_accessible_pdf_forms)

# Accessibility Resources

[Concept and Definition Page](https://www.austinisd.org/accessibility-resources/our-requirements)

[Microsoft Accessibility Website](https://www.microsoft.com/en-us/accessibility)