

PDF File 508 Checklist

- Document file name does not contain spaces or special characters.
- Document file name should be concise, generally be limited to 20-30 characters, but make the content of the file clear in the context in which it is presented.
- Document properties for Title, Author, Keywords, and Language are properly filled out.
- If the edit function of Acrobat was used, all Comment and Markup items must be deleted.
- A visual check has been done to ensure no hidden data from Word or other applications used to create the original document is present.
- All images and/or non-text elements have alternative text descriptions.
- All charts and graphs have either an alternative text description or provide a description in the text immediately below the chart/graph.
- Files of 10 pages or more have bookmarks.
- Color is not used to convey important information, e.g., "See red text below."
- Data tables identify row and column headers.
- Data cells in tables are associated with row and column headers.
- All tables read from left to right and top to bottom.
- All hyperlinks are active and use the full Web address, e.g., <http://www.hhs.gov/> (not simply www.hhs.gov).
- Pages with multi-column text, tables, or call-out boxes have been checked for correct reading order using the Acrobat Pro 'Read Aloud' function.
- All needed accessibility tags have been added and a full Accessibility Report has been run in Adobe Acrobat Professional 8 or higher showing no errors are present.
- A separate text-only version has been provided when there is no other way to make the content accessible. (Example: An organizational chart must have a text- only version.)

Notes:

1. If content will be available as html, it is not required that the accompanying PDF file be 508 accessible.

2. A PDF created by scanning a paper document in TIFF or another image format is not 508-compliant. A text-only version must be provided.
3. PDF forms require a specialized accessibility review because they present an additional degree of complexity.