AED COP PDF Test Check Sheet

Use this check sheet to record PDF 508 Accessibility results

# Preconditions

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| --- | --- | --- | --- |
| 1. 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. |  |  |  |

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| 1. The PDF was generated from Adobe LiveCycle
 | **Yes** | **No** | **NA** |
| The PDF shows Adobe LiveCycle under Document Properties, Application. |  |  |  |

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| 1. Scripts
 | **Yes** | **No** | **NA** |
| Page Content error for “Scripts – Needs manual check” displays. |  |  |  |

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| 1. The PDF is tagged
 | **Yes** | **No** | **NA** |
| Advanced Document Properties displays “Tagged PDF: Yes”. |  |  |  |

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| 1. 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

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| --- | --- | --- | --- |
| 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”. |  |  |  |

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| 1. Assistive Technology access is enabled
 | **Yes** | **No** | **NA** |
| Content Copying for Accessibility” displays “Allowed”. |  |  |  |

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| 1. Document language is set
 | **Yes** | **No** | **NA** |
| A Language displays under Advanced > Reading Options. |  |  |  |

# Structure Tags

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| --- | --- | --- | --- |
| 1. 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. |  |  |  |

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| 1. The document has decorative content
 | **Yes** | **No** | **NA** |
| All decorative content (text and objects) show as “Artifact”. |  |  |  |

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| 1. Vital information in headers, footers, and watermarks is duplicated in the text
 | **Yes** | **No** | **NA** |
| Vital information is duplicated as tagged content. |  |  |  |

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| 1. 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. |  |  |  |

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| 1. Lists are tagged correctly
 | **Yes** | **No** | **NA** |
| Lists have a parent tag and have one or more nested list item tags. |  |  |  |

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| 1. 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

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| --- | --- | --- | --- |
| 1. 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. |  |  |  |

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| 1. 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. |  |  |  |

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| 1. 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. |  |  |  |

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| 1. Fillable forms
 | **Yes** | **No** | **NA** |
| **E**ach form field has a tooltip that matches the label or instruction. |  |  |  |
| Tab order matches the visual/logical order of form fields. |  |  |  |

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| 1. Color and Sensory characteristics
 | **Yes** | **No** | **NA** |
| Meaning of color or other sensory characteristics is duplicated in text. |  |  |  |

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| 1. Color contrast
 | **Yes** | **No** | **NA** |
| Text and Large Text (including images of text) pass with the Color Contrast Analyzer. |  |  |  |

# Miscellaneous

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| 1. 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. |  |  |  |

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| --- | --- | --- | --- |
| 1. The document has no flashing objects.
 | **Yes** | **No** | **NA** |
| Flashing objects are excluded from the document.. |  |  |  |

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| 1. An alternative accessible version is provided
 | **Yes** | **No** | **NA** |
| Alternate versions are equivalent and up to date. |  |  |  |

# NOTES