# PDF Checklist

If you are creating a PDF for the University of Reading, the content needs to meet WCAG 2.2AA standard. Make sure all the following accessibility checks are performed.

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| **No** | **Checklist Item** | **Pass** |
| 1 | All content is tagged |  |
| 2 | The tags are in the correct order (this will be the reading order for Screenreader) |  |
| 3 | Passes Adobe Accessibility Check and [PDF Accessibility Checker](https://pac.pdf-accessibility.org/en/download) automated test |  |
| 4 | Elements with colour have sufficient contrast to meet WCAG 2.2 AA requirement |  |
| 5 | Colour is not used as only means of expressing meaning |  |
| 6 | Headings are tagged correct |  |
| 7 | Heading hierarchy is correct |  |
| 8 | Lists are tagged correct |  |
| 9 | Links are tagged correct |  |
| 10 | Alternative text for images provided and decorative images marked as such |  |
| 11 | Tables are only used for tabular data |  |
| 12 | Tables and table headers are tagged correct (if there are merged or split cells manual tagging may be required) |  |
| 13 | Interactive forms are tagged correct |  |
| 14 | Document tab order is correct |  |
| 15 | Document reading order is correct |  |
| 16 | Document reflow is correct  |  |
| 17 | Document has meaningful title |  |
| 18 | Document reads in correct order with NVDA and Adobe Read Aloud ([NVDA is a free to use screenreader software](https://www.nvaccess.org/download/))  |  |