Accessibility Checklist

Within InDesign (including linked Illustrator or Photoshop files)

Document title: Ensure the display title has been added to the file.

Bulleted/numbered lists: Ensure all bullets have been included with a paragraph style set to Automatic.

Semantic tagging structure: Ensure the correct tagging structure is applied to the file upon exporting.

Create tag order with Articles panel: Ensure you have activated 'Use for Tagging Order in Tagged PDF'.

Set reading order with Layers order: Reminder that the reading order is set from the bottom layer object up to the top.

Create Bookmarks: For long documents of 16 pages or more.

Verify all items

Heading levels: Ensure heading levels have been included in the correct order and none have been skipped throughout the document.

Export tagging: Ensure all text content uses the correct semantic tagging structure. (To view all export tags by opening the Options menu on the Paragraph or Character style panels and selecting 'Edit All Export Tags').

Minimum AA level colour contrast: Ensure all colours have been verified and met throughout the document including all tables, coloured backgrounds/call-outs etc. ensure the correct colour contrast requirements are met for the font sizes used.

Hyperlinks: Ensure all links are active and underlined. Tip: Using a font-weight difference, colour and underline are ideal to ensure accessibility.

Charts, graphs or other graphics

Colour: Ensure no graphics rely solely on colour for understanding. Including all charts, graphs and any other forms of data visualization.

Styling: Ensure all graphics follow accessibility best practices for your organization. (For example: a 1pt white/black stroke has been included in between colours, etc.).

ALT text: Ensure all essential graphics have ALT text included.

Alternative text

Logos: Ensure the pre-approved ALT text metadata (XMP: Description, etc.) has been imported from the source file(s) Note: Only the first logo instance requires ALT text applied. All other instances can be set to artifact.

Graphics/photographs: Ensure all essential graphics and photos have alt text added, where required.

Artifact images/graphics: Ensure all graphics that do not require ALT text are set to artifact (or a decorative figure).

PDF export settings

PDF preset: Ensure the file(s) have been exported with the correct AODA/accessibility preset or with the correct Adobe Interactive PDF settings.

Language: Verify the file content matches the document language. (For example: Canadian English for English files and Canadian French for French files.)

Verify: All ALT text has exported correctly within the finalized PDF file(s) when verifying Reading Order.

Within Acrobat/PDF

Tables: Identify header rows and/or columns with header tags where applicable.

For tables with more than one header row/column must have Cell ID's set for all headers and data cells.

Also include a table summary as required.

Tab order: If your PDF is exported with an Adobe PDF preset, an additional fix will be required in the Accessibility Report. Right-click on the error and select 'Fix'.

Interactive Form Fields: Ensure all form fields use the correct tab order, if included.

Can be set in InDesign with go to Object > Interactive > Set Tab Order...).

Bulleted/numbered lists: Manual tagging fixes are required when icons or other characters are used instead of a proper bulleted list.

Attach the PDF/UA ID document fix: Go to File > Document Properties, on the Description tab click Additional Metadata... click Advance on the side then select Append... Navigate to the file and click Open, OK, OK.

Run accessibility the report: Go to All Tools > Prepare for Accessibility > Check for Accessibility.