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ADA PDF Compliance Checklist

The information presented within this checklist is aimed at website owners seeking to learn the ropes of web accessibility. Technical elements are described in layperson's terms and, as a rule, all topics pertaining to the legalities of web accessibility are presented in as simple a manner as possible. **This checklist has no legal bearing, and cannot be relied on in the case of litigation.**

Here are some of the most important action items you will need to address to ensure your PDFs conform to the Web Content Accessibility Guidelines (WCAG), in compliance with the Americans with Disabilities Act (ADA):

- [ ] **Use proper headings and structure:**
  Organize your content with clear headings and logical reading order, enabling easier navigation and understanding

- [ ] **Include alternative text for non-text elements:**
  Provide alternative text descriptions (alt text) for all meaningful images, charts, and non-text elements to aid screen reader users

- [ ] **Tag tables and forms properly:**
  Use correct tags for tables and forms, including header rows and columns, to make them accessible to all users. Press here to read more about this process

- [ ] **Ensure proper color contrast:**
  Maintain sufficient color contrast between text and background to make content accessible for people with vision impairments like color blindness

- [ ] **Use accessible fonts and formatting:**
  Select readable fonts and consistent formatting to improve engagement and comprehension for all users

- [ ] **Identify all link destinations:**
  Ensure links have concise, meaningful, and descriptive text that clearly indicates their destination

- [ ] **Define the PDF's language:**
  Properly tag and identify the PDF in the correct language to prevent misinterpretation by screen readers

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accessServices will audit your PDFs and remediate the compliance issues they suffer from, saving you time and money.

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