

# Accessibility Checklist

## Things to Consider Before Publishing a PDF in CMS

Adobe Acrobat has a PDF accessibility checking tool. PDFs should pass this check before being published. For people who don't have access to Acrobat or are creating a PDF from a Word or Google Docs document, the following checklist can help.

### Images

- Images have informative and concise alt-text

### Headings

- Document has headings
- No skipped headings
- Headings levels are logical and informative
- Headings aren't being used just for stylizing text

### Lists

- Lists use the bulleted list tool, bullets aren't typed out by hand
- Lists are tagged as lists and list items, not paragraphs

### Tables

- Information is best presented in a table
- Tables are tagged as table headings, rows, columns, and data

### Links

- All links have logical and helpful alt-text
- Alt-text is unique to each link

### Color and Sensory Characteristics

- All text and images pass color contrast guidelines
- Color is only used as an indicator if there is an additional sensory characteristic used

### Readability

- Text is bolded or italicized with the bold and italics tools, not larger text or a different font
- Text is written simple and concise
- Text font is simple and readable, preferably in a sans serif font
- Tags reflect the bold and italicized text

Further information on any of these categories can be found on the [Accessibility Guidelines](#) page of the Willamette University website. For further information, contact the WITS accessibility team at <digital-accessibility>.