



Checklist for Your Accessible PDF

You've tagged your PDF, adjusted the contrasts, and checked interactive elements — but are you sure nothing is missing?

With this checklist, you can quickly check whether your document meets all the important requirements for accessibility. Ideal for the last step before publication or as a reminder in daily work.

Structure & Tags

- Are all contents marked with semantic tags (headings, lists, tables, etc.)?
- Does the tag order correspond to the natural reading order?
- Is there a correctly tagged table of contents and, if necessary, bookmarks?

Metadata

- Is the main language of the document defined?
- Are title and filename meaningful?
- Are relevant metadata (e.g., author, subject) maintained?

Security

- Do any security settings prevent access for screen readers?

Images & Graphics

- Are all informative images provided with meaningful alt texts?
- Are decorative images correctly marked as such?

Colors & Design

- Do text and background have sufficient contrast?
- Is information never communicated by color alone?

Interactive Elements & Forms

- Can all form fields be operated by keyboard?
- Are field labels logical and clear?
- Are there understandable hints for errors or required fields?

Adaptability

- Can font size, colors, and contrast be adjusted on the system side?
- Is the display stable even with zoom or inverted colors?

Searchability & Text Basis

- Does the document consist of searchable text (OCR present)?
- Do search functions and screen readers work?

Language & Comprehensibility

- Is the language clear, simple, and easily understandable (e.g., at middle school level)?
- Have technical terms, abbreviations, and acronyms been explained or spelled out?
- Are there no unnecessarily nested or too long sentences?
- Are inclusive formulations and gender-inclusive language used?
- Is content logically structured — e.g., with subheadings or paragraphs?



Pro Tip

Print out this list or save it as a template — so it becomes a reliable part of your workflow.

