

Is Your PDF Accessible? Quick Checklist

1. Text & Reading Order

- Can your cursor highlight/select the text? (If not, it's an image and not readable.)
- Does the PDF read top to bottom when using a screen reader?
- Are paragraphs, headings, and lists read in the correct order?

2. Document Structure

- Are headings tagged correctly? (Heading 1, Heading 2, etc.)
- Are lists formatted as real lists — not manually spaced text?
- Are tables tagged and easy to understand with a screen reader?

3. Images & Graphics

- Do all images have alt-text descriptions?
- Does decorative imagery have empty/null alt text?

4. Forms (If applicable)

- Are form fields clearly labeled so a screen reader can identify them?
- Can users tab through the form in the correct order?

5. Final Review

- Did you run an accessibility checker? (Adobe, PAC3, etc.)
- Did you test the PDF with a screen reader?

Need your PDFs remediated quickly and correctly the first time?

Thornton Consulting Firm handles the full accessibility process for you — proper tagging, reading order, alt text, and WCAG/ADA compliance checks.

You send the PDFs. We handle the rest.

Ready to start a remediation project?

- Fast turnaround
- Accurate and compliant
- Bulk project pricing available