PDF Remediation Accessibility Checklist

Step 1: Prep

- ☐ Open in Acrobat Pro
- ☐ Run Accessibility Checker
- ☐ Check if tags exist

Step 2: Text Layer

- ☐ Run OCR if scanned
- ☐ Confirm text is selectable/searchable

Step 3: Structure

- ☐ Autotag, then fix manually
- ☐ Apply correct heading levels
- ☐ Tag paragraphs, lists, and tables properly

Step 4: Reading Order

- ☐ Use Reading Order Tool
- ☐ Ensure logical flow (L to R, top to bottom)
- ☐ Mark decorative elements as artifacts

Step 5: Images & Links

- ☐ Add alt text to meaningful images
- ☐ Mark decorative images as artifacts
- ☐ Ensure links are descriptive and tagged

Step 6: Forms (if present)

- ☐ Add tooltips/labels
- ☐ Set tab order

Step 7: Metadata

- ☐ Set document language
- ☐ Add descriptive title
- ☐ Confirm security allows assistive tech

Step 8: Final Check

- ☐ Run Accessibility Checker again
- ☐ Test with a screen reader

University at Buffalo
Equity, Diversity and Inclusion
Office of the President

Learn how to create accessible content on the **Accessibility at UB website**.