

PDF FORMS CHECKLIST

For a complete tutorial visit UDC's [PDF Form Accessibility](#) page.

FORM

- Do all form fields have a unique “**name**”?
- Do all form fields have a descriptive **tooltip**?
- For required fields is
 - a) An **asterisk** next to each field label?
 - b) The word “**required**” is included in the tooltip?
 - c) The “**required field**” **checkbox** checked in form properties?
- If “**read-only**” **fields** are present, do they indicate that the field is read only in the tooltip?
- Do buttons have a visible **label** and functional “**action**”?
- Are **instructions** present for buttons?
- When using the “**tab**” key, does the **tab order** align with the structure and visible flow of the page?

TAGS

- Are all items tagged with appropriate **markup**? This means:
 - **Regular Text**: text/paragraph
 - **Headers**: Heading 1-6
 - **Images**: Figure
 - **Links**: Link + OBJR
 - **Form fields**: Form
 - **Decorative content** (e.g. Lines, text boxes, etc.): Background/ Artifact
- When form fields expand horizontally with text in between, do all the items have **separate tags**?
- For form field tags, is the **OBJR tag** associated with each form field?
- Does the **tag tree** align with the structure and visible flow of the page?

READING ORDER

- Does the **reading order** align with how items are shown in the form?
- In the reading order do the **form labels come before the form fields**?
- Are all “**blank**” or “**span**” boxes removed from the reading order?

ACCESSIBILITY

- Do all items pass in the **accessibility full check** (Except color contrast & logical reading order)?
- For color contrast**: Is color used in the form and does a color contrast checker verify that sufficient contrast is present between foreground and background colors? (NOTE: If the document is black and right, this check can be skipped.)
- For reading order**: Does a screen reader verify that the form reads correctly?

FINAL DOCUMENT

- Has a **reader extended version** of the PDF form been developed?