

DOCUMENT ACCESSIBILITY

A PRACTICAL CHECKLIST

10 QUESTIONS TO ASSESS YOUR PDF ACCESSIBILITY READINESS

Preparing your PDFs for accessibility starts with understanding where you stand. The European Accessibility Act is reshaping how organizations produce and publish digital documents. Use this checklist to assess your organization's readiness. It will help you identify potential gaps in your document production process and understand where to focus your efforts.

Answer each question with «Yes» or «No», then count your «Yes» answers to discover your PDF accessibility readiness score at the end of the checklist.

YES NO

Do you know which PDF documents your organization publishes externally?

Start by identifying the documents shared with customers, partners, or the public, as these are often the first to require accessibility review

Do you know approximately how many PDF documents your organization publishes each year?

Many organizations underestimate the volume of PDFs they produce, making accessibility projects larger than expected

Are your PDFs generated from structured, tagged source files (e.g. Word or InDesign) and include a logical heading structure?

Well-structured source files make it significantly easier and faster to create accessible PDFs than scanned or manually formatted documents. Headings allow screen reader users to navigate documents efficiently, just as sighted users scan titles and sections

Are your document templates designed with accessibility in mind?

Accessible templates help ensure consistency and reduce the amount of remediation required for future documents

Have your PDFs ever been tested with a screen reader or other assistive technology?

Functional testing is essential to verify that documents can actually be understood and navigated by users with disabilities

Are the colour contrasts between text and background sufficient?

Sufficient colour contrast improves readability for all users, particularly people with visual impairments or colour vision deficiencies

Is the reading order correct throughout the document?

Screen readers follow the document's reading order. If it is incorrect, the content may become confusing or impossible to understand

Do informative images include alternative text?

Alternative text provides a description of images, charts or diagrams for users who cannot see them

Do you know who is responsible for PDF accessibility within your organization?

Accessibility often involves several departments. Assigning clear ownership helps ensure consistency and long-term compliance

Are accessibility requirements integrated into your document production process?

Embedding accessibility from the start is more efficient than remediating documents after they have been published

HOW DID YOU SCORE?

8 – 10

WELL PREPARED

Your organization appears to have a solid foundation for producing accessible PDF documents. You are in a good position to address current accessibility requirements.

A professional review can help validate your approach and identify any remaining improvements.

4 – 7

MAKING PROGRESS

You have made a good start, but there is room for improvement. Some accessibility best practices may not yet be consistently applied across your documents or production processes.

Reviewing your existing PDFs can help you prioritize the next steps.

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GETTING STARTED

Your organization is likely at the beginning of its PDF accessibility journey. Now is a good time to assess your documents and establish a structured approach before accessibility requirements become a larger operational challenge.

Beginning early will help you avoid a large remediation effort later and progressively improve your documents.

WANT TO GO A STEP FURTHER? PUT ONE PDF TO THE TEST

Victor Buck Services helps organizations assess, remediate and optimize their PDF documents for accessibility.

Request a free assessment of one PDF and receive:

- ✓ Identification of key accessibility issues
- ✓ An accessible version of your PDF
- ✓ A detailed accessibility report

START NOW

