

Testing publications with NVDA

PDFs CHECKLIST



N/A: not applicable

Meta-information	N/A	Passed	Failed	Tools
The document metadata includes the title and author.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The document declares the language of its content.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The security does not interfere with assistive technology. [Document is not protected with password.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Layout	N/A	Passed	Failed	Tools
The document does not use tables for layout.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is sufficient white space between layout elements. [White space between elements like paragraphs, images, tables, etc., allows a better focus on the information.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Document structure	N/A	Passed	Failed	Tools
The document has a table of contents. [If it is longer than 10 pages.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The document has proper reading order for both: the tags order and the stacking order of objects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The document has semantic tags for headings. [Heading text is tagged with appropriate heading level tag, in an appropriate sequential nesting order.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The document has semantic tags for tables with correctly associated table header cells.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The document has semantic tags for lists.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Fonts	N/A	Passed	Failed	Tools
Only the fonts that are correctly recognised by screen readers are used.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All characters can easily be perceived. [The different letter shapes can be distinguished easily. No ligatures are used.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All characters are large enough. [Letters that are displayed too small cannot be read easily.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is sufficient space between characters, lines and paragraphs. [Reduced kerning and leading makes text more difficult to read.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Correct language is applied to all text (at character and paragraph level). [For parts of text that are in different language than the main one (metadata).]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Content	N/A	Passed	Failed	Tools
The text is searchable. [No text included as graphic or outline.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The information is easy to understand and written in plain language. [It is adapted to the target audience.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Alternative text is appropriate to describe the image. [The alt text provides accurate description of an image, conveying its essential information, function and context.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Links are meaningful. [Text used for hyperlinks clearly describe the destination or purpose of the link.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Images	N/A	Passed	Failed	Tools
All meaningful images have alternative texts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Decorative images without information are marked as artifacts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Colour	N/A	Passed	Failed	Tools
Colour contrast has to be sufficient between the text and the background, and between adjacent graphical objects. [WCAG 2.1 level AA defines a colour contrast of at least 4.5 to 1 for normal text and 3 to 1 for large text and graphics (for example, between pie chart sectors).]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Colour is not the only method used to convey information. [For example, red and green bullets for yes/no are not distinguishable for some readers, so a different symbol must be used to distinguish them.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The document was tested without colours [Switching to grey scale.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Testing with a screen reader / keyboard only	N/A	Passed	Failed	Tools
The document can be navigated easily. [Table of contents, headings, graphics, lists, tables, links...]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All parts of the document are reachable. [Using just a keyboard.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The content is navigated in the correct sequence. [Using just a keyboard.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The semantics fit the purpose of each element. [Each element is properly tagged (e.g. headings as H1-H6).]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The spoken language matches the text language. [Screen reader reads the text with the proper voice for each of the languages in the document.]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All alternative descriptions are applied to the correct visual elements.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

