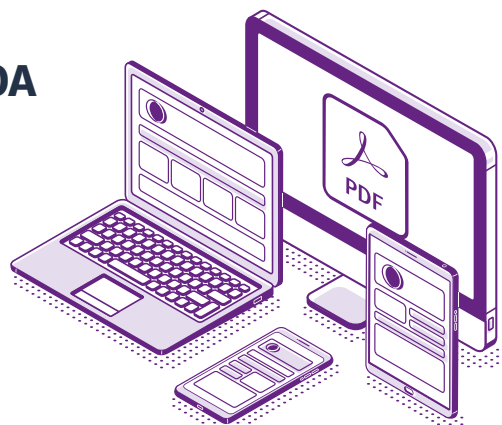


Testing publications with NVDA

PDFs CHECKLIST



© iStock.com/Best Content Production Group

N/A: not applicable

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

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

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

Fonts	N/A	Passed	Failed	Tools
Only the fonts that are correctly recognised by screen readers are used.	☐	☐	☐	
All characters can easily be perceived. [The different letter shapes can be distinguished easily. No ligatures are used.]	☐	☐	☐	
All characters are large enough. [Letters that are displayed too small cannot be read easily.]	☐	☐	☐	
There is sufficient space between characters, lines and paragraphs. [Reduced kerning and leading makes text more difficult to read.]	☐	☐	☐	
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).]	☐	☐	☐	

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

Images	N/A	Passed	Failed	Tools
All meaningful images have alternative texts.	☐	☐	☐	
Decorative images without information are marked as artifacts.	☐	☐	☐	

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).]	☐	☐	☐	
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.]	☐	☐	☐	
The document was tested without colours. [Switching to grey scale.]	☐	☐	☐	

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...]	☐	☐	☐	
All parts of the document are reachable. [Using just a keyboard.]	☐	☐	☐	
The content is navigated in the correct sequence. [Using just a keyboard.]	☐	☐	☐	
The semantics fit the purpose of each element. [Each element is properly tagged (e.g. headings as H1-H6).]	☐	☐	☐	
The spoken language matches the text language. [Screen reader reads the text with the proper voice for each of the languages in the document.]	☐	☐	☐	
All alternative descriptions are applied to the correct visual elements.	☐	☐	☐	



Accessible Publishing site of the Publications Office
OP-ACCESSIBLE-PUBLICATIONS@publications.europa.eu

© vectorpouch/stock.adobe.com

© European Union, 2026.



The reuse of this document is authorised under the [Creative Commons Attribution 4.0 International \(CC BY 4.0\) licence](https://creativecommons.org/licenses/by/4.0/). This means that reuse is allowed, provided appropriate credit is given and any changes are indicated. For any use of elements that are not owned by the European Union, permission may need to be sought directly from the respective rightholders.