Using the Forms Accessibility Checklist

This document is a quick guide for using the Forms Accessibility Checklist on different document types.

NOTE: While there may be some items on the Checklist that don’t apply to the form you are checking, it is still a good idea to read through all items on the checklist at least once in order to familiarize yourself with the big picture of forms accessibility at LCC.

If Your Form is a Word or Excel document:

1. Run the Accessibility Checker within the document.
   Microsoft’s built-in accessibility checker will let you know if your document contains any accessibility issues and help you fix them. **Note:** While this tool is a very good first step in the process, it is not infallible. LCC forms still need to be checked against the Forms Accessibility Checklist to make sure that all of LCC’s accessibility standards are met.

   Select the **File** tab. Next to the **Inspect Document** section on the main page, open the **Check for Issues** dropdown menu and select **Check Accessibility**.

   ![Accessibility Checker](image)

   *More detailed instructions for using the Checker tool and fixing any items it finds are available on the Use the Accessibility Checker page of the Microsoft website.*

2. Answer questions (A) through (H) starting on page 4 below.
   For each applicable question, meaning each question with a “yes” answer, review the items from the Forms Accessibility Checklist that are listed below the question. These are the items that must be addressed for that specific attribute in order to meet the accessibility guidelines.

3. Run the Accessibility Checker within the document again.
   Because you may have made adjustments to the document since the accessibility checker was run in the first step, it’s a good idea to run it again to “check your work”.

Using the Forms Accessibility Checklist Revised: 6/7/18
If Your Forms is a PDF document:

1. Run the Accessibility Checker within the document.
   The Accessibility Checker (Full Check) can identify many issues in PDF documents that may be in conflict with LCC’s accessibility guidelines. **Note:** While this tool is a very good first step in the process, it is not infallible. LCC forms still need to be checked against the Forms Accessibility Checklist to make sure that all of LCC’s accessibility standards are met.

   Select the **Tools** tab. Select the **Accessibility** tool and then select **Full Check** from the Accessibility Tools panel.

   ![Accessibility Checker](image)

   In the **Accessibility Checker Options** box, you can select the **Start Checking** button to start the full check. It’s not necessary, but you can adjust items within the Report Options, Page Range and Checking Options sections of this box as desired.
When the check is complete, the Accessibility Checker panel will show the items that were checked. For more information about how to fix an item, right-click on the item in the list and select **Explain** from the pop-up menu.

*More detailed instructions for using accessibility checking tools in Adobe Acrobat Pro DC and fixing any items found are available on the [Using the Acrobat Pro DC Accessibility Checker](https://www.adobe.com/products(acrobatpro) website.]*

2. **Answer questions (A) through (H) starting on page 4 below.**
   For each applicable question, meaning each question with a “yes” answer, review the items from the Forms Accessibility Checklist that are listed below the question. These are the items that must be addressed for that specific attribute in order to meet the accessibility guidelines.

3. **Review items 5.1, 5.2 and 5.3 on the Forms Accessibility Checklist**
   These items are specific to PDF forms and must be addressed.

4. **Run the Accessibility Checker within the document again.**
   Because you may have made adjustments to the document since the accessibility checker was run in the first step, it’s a good idea to run it again to “check your work”.

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Using the Forms Accessibility Checklist  
Revised: 6/7/18  
3
Questions to Ask About Your Form:

A) Does the document have an image, chart, graph, table or diagram?
If yes, the following items from the Forms Accessibility Checklist apply to the document. Review that each item is met and make any necessary changes.
  • Item 1.1
  • Item 1.2

B) Does the document have headings or lists?
If yes, the following items from the Forms Accessibility Checklist apply to the document. Review that each item is met and make any necessary changes.
  • Item 1.4
  • Item 1.5
  • Item 1.6

C) Does the document have tables or graphs?
If yes, the following items from the Forms Accessibility Checklist apply to the document. Review that each item is met and make any necessary changes.
  • Item 1.7
  • Item 1.8

D) Is the document a web form? (built into a website)
If yes, the following items from the Forms Accessibility Checklist apply to the document. Review that each item is met and make any necessary changes.
  • Item 1.9
  • Item 1.10
  • Item 2.2
  • Item 2.3
  • Item 2.4
  • Item 3.1
  • Item 3.2
  • Section 4 (all items)

E) Is there color?
If yes, the following items from the Forms Accessibility Checklist apply to the document. Review that each item is met and make any necessary changes.
  • Item 1.11
  • Item 1.13

F) Are there directions for how to use the form or parts of the form within the document? (i.e. “Click here” or “Required fields are in red”)
If yes, the following items from the Forms Accessibility Checklist apply to the document. Review that each item is met and make any necessary changes.
  • Item 1.11
  • Item 2.5

G) Are there links/hyperlinks in the document?
If yes, the following items from the Forms Accessibility Checklist apply to the document. Review that each item is met and make any necessary changes.
  • Item 1.2
  • Item 2.5
  • Item 2.6
  • Item 4.5
H) Non Question Items: Using the document

These items from the Forms Accessibility Checklist apply to all documents and should be checked for each one:

- Item 1.3 – Real text, not graphical text, is used
- Items 1.12 – Easily-Readable font is used
- Item 1.14 – Content scales well (can still be read when zoomed in)
- Item 2.1 – Can move within document using only keyboard
- Item 2.3 – Document title describes the title or purpose