



## Buttons and forms (InDesign)

- ☐ All text fields have a tooltip (description)
- ☐ All text fields have a unique name
- ☐ All check boxes have a tooltip
- ☐ All check boxes have a unique name
- ☐ All radio buttons in a series have the same name and description
- ☐ All radio buttons have a different button value
- ☐ The Signature field has a tooltip, or if there's a wet signature requirement, you converted the signature field to an object

## Reading order (InDesign)

- ☐ All meaningful content is in the articles panel
- ☐ The content is in the correct order
- ☐ "Use for Tagging order in Tagged PDF" is checked in the hamburger menu in the Articles panel

## Final steps and export (InDesign)

- ☐ The document has a title
- ☐ When you exported the interactive PDF, you checked "Create tagged PDF" and "Use structure for Tab order"
- ☐ When you exported the interactive PDF, under Advanced > Display title, you set it to Document title

## Cleanup and checking your work (Acrobat)

- ☐ All meaningful content has a tag in the tags panel
- ☐ The tagged content is in the correct order
- ☐ There are no accessibility check fails. Pass all manual checks as necessary.
- ☐ Mouse over every form and button to check that all tooltips are correct
- ☐ All text fields work as expected, including combed fields
- ☐ All check boxes work as expected
- ☐ All radio buttons work as expected
- ☐ The signature field works as expected
- ☐ The form looks right when printed