The PDF accessibility Checklist provides guidelines for creating PDFs that are compatible with screen readers and other assistive technologies. By following the checklist, users can ensure that their documents are easy to navigate and understand for all readers, regardless of their abilities.

**1. Document Properties**

- **Descriptive File Name:** Choose a clear, descriptive file name to help users quickly identify the document's content.
- **Document Title:** Ensure the title is set and readable by screen readers to provide context.
- **Assistive Technology Access:** Enable access for screen readers and other assistive technologies.
- **Document Language:** Set the document language to help screen readers pronounce text correctly.

**2. Tags and Structure**

- **Logical Reading Order:** Ensure the reading order matches the visual order for better comprehension.
- **Headings:** Use properly tagged headings to help users navigate the document.
- **Lists:** Tag lists correctly to ensure items are read in the correct order.
- **Tagged PDF:** Use tags to provide a logical structure that assistive technologies can navigate.
- **Artifacts for Decorative Content:** Mark non-essential content as artifacts to prevent screen readers from reading it.

**3. Images and Objects**

- **Alternative Text:** Provide descriptive alt text for images to assist users who cannot see them.
- **Captions:** Add captions to images and objects to provide context and additional information.

**4. Links and Controls**

- **Descriptive Link Names:** Use descriptive names for links to help users understand their purpose.
- **Tab Order:** Ensure a logical tab order for navigating interactive elements.

**5. Color and Sensory Characteristics**

- **Text Alternatives for Color:** Provide text alternatives for color-coded information.
- **Color Contrast:** Ensure sufficient contrast between text and background for readability.

**6. Tables**

- **Table Tags:** Tag tables to identify them for screen readers.
- **Header and Data Cells:** Differentiate between headers and data cells for better understanding.
- **Row/Column Span:** Maintain the correct structure and relationships within tables.
- **Scope and IDs:** Use scope and IDs to help screen readers understand cell relationships.