



Comparing Accessibility Checkers as they relate to PDF Generation: MS Word vs. CommonLook Office

	CHECKPOINT		
Color	Functionality to check for color failures (information only conveyed by color)	No	Yes
Contrast	Asked to review contrast between foreground and background	No	Yes
Formatting	Warn for repeated blank characters	Yes	Automatically artifacted in the PDF
	Check for overlapping content	No	Yes
	Artifact Running Headers and Footers and specify subtype	No	Yes
	Check for "Blank Characters"	Yes	CommonLook Office will automatically artifact spaces, etc., used for formatting.
Forms	Provide/ Verify tooltips for form fields	Yes	Yes
	Adjust form field width/height in the PDF	No	Yes
	Support for "Submit" buttons including submit to URL	No	Yes

CHECKPOINT



Forms (continued)	JavaScript support for form fields as needed	No	Yes
	Set the tab order on pages with forms to follow the tags tree	No	Yes
Formulas	Add Alt Text	No	Yes
	Tag as a Formula in the PDF	No	Yes
General	Test for proper role mapping of custom styles to standard PDF tag (not just limited to headings)	No	Yes
Headings	Test for Use of Styles	No	Yes
	Test for Skipped Headings	No	Yes
	Create Bookmarks based on Headings	No	Yes
Hyperlinks	Add/ Edit Alternative Text	No	Yes
	Verify “display text” for links is sufficiently descriptive	No	Yes
	Set the tab order on pages with links to follow the tags tree	No	Yes
Images	Enter/ Edit Alternative text	Yes	Yes
	Warn for accuracy of alt text, for example if not sufficiently descriptive/ uses special characters	No	Yes
	Set decorative images to be artifacted in the PDF	No	Yes
	Warn if Images are not “Inline with Text”	Yes	No (reading order will be based on placement of image.)

CHECKPOINT



Lists	Verify lists have been assembled correctly for proper tagging	No	Yes
	Support for nested list structure in the PDF	Yes	Yes
	Support for LI, Lbl, and LBody tags	No	Yes
Metadata	Verify/ Edit document Title	Yes	Yes
	Verify/ Edit document Author	Yes	Yes
	Verify/ Edit document Subject	No	Yes
	Verify/ Edit document Keywords	No	Yes
	Set the document to display the title (as opposed to the file name)	No	Yes
Reading Order	Set by formatting choices in document creation	Yes	Yes
Standards Compliance: Exported PDF conforms with:	Section 508 (2001 and/or 2017)	No	Yes
	WCAG 2.0 A and/or AA	No	Yes (some checkpoints at the AAA level)
	PDF/UA	No	Yes
	Embed fonts (for PDF/UA compliance)	No	Yes
	HHS	No	Yes
	Generate compliance report for selected standard	No	Yes

CHECKPOINT



Tables	Asked to verify Tabbing order is logical	Yes	No
	Mark presentation tables as such in the PDF	No	Yes
	Linearize presentation tables horizontally or vertically	No	Yes
	Identify data tables with column and/or row headers – TH cells are provided proper scope in the PDF	No	Yes
	Data cells are linked to header cells based on scope	No	Yes
	Functionality to manually associate data cells with their headers in very complex tables.	No	Yes