Sample Accessibility Check

Example report · Prepared for a New York water district · November 6, 2026

> **About this example:** This is a real report on a real public document. We removed the agency's name, the document link and the file's identifying details.
> **Document checked:** Minutes of a board meeting (16 pages)
> **Method:** Automated checks of the file's structure plus the open-source veraPDF PDF/UA-1 validator.

Summary

We looked at one PDF that the district has posted for residents. Our automated checks found **5 of 5** basic indicators that need attention, and the veraPDF validator reported **6** PDF/UA-1 rules not met. The file was created by an office copier, which saves each page as a picture.

What we found

Basic accessibility indicators for this document

Check	Result	What it means in practice
Hidden structure (tags)	**Missing**	Screen readers cannot tell headings, lists, and tables apart, and may read content in the wrong order.
Readable, searchable text	**None (16 of 16 pages are scanned pictures)**	A screen reader has nothing to read aloud, and residents cannot search, copy, or enlarge the text cleanly.
Document language	**Not set**	Screen readers may guess the language and mispronounce words.
Document title	**Not meaningful (a scanner file code)**	The title is a scanner code or file name, so it does not tell residents what the document is.
Bookmarks for navigation	**None in a 16-page file**	Residents using a keyboard or screen reader must move page by page to find the item they need.

Why it matters for residents

Board minutes and agendas are where residents learn about rates, capital projects, contracts, and water-quality decisions. A resident who is blind, has low vision, or uses a screen reader should be able to read those decisions the same day as everyone else. More than 1 in 4 U.S. adults have some type of disability, according to the CDC [3].

The U.S. Department of Justice's ADA Title II rule uses WCAG 2.1 Level AA as its technical standard for state and local government web content, including many posted documents. An April 2026 interim final rule moved the compliance date for public entities with a total population under 50,000 and for special district governments to April 26, 2028 [1]. ADA.gov's small entity guide explains which documents are covered and which exceptions may apply [2].

What a fix could look like

Export the minutes from the original word-processing file using the tagged-PDF option, or run OCR and add tags, a title, and a language setting to the scan, then review the reading order. Microsoft's guidance on creating accessible PDFs from Office files is a good reference [4].

Get one for your agency

Send us a link to one PDF your agency has posted. Within 3 business days we will send you a report like this one, free and with no obligation.

About this check

These are automated indicators for a single document, not a full WCAG audit of a website or document library. Automated tools cannot judge everything that matters, such as reading order, table structure, or whether image descriptions are accurate, so a human review is still needed. This report does not certify, promise, or guarantee compliance with the ADA, WCAG, PDF/UA, or any other law or standard. Results reflect the file as downloaded on November 6, 2026.

Sources

1. U.S. Department of Justice, Interim Final Rule extending ADA Title II web compliance dates (Federal Register, April 20, 2026): https://www.federalregister.gov/documents/2026/04/20/2026-07663/extension-of-compliance-dates-for-nondiscrimination-on-the-basis-of-disability-accessibility-of-web
2. ADA.gov, Small Entity Compliance Guide for the Title II web and mobile rule: https://www.ada.gov/resources/small-entity-compliance-guide/
3. CDC, Disability Impacts All of Us: https://www.cdc.gov/disability-and-health/articles-documents/disability-impacts-all-of-us-infographic.html
4. Microsoft Support, Create accessible PDFs: https://support.microsoft.com/en-us/office/create-accessible-pdfs-064625e0-56ea-4e16-ad71-3aa33bb4b7ed
5. veraPDF, open-source PDF/UA validator documentation: https://docs.verapdf.org/validation/

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