

# Book files Backlist / Remediation

This type of work concerns making accessibility improvements to books that have already been published. It will involve making changes to your existing book files, which might require getting in touch with authors.

Most legislation specifies a date, before which documents are exempt from meeting minimum accessibility requirements. You could plan to work from this date forwards (if your press has existed for that long), and once that has been achieved make those before that date accessible too. The dates specified are as follows:

- UK: documents published before 23 September 2018
- EU: 'office' files published before 23 September 2018
- US: there is no specification for documents, but it does contain a 'Legacy ICT' exemption date of 18 January 2018, which also states this needed to be compliant at the time

You could also use usage and citation metrics to determine which titles to start with (i.e. the most accessed ones first), if your back catalogue is big enough, otherwise it might be enough to consider all of them together.

You might decide to outsource this work to external remediation providers. It's important to be able to have detailed technical discussions with these professionals about your requirements, to be able to ask for evidence these requirements have been completed, and to be able to check the quality of work they have completed for you.

Taken from our [checklist for manual checking](#) of ebook files, here we have ordered tasks by level of complexity, which might help you be able to complete this work, or outsource it effectively. You can see a full spreadsheet of this checklist, with details of the complexity level, suggested approaches to checking and improving, whether this can be machine automated and whether a publisher, author or both needs to be involved, here: (to follow)

## Easy wins

Text is actual text; not images of text

Colours of text has contrast ratio of at least 4.5:1

Text is reflowable without problems

Text can be resized without problems

Line height and spacing, letter spacing and word spacing can all be changed without problems

Orientation can be changed without problems

Other clickable elements are 24 x 24 pixels

Other clickable elements have visible text that matches the text in the underlying code

A list's numbers, letters or bullets are displayed and tagged correctly

Non-decorative/real and decorative/artefact content is all tagged correctly

Non-text features (figures, graphics, captions, links, mathematical expressions) are tagged and grouped correctly

Lists, tables and TOCs are tagged correctly

Headers, footers, notes and references are tagged correctly

Headings are tagged as headings

Headings have just 1 <H1>, at the beginning

Headings <H2>-<H6> don't skip levels

No headings <H7> or higher

Other non-PDF structure elements tagged correctly

Multiple ways to navigate

Navigation consistent throughout

Repeating blocks of content can be skipped

## Medium

Headings are descriptive of the content they contain

Fonts are coded correctly

Colours of non-text features (figures, graphics) has contrast ratio of at least 3:1

Links are accessible and meaningful

A table's headers, rows and columns are tagged correctly

Static page breaks are present

Static page breaks are navigable

Reading/focus order retains meaning when using tabs or a screenreader

File has metadata

File metadata has a title that is used instead of file name

File metadata has a valid language

Source of static page breaks/pagination is identifiable

File metadata includes full accessibility conformance information

## Complicated

Non-text features (figures, graphics, captions, links, mathematical expressions) have meaningful ALT text

Non-text features (figures, graphics, captions, links, mathematical expressions) have multiple ways of conveying meaning

PDF tags support the separate reading order

PDF role mapping is correct

Other structure elements in PDF tagged correctly

## Variable

Where the language changes, individual parts have a valid language

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