

Your accessible PDF: what you received and how to keep it accessible

The file is built so screen readers and other assistive technology can read it correctly. Here is what the delivery includes and how to check it.



What the delivery includes

The accessible PDF

One file per language, with tags, reading order, alt text, table structure, bookmarks, a document title and the document language.

The check report

The PDF/UA-1 test report. Before delivery, every file is also checked by hand and with a screen reader, for what tools cannot judge.

What "conformant" means

The file meets the technical standard as checked. Whether a document meets a legal obligation is assessed by the publisher.

Check it yourself

- 1 Open the file in Adobe Acrobat Reader. **File, Properties** shows the title and **Tagged PDF: Yes**.
- 2 Run the free **PAC** checker (PDF Accessibility Checker) for a PDF/UA-1 test on Windows.
- 3 Listen to a page with a screen reader, such as the free **NVDA**, to hear the reading order.

Safe to do

- Upload it to a website, attach it to an email or link to it.
- Rename the file.
- Print it.
- Link to it with a clear text, such as the document title.

Can break the accessibility

- **Editing text or images** in the PDF.
- Saving it again through **Print to PDF** or in **Mac Preview**.
- **Compressing** it with online tools or optimisers.
- **Adding, removing or merging pages**, such as a new cover.
- Adding **stamps, comments or signature fields**.
- Security settings that **block text access for screen readers**.

Something needs to change?

Send it back instead of editing the PDF. The change is made in the source file, and the PDF is rebuilt and checked again, so it stays accessible.

Questions about a delivered file?

Get in touch before changing or republishing it.

dtp-services.de/contact