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

How to keep it accessible

Safe to do	Can break the accessibility
Upload it to a website, attach it to an email or link to it.	Editing text or images in the PDF.
Rename the file.	Saving it again through Print to PDF or in Mac Preview.
Print it.	Compressing it with online tools or optimisers.
Link to it with a clear text, such as the document title.	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