Accessibility checks in PDF

You can check the accessibility of your PDF by using the built in accessibility tools within Adobe Acrobat Pro.

- Open your document in Acrobat Pro

- Go to the 'Advanced' tab and place your cursor on Accessibility

- Select 'Full check' option

- Click on the 'Choose' button and follow the normal save as options so the report can be saved to an appropriate place

- Click start

Once the check has been carried out a message will appear on your screen. If this says 'The checker found no problems in this document' then your PDF is accessible.

If the message says' The checker found problems which may prevent the document from being fully accessible', click OK.

The details of the report will open on the left hand side of the document. It will list the problems found and if you select each one it will highlight them within the PDF. The report also contains hints for repair.

It is usually easier to go back to your source document to make necessary changes.