

Sitemorse®

# Managing PDF Quality and Compliance

How to use Sitemorse to test your  
PDFs

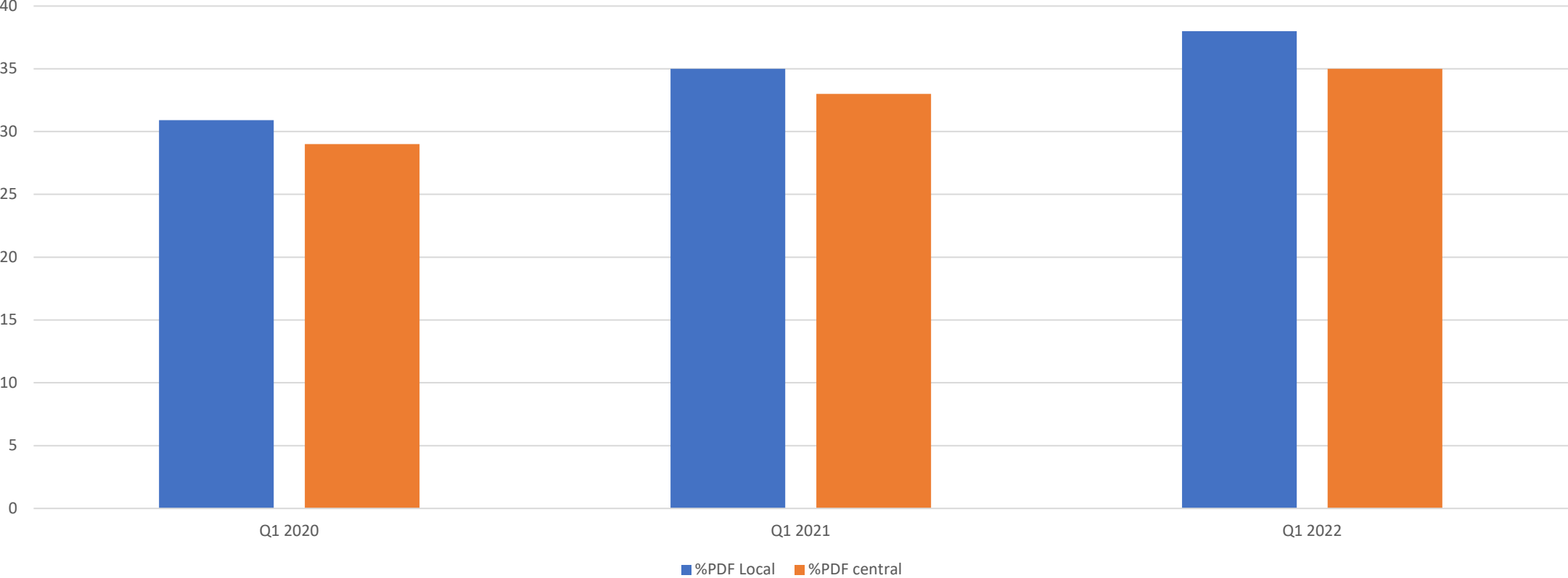
[mcarter@sitemorse.com](mailto:mcarter@sitemorse.com)

# What are we going to talk about

- Why?
- Different ways to test PDFs using Sitemorse but expressed as workflows or scenarios with a demonstration for each
- Where to go if you cannot remember what I have been talking about
- Summary

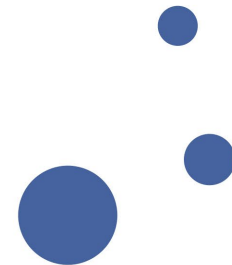
# PDF testing – UK government

Percent PDF passing automated tests



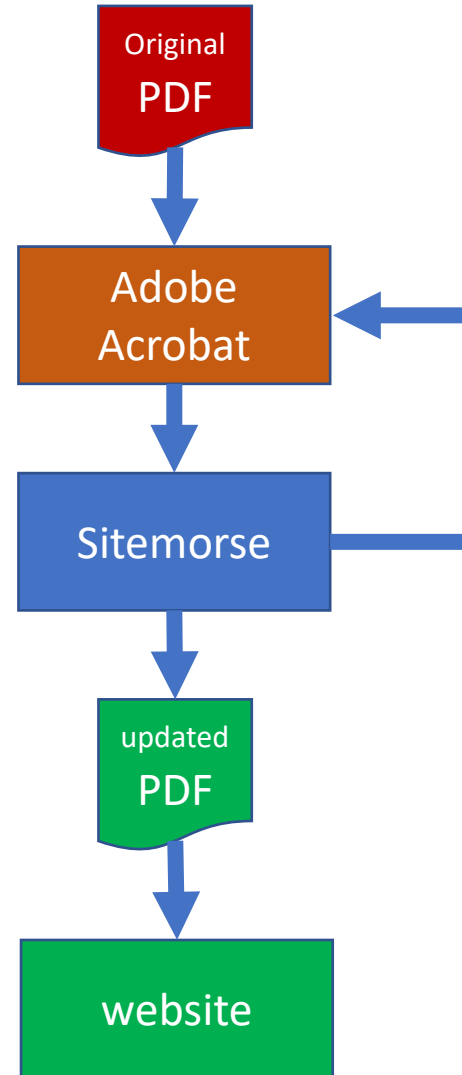
# Scenario One

- What's wrong with the PDF on this page / on this URL
- I already know the URL
- Testing a single PDF



# Scenario 2

- Fix this PDF, then put it live
- The PDF is a local file (maybe on your laptop)
- Not live anywhere yet
- Don't want to put it live until all the issues are fixed
- What's a typical workflow?



# Scenario 3

- Here are some PDFs you did not know had issues
- The Sitemorse scheduled reports
- 125 pages, 10 PDFs

**Digital properties | Dashboard** Need Help? Overview

Priorities Report **Inventory** Files by type Telephone.No Emails Links Domains Directory map Servers Technologies

### Inventory for [mycarda.plus](#)

The inventory categorises your assessment by the type of asset or technology used by your site, such as, file types, emails, directories, etc. For each category, the inventory shows if issues would benefit from your attention, there are potential issues, or no major issues found.

Assessment completed on 14 Mar 2022 at 11:38 looking at <http://www.mycarda.plus.com/>.

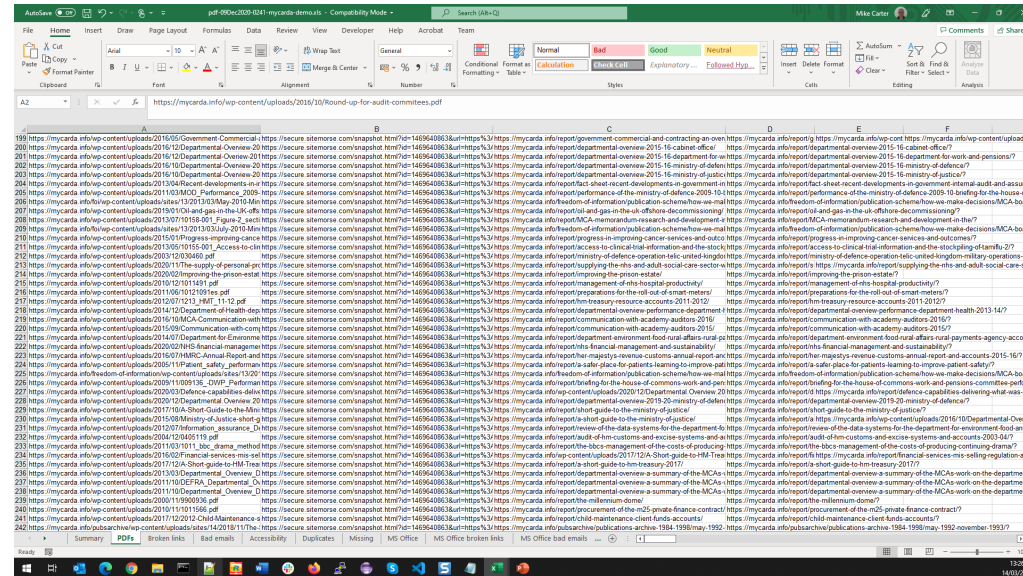
This assessment was configured to look at 125 pages and stopped when this number was found. There are most likely more pages on the site.

125 pages 122 pages in 10 documents 12 documents 14 documents 12 documents

Category	Status	Description
Files 'by type'	Warning	Detailed breakdown of all site assets – consider addressing size alerts to improve the experience.
Telephone.No	Success	A breakdown of the unique UK telephone numbers found on your site.
Email breakdown	Warning	Comprehensive inventory of email addresses across the site.
Linking details	Warning	A breakdown of the 241 unique links.
Domain detail	Success	Information about the registration of your domains, ownership, expiry etc.
Directory map	Success	The structure of your site, breakdown of content by the directories we found.
Server identities	Success	Revealing the web servers delivering your site, and detailing where we first saw the server.
Technologies	Success	Plugin dependent technologies in use across the site.

# Scenario 4

- What budget is required to address all our PDF accessibility issues as part of the website accessibility regulations (23 Sept 2018)?
- How many PDFs?
- What's the impact of deleting?
- What must I fix?
- How bad are the issues?
- The document report



# Sitemorse.com/support

- How to
- PDF tag
- Articles
- Videos

The screenshot shows the Sitemorse support page. At the top left is the Sitemorse logo. At the top right is a "Contact us" button and a user profile icon. Below the logo is a paragraph: "Find answers to your questions from our extensive library of support articles and videos. You can view our most popular videos or search for what you need." Below this is a search bar with the placeholder text "Search terms" and a "Search" button. To the right of the search bar is a "Categories" sidebar with a list of categories and checkboxes. The "PDF" category is checked. Below the search bar is a section titled "Tech Articles" with a list of six articles, each with a small icon and a title. Below the "Tech Articles" section is a section titled "Videos".

Sitemorse® Contact us

Find answers to your questions from our extensive library of support articles and videos. You can view our most popular videos or search for what you need.

Search terms Search

### Tech Articles

- [Tech Update - Archiving old content that cannot be updated](#)
- [Developer Corner - What PDF tests does Sitemorse carry out?](#)
- [Developer Corner: How to assess a PDF](#)
- [Developer Corner - the Document Report](#)
- [Developer Corner - Upload and Assess an Offline PDF](#)
- [Tech Update - Titles in PDF documents](#)

### Videos

#### Categories

- Accessibility
- Brand
- Broken Links
- CMS
- Code Quality
- Email
- Heartbeat Monitor
- How It Works
- How To
- INDEX
- Inventory
- PDF
- Performance
- Report
- Score / Benchmark
- Search
- SEO
- Sitemorse Experience
- SMARTVIEW
- Social Media
- Spelling



# Summary

- Most people have made many accessibility improvements to their websites and now they are starting to look at PDFs
- Sitemorse allows you to test PDFs online and offline
- Sitemorse document report gives you some vital information to gauge the size of the project
- Use the [support](#) pages