

Accessibility Tip of the Week: Manually Checking Digital Documents

Automated tools are a great start in helping you make your digital documents accessible, however, it is important to understand that you also need to check your document manually because the automated tools do not check and fix everything. One way to check your document is to use a screen reader on it.

Everyone should have access to Read&Write and Adobe's reader. If the screen reader reads the document in order and correctly, then you will have less to manually check. If it does not, there will be corrections to make.

Logical Reading Order is also a manual check you should complete. Make sure that the reading order displayed in the Tags panel coincides with the logical reading order of the document.

Another manual check you will need to make sure that you do is adding a Title to your documents. In Adobe, you can complete this when you run the Accessibility Checker. Right click on Title and click Fix. A dialog box will pop up and you can enter the title.