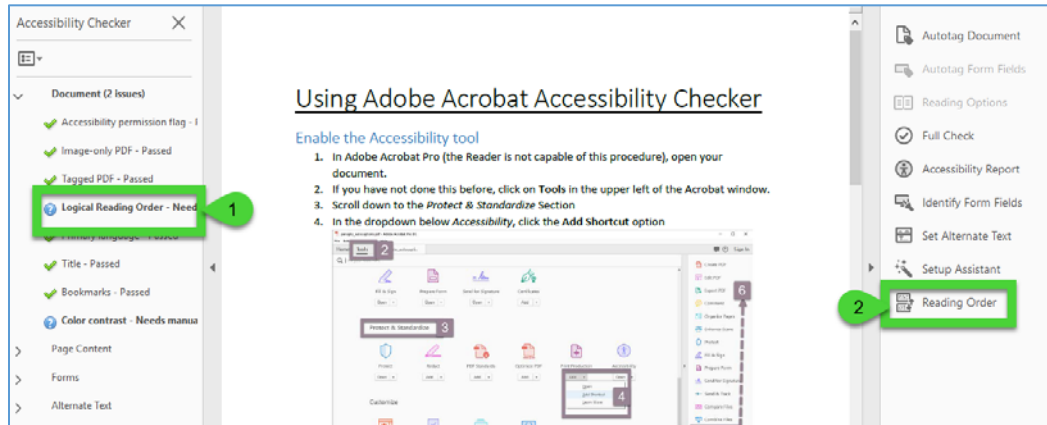


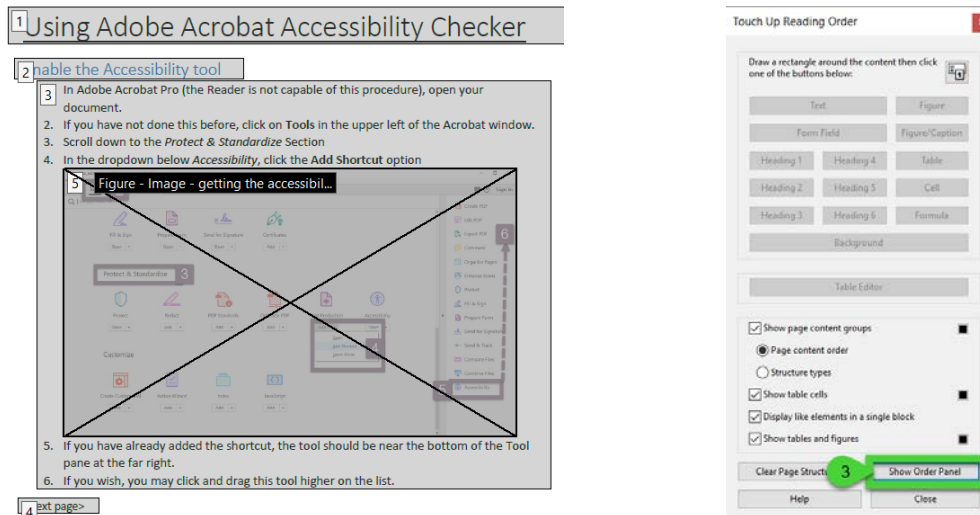
Check the Logical Reading Order

- 1) One of the items the Acrobat Accessibility Report says needs **manual** verification is the Logical Reading Order (See picture below). Logical reading order is the order in which a screen reader will enunciate the content item of the document.

Example: In this picture, a sighted person would move from the Title, to the first heading to the list items in their numbered order, then to the picture; but will the screen reader do the same thing? Not necessarily.



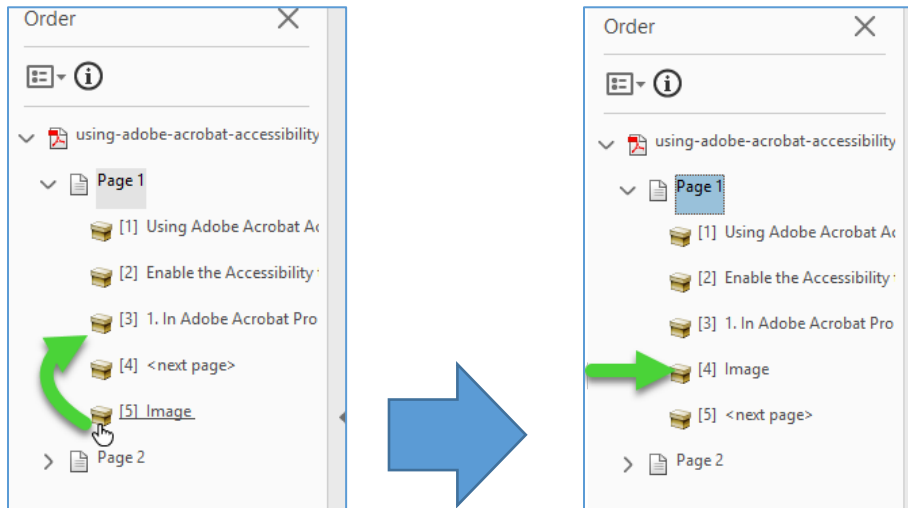
- 2) Click **Reading Order** in the tool pane on the Right to see the order Acrobat has assigned (image below).



Note: the order begins naturally, but the image detailing the steps is read after the last text item telling the user to continue on the next page.

- 3) To correct this, use the **Touch Up Reading Order** panel (will display as a detached panel when reading Order is clicked). Click **Show Order Panel** in the lower right of the panel (see image above). This will open as a pane on the left of the Acrobat Window.

4) In the Order Pane, you can click and drag items into the correct order:



5) Close your panels and re-run the Accessibility Full Check.

Logical Reading Order will still have Blue Question Mark

- a) Right Click on the item
- b) Click Pass on the pop-up menu
- c) The question mark will become a green check
- d) Do not forget to **Save** your document.

