





Check Reading Order

The **Order** panel  holds the reading order in which a screen reader will read the document. **Use the Order panel to verify the reading order on the page is correct.** Images are notorious for being in the wrong order in PDF. **If the reading order is not correct, fix it in this panel.**

To check if the reading order is correct, see if tagged elements on the page are reading left to right and top to bottom. Logical reading order is crucial to achieving accessibility for assistive technology users.

When you click on a container  in the **Order** panel, that container is highlighted in the page view. An efficient way to navigate the **Order** panel is using up and down arrow keys. You can adjust the reading order by dragging the container to a new location with your mouse.

Containers hold content, such as:

- Text
- Hard returns
- Spaces
- Images
- Paths
 - ▶ **Note:** Paths generate when the converter is unclear it is converting text or a background color, table border, or horizontal line.


Depending on the conversion process you may see many containers for a couple words of text. This is typical and will not cause any accessibility issues.

Leave:


- Containers that have Paths as is.
- Minimal amounts of blank containers as is.

Text in containers needs to be checked to determine if your PDF is accessible. If you see text such as:

- Words are altogether without spaces. People will not be able to understand what the screen reader is announcing.

 [3] WCAGisforthosewhowantatec

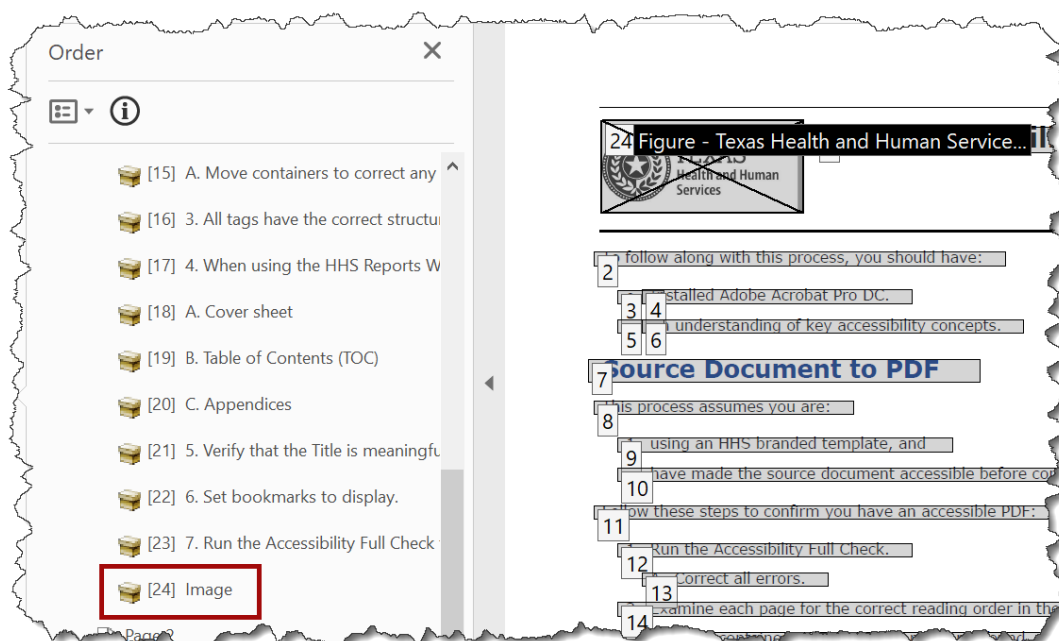
- There is text like the T49 text showing up in the container but not visible in your document. People will hear the T49 text when using a screen reader versus people using sight to access this information.

 [4] T49This is a real sentence.

Then you will not have an accessible PDF. To fix these situations:

1. Go back to the source **Word** document.
2. Use the **Clear All** button in the **Styles** pane.
3. Re-apply the correct style.
4. Convert to PDF again and make sure the issue is resolved.

Here is an example of incorrect reading order. The Texas Health and Human Services logo that's at the top of the page is container number 24 in the **Order** panel. The last container on the page.



To fix the reading order, drag container number 24 up to be container number one.

