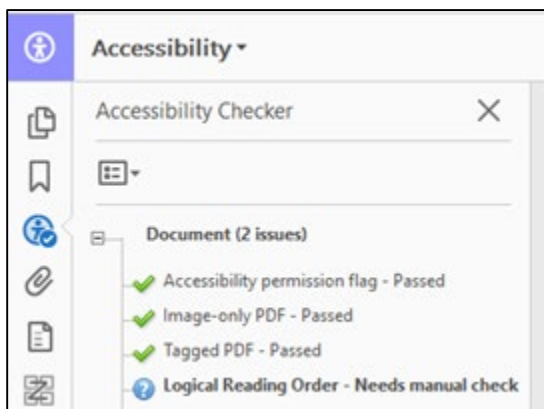
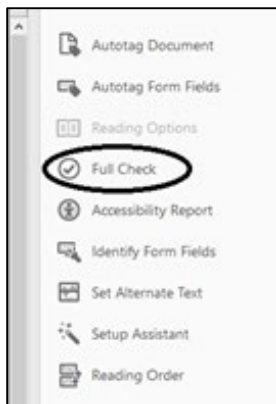


Manual Check for Logical Reading Order

Step 1: Begin Accessibility Checker by selecting Accessibility from Tools Menu.

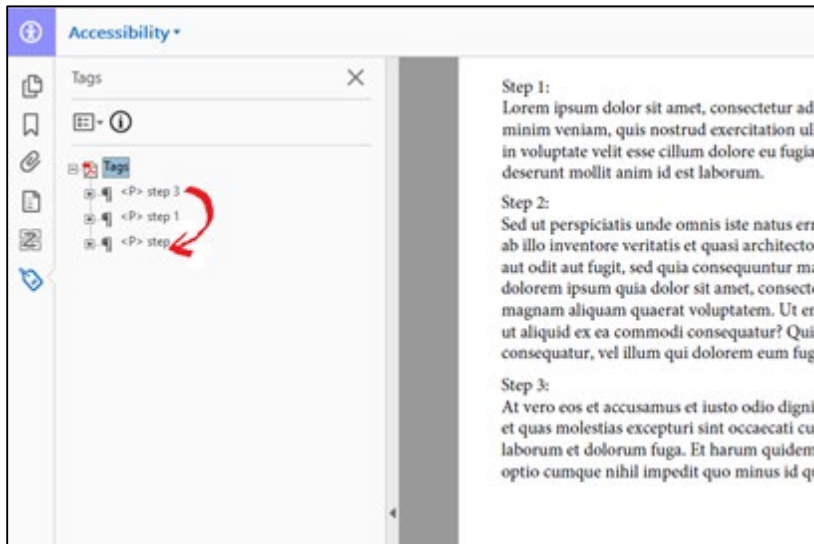


Then, select Full check.

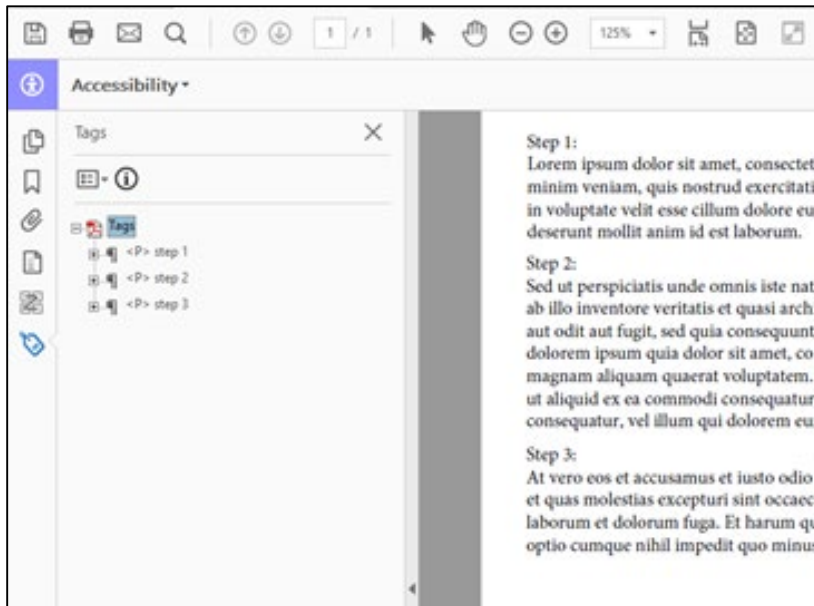


If you have the Logical Reading Order listed as “Needs manual check”, proceed to Step 2.

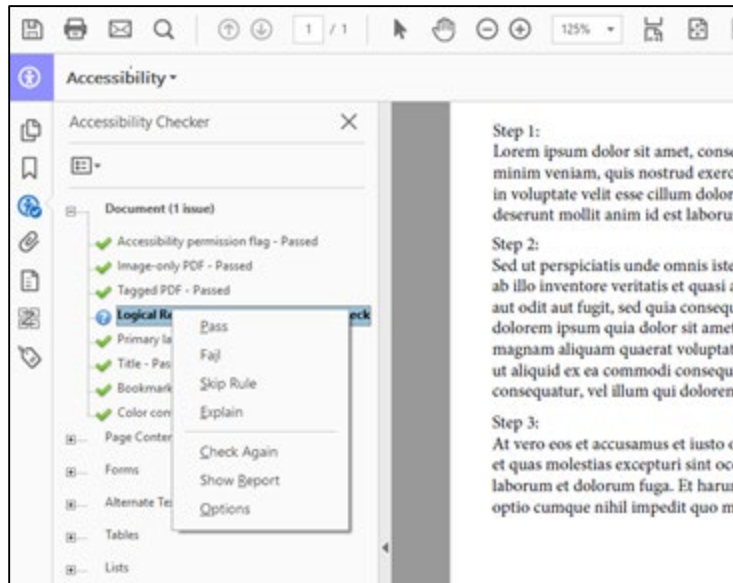
Step 2: Be sure to check the tag tree order. If the tag tree is out of order, you can change the tags by dragging them in the right place. For instance, in the figure below the tag tree is not in order.



Step 3: Make sure the tag tree is in the order that you want the screen reader to read since the screen reader follows the tag tree. As you can see in the figure below, the tag tree is in the order it's supposed to be.



Step 4: Once the tag tree is in order, go ahead and save the document, close it and open it back up again.



Step 5: Once you make sure that the reading order is correct, right click on the warning and click on pass.

Note: These warnings will come up every time you check the accessibility of the form. This is just the application telling you to make sure its correct. If it's already been fixed you do not need to do the process again.