




Check of a document's web and universal accessibility (UA)

Instruction	Explanation	Navigation
Open case	Open the case with the documents you want to check.	
Select document	Select the document you want to check	
Start accessibility check	Click the PDF/UA button in the ribbon on the Documents tab to start the accessibility check.	
If the document is approved	If the document meets the web accessibility requirements, it will be marked with a green UA icon.	
If the document is not approved	<p>If the document does not meet the accessibility requirements, Workzone will display an error message. The document must then be corrected in Word using the Check Accessibility button.</p> <p>Once the errors have been corrected, the document can be saved in Workzone, and the accessibility check can be performed again.</p>	