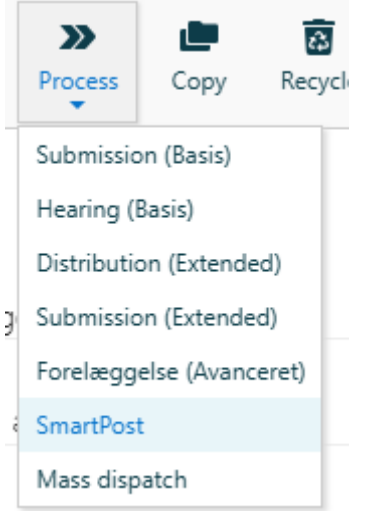
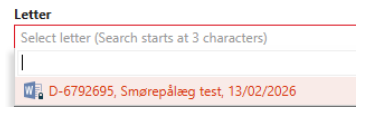
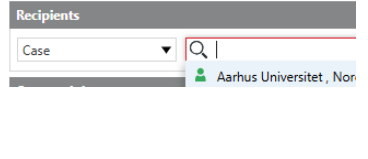
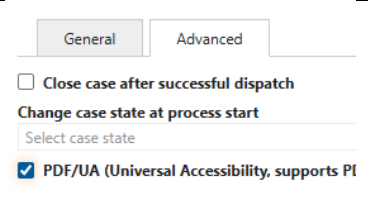
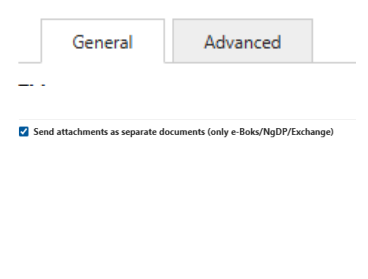



Validation of document web accessibility before Smartpost transmission

<p>This guide explains how to validate a document’s web accessibility before sending it via SmartPost.</p>		
Instruction	Explanation	Navigation
Open case	Open the case with the document that needs to be validated before sending it via SmartPost.	
Start Smartpost	Click the Process field at the top of the navigation bar and select SmartPost .	
Select letter	Click the Letter field and select the document you want to send.	
Select recipient(s)	Select the recipient(s) for the letter. Workzone will suggest the party or parties added to the case.	
Select validation	Click the Advanced tab in the SmartPost panel and check the PDF/UA field to validate the document’s accessibility before sending.	
Optionally deselect documents for validation	You can choose to send some documents separately if they cannot and will not be brought into compliance with web accessibility requirements, for example if they are older documents. By sending such documents separately, you ensure that the entire transmission does not fail.	

Validation of document web accessibility before Smartpost transmission

	<p>This can be done by checking Send attachments as separate documents in the General tab.</p>	
<p>Send the document</p>	<p>Click the Start button to send the document</p>	
<p>If the transmission fails</p>	<p>If the transmission fails because the document does not meet accessibility requirements, the document must be corrected in Word using the Check Accessibility button.</p> <p>The document is then saved in Workzone and the transmission can be attempted again. Go to the case under the Processes tab, open the transmission by double-clicking it, select the failed element and then click Resend to restart the process.</p> <p>Or open the email regarding the failed transmission and then click Repeat to restart the process.</p>	