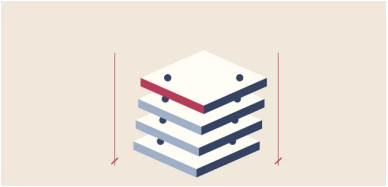
Document accessibility *review*



We review one ten-page document for structure, headings, reading order and text alternatives.

Who it helps

Product owners and technical support teams

The problem to solve

A document can look orderly while headings, reading order or image descriptions make it difficult to use with assistive technology.

Working through the brief

1. **Review the ten-page document**

   Gather the agreed inputs. Approved source text or imagery, reader needs and required output formats.

2. **Check structure, order and image alternatives**

   Track “Document location” and “Accessibility barrier” together so the reviewer can connect the source information to the result.

3. **Document accessible revisions**

   Use the findings to brief a revision and confirm that document changes can be checked against the original issue.

4. **Check the scope at handover**

   Product fact approval stays with the client. Translation and third-party licences are separate.

Worked example

A document looks orderly but its headings are read out of sequence. Record the affected section and the corrected reading order.

Read the service scope / DOC-026

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