

# Review Your Digital Course Materials: Universal Design checklist - for readings

Nearly [1 in 5 \(or 56.7 million\) Americans](#) have some form of disability. Approximately [1 in 20 people have some form of colorblindness](#). In 2015-2016, the percentage of undergraduates in the United States who reported having a disability was 19 percent ([nces.ed.gov](http://nces.ed.gov)).

## Scanned Readings

- **Have you been using the same scanned reading for 5+ years?**  
**Does it display sideways? Is it somewhat illegible even under ideal conditions?** Check to see if it is available from a vendor (via our library's subscriptions) and replace that older, askew'd scan. Or, re-scan it from a cleaner copy using one of the OCR-enabled copier/scanners on campus.
  
- **Have you added the document properties for Title, Author, and Language to your [PDFs](#) (course reading) and/or [Office files](#) (like your syllabus)?**
  
- **Have you used a legible document file name that [does not contain spaces and/or special characters](#)?** Is the document file name clear and concise, limited to 20–30 characters? (eg. Jackson\_Rethinking\_Repair.pdf)
  
- **Was the document scanned using OCR (*Optical Character Recognition*)?** If you don't know, open the PDF, find a unique word in your document and search the text (using command-F or control-F) for that word. If you are able to search and find keywords in the text, characters are recognized in that document - *this is one crucial step toward creating a more accessible document.*
  
- **Have you tried using a screen reader or another assistive technology?** Open a document in Adobe Acrobat Pro or Reader, from the file menu, select *View*, then *Read Out Loud*. Select *Activate Read Out Loud*. From the same file menu (View - Read Out Loud) chose: *Read this Page Only*.  
*How (machine) readable was your document?*