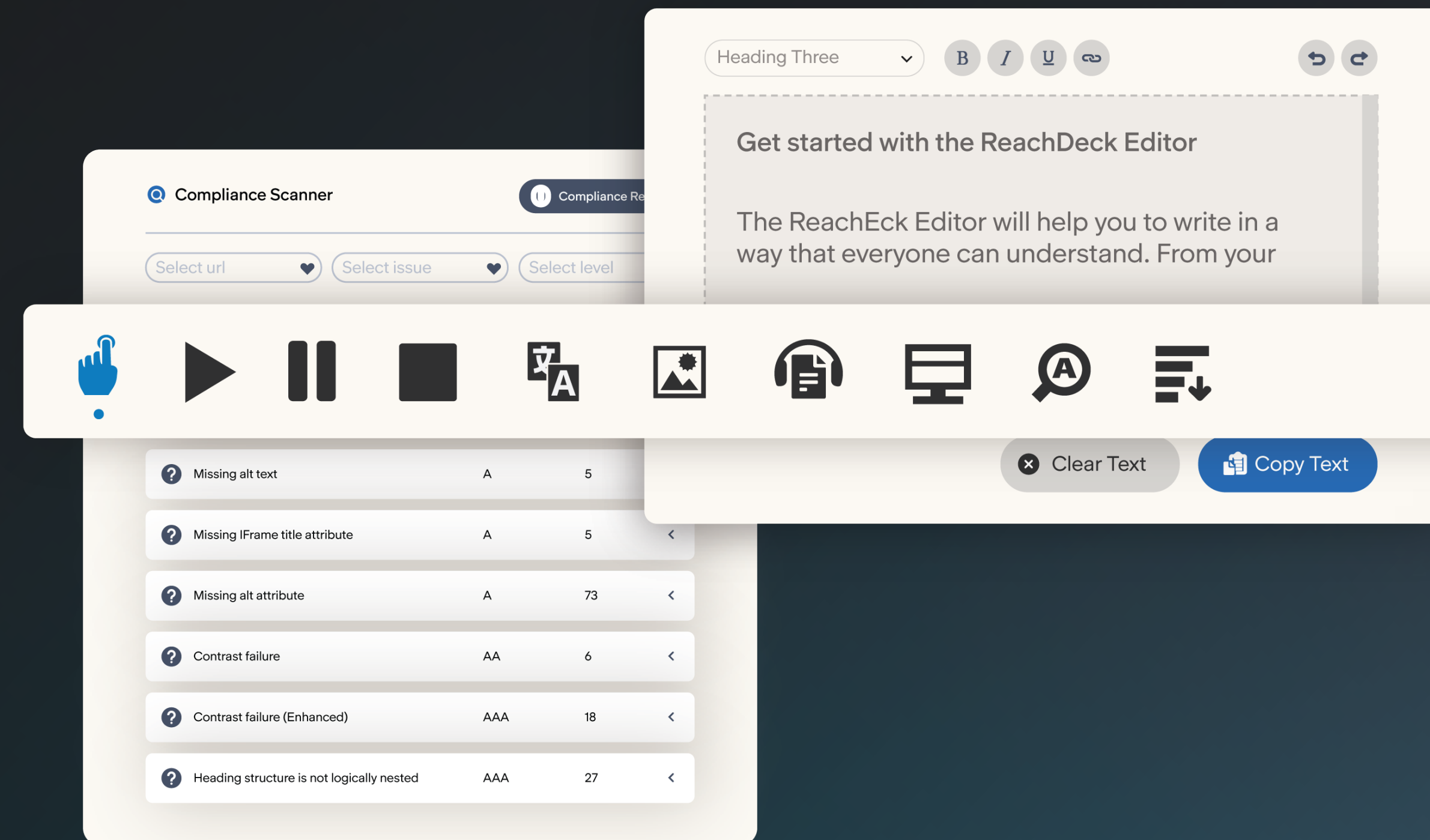




Everway

Quick Reference Guide





ReachDeck Quick Reference Guide

ReachDeck Auditor



An automated website accessibility checker that'll help you on your way to achieving and maintaining website accessibility. Use it to scan your URLs on demand, and find accessibility and readability errors quickly and at scale. Review Web Content Accessibility Guidelines (WCAG) compliance errors as well as broken links, use of jargon words and long sentences. Prioritize website fixes with handy downloadable reports.

To get started with the ReachDeck Auditor, [head to the ReachDeck Portal](#)

View our full step-by-step guide to using the [ReachDeck Auditor](#).



Scan your URLs

Head to the dashboard in the portal. From the dropdown menu, select the URL/s you'd like to scan. Hit the 'scan now' button. Once the scan is complete, your dashboard will automatically refresh with the latest results. The 'Last Scan' date will automatically update. And, the results of your scan will be available to view and download from your completed scans list.



Check WCAG Compliance

Head to the compliance section of the dashboard. Filter your data by URL, issue type or WCAG level. Your compliance issues will be listed below. Expand each issue to see where it has been found. Click on the URL to view the error on your website. Fix it immediately or download your compliance report to review all errors and prioritize action.



Check Readability

Head to the readability section of the dashboard. From the dropdown menu, select the URL/s you'd like to review. Your readability errors will be listed below for each URL. The results include your average readability score, average reading age, total jargon words, and total long sentences. Download the report to see where the issues have been found. Prioritize fixing errors highlighted in amber or red.



Check Broken Links

Head to the broken links section of the dashboard. From the dropdown menu, select the URL/s you'd like to review. Your broken links will be listed below. Click on the URL to view the error on your website. Fix it immediately or download your broken links report to review all errors and prioritize action.



ReachDeck Quick Reference Guide

ReachDeck Editor



An online content editor that helps your teams to write in a way that's simple, short and clear. It helps users keep readability in mind, at the time of writing. It will highlight jargon words, long sentences, spelling and grammar errors as you type. It will also show you the reading age of your content. Use the ReachDeck Editor to create content that's easy for everyone to understand.

Check out our guide to using the [ReachDeck Editor](#).



Lower reading age

To get started, simply start typing. Select a reading age using the Word Reading Age slider and toggle it on. You'll see words with that reading age highlighted in orange with a triangle symbol. Replacing these highlighted words will help to lower the overall reading age.



Cut out jargon words

First toggle on Jargon Words. As you type, jargon words are highlighted in green with a circular symbol. Hover over the highlighted word and you'll be given other words to choose from. Remove as many as possible to make your text more inclusive.



Remove spelling and grammar errors

Toggle on Errors to spot any spelling and grammar mistakes in your text. Spelling errors will be identified with a yellow underline. Grammar errors will have a red underline. Review all errors and improve the quality of your content. Don't forget to check the language setting before fixing your errors. You can choose from English US and English UK spelling.



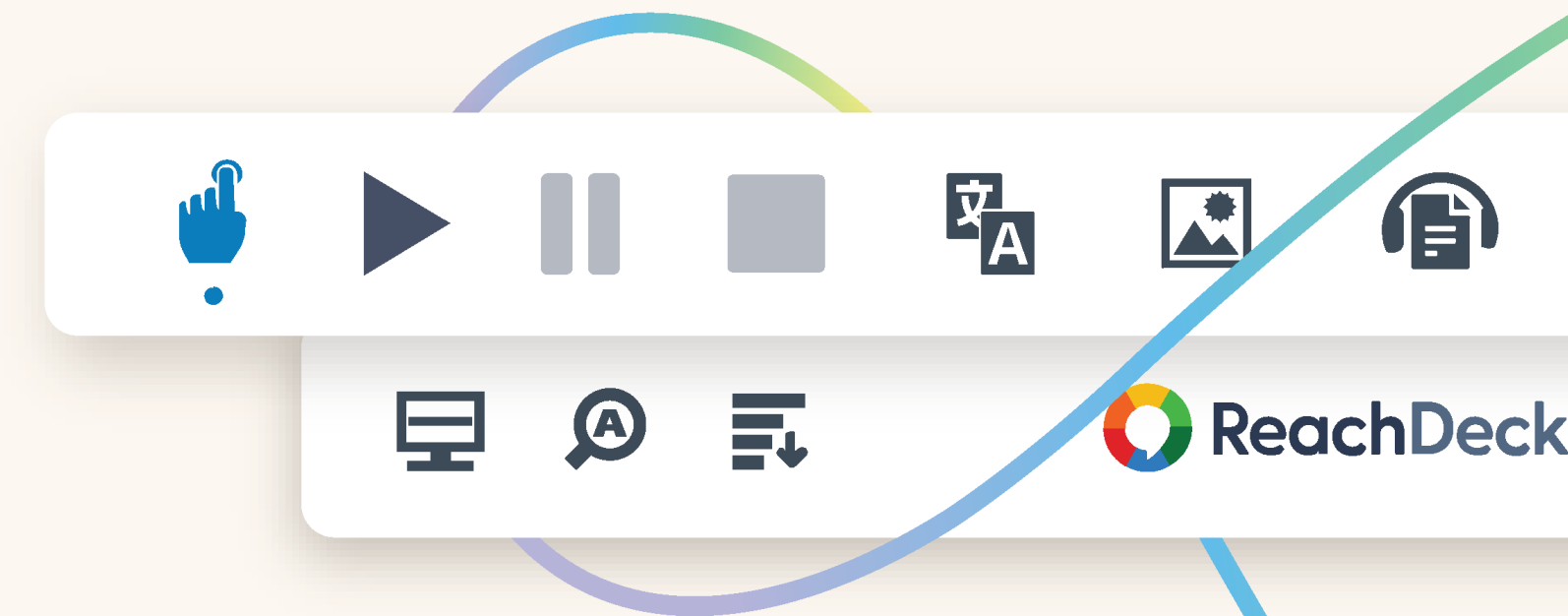
Shorten long sentences

Toggle on Long Sentences. As you type, long sentences will be highlighted in grey with a square symbol. This is any sentence in your text with 21 words or more. Research shows that sentences with 21 words are fairly difficult to read. Make your content easier to read and digest by keeping your sentences short.



ReachDeck Quick Reference Guide

ReachDeck Toolbar



Hover to speak

Reads on-screen text out loud, with read along highlighting, when text is clicked on or hovered over.

Benefit

Hearing text read out loud reinforces understanding. It also helps to increase focus and improve retention.



Play

Select specific text to have it read out loud. It will only read the selected text.

Benefit

Helps users to skim read the page instead of hearing it all read aloud.



Pause, Stop

Stop reading the page altogether or pause reading and resume when you're ready.

Benefit

Gives users full control of the audio.



Translation

Instantly translates web pages into 100+ languages. And, reads the translation in 40 of the most commonly spoken languages.

Benefit

Allowing your visitors to read and listen to web pages in their preferred or native language helps with understanding and navigation.



Picture Dictionary

Provides a visual description of any word on your website.

Benefit

Gives visitors an alternative way of understanding written words. The use of images can remove barriers that make reading and hearing text difficult.



MP3 Maker

Converts online content into an MP3 audio version.

Benefit

Listening to lengthy web or PDF reports instead of reading them can often save time and eye strain. It also gives a choice for people who prefer to listen to words rather than read them.



Screen Masking

Tints a user's whole screen with a screen mask of any color, size and opacity. Users can also add a reading pane that will move along with their mouse pointer.

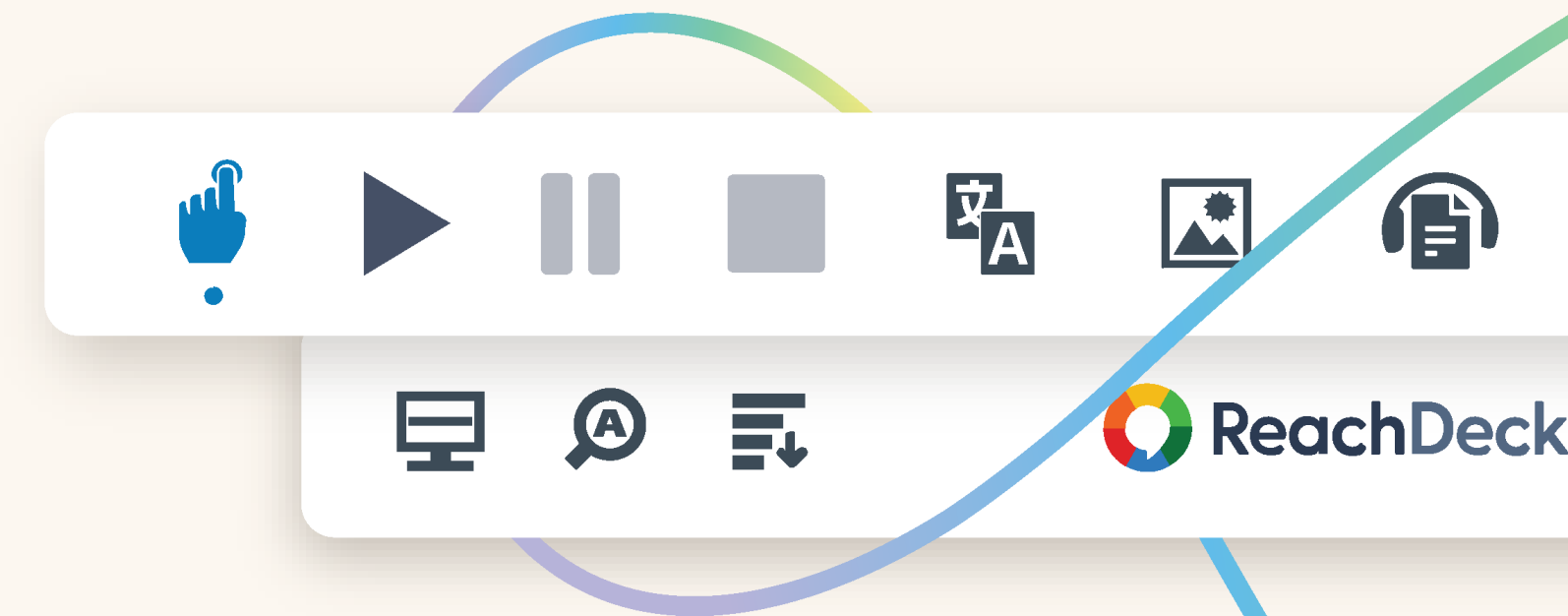
Benefit

Helps to reduce screen glare and increase focus. Also benefits people with color or light sensitivity and cognitive load difficulties.



ReachDeck Quick Reference Guide

ReachDeck Toolbar



Text Magnifier

Magnifies text and reads it out loud. The magnified text is displayed in a single line at the top of the screen. Each word highlighted as it's read aloud.

Benefit

Increases the accessibility of even the smallest web text. This is especially helpful for people with low vision.



Web Page Simplifier

Removes distracting content like images and flashing adverts from the main body text. The text can be summarized and the font size and colors changed.

Benefit

Helps to increase focus and makes processing of web content easier.



Settings

Allows users to personalize the toolbar. They can change the colors, voice speed, screen mask options, text size when magnified and more.

Benefit

An adjustable toolbar helps you to better support your diverse audience.

To add the ReachDeck Toolbar to your website, follow our [step-by-step instructions](#).



Google Cloud
Partner

Gold
Microsoft Partner

