

The document is missing a title

Top Ally Identified PDF Accessibility Errors

What Ally Is Telling You

Ally has detected that this PDF does not have a document title set. Screen readers use the title to announce the document, helping users understand what the file contains before opening or reading it.

What You Need To Do

Use Ally's built-in tool to add a meaningful document title. This is a quick fix that improves accessibility and helps all users identify the document.

Watch how to fix this issue

Coming Soon! Ally Tutorial: The document is missing a title

Step-by-Step Fix in Canvas (Using Ally)

Before You Start

- This is a quick fix that can be completed directly in Ally
- No need to download or edit the PDF

→ Step 1: Open the Ally report

- ◆ Go to your Canvas course
- ◆ Locate the file with the Ally indicator or in the Ally Course Accessibility Report
- ◆ Click the **Ally score icon**

→ Step 2: Review the issue

- ◆ Confirm the message: "This PDF does not have a title"

→ Step 3: Add a document title

- ◆ In the Set PDF Title field, type a clear, descriptive title
- ◆ Example: Week 3 Marketing Research Assignment

→ Step 4: Apply the fix

- ◆ Click Apply fix

→ Step 5: Verify the result

- ◆ Reopen the Ally indicator
- ◆ Confirm the issue has been resolved and the score has improved

Result

The document will now have a meaningful title, allowing screen readers to correctly announce it and helping users quickly identify its content.

Quick Tips

- Use clear, descriptive titles instead of file names
- Avoid vague titles like Document1 or Assignment
- Titles should help students understand the content before opening the file
- This is a quick and easy accessibility improvement

What Does NOT Fix the Problem

- Leaving the title blank
- Using the file name as the title
- Adding text only inside the document
- Ignoring document metadata

Remember

A clear PDF title helps users quickly identify and understand the document, improving navigation and accessibility for everyone.