

Adobe Acrobat

Fourth Edition



Classroom in a Book[®]

The official training workbook from Adobe

Brie Gyncild & Lisa Fridsma

Adobe Acrobat

Fourth Edition

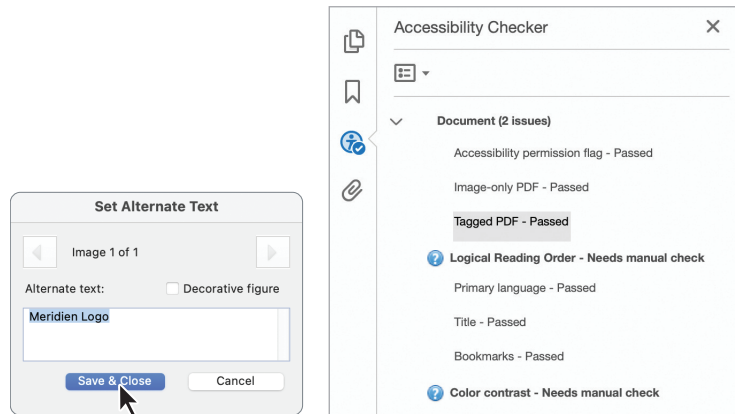


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- 10 In the Set Alternate Text dialog box, type **Meridien Logo** as the alt text for the selected image. Then click Save & Close.
- 11 Click Start Checking in the Accessibility Checker Options dialog box to confirm that the document is now accessible.



The Accessibility Checker panel now shows only two issues under the Document heading, both items that you would need to confirm manually.

- 12 Close the Accessibility Checker panel and the Action Wizard tool. Leave the Footwear_Accessible.pdf document open. (Its tab displays “Fall Footwear Line” since you changed the title.)

About tags

When you add tags to a document, Acrobat adds a logical tree structure to the document that determines the order in which page content is reflowed and read by screen readers and the Read Out Loud feature. If you're using Acrobat Pro, you can let Acrobat add tags automatically using the Make Accessible action. In either Acrobat Pro or Acrobat Standard, you can use the Autotag Document option in the Accessibility tool to assign tags, and then review the resulting Recognition Report to see how successful Acrobat was. On more complex pages—pages that contain irregularly shaped columns, bulleted lists, text that spans columns, and so on—Acrobat may mark areas that require some attention. Use the report to navigate to the problem areas of your PDF document by clicking the links for each error. Then, if you're using Acrobat Pro, click Reading Order in the Accessibility tool to correct the problem.

To see how Acrobat has tagged the document, click the Tags button to open the Tags panel in the navigation pane. (If the Tags button isn't displayed, choose View > Show/Hide > Navigation Panes > Tags.) Click the arrow next to Tags to view the tags.

Using Acrobat accessibility features (Standard and Pro)

Many people with vision and motor impairments use computers, and Acrobat provides a number of features that make it easier for them to work with PDF files. Such features include:

- Reflowing text
- Automatic scrolling
- Keyboard shortcuts
- Support for several screen-reader applications, including the text-to-speech engines built into Windows and macOS platforms
- Enhanced onscreen viewing

Reflowing a flexible PDF file

Now you'll take a quick look at how flexible a tagged PDF file is. You'll reflow the PDF file so that you can easily read it at different screen widths.

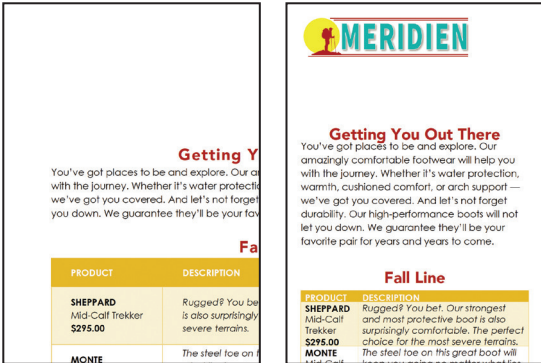
First, you'll adjust the size of your document window to mimic the smaller screen of a mobile device.

- 1 Choose View > Zoom > Actual Size to display the document at 100%.
- 2 Resize the Acrobat window to about 50% of the full-screen display. In Windows, click the Maximize/Restore Down button if the window is currently maximized; if the window isn't maximized, drag a corner of the application window to reduce it. In macOS, resize the document pane by dragging a corner.

Your goal is to resize the Acrobat window so that the ends of the sentences in the document pane are cut off.

- 3 Choose View > Zoom > Reflow.

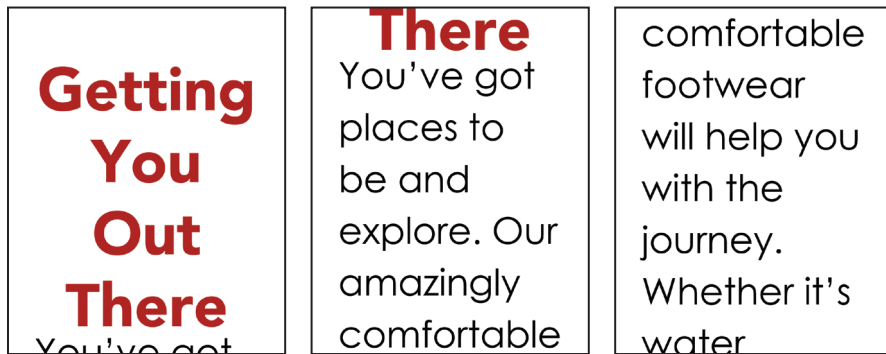
The content of the document is reflowed to accommodate the smaller document screen, and you can now read an entire line of text without using the horizontal scroll bar.



When you reflow text, artifacts such as page numbers and page headers often drop out because they are no longer relevant to the page display. Text is reflowed one page at a time. You cannot save the document in the reflowed state.

Now you'll examine how the display changes when you change the magnification.

- 4 Choose 400% from the magnification menu in the toolbar.
- 5 Scroll down the page to see how the text reflows. Again, because the text is reflowed, you don't have to use the horizontal scroll bar to move back and forth across the page to read the enlarged text. The text is automatically contained within the document pane.



- 6 When you've finished viewing the reflowed text, restore the Acrobat document window to its usual size. Leave the document open.

You can save the contents of a tagged document in a different file format for reuse in another application. For example, if you save this file as accessible text, you'll see that even the contents of the table are saved in an easy-to-use format.

With Acrobat, you can even make some unstructured documents more readily accessible to all types of users. You can add tags to a PDF document using the Add Tags To Document command in any version of Acrobat. However, to correct tagging and order errors, you must be using Acrobat Pro.

Using the Accessibility Setup Assistant

Both Acrobat and Acrobat Reader include an Accessibility Setup Assistant. In Windows, the Accessibility Setup Assistant launches automatically the first time the software detects a screen reader, screen magnifier, or other assistive technology on your system. In macOS, choose Acrobat > Accessibility Setup Assistant or Acrobat Reader > Accessibility > Setup Assistant to open it. (You can also launch the Assistant manually at any time by selecting Setup Assistant in the Accessibility tool in Acrobat.) The Accessibility Setup Assistant walks you through setting the options that control how PDF documents appear onscreen. You can also use it to set the option that sends print output to a Braille printer.

A full explanation of the options you can set in the Accessibility Setup Assistant is available in Adobe Acrobat Help. The options available depend on the type of assistive technology you have on your system. The first panel of the Accessibility Setup Assistant requires you to identify the type of assistive technology you use:

- Select Set Options For Screen Readers if you use a device that reads text out loud or sends output to a Braille printer.
- Select Set Options For Screen Magnifiers if you use a device that makes text appear larger on the screen.
- Select Set All Accessibility Options if you use a combination of assistive devices.
- Click Use Recommended Settings And Skip Setup to use the settings Adobe recommends. (Note that the preferred settings for users with assistive technology installed are not the same as the default Acrobat settings for users who are not using assistive technology.)

In addition to the options you can set using the Accessibility Setup Assistant, you can select a number of options in the Acrobat or Acrobat Reader preferences that control automatic scrolling, reading-out-loud settings, and reading order. You may want to use some of these options even if you don't have assistive technology on your system. For example, you can set your Multimedia preferences to show available descriptions for video and audio attachments.

If you opened the Accessibility Setup Assistant, click Cancel to exit the dialog box without making any changes.

Enabling automatic scrolling

When you're reading a long document, the automatic scrolling feature saves you keystrokes and mouse actions. You can control the speed of scrolling, scroll backward and forward, and exit automatic scrolling with a single keystroke.

Now you'll test the automatic scroll feature.

- 1 Choose File > Open, and open the Fall Hiking.pdf file. If necessary, resize the Acrobat window to fill your desktop.
- 2 Choose View > Page Display > Automatically Scroll.



- 3 You can set the rate of scrolling using the number keys on your keyboard. The higher the number, the faster the rate of scrolling. Try pressing 9 to scroll faster, and then press 1 to scroll slowly. To exit automatic scrolling, press the Esc key.
- 4 Close the Fall Hiking.pdf file.

About keyboard shortcuts

For some common commands and tools, the keyboard shortcut is displayed next to the command or tool name. A list of keyboard shortcuts is available in Adobe Acrobat Help.

You can also use the keyboard to control Acrobat within a web browser. If the focus is on the web browser, any keyboard shortcuts you use act according to the web browser settings for navigation and selection. Pressing the Tab key shifts the focus from the browser to the Acrobat document and application, so navigation and command keystrokes function normally. Pressing Ctrl+Tab or Command+Tab shifts the focus from the document back to the web browser.

Modifying onscreen elements

You can smooth text, line art, and images to improve onscreen readability, especially with larger text sizes. If you use a laptop or if you have an LCD screen, you can also choose a Smooth Text option to optimize your display quality. Set the options to smooth text in the Page Display preferences.

You can change the color of the background or text displayed on your monitor using the Accessibility Preferences in Acrobat. Color changes affect only the onscreen display, not the printed page or the saved PDF file.

To increase the text size used in bookmark labels, choose Text Size > Large from the options menu of the Bookmarks panel.

You may want to experiment with screen-display options and other accessibility controls to find a combination that best suits your needs.

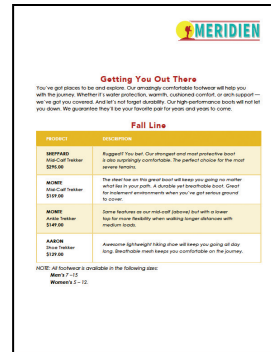
Setting screen reader and reading-out-loud preferences

After you have installed your screen reader or similar application and set it up to work with Acrobat, you can set the screen reader preferences in Acrobat. You set these preferences in the same panel in which you set the Read Out Loud feature preferences that control the volume, pitch, and speed of the speech; the nature of the voice; and the reading order preferences.

Newer systems (both Windows and macOS) have built-in text-to-speech engines. Although the Read Out Loud feature can read the text of a PDF file out loud, it is not a screen reader. Not all systems support the Read Out Loud feature.

In this exercise, you'll look at the preferences that affect how Adobe PDF documents are read out loud. Unless you have text-to-speech software on your system, you do not need to set these preferences.

- 1 Click the Fall Footwear Line tab to make the document active. (If you closed it earlier, open it again.)
- 2 If your system has text-to-speech software, choose View > Read Out Loud > Activate Read Out Loud.
- 3 After you have activated the Read Out Loud feature, choose View > Read Out Loud > Read This Page Only. Acrobat reads the page that is currently displayed.
- 4 To stop the reading, press Ctrl+Shift+E (Windows) or Command+Shift+E (macOS).



You can experiment with the reading options.

- 5 Choose Edit > Preferences (Windows) or Acrobat > Preferences (macOS), and select Reading from the list on the left. Experiment, if you like.

You can control the volume, pitch, speed, and voice used.

If your system has limited memory, you may wish to reduce the number of pages Acrobat reads before data is delivered page by page. The default value is 50 pages.

- 6 Click OK in the Preferences dialog box to apply any changes that you make. Or click Cancel to exit the Preferences dialog box without making any changes.
- 7 To test the settings you changed, choose View > Read Out Loud > Read This Page Only.
- 8 To stop the reading, press Ctrl+Shift+E (Windows) or Command+Shift+E (macOS).

Sharing PDF files

You can share a PDF document with other people in many ways, including posting it on a website, copying it to a flash drive, or sending it as an email attachment. Acrobat makes it easy to distribute a PDF document to others by attaching the document to an email message or sharing a link to the document in Adobe's cloud storage. The sharing tools are on the right side of the toolbar.

- 1 With the file still open, click the Send File By Email button (✉) in the main toolbar.

