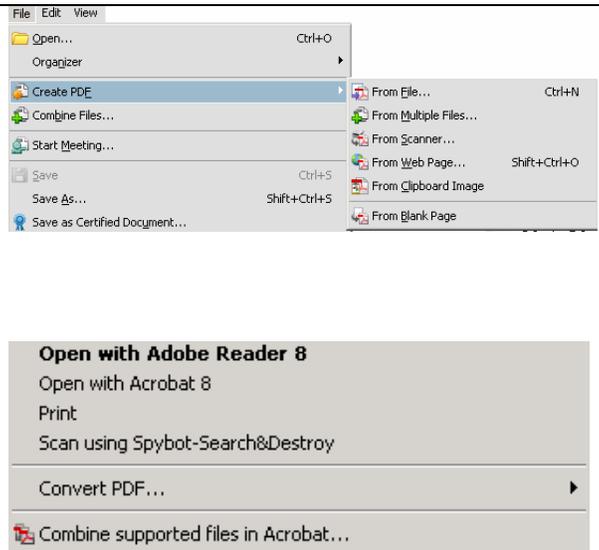


Creating Accessible Documents in Adobe Acrobat

Create an Electronic Copy of the Book

1. Remove the binding from the book so it can be placed in an automatic document feeder.
 - This requires a fairly heavy duty paper cutter, preferably one that winds down to hold the book securely.
 - If you plan to re-bind the book, be sure to leave enough room between the edge of the page and the text to allow for the binding holes or 3-hole punch. At the same time, avoid any glue at the outermost edge as it can accumulate on the cutter and the scanner. Remaining glue can also inhibit the pages from scanning properly.

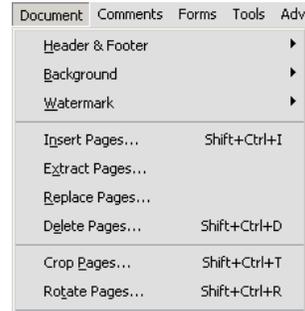
2. Scan the book at a minimum of 300dpi as a PDF file at the large Scanner/Copiers or flatbed scanner - or – scan directly into Adobe Acrobat using **File -> Create PDF -> from Scanner**.
 - Rotate the book so a clean/uncut edge is going into the copier. You can rotate it to the correct position during the processing of the document.
 - Because the front and back covers are typically too thick to scan; you can either make photocopies of them and scan them with the rest of the book- or- you can scan the front and back cover separately on a flatbed scanner and then reattaching the files electronically.
 1. To join the electronic files after scanning, select the front cover, content, and rear cover files, right-click and select **“Combine supported files in Acrobat.”**
 - Thick books, with many chapters or sections/units can be scanned in logical sections.
 1. This makes it easier to feed into the copier/scanner.
 2. The student may not be able to navigate or need the book in one large file. Chapters or unit chunks work better. Or
 3. The classroom computers may not be able to open and effectively use a large file.



Note: Name the sections accurately while scanning to help with filing them in the book's folder.

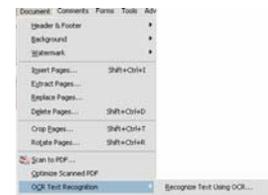
- Use two sided copying for all books.
- If chapters or sections end on a hanging page- new chapter starts on the back of the previous one – scan both sides of that sheet. The extra side will be deleted during processing in Acrobat.

3. Open the resulting file in Adobe Acrobat
- You may see the scanned page alert dialog box the first time a document is opened that has been scanned sideways or upside-down. Cancel this operation until you have rotated the document.
 1. Rotate the document or individual pages by using "**Document -> Rotate Pages**
 2. Choose the page range and operation carefully in the next dialog box.
 3. If your choices are not correct, the operation can be canceled through "**Edit -> Undo**
 - Check to make sure that you are not missing any pages, as they sometimes cling together while scanning. Make sure the cover and back are added to the file.
 1. If any pages are missing, scan them individually and place the scanned images in the document by using "**Document -> Insert Pages.**" At the proper location.
 - Check to make sure there are not any extra sides that need to be deleted by using "**Document -> Delete Pages.**"



Prepare the document for Use

4. Find all the text on the page. In Adobe Acrobat, go to **Document -> OCR Text Recognition -> Recognize Text Using OCR.** Click "OK" to run the optical character recognition.
- Generally, the best settings here are English (US), 300dpi, Searchable Image.
 - Choose to examine "All pages" with the next dialog box.



5. Separate the Book into logical sections using “**Document -> Extract Pages.**”

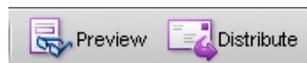
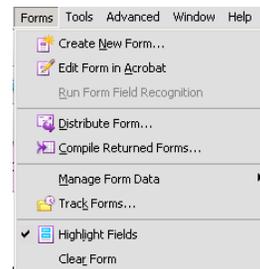
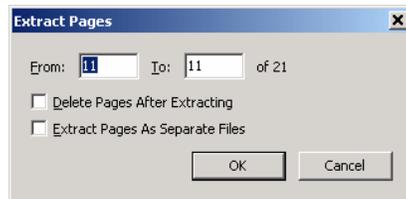
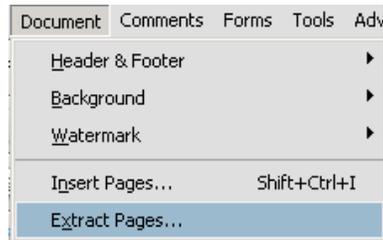
- Step 1: Look through the document to determine the page range to be pulled out:
Example: chapter 2 is from page 23-45.
- Step 2: Move to the beginning page of the set to be extracted/pulled out.
- Step 3: Enter in the correct page range; leave check boxes blank. Hit OK. The extracted pages will appear as a new document.
- Step 4: Save and Name the file

Note the reason to divide the documents:

1. The student may not be able to navigate or need the book in one large file. Chapters or unit chunks work better. Or
 2. Teachers can assign more logical page sets.
 3. The classroom computers may not be able to open and effectively use a large file.
- Note: Name the sections accurately to help with filing them in the book’s folder

6. Text and number fields (“blanks”) are added

- Step 1: Let the software find and create fields in all the logical locations by selecting **Forms -> Run Form Field Recognition**
 1. Note that Acrobat is simply searching for blank horizontal lines. Note that there has to be text in the document, either pre-existing or from OCR, in order for **Form Field Recognition** to be available.
 2. Note that Acrobat may make many errors –the extra boxes will be removed, the existing ones may need resized and missing boxes will need to be added.
 3. Click on the Highlight Fields button on the purple toolbar to see the fields as the user will see them
- Step 2: Click on the **Edit Layout** button so that fields already present can be moved and adjusted, and other fields added.
 1. Click on the same button, which now says **Preview**, to see the form as the user will see it.



- **Step 3:** You can add more fields of the same type by right-clicking on the existing field and selecting **Place Multiple Fields**. Type in the correct number needed.
 1. Fields can be moved by single clicking on them to select them, then dragging them to their new location
 2. Fields can be deleted by single clicking on them and then selecting the delete key
- **Step 4:** Fields can be resized by first single – clicking on them, and then dragging the appropriate corner until it reaches the correct size.
- **Step 5:** Text Fields for paragraph or multiple line answers can be made to scroll text appropriately by right-clicking on the field, and then selecting **Properties**, then the **Options** tab > check boxes for Multi-line, Scroll text and Check Spelling
- **Step 6:** Create fields manually using the **Forms** toolbar

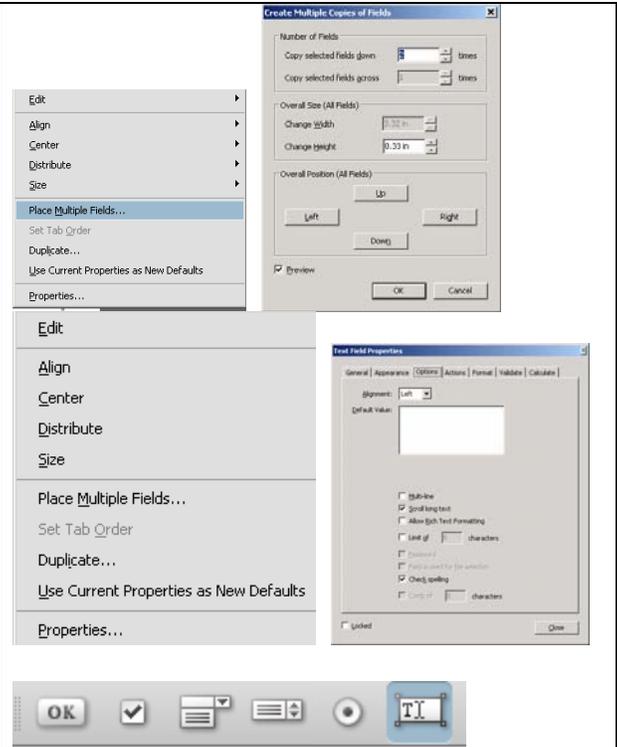
Check Box , **Text Field Tool** ,
Radio button

1. Click on the type of box to be drawn.
2. Move your mouse to the area on the page where the box will be located.
3. Click and drag the box to its correct dimensions
4. Use the mouse or arrow keys to shift its position as needed

Note: If the **Forms** toolbar is not shown, right click in the toolbar area to bring up a list of available toolbars. Select **Forms** in the list.

Note: When working with any fields; checkbox, text, radio button, or otherwise, keep in mind that if you have a page requiring multiple similar fields, you can right click on an existing field and select **“Place Multiple Fields.”** This will allow you to quickly make a grid of similar fields that can quickly be moved in groups or singly to the correct location.

Do not copy/paste fields because this creates fields with identical names and identical data. For example, if you have two fields named “Textbox 1”, when you type “dog” into either one of the fields, “dog” will also appear in the corresponding field. This is only useful when data will need



to be duplicated on multiple pages, such as when entering a student’s name on a series of worksheets.

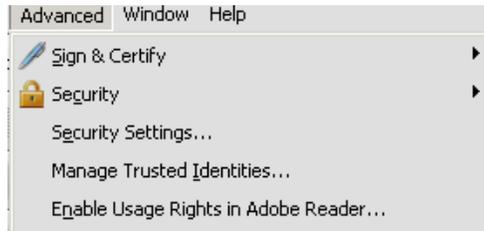
7. Set the Tab order that the fields will be accessed through the tab key.
- After placing all of the necessary fields in your document, right click on any field with the **Select Object Tool** and click “**Set Tab Order**.” You will have the option of letting Adobe automatically set the tab order or setting it manually. Usually Adobe sets the tab order properly.

Note: This is an optional step, but is helpful for folks with motor impairments, visual impairments and those keyboard only users. Setting the tab order will allow the end user to use the tab key or the shift key in unison with the tab key to move the cursor through the fields in sequence.

8. Enable User Rights

- Enabling Usage Rights will grant the end user (typically in Adobe Reader) *Extended User Rights*.
 - Access to the text so a text reader can be layered on
 - Access to the Comment and Markup Toolbar. This toolbar provides a highlighter, ability to circle, underline or draw on the page, etc. You can also type text in any location.
- Select Advanced -> Enable Usage Rights in Adobe Reader. You will then be prompted to name and save the document. Use the same file name, but add” –rights”
 - Example Chapter 1 becomes Chapter 1-rights

Note: When you Enable Rights, you can give the document a new name or save it with its current name. If you overwrite the existing document, you will have to reopen it and choose **File -> Save a Copy** in order to make future changes



9. Sometimes a dialog box will appear when a PDF is opened. It relates to analyzing the page so it can be “read aloud” and navigated in a logical pattern.

- Choose analyze all pages
- Choose the check box “Always Use the Settings from the Reading Preferences”

