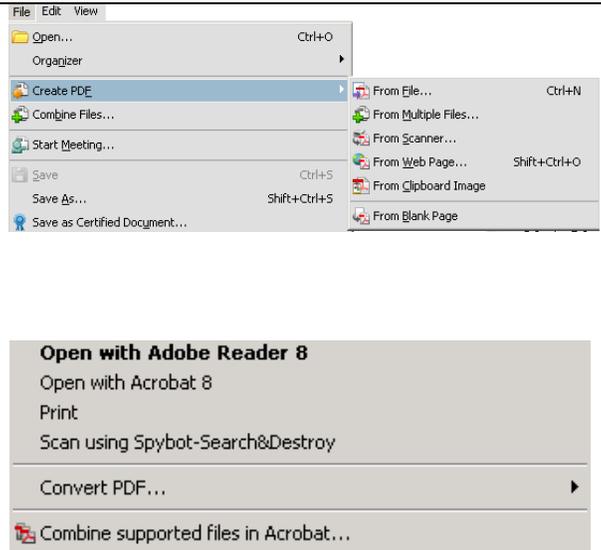


Creating Accessible Documents in Adobe Acrobat Pro 9

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 using the control on the available document scanner, 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 and results in fewer mis-feeds.
 2. When RAM is an issue or files are large due to colored pages, it is easier to process smaller files.
 3. Chapters or unit chunks work better. The student may not need or be able to navigate the book in one large file.
 4. The classroom computers may not be

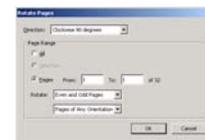
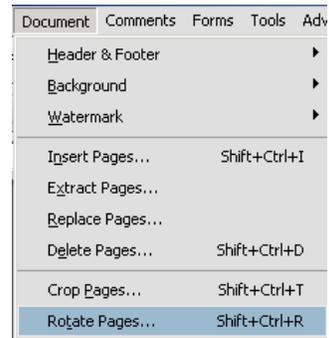


able to effectively use a large file.

- Note:** Name the sections accurately while scanning to help with filing and combining volumes.
- Deliberately decide if color or grayscale scanning will be used based upon the potential end-user and the makeup of the page. Some black sections scan better in grayscale than in black –white. Color is not needed for a workbook. Color files are much, much larger.
 - 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 can be deleted during processing in Acrobat.

3. Open the resulting file in Adobe Acrobat

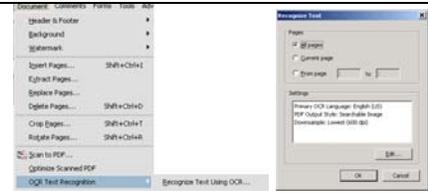
- You may see the scanned page alert dialog box the first time a document is opened that has been scanned sideways or upside-down. Cancel this operation until you have rotated the document.
 1. Rotate the document or individual pages by using “**Document -> Rotate Pages.**
 2. Choose the page range and operation carefully in the next dialog box.
 3. If your choices are not correct, the operation can be canceled through “**Edit -> Undo**
- Check the PDF 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 -> Inset Pages->From File” 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

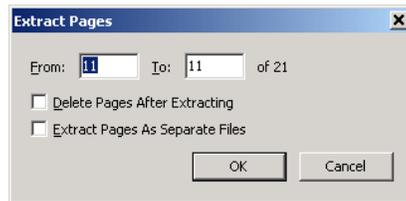
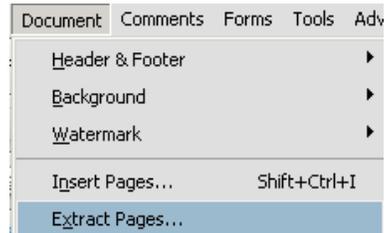
4. OCR (Optical Character Recognition) to find the text on the page so that text reading software can access it. This turns the “picture” back into text and images.

- In Adobe Acrobat, go to **Document -> OCR Text Recognition -> Recognize Text Using OCR**. Click “OK” to run the optical character recognition.
- Choose to examine “All pages”
- Generally, leave the default settings-English (US), 300dpi, Searchable Image.
- You can also choose to OCR multiple files at the same time by using **Document -> OCR Text Recognition -> Recognize Text in Multiple Files Using OCR**.



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: Name, Save and Close the file.
- Do not delete extracted pages from the original file. That file may be needed in the future.



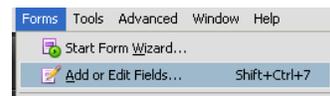
Note the reason to divide the documents:

1. The student may not be able to navigate or need the book in one large file. Chapters or unit chunks work better.
2. Teachers can assign more logical page sets.
3. The classroom computers may not be able to effectively use a large file.

Note Name the sections descriptively (p34-56, chapter 5)

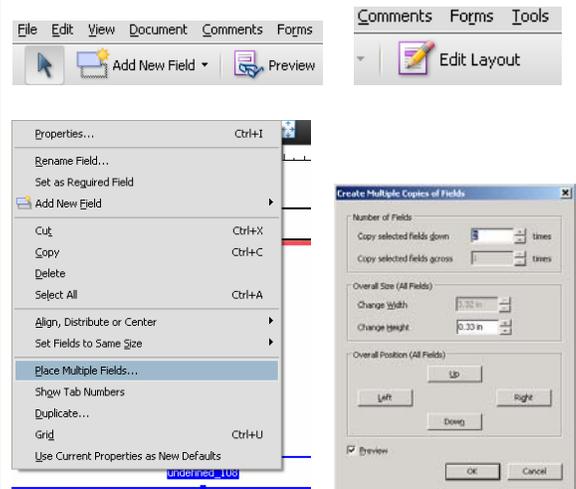
6. Text and number fields (“blanks” where answers can be entered) are added

- Step 1: Let the software find and create fields in all the logical locations by selecting **Forms -> Start Form Wizard**
 1. Leave the setting as “An existing electronic document” and click Next.
 2. Leave the setting as “Use the current document” and click Next. The file will be examined page by page as the software looks for logical places to insert fields
 3. Save the file with the same name.



Note: Acrobat is simply searching for blank horizontal lines. Acrobat may make errors – extra boxes will be removed, the existing ones may need resized and missing boxes will need to be added. Overall this step does save time.

4. You can click on the **Preview** button on the gray toolbar to see the fields as the user will see them
- **Step 2:** Click on the same button, which now is labeled **Edit Layout** so that fields already present can be deleted, moved and size adjusted, and other fields added.
 - **Note:** After previewing the document, you can also return to edit mode by selecting **Forms -> Add or Edit Fields**
 - **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. You can also use the arrow keys to move them in straight lines.
 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 double-clicking or 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 by using the items on the **Forms** toolbar
 You can access the Forms tools by:
 - **Forms -> Add or Edit Fields**
 - **Forms -> Form Tools**
 - While in **Edit Fields Mode**, Right-click on the document
 1. Click on the type of box to be drawn.
 Check Box, Text Field Tool, Radio button

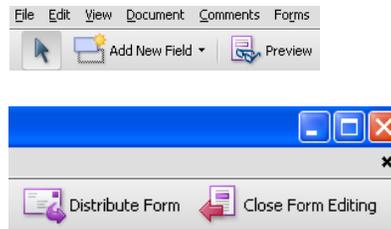


2. Move your mouse to the area on the page where the box will be located.
3. Click and drag the box to its correct dimensions
 - a. Click on the Show All Properties link to set box preferences for wrapping text, font size, color, etc.
4. After drawing the box, click in another area to remove properties box
5. Use the mouse or arrow keys to shift its position as needed

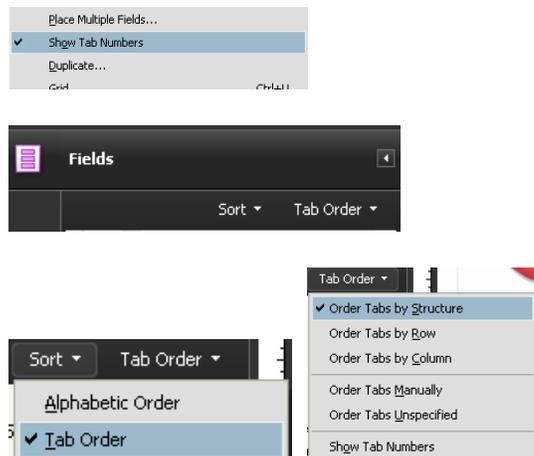
Note: When working with any fields; checkbox, text, radio button; keep in mind that if you have a page requiring multiple similar fields, you can right click on an existing field and select “**Place Multiple Fields.**” This will allow you to quickly make a grid of similar fields that can quickly be moved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

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. Use **Preview** to spot check the field behavior.
8. Click on **Close Form Editing** when all fields have been added and you have previewed the document



9. Set the Tab order that the fields can be accessed logically through the tab key.
 - Right click on any field and select **Show Tab Numbers**
 - Along the left edge, Click on the Fields icon to show the existing fields
 - Choose to **Sort the Fields** by Tabs
 - Choose the **Tab Order** by Order Tabs by Structure



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.

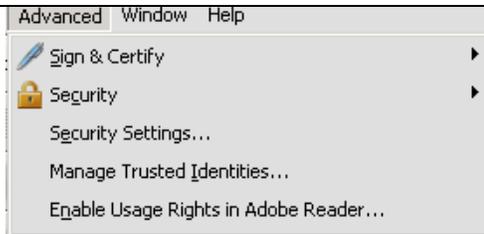
10. Extend Features in Adobe Reader

- Previous version name was Enabling Usage Rights will grant the end user (typically in Adobe Reader)
 - 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 -> Extend Features in Adobe Reader**. Click on Save Now.
 - 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



11. 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”

