Working with PDF Documents in Adobe Acrobat X

Purpose: Adobe Acrobat X can usually be used to make PDF documents accessible within the free Adobe Reader to support reading and writing tasks.

This document will explain the various ways that teachers obtain/create PDF documents on both Mac and PC computers and what may be needed in order for these documents to be accessible to support reading and writing tasks. Note: Screen shots from Macs/PCs are used interchangeably as they are the same for both platforms.

Determining Current Document Accessibility

The accessibility of files depends on the permissions given by the person who created the file. Documents that do not allow for reading or writing, can usually be made accessible by using Adobe Acrobat. This is done by enabling the right of the user to alter the document.

Determining Permissions (Security Settings)

To check the security settings of a document:
In Adobe Reader, go to File – Properties and click the Security tab. You will see a dialog box such as this:
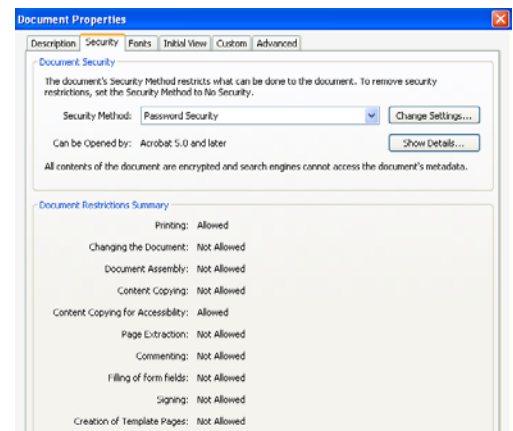
Even documents that have limited access, such as this example, can be read using Adobe Reader's Read Out Loud feature.

If "Commenting" and/or "Filling of form fields" are <u>not</u> allowed, you will not be able to directly set up the file for writing accessibility. You can work around this issue by printing the desired pages (if allowed) and scanning* them.

Determining Reading Accessibility

In order for a pdf file opened in Adobe Reader to support reading, you will need to be able to select the text within the file. Try dragging the cursor to select text.

It appears that most PDF files obtained from various sources will be accessible for reading.

Determining Writing Accessibility

In order for a pdf file opened in Adobe Reader to support writing, you will need to be able to open/show the following toolbars:
- Add or Edit Text Box (formerly Typewriter Tool) via Tools on the Standard Toolbar
- Annotations and Drawing Markups via Comments on the Standard Toolbar
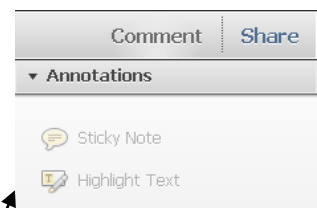
It appears that most PDF files obtained from various sources are NOT accessible for writing.

This document is not accessible – "Tools" is not displayed and the annotation items under Comment are dimmed.

PDF file obtained from:	Typically Accessible for Reading	Typically Accessible for Writing
download from the Internet site	yes	no
CD/Internet from publisher		
Word documents via "Print to PDF" on Mac computers	yes	no
via creating PDF using Adobe Acrobat	yes	no
via scan function on copy machines*	no	no

*Documents scanned on copy machines are typically e-mailed as pdf files. These files are scanned as images (like pictures) and cannot be highlighted.

Making PDF Documents Accessible (via Adobe Acrobat X)

Preparing Scanned PDF Documents for Reading

Documents scanned on copy machines are scanned as images (like pictures) and cannot be highlighted. This means that the program is not currently recognizing that there is text on the page to be read.

In order for Acrobat (and Adobe Reader) to read a document, you first need to have it processed/analyzed for text. This process is also called performing OCR (optical character recognition).
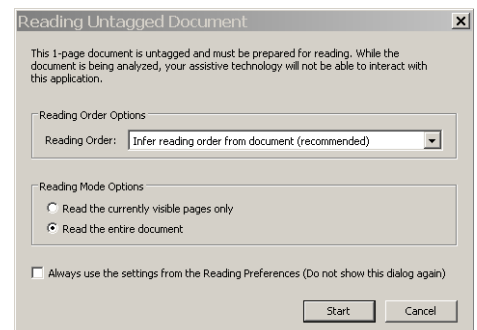
1. Click on Tools on the Standard Toolbar.
2. Click the down arrow next to Recognize Text.
3. Click In This File.
4. In the Recognize Text dialog box, click "OK" to process the document.
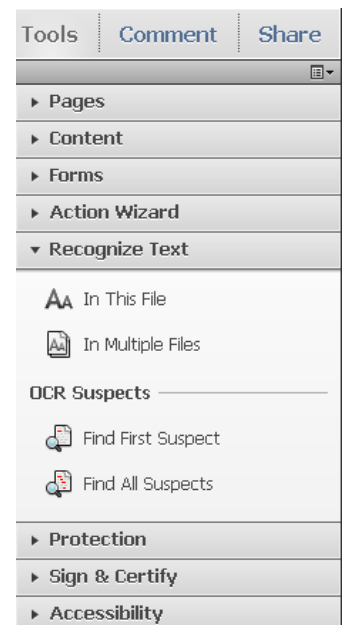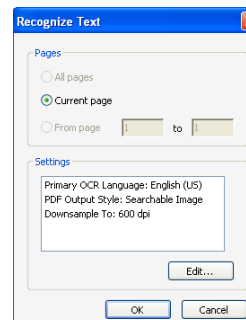
Tagging PDF Documents for Reading

Tagging documents for reading means that you are indicating the order that the text on the page is read.
When first opening a document in Acrobat, you may get a dialog box about untagged document/reading. The program recognizes that there is text on the page, but needs to analyze the text to set a reading order.

If you get a dialog box saying that your page is untagged …
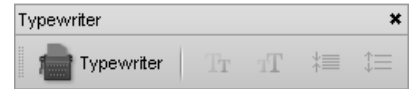1. Click "Start" to process the document for tagging/reading order.
NOTE: Longer documents may take a little longer to process … until then, you won't be able to use/access the document.

If you do NOT get a dialog box, but you know that the document has not been tagged for reading order, you can do this manually:
1. Click on Tools on the Standard Toolbar.
2. Click the down arrow next to Accessibility.
3. Click Add Tags to Document.
NOTE: To close the Recognition Report that appears on the left side of your window, click the arrow on the top right side of the panel.

You can now check and adjust (if needed) the reading order.

Adjusting Reading Order

1. Click TouchUp Reading Order (Tools – Accessibility section).
2. Click "Show Order Panel".

To re-order an item:
- Drag text item to desired order

To delete an item:
- Right click an item and select "Delete Selected Item Structure" to delete.

To add a new reading item (area):
- Click and drag the cursor to select the text area
- Click the "Text" button in the Touch Up Reading Order dialog box

To adjust reading items regions:
- Delete the current item and then add a new reading item (above).

3. Close the TouchUp Reading Order Panel when done.
4. Close the Order dialog box on the left side of your window, by clicking the arrow on the top right side of the panel.

NOTE: If the page needs a lot of changes, you can clear the page and start fresh by clicking on "Clear Page Structure Button". Then click and drag over each area of text in the order to be read and click on the "Text" button in the TouchUp Reading Order dialog box.

Font Display Problems
Some fonts will not display properly. This can sometimes be fixed via Acrobat.
If the application doesn't let you click "Start" or "Cancel"
1. Click away from the application and then click back on the dialog box.
NOTE: You should now see a dialog box indicating that one/more of the fonts are causing an issue and may not display properly.
2. Click OK.
3. Click "Cancel" to check the page for readability.
4. If the page is readable, close the document, reopen it and go through these steps again.
This time, click "Start" to tag the document for reading.

Preparing PDF Documents for Writing

There are three different ways that students can "write" on PDF documents in the free Adobe Reader:

**- Using the Add or Edit Text Box (formerly Typewriter Tool)**
The Typewriter lets you click on any place on the page and type. It does not wrap text. You can spell check your work. The student can save his/her work.

- Using the Annotations and Drawing Markups Tools
The Comment and Mark Up Tools allows you to create text boxes (which do wrap text and allow spell checking), highlight text, draw circles, etc. Student can save his/her work.
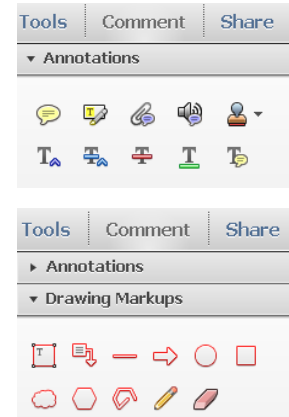
NOTE: The highlight tool will NOT work if the file has not been enabled for reading.

- Using Form Fillable Worksheets (Forms)
You can create answer fields for students to fill in. While this take a little more time to set up, this option may work better for some students.

Form Fillable Worksheets (Forms) Features:
- can tab from field to field
- can have fields highlighted (easier to see where they are)
- can turn on Auto-Complete that will allow suggestions when typing in fields
- can use Drawing Markups (highlighting, boxes, lines, etc.)
- can run spell check
- can save document
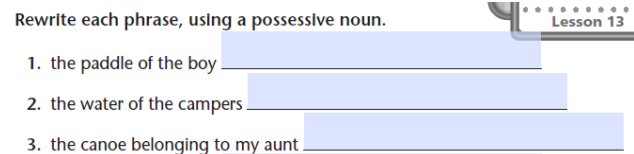
Enabling PDF documents for writing

Enabling rights allows users to writing/annotating via the Add or Edit Text Box and/or the Annotations and Drawing Markups Toolbars. This process will also allow the user to save the writing/annotating.

Make the document accessible for reading – DO THIS FOR ALL DOCUMENTS FIRST
1. Open document in Adobe Acrobat Pro.
2. Click on Tools on the Standard Toolbar.
3. Click the down arrow next to Recognize Text.
4. Click In This File.
5. In the Recognize Text dialog box, click "OK" to process the document.

Making the document accessible for writing – where THE STUDENT will create text fields:

1. Go to File – Extend Reader Extended PDF – Enable Additional Features.
NOTE: This will also enable the Add or Edit Text Box as well as the Annotations and Drawing Markup Tools.
2. Save the document.
TIP: Give the document a different name or ending (e.g. "… rights en"), which will allow you to identify it as having been enabled.

Making the document accessible for writing – where AN ADULT will create text fields:

1. Click on Tools on the Standard Toolbar.
2. Click the down arrow next to Accessibility.
3. Click Run Form Field Recognition.
NOTE: After recognition, you will be in the Form Editing Mode. This will allow you to remove, adjust or create fields. (Don't worry about the field name that is displayed.

4. Click OK to close the Form Editing message box.

5. Make any changes or additions to the fields.
- To delete a field: Click on field to select it and click "Delete" key
- To adjust a field size/position: Click on field to select it and drag to desired size.
- To add a field: Click "Add New Field" and pull down to select "Text Field". Then position location and drag to desired size.
(You can ignore the dialog box that appears.)

6. Click "Close Form Editing" when done with your changes.
7. Go to File – Extend Reader Extended PDF – Enable Additional Features.
NOTE: This will also enable the Add or Edit Text Box as well as the Annotations and Drawing Markup Tools.
8. Save the document.
TIP: Give the document a different name or ending (e.g. "… rights en"), which will allow you to identify it as having been enabled.

Previewing the Form
1. Click the "Preview" button on the Standard Toolbar to see what your finished form will look like.
2. Type in a text field to see how the completed form will look.
3. Click the "Edit" button to make additional changes.
NOTE: You can leave the text that you typed in Preview. As you make changes, you can see them reflected on the form.
To clear what you typed, go to Tasks – Other Tasks and pull down the arrow to Clear Form.

Modifying Text Fields
You can change the way the text will look in individual text fields or in all of the text fields at the same time.

1. Select the text field (or Edit – Select All) and right click, pull down to select "Properties".
Appearance Tab: to set font, text size, fill color, etc. Select "white" fill color if you want to cover over multiple writing lines.
Options Tab: Check to select "Multi-Line", uncheck "Scroll long text". This will allow all the written text to display.
2. Click "Close" when done.

Adding Multiple Text Fields
To add multiple fields at one time:
1. Right click on an existing text field (formatted the way you want the text to appear) and pull down to select Place Multiple Fields".
2. Enter the number of fields you will need on the page and click "OK"
TIP: Increase the number needed by one.
3. Click and position/size the text fields on the page.
NOTE: You will need to do this for each page.
CAUTION: Don't use the "Duplicate" command or Copy/Paste to make additional text fields. When you type in these fields the text will be repeated in each duplicated field.
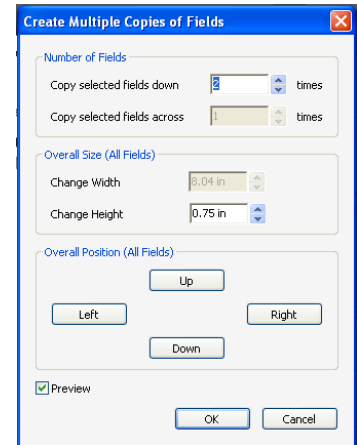
Checking/Confirming Accessibility in Adobe Reader

After you have set up the PDF files for reading and writing accessibility, quit Adobe Acrobat and open Adobe Reader. Go to File – Open and open a document.

Checking Reading Accessibility
1. Go to View – Read Out Loud – Activate Read Out Loud.
2. Click on a section of text to see if the feature is working.

Checking Writing Accessibility
1. Make sure the toolbars are showing and that the items are NOT dimmed out:
- Add or Edit Text Box (formerly Typewriter Tool) via Tools on the Standard Toolbar
- Annotations and Drawing Markups via Comments on the Standard Toolbar
2. Check to make sure that you can
- write using the Add or Edit Text Box
- can use the desired Annotations and Drawing Markups
- can enter text in form fields (if created a form fillable worksheet)
- select to "Highlight Existing Fields"

Enabling Auto-Complete (forms)
1. Go to Adobe Reader – Preferences (Mac) or Edit – Preferences (PC)
2. Click on the "Forms" category.
3. Turn on Auto-Complete
4. Click"OK".