

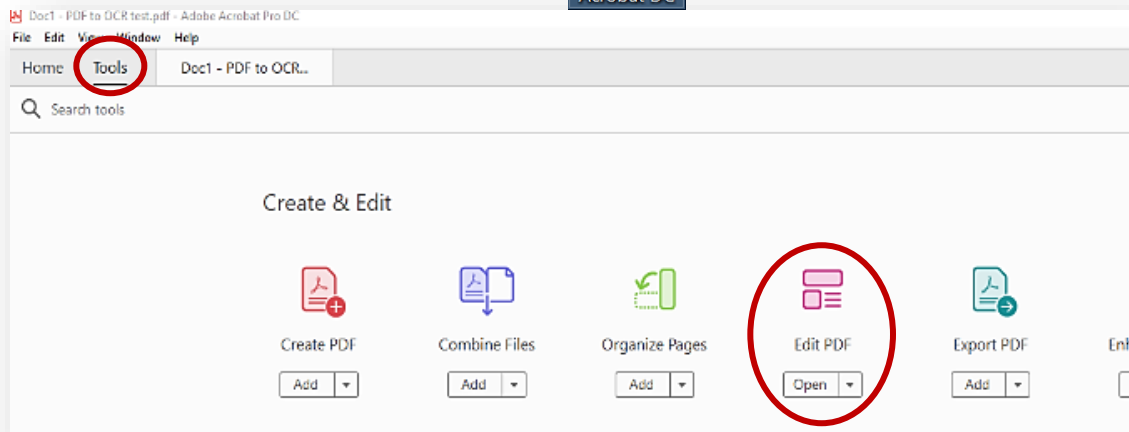
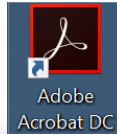
Making PDFs Accessible

Making a PDF “accessible” means ensuring that it’s in a format that can be read by a screen reader that converts digital text to audio (also known as *Optical Character Recognition* or *OCR*). How to render your PDF accessible may depend on how it was created. Below are two ways in which you can ensure a document is accessible to digital screen readers:

ADOBE

If you don’t have Adobe Acrobat DC on your computer already, follow this [guidance](#). Once you have it...

1. Open your PDF with Adobe Acrobat Pro DC
2. Click on File, “Tools,” then “Edit PDF”



3. Your scanned PDF will now open in the Adobe Acrobat editor, and Acrobat will automatically begin to convert the PDF to an accessible format with Optical Character Recognition (OCR).
4. Click File, then Save As, and enter a new name for the PDF to save the accessible OCR copy.


You can test that the conversion was successful by using Read&Write or the guidance on page 2.

READ&WRITE TEXT-TO-SPEECH SOFTWARE



Dickinson students with accommodations to convert text to audio are advised to download a program called Read&Write, for which Dickinson has a site license. Read&Write highlights each word as it reads it aloud, and has a lot of other great features, including the ability to convert scanned documents to accessible PDFs or to save converted documents as an MP3 audio file. Here’s how to download Read&Write to a [PC](#) or a [Mac](#). More details are available on the ADS [Assistive Technology](#) page.

To convert a document with Read&Write:

1. Open Read&Write and select the Scan function –  a new window will open.
2. Click “Scan from File,” and select the file you would like to convert. Note: you can also use this
3. Select “Word” or “PDF” format (your preference), then “Scan.” You will then be prompted to save the file.
4. When you click save, the OCR conversion will be applied, and will open with Read&Write automatically.

If you don't have Read&Write installed, you can use "text-to-speech" to see if your PDF can be read aloud.

SETTING UP THE TEXT-TO-SPEECH BUILT INTO YOUR COMPUTER



FOR A MAC

Go to the apple icon in the upper left-hand corner

→ System Preferences

→ In the 4th row of icons, select "Accessibility"

→ On the left select "Speech"

→ Check "Speak selected text when the key is pressed."

You'll see that the default is to press the "Option + Esc" keys to read aloud anything you highlight.

FOR WINDOWS

In the PDF, Click "View"

→ "Read Out Loud" (at the bottom)

→ Activate Read Out Loud"

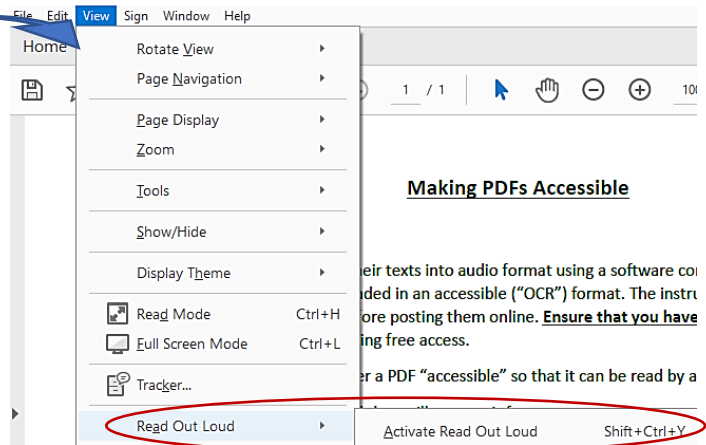
When you want it to stop reading aloud, go back to "View"

→ "Read Out Loud"

→ Deactivate Read Out Loud"

(or one of the other choices...)

Deactivate Read Out Loud	Shift+Ctrl+Y
Read This Page Only	Shift+Ctrl+V
Read To End of Document	Shift+Ctrl+B



If you have any trouble, you can email Mitch Gardner, the ADS Accommodation Facilitator and Technologist at notes@dickinson.edu, and he'll be happy to assist. Thanks for providing equal access to all your students!