

Making PDFs Accessible

Making a PDF “accessible” means ensuring that it can be read by a screen reader that converts digital text to audio. In order to ensure that your pdf’s are accessible to students who use this technology, perform these steps.

Open the document using Adobe Acrobat DC, installed on most Dickinson computers. (If you need it installed on a remote device, follow this [guidance](#) from User Services.)

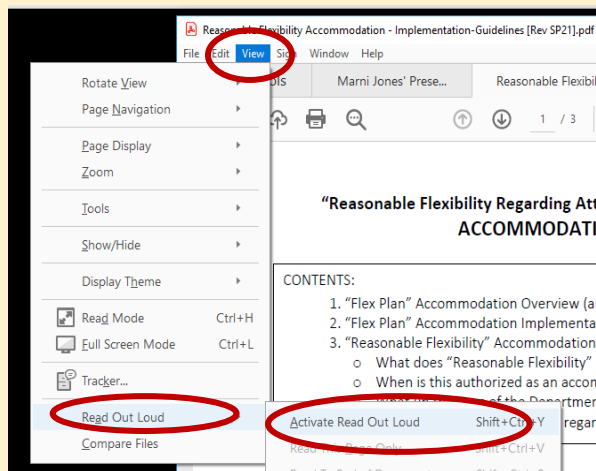
From the tools ribbon at the top of the page...

CLICK

-> **View**

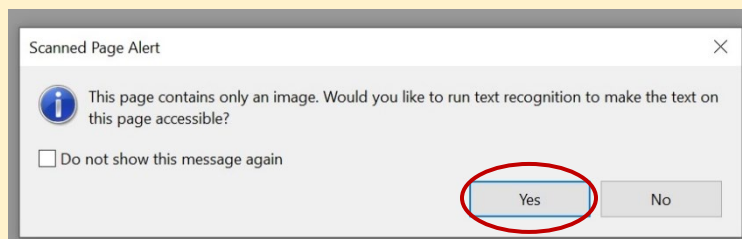
-> **Read Out Loud**

-> **Activate Read Out Loud**



If your file cannot be read outloud, Adobe will ask you if you want to make the document accessible.

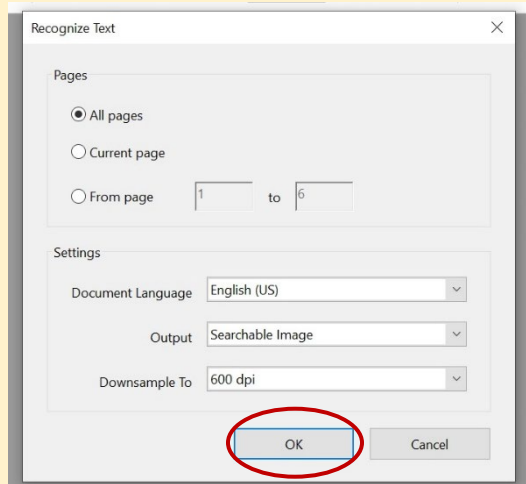
CLICK Yes



For multi-page documents

SELECT All Pages

CLICK OK



Once you have performed these steps, your document should be formatted for most screen-reading devices. Of course, if you have any trouble, you can email notes@dickinson.edu and the ADS Accommodation Facilitator and Technologist will be happy to assist.

Thanks for providing equal access to all your students!