Making PDFs Accessible

Making a PDF "accessible" means ensuring that it can be read by a screen reader that converts digital text to audio. There are several ways to ensure that your PDFs are accessible to students who use screen readers.

1. **Use SensusAccess!** Go to www.dickinson.edu/ADS-AT for instructions on how to upload files that can be rendered "screen readable" for you. You will likely need to use this option for pdfs that were scanned.

2. **Do it yourself, in just a few steps!**
   Here's how: 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.)

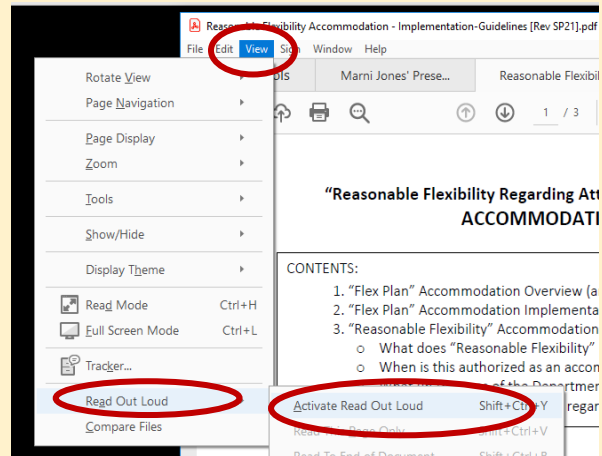From the tools ribbon at the top of the page…
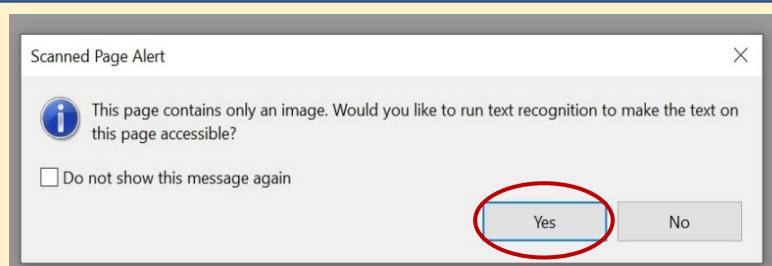
CLICK

    -> **View**

    -> **Read Out Loud**

    -> **Activate Read Out Loud**

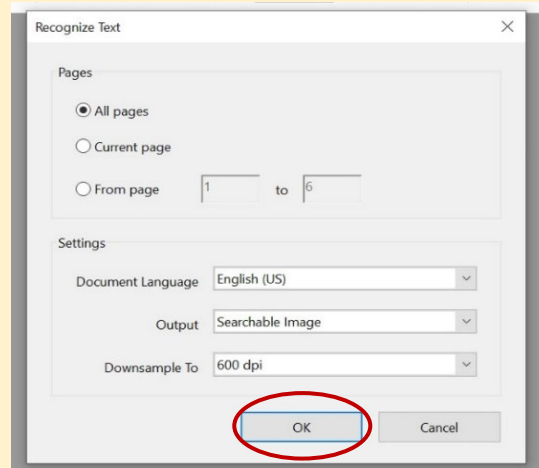If your file cannot be read out loud, Adobe will ask you if you want to make the document accessible.

    CLICK Yes

For multi-page documents

    SELECT All Pages

    CLICK OK

Once you have performed these steps, your document should be formatted for "read aloud" by most screen-reading devices. Of course, if you have any trouble, email the ADS Accommodation Facilitator and Technologist at ADSTechnology@dickinson.edu to receive assistance.

Thank you for providing equal access to all your students!