

## Adobe Reader X: Accessibility Features

### Zoom, Document Reflow, Background & Font Colours, Reading PDFs Aloud

#### Changing preferences

- Open Adobe Acrobat Reader (or open a PDF which will open Adobe Reader for you)

#### To set default zoom level

- 1) Click on the **Edit** menu
- 2) Click on **Preferences** (at the bottom of the menu)
- 3) At the left hand side of the window there is a list of Categories - click on **Page Display**
- 4) Use the drop down box next to **Zoom** to choose the zoom level you want
- 5) Click **OK**

#### To set Reflow as default

- 1) Click on the **Edit** menu
- 2) Click on **Preferences** (at the bottom of the menu)
- 3) Under **Categories** - click on **Accessibility**
- 4) Put a tick next to **Always use Zoom Setting** and change the drop down box to **Reflow**
- 5) Click **OK**

Some documents may not display correctly with reflow on. To temporarily turn it off:

- 1) Open the **View** menu
- 2) Go to **Zoom** then click on **Reflow** to turn it off.
- 3) You can turn it back on in the same way

#### To change background and font colour

- 1) Click on the **Edit** menu
- 2) Click on **Preferences** (at the bottom of the menu)
- 3) Under **Categories** – click on **Accessibility**
- 4) Put a tick next to **Replace Document Colours**
- 5) Choose **Custom Colour**
- 6) Choose the Page Background and Document Text colours

- 7) Click **OK**

## Reading PDFs

You must activate Read Out Loud before you can use it.

To switch Read Out Loud on

- From the **View** menu, choose Read Out Loud then **Activate Read Out Loud** or press **Shift+Ctrl+Y**

To switch Read Out Loud off

- From the **View** menu, choose Read Out Loud then **Deactivate Read Out Loud** or press **Shift+Ctrl+Y**

## To change reading voice

- 1) Click on the **Edit** menu
- 2) Click on **Preferences** (at the bottom of the menu)
- 3) Choose the **Reading** category
- 4) Choose a voice from the **Voice** drop down list – the list of voices available to you will depend on what you have installed on your PC. If you have ScanSoft, Daniel is a good voice.
- 5) Click **OK**

## Read a PDF with Read Out Loud

- 1) Go to the page in the PDF you want to read
- 2) From the **View** menu, choose **Read Out Loud**
- 3) Choose **Read This Page Only** or press **Shift+Ctrl+V**
- 4) Or choose **Read To End Of Document** or press **Shift+Ctrl+B**

## To stop reading out loud

- 1) From the **View** menu, choose **Read Out Loud**
- 2) Choose **Pause** or press **Shift+Ctrl+C**
- 3) Choose **Stop** or press **Shift+Ctrl+E**

## Contact ASD's Assistive Technologist

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