

# **Reading PDF Documents with Adobe Reader 6.0**

## **A Guide for People with Disabilities**



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Adobe Reader 6.0

# Reading PDF Documents with Adobe Reader 6.0

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# Introduction

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Welcome to Adobe Systems Incorporated's "Reading PDF Documents with Adobe® Reader® 6.0, A Guide for People with Disabilities." This is a step-by-step guide designed to assist people with disabilities such as blindness or low vision to work more effectively with PDF files.

**This guide can be used in four ways:**

- By people with disabilities who need to access PDF documents.
- By authors of accessible PDF documents who want to test their files for accessibility.
- By people who want to use the accessibility tools to customize their reading of PDF documents.
- By trainers and teachers working with people using assistive technology.

Each of the sections in this guide explores specific preferences and accessibility tools built into Adobe Reader 6.0.

**Section One: Getting Started.** This section has basic information on settings that can be modified in the computer operating system to enhance computer use. There is also information on the Adobe Reader 6.0 Preferences options, as well as how to quickly check PDF documents for accessibility before reading them.

**Section Two: Using the Read Out Loud Text-to-Speech Tool.** This section provides information on modifying the speech settings to use Read Out Loud in Adobe Reader 6.0, then provides the keystrokes for reading documents.

Read Out Loud is a Text-to-Speech (TTS) tool built into Adobe Reader 6.0. It reads text contained within a document window. This functionality is different from "screen reader" technology, which includes access for text within a window, general navigation of a computer and access for menu items, dialog boxes, or message boxes.

**Section Three: Enhancing On-Screen Viewing.** This section provides step-by-step instructions on how to change the text color and background color of PDF documents. For people using screen magnification software, consult the Help files for the screen magnification software for additional information.

**Section Four: Using Keyboard Commands.** This section provides detailed information on using keyboard commands in Adobe Reader 6.0. For people with a mobility impairment, the single key accelerators can be used in combination with a mouse to access or switch tools. There are also strategies on using generic application keyboard commands in Adobe Reader 6.0 to read PDF documents.

**Section Five: Accessing Multimedia Captioning.** This section provides instructions on modifying settings for access to multimedia captioning.

**Section Six: Using Screen Readers.** This section provides support and strategies for people who use screen readers. If you use a screen reader, consult the screen reader Help files for specific information.

**Appendix A: Accessibility Basics.** This appendix is an overview of the elements of accessible documents, with examples of the kinds of document structure and elements that enhance PDF document accessibility.

**Appendix B: Complete List of Adobe Reader 6.0 Keyboard Commands.** This resource is a complete list of Adobe Reader 6.0 keyboard commands including single key accelerators and generic keyboard commands.

If you author documents and convert them to PDF files, consult the companion booklet to this one: "Creating Accessible PDF Documents, A Guide for Content Authors." It is a step-by-step guide to creating and optimizing PDF files for people with disabilities such as blindness or low vision, mobility impairments, and learning disabilities.

## Adobe Portable Document Format (PDF) and accessibility

PDF is a standard on the World Wide Web and is also used to distribute electronic documents over corporate networks, via e-mail, and on digital media. Virtually any electronic document or scanned image can be turned into a PDF file using Adobe Acrobat® software. These files can then be read by anyone using free Adobe Reader 6.0 software. Many corporations, educational institutions, and government agencies use PDF to distribute documents to the public or to groups within their organizations. Its support for accessible electronic forms, digital signatures, and electronic mark-ups make it the ideal platform for converting yesterday's paper-based business processes to fully interactive digital processes.

Adobe is committed to providing solutions that improve the accessibility of both the Adobe Acrobat software and the information contained in Adobe PDF files. In 1997, Adobe introduced the [access.adobe.com](http://access.adobe.com) Web site, which offered free PDF-to-text translation services. In 2001, Adobe enhanced the PDF specification to allow the creation of “tagged” PDF files in Adobe Acrobat software, allowing the insertion of logical document structure into the file. Logical structure refers to the organization of a document, such as the title page, chapters, sections, and subsections. Tagging a PDF file makes significant improvements to the accessibility of the document, by providing a mechanism to indicate the precise reading order and improving navigation, particularly for longer, more complex documents. Tagged PDF files also enable content reflow on smaller devices, such as PDAs and cell phones.

For more information on accessible tagged PDF, visit <http://access.adobe.com>.

People using assistive technology to read PDF documents may still encounter some that are not accessible.

### There are two major reasons for a lack of accessibility in PDF documents:

- Many PDF documents were created before the specification was enhanced.
- Many publishers aren't aware of the necessary techniques for optimizing PDF documents for accessibility.

### Some of the specific accessibility issues are:

- Documents that contain only scanned images of text, which means that the text is not available to assistive technologies such as screen readers
- Documents that contain no tags because the author either owns older versions of Acrobat that do not support tagging, or isn't aware of the tools provided
- PDF forms without fillable fields. These forms cannot be filled out online and must be printed to hard copy for manual completion.

For more information on creating accessible PDF documents, see “Appendix A: Accessibility Basics” on page 63.

## Orientation to the Adobe Reader 6.0 interface

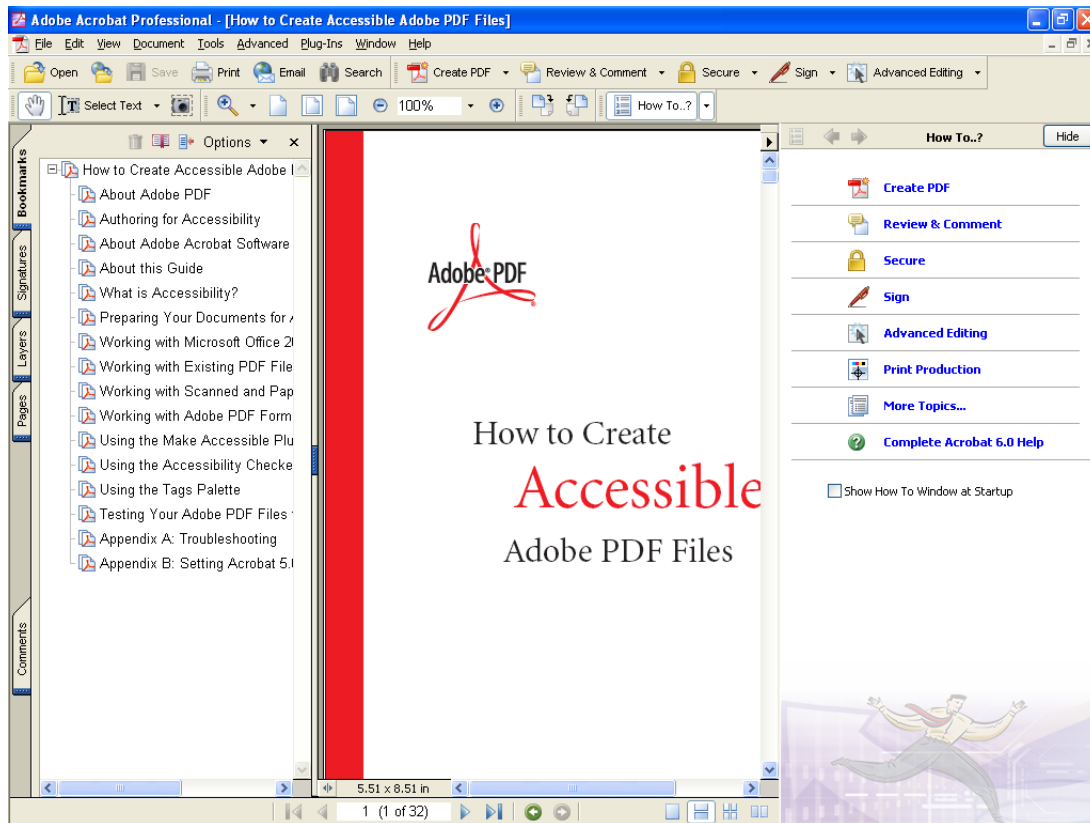
For best results when reading PDF documents, be sure to use the most current version of Adobe Reader 6.0 as well as the most current version of any assistive technology required. To download the latest version of Adobe Reader 6.0, go to <http://www.adobe.com/products/acrobat/alternate.html#601uxall>. Note that multiple versions of the Adobe Reader 6.0 download exist.

Keyboard commands listed in this section work on either Windows or Mac OS unless otherwise specified. For a complete list of keyboard commands, see “Appendix B: Complete List of Adobe Reader 6.0 Keyboard Commands” on page 68.

## Opening a PDF document in Adobe Reader 6.0

When Adobe Reader 6.0 is first launched, no document is open.

To open PDF documents, press Ctrl + O for Open on a Windows® system or Command + O for Open on Mac OS. The first time a document is opened, the How To window is visible on the right side of the application window.



The Adobe Reader 6.0 Windows interface with the How To window visible

The How To window provides help on general tasks without having to search the Help files.

### To view the document window without obstruction:

- To turn off the How To window for the current document press F4. This key is a toggle, so pressing F4 again will bring the How To window back in view when needed.
- To turn off the How To window at startup, clear the "Show How To Window at Startup" check box in the How To window. When this tool is needed, press F4 to show it.

### Title, menu and toolbars

At the top of the Adobe Reader 6.0 interface is the title bar containing the application name and the name of the current document.

Under the title bar is the menu bar containing items such as File, Edit, View, Document, Tools, Window, and Help. On a Windows system, pressing the Alt key will move focus to the menu bar. Pressing the Alt key in combination with the keyboard shortcuts in the menu bar will move focus to a specific menu bar item. For example, Alt + F will move focus to and open the File menu. The keyboard shortcuts are the letters that are underlined. Escape will remove focus from the menu bar and will return focus to the document window.

The menu bar can be hidden by pressing F9. This key is a toggle so pressing F9 again will show the menu bar.

Beneath the menu bar are the toolbars. Toolbars can be accessed on Windows using the keyboard by pressing the Alt key to move focus to the menu bar, then pressing Ctrl + Tab to move to the first toolbar. Ctrl + Tab will move focus through other visible toolbars. Pressing Ctrl + Shift + Tab will move focus to the previous toolbar.

On Mac OS, if Full Keyboard Access is enabled in the system preferences, Control + F5 (the default keyboard command) will move focus to the first toolbar.

To move through toolbar items, press the Tab key to move forward and Shift + Tab to move backward. Pressing Enter on a toolbar icon will activate that function. Escape will remove focus from the toolbar and return focus to the document window.

To move focus to a toolbar in a browser, press Shift + F8 on a Windows system. There is no equivalent Mac OS keystroke.

On a Windows system, toolbars can be turned on or off by pressing Alt + V for View, then T for toolbars and pressing the Enter key on the name of a toolbar. If a toolbar is turned on or “checked,” it will be turned off or “unchecked,” and if the selected toolbar is unchecked, pressing the Enter key will check it or turn it on.

## Main document window

Below the toolbars is the main document area for reading documents. This area can have up to three components. A document must be open to view the Navigation pane. It is on the left side of the screen.

### Navigation pane

**To reveal the Navigation pane, do one of the following:**

- Choose View > Navigation Tabs > Open Navigation Pane.
- Choose Alt + V for View, then N, then O for Open Navigation Pane (Windows only).
- Press F6.

The Navigation pane is located on the left side of the document window and, when it is closed, only the tabs for items are visible. The Navigation pane tabs include Bookmarks and Comments. F6 is a toggle, so pressing F6 will show or hide the Navigation pane. If the Navigation pane is open, pressing Shift + F6 moves focus between the document and the Navigation pane.

To move through items in the open Navigation pane within the selected tab, use the Tab key. The Tab key moves focus to and shows the category in the active Navigation pane tab.

To move between tabs in the Navigation pane, for example from Bookmarks to Pages, use Ctrl + Tab or Ctrl + Shift + Tab (Windows only), or the Up Arrow or Down Arrow key when focus is on the tab itself (Windows or Mac OS). The Left Arrow key highlights the top tab. The Right Arrow key highlights the bottom tab in an open Navigation pane (Windows or Mac OS).



In the Bookmarks tab of the Navigation pane, expand all bookmarks by pressing Shift + \* or collapse all bookmarks by pressing the Forward Slash key (/). Using the Left Arrow or Right Arrow key on a particular bookmark will collapse or expand the bookmark respectively.

## Document window

The main document window is in the center of the screen. When the mouse is moved over this area, the Hand tool, which is the default reading tool, is visible.

To cycle through open documents if the focus is on a document on a Windows system, press Ctrl + F6 (there is no corresponding shortcut for Mac OS). Pressing Ctrl + F4 or Ctrl + W (Windows) or Command + W (Mac OS) will close the current document. To close all open documents, press Ctrl + Shift + W (Windows) or Command + Shift + W (Mac OS).

Pressing Alt + F6 will move focus to the next open palette or dialog box. (There is no Mac OS equivalent for this.)

To move among fields in a document, press the Tab key to move to the next field or Shift + Tab to move focus to the previous field.

To access the context menu reading a document, press either the AppKey or Shift + F10.

A useful browser keyboard command is Ctrl + I (Windows) or Command + I (Mac OS), which opens the Properties dialog box.

## How To window

The third component of the main document window is the How To window. As previously mentioned, the How To window is displayed by default. Pressing F4 will either show or hide useful Help topics. The How To window contains links to helpful information on performing general tasks. At the top of the How To window is a “navigation bar” with a left and right arrow to move backward and forward through topics.

To use keyboard commands to move through the topics on Windows, press Ctrl + Shift + Tab. (There is no corresponding shortcut for Mac OS.) This key combination moves focus to the How To navigation bar. Press the Enter key on an item, for example on the Back or Forward buttons.

To move focus between the How To window and the main document window, press Shift + F4.

## Status bar

The last component of the Adobe Reader 6.0 interface is the Status bar. The Status bar is at the very bottom of the Adobe Reader 6.0 window. Moving from left to right, information is available on the page size, page numbering, and available views of the document.

In the center of the Status bar is a document navigation tool. It shows the current page, the total number of pages in the document, and provides arrow icons to move quickly through pages in the document.

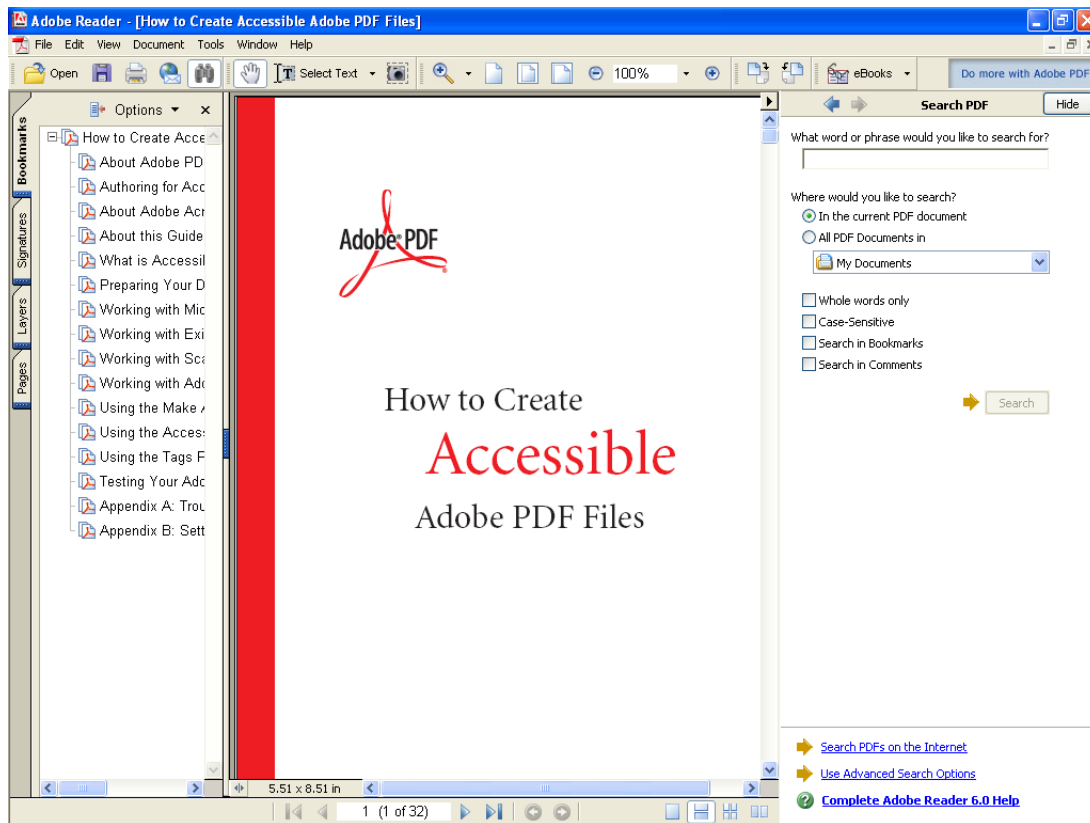
On the right side of the Status bar are icons for viewing the document in Single Page, Continuous, Continuous Facing, or Facing mode.

Move through a document using keyboard commands such as Ctrl + Shift + Page Up (Windows) or Command + Shift + Page Up (Mac OS) to move to the first page of a document, or Ctrl + Shift + Page Down (Windows) or Command + Shift + Page Down (Mac OS) to move to the last page of a document. Page Up and Page Down will move forward one screen and backward one screen respectively.

Pressing Ctrl + Shift + N (Windows) or Command + Shift + N (Mac OS) brings up the Go To page dialog box in which a specific page number can be entered.

## Searching documents

In Adobe Reader 6.0, it is easy to find specific items in documents by using the Search tool. Activate the Search window by pressing Ctrl + F (Windows) or Command + F (Mac OS). If the How To window is visible, the How To items are replaced by the Search items. If the How To window is hidden, the Search window opens on the right side of the screen.



The Adobe Reader 6.0 interface with the Search window visible

By default the focus is on the “enter keyword” text box. This is where you enter the keyword(s) that will be searched for in a document.

Use the Tab key to move through the options for searching for items in a PDF document. The current document or all documents in a specific folder can be searched. Searches can be for whole words, be case sensitive, or be through bookmarks or comments. There are also links to search PDFs on the Internet, use Advanced Search options, or access the complete Adobe Reader 6.0 Help files.

Successful search results will appear as links in the results box in the Search window. Either select the link to move to it in the document or press F3 to move to and highlight the next search result in the document.

The table below shows the other Search tool keyboard shortcuts.

Windows	Mac OS
Press Ctrl + ] to search the next document.	Press Command + ] to search the next document.
Press Ctrl + [ to search the previous document.	Press Command + [ to search the previous document.
Press Ctrl + G to search for the next result.	Press Command + G to search for the next result.
Press Ctrl + Shift + G to search for the previous result.	Press Command + Shift + G to search for the previous result.
Press F4 to close the Search window.	Press F4 to close the Search window.

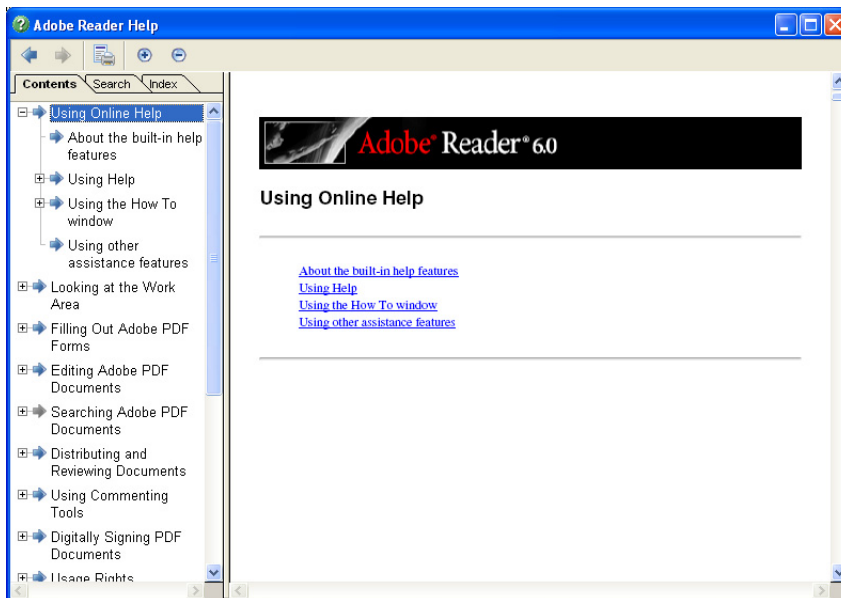
## Getting help

It is easy to get help in Adobe Reader 6.0. One option is to use the How To window to obtain assistance on general everyday tasks in Adobe Reader 6.0. Another option is to choose the Help topic on the menu bar. The easiest way to obtain help using keyboard commands is to press F1.

Pressing F1 will open a new window with the complete Adobe Reader 6.0 Help files available.

**The Help window is divided into four parts:**

- The title bar
- A toolbar
- A navigation pane on the left side that allows searches by Contents, Search keywords, or an alphabetical Index
- A document window on the right side containing the Help file that was requested



*The Adobe Reader 6.0 Help window*

Pressing Shift + F8 will move focus to the toolbar in the Help window. The toolbar has tools to move forward, backward, print topic, and increase or decrease magnification. Use the Tab key to move through these options.

When a Help topic is chosen, focus in the Navigation pane moves to the current panel contents. Press the Tab key to move back to the Navigation pane before using the Left Arrow key and Right Arrow key to switch the active panel (Contents, Search or Index). Move among the active panels more directly using Ctrl + Tab (Windows only).

Press the Left Arrow or Right Arrow key in the Navigation pane to move through the Contents, Search, or Index tabs. Press the Tab key to move into the options. Then use the Up Arrow or Down Arrow key to move through the topics. Press Enter to open the topic in the Help document window on the right.

To temporarily hide the Navigation pane, press F6. This key is a toggle, so pressing F6 again will open the Navigation pane.

Press Ctrl + 4 to reflow the Help document for easier reading. On Windows, Ctrl + plus sign (+) increases the magnification and Ctrl + minus sign (-) decreases the magnification. On Mac OS, Command + plus sign (+) increases the magnification and Command + minus sign (-) decreases the magnification.

Pressing Alt + F4 or Ctrl + W (Windows) or Command + W (Mac OS) closes the Help window.

# Section One: Getting Started

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Section one contains basic information on settings that can be modified in the computer's operating system to enhance the use of a computer. It also contains step-by-step instructions on where to find the Adobe Reader 6.0 Preferences settings and how to quickly check PDF documents for accessibility before reading them.

## Using the tools in the computer operating system

Both the Microsoft® Windows® and the Apple® Macintosh® operating systems have some accessibility tools built in for convenience. The operating system is often a good place to start customizing access to information.

### Working in the Windows® operating system:

Use Adobe Reader 6.0 on a Windows 98SE®, Windows ME®, Windows NT®, Windows® 2000, or Windows XP® system. For more detailed information on these operating systems, visit <http://www.adobe.com/products/acrobat/acrrsystemreqs.html>.

The Windows XP or Windows 2000 operating system has several built-in tools that provide increased or alternate access to information on the computer screen.

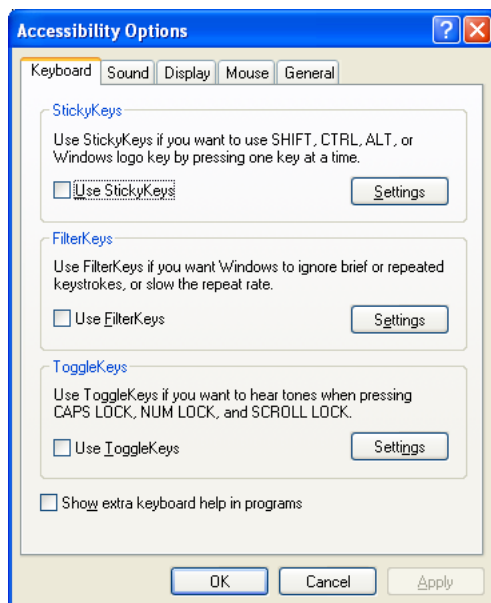
- Narrator is a light version of a screen reader.
- Magnifier is a screen magnification tool.
- Speech is a voice recognition tool.

Choose Start > All Programs > Accessories to use tools such as Narrator, Magnify, or Speech.

Windows XP also has tools that are specific to people with disabilities. These tools include:

- Sticky Keys for one-handed typing. This tool allows one key to be held down, then a second key can be moved to and pressed. The result is the same as if the keys were acting as a keyboard shortcut. For example Alt + F for File.
- Sounds allows the customization of auditory feedback from applications.
- Display provides access to high contrast color schemes that are used by the operating system to display information.
- MouseKeys allows the keyboard to act as a mouse or pointing device.

Press Start > Control Panel > Accessibility to access Keyboard, Sound, Display, Mouse, and General options. The image below is the Accessibility Options dialog box in the Windows operating system.



*The Accessibility Options dialog box*

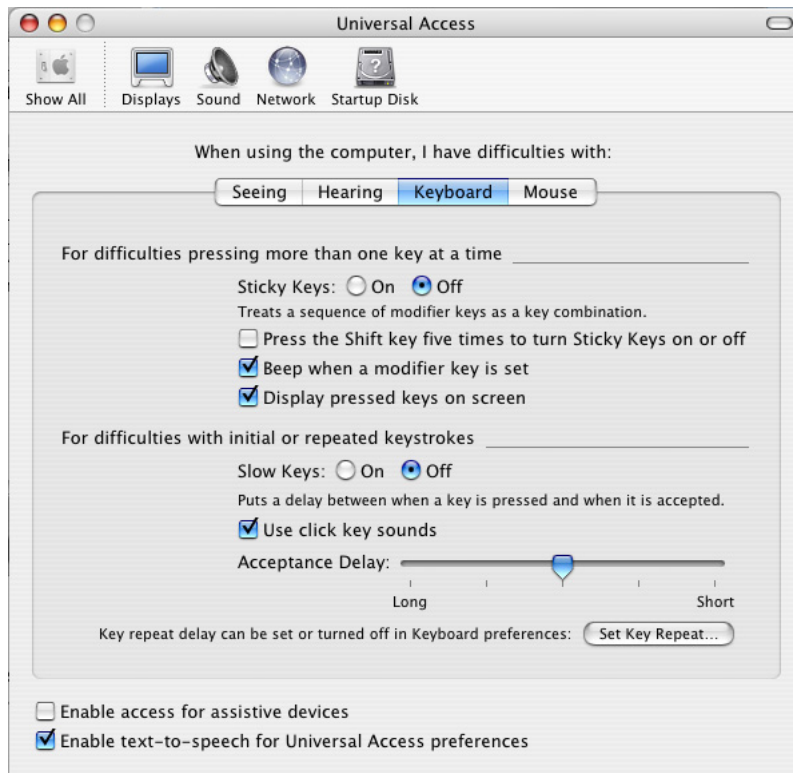
For more information on the accessibility tools in the Windows XP or Windows 2000 operating system, visit <http://www.microsoft.com/enable>.

### **Working in the Macintosh® operating system:**

On a Macintosh computer, Mac OS® version 10.2.2 or later is required to use Adobe Reader 6.0.

To modify accessibility preferences, choose System Preferences > Universal Access and then select the category to change (for example, keyboard, mouse, or keyboard shortcuts).

In Universal Access preferences, under “Keyboard & Mouse” is a panel for keyboard shortcuts in which the level of keyboard access needed can be selected, or full access can be chosen.



*The preference panel for the level of keyboard access needed*

For more information on the accessibility tools in Mac OS, visit <http://www.apple.com/disability>.

## Setting preferences in Adobe Reader 6.0

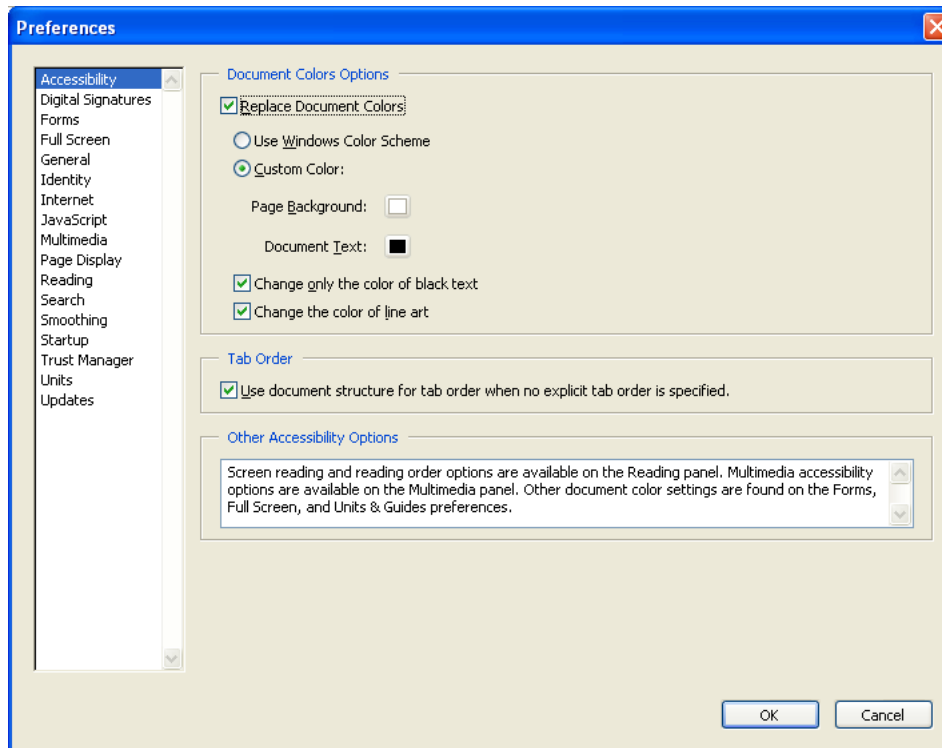
All of the Adobe Reader 6.0 tools have settings that can be customized.

**To change any of the Adobe Reader 6.0 settings, do one of the following:**

- Choose Edit > Preferences.
- Press Alt + E for Edit, then N for Preferences (Windows only).
- Press Ctrl + K (Windows) or Command + K (Mac OS).

Note that if the JAWS<sup>®</sup> for Windows screen reader is used, there may be a key conflict with Ctrl + K. If this conflict is encountered, use the JAWS PassKey (Insert + 3) before pressing Ctrl + K.

The Preferences dialog box is divided into two sections. On the left side is a list of the categories or items that can be changed. For example, some of the categories are Accessibility, Internet, Reading, and Multimedia. On the right side of the dialog box are the elements within the selected category that can be modified. For example in the Accessibility options, the text color or the background color of a PDF document can be changed. When the Preferences dialog box is opened, focus is on the last category modified. Press the first letter of any category name to quickly move to the category in which you wish to make changes.



The Accessibility category in the Preferences dialog box

## Preference categories

The following is a list of the categories in the Adobe Reader 6.0 Preferences dialog box. Each section of this guide will identify the tools that will optimize accessibility of PDF documents.

- Accessibility
- Digital Signatures
- Forms
- Full Screen
- General
- Identity
- Internet
- JavaScript
- Multimedia
- Page Display
- Reading
- Search
- Smoothing
- Startup
- Trust Manager
- Units
- Updates



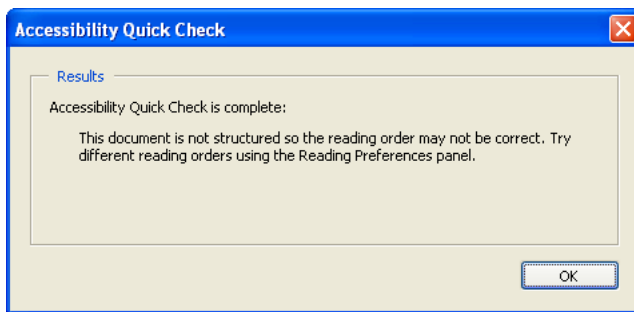
## Accessibility quick check

An accessibility quick check can be performed on PDF documents to help determine how accessible a document might be. This tool provides a general indication of document accessibility. Files that check as accessible may still have problems, and files that have no structure may be readable depending on their use.

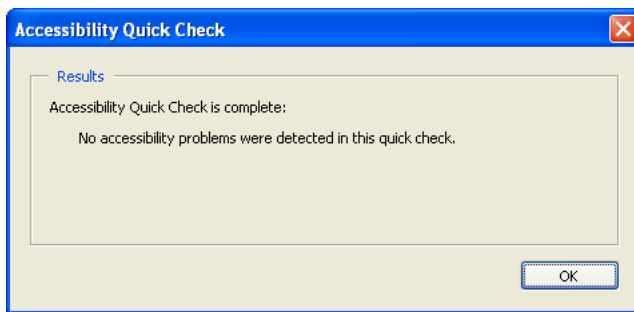
**To use the Quick Check tool, do one of the following:**

- Choose Document > Quick Check.
- Press Alt + D for Documents, then Q for Quick Check (Windows only).

The Quick Check tool will go through the document and provide an accessibility report on it. Below are two examples of Quick Check results, one from an inaccessible PDF document and one from an accessible tagged PDF document.



*Example 1: A Quick Check with accessibility issues detected*



*Example 2: A Quick Check with no accessibility issues detected*

# Section Two: Using the Read Out Loud Text-to-Speech Tool

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This section will provide information for modifying the speech settings for the Read Out Loud tool in Adobe Reader 6.0 and detail the keystrokes for reading documents using Read Out Loud.

Read Out Loud is a Text-to-Speech (TTS) tool that is built into Adobe Reader 6.0. It reads text contained within a document window. This functionality is different from “screen reader” technology, which not only reads text within a document but also lets visually impaired users navigate their computer and access menu items, dialog boxes, or message boxes.

## **To use Read Out Loud, you will need:**

- Adobe Reader 6.0 or later
- The Text-to-Speech engine installed in the operating system

Note that other voices may be available. Consult the operating system manual or Help files for more information on the operating system Text-to-Speech tool.

## **Checking document accessibility**

Before reading a PDF document, it is a good idea to check the anticipated accessibility of the document. If the document is not accessible, it may not be read at all or it may be read in the wrong order.

## **To use Quick Check, do one of the following:**

- Choose Document > Quick Check.
- Press Alt + D for Documents, then Q for Quick Check (Windows only).

## **Testing the default reading settings**

Before making modifications to Read Out Loud, test the voice settings. The few keystrokes below will start and stop Read Out Loud. Additional keystrokes are provided in the section on reading with this tool.

## **To test the default reading settings:**

- Choose View > Read Out Loud > Read This Page Only, or use the keyboard shortcut Shift + Ctrl + V (Windows) or Shift + Command + V (Mac OS).
- Choose View > Read Out Loud > Stop to stop reading, or use the keyboard shortcut Shift + Ctrl + E (Windows) or Shift + Command + E (Mac OS).

## **Setting Reading preferences**

### **To open the Preferences dialog box, do one of the following:**

- Choose Edit > Preferences.
- Press Alt + E for Edit, then N for Preferences (Windows only).

- Press Ctrl + K (Windows) or Command + K (Mac OS).

Press the letter R to move to the Reading category, if it is not already selected. From the keyboard, press the Tab key to move into the options. If using the mouse, click on the option to be changed.

## Volume

To make changes to the default volume using the keyboard, choose Alt + V for Volume, then use the Up Arrow or Down Arrow key to increase or decrease volume.

Note that volume can be controlled from the computer sound card. On Windows systems, select the volume icon in the system tray (lower right side of the computer screen next to the clock). On Mac OS, the volume is controlled by three volume keys on the keyboard (Up, Down, and Off).

## Default voice

Every TTS software has a default voice. However, a different voice can be selected by clearing the Voice check box, which reveals the list of possible Voices. Choose a different voice by using the Up Arrow or Down Arrow key.

### To change the volume options on a Windows system:

- 1 Press Alt + U to move to and uncheck “Use Default Voice.”
- 2 If the Tab key is used to navigate, once focus is on “Use Default Voice,” press the spacebar to either select or deselect the check box.

### To change the volume options on Mac OS:

Press the Tab key to move to the option, then select it by pressing the spacebar.

## Speech attributes

Modifying the speech attributes means altering the rate or speed at which the voice reads or the pitch of the selected voice. By default, the Use Default Speech Attributes check box is selected. Clearing this check box enables the options for changing the rate and pitch of the voice.

### To change the speech attributes on a Windows system:

- 1 Press Alt + A to change the value of this check box. Clearing the check box enables the pitch and speed options.
- 2 Press Alt + P for Pitch.
- 3 Press the Up Arrow or Down Arrow key to increase or decrease the pitch of the voice respectively.
- 4 Press Alt + W to change the reading speed. The rate or speed at which Read Out Loud reads documents is set in Words Per Minute. Type in the number of words per minute that are comfortable.

### To change the speech attributes on Mac OS:

Press the Tab key to move to the option, then select it by pressing the spacebar.

## Reading order

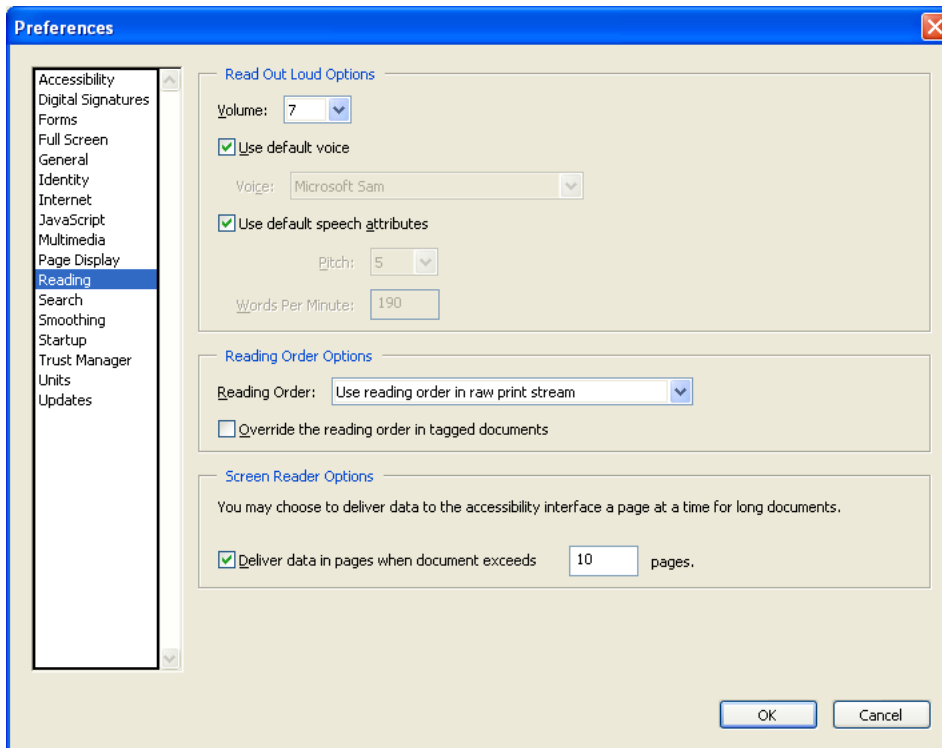
Left-to-right, top-to-bottom reading order and Use reading order in raw print stream are much faster than Infer reading order from document because they only deal with text and take a much simpler analysis strategy. Infer reading order from document should return more accurate results, but may be slower.

**To change reading order settings on a Windows system:**

- 1 Press Alt + R and choose one of the following options:
  - Left-to-right, top-to-bottom reading order
  - Infer reading order from document (recommended)
  - Use reading order in raw print stream
- 2 To override the reading order in tagged documents, press Alt + O. This is not a default setting.

**To change reading order settings on Mac OS:**

Press the Tab key to move to the option, then select it by pressing the spacebar.



*The Reading category in the Preferences dialog box*

There are additional settings for Adobe Reader 6.0 that can enhance on-screen viewing and can be used in combination with Read Out Loud. For more information on using on-screen enhancements, see “Section Three: Enhancing On-Screen Viewing” on page 18.

## Reading a PDF document using Read Out Loud

There are two ways to access the Read Out Loud tool in Adobe Reader 6.0.

The following chart shows the keyboard shortcuts for accessing Read Out Loud:

Windows	Mac OS
<p>From the View menu:</p> <ul style="list-style-type: none"> <li>• Choose Alt + V for View, then A for Read Out Loud, and then O for Read this page only.</li> <li>• Choose Alt + V for View, then A for Read Out Loud, and then E for Read to end of document.</li> <li>• Choose Alt + V for View, then A for Read Out Loud, and then P to Pause reading. Note that if reading is paused, this command changes to Resume reading. Press the letter R to Resume reading.</li> <li>• Choose Alt + V for View, then A for Read Out Loud, and then S to Stop reading.</li> </ul>	<p>From the View menu:</p> <ul style="list-style-type: none"> <li>• Choose View &gt; Read Out Loud &gt; Read this page only.</li> <li>• Choose View &gt; Read Out Loud &gt; Read to end of document.</li> <li>• Choose View &gt; Read Out Loud &gt; Pause reading. Note that if reading is paused, this command changes to Resume reading.</li> <li>• Choose View &gt; Read Out Loud &gt; Stop to stop reading.</li> </ul>
<p>Keyboard commands are:</p> <ul style="list-style-type: none"> <li>• Ctrl + Shift + V to Read this page only.</li> <li>• Ctrl + Shift + B to Read to end of document.</li> <li>• Ctrl + Shift + C to Pause or Resume reading.</li> <li>• Ctrl + Shift + E to Stop reading.</li> </ul>	<p>Keyboard commands are:</p> <ul style="list-style-type: none"> <li>• Command + Shift + V to Read this page only.</li> <li>• Command + Shift + B to Read to end of document.</li> <li>• Command + Shift + C to Pause or Resume reading.</li> <li>• Command + Shift + E to Stop reading.</li> </ul>

Other accessibility tools such as Reflow or Full Screen can be used with Read. For more information on using other accessibility tools with Read Out Loud, see “Using other Adobe Reader accessibility tools with on-screen enhancements to read PDF documents” on page 25.

# Section Three: Enhancing On-Screen Viewing

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This section provides step-by-step instructions on how to change the text color and background color of PDF documents.

**To enhance on-screen viewing of documents, use features such as:**

- Reflow
- Form field hover colors
- Automatic scrolling
- Full screen

If you use screen magnification software with Adobe Reader 6.0, consult the screen magnification Help files for specific support for reading PDF documents.

**You will need the following:**

- Adobe Reader 6.01 or later
- A version of the screen magnification software that works with Adobe Reader 6.0.1 or later

## Checking document accessibility

Before reading a PDF document, it is a good idea to check the anticipated accessibility of the document. If the document is not accessible, it may not be read at all or it may be read in the wrong order.

**To use Quick Check, do one of the following:**

- Choose Document > Quick Check.
- Press Alt + D for Documents, then Q for Quick Check (Windows only).

## Setting on-screen enhancement preferences

**To open the Preferences dialog box, do one of the following:**

- Choose Edit > Preferences.
- Press Alt + E for Edit, then N for Preferences (Windows only).
- Press Ctrl + K (Windows) or Command + K (Mac OS).

Note that if the JAWS for Windows screen reader is used with screen magnification software, there may be a key conflict with Ctrl + K. If this conflict is encountered, use the JAWS PassKey (Insert + 3) before pressing Ctrl + K.

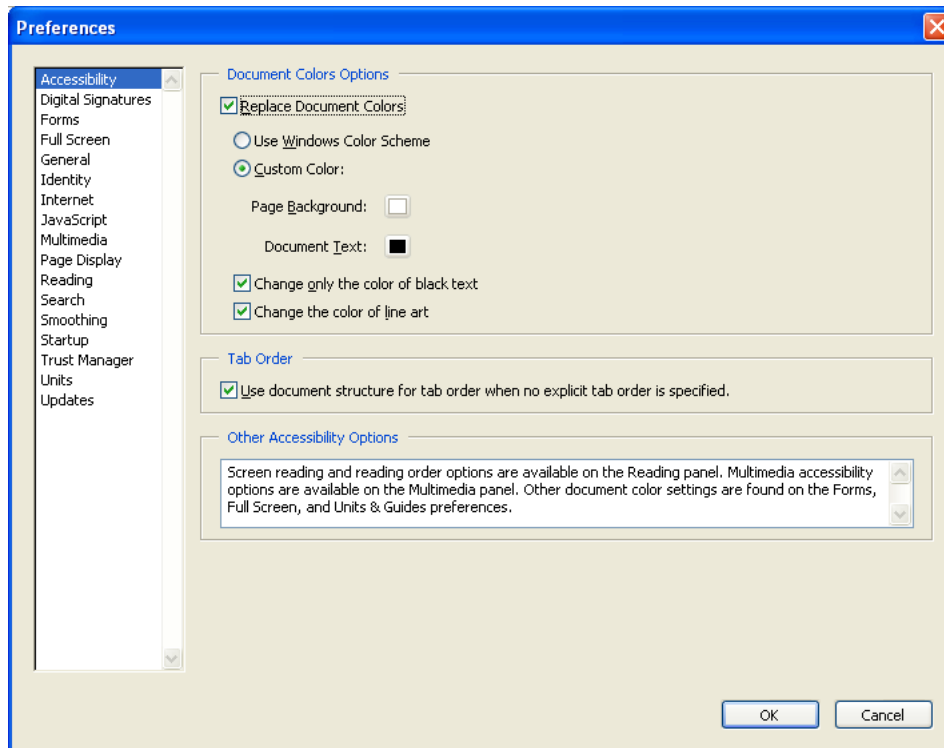
When the Preferences dialog box opens, focus will be on the last category modified. Press the first letter of any category to quickly move to it. Press the Tab key to move focus to the options for the current category. In this case, press the letter A for the Accessibility category.

### Accessibility category

By default, the document colors appear as the author defined them. Adobe Reader 6.01 lets readers replace the document colors, increasing the contrast between text and background. Windows users also have the option to adopt any Windows color scheme established by the operating systems accessibility options.

The following table shows the steps to change the document colors in Adobe Reader 6.0 when the Accessibility category is selected in the Preferences dialog.

Windows	Mac OS
Press Alt + R to replace document colors.	Press Tab to move to the Replace document colors check box.
<p>This enables two options:</p> <ul style="list-style-type: none"> <li>• Press Alt + W to use system colors, for example, a high-contrast black color scheme.</li> <li>• Press Alt + C to choose text and background colors that provide the best contrast.</li> </ul>	<p>This enables two options:</p> <ul style="list-style-type: none"> <li>• Press Tab to move to use system colors, for example, a high-contrast black color scheme.</li> <li>• Press Tab to move to choose a text and background color that provide the best contrast.</li> </ul>
<p>Under Custom color, press:</p> <ul style="list-style-type: none"> <li>• Alt + B to move to the background color palette, then press Enter to display the palette colors. Use the arrow keys or the mouse to choose a color.</li> <li>• Alt + T to move to the document text color palette, then press Enter to display the palette colors. Use the arrow keys or the mouse to choose a color.</li> </ul>	<p>Under Custom color, press:</p> <ul style="list-style-type: none"> <li>• Tab to move to the background color palette, then press Enter to display the palette colors. Use the arrow keys or the mouse to choose a color.</li> <li>• Tab to move to the document text color palette, then press Enter to display the palette colors. Use the arrow keys or the mouse to choose a color.</li> </ul>
<p>Within the Replace Document Colors, are the options to:</p> <ul style="list-style-type: none"> <li>• Replace only the color of black text (Alt + O). This is the default. For all text to appear using customized colors, clear this option.</li> <li>• Change the color of line art (Alt + L). This is the default. For line art images to retain their colors, clear this option.</li> </ul>	<p>Within the Replace Document Colors, are the options to:</p> <ul style="list-style-type: none"> <li>• Replace only the color of black text (press Tab to move to this option). This is the default. For all text to appear using customized colors, clear this option.</li> <li>• Change the color of line art (press Tab to move to this option). This is the default. For line art images to retain their colors, clear this option.</li> </ul>



The Accessibility category in the Preferences dialog box

### Document or page mode settings (Reading category)

The amount of a PDF document that assistive technology holds in its memory buffer depends on whether Adobe Reader 6.0 is processing the entire document (document mode) or just a single page (page mode). If screen magnification is used, this preference may affect the way this assistive technology works. Consult the screen magnification vendor for recommended settings for this Adobe Reader preference option.

## Background

When assistive technology is used, and an entire document is in the memory buffer, all of the assistive technology's facilities can be used to navigate the document. For instance, some assistive technologies provide screen reader users with ways to obtain a list of links, navigate to the next active item, or find a word in the document. Screen reader users can use these tools on the entire document, which is much more efficient. This is "document" mode. Screen reader users are likely to be more familiar with the navigation tools of their assistive technology than the navigation tools of individual applications.

Some assistive technologies, such as screen magnification software, are only concerned with presenting the information that is visible on the screen. It is much faster if the assistive technology only receives visible information, so it doesn't have to sort through all the parts of the document that are not visible (page mode).

If the PDF file is not tagged, the structure must be synthesized for the parts of the document that are sent to the assistive technology. For large documents it can take a very long time to synthesize the structure. Adobe Reader 6.0 limits the amount of time it spends per page, but for a document that is hundreds of pages long, the synthesis can still add up to a very long delay. During this time, assistive technology will not be responding and may appear to be

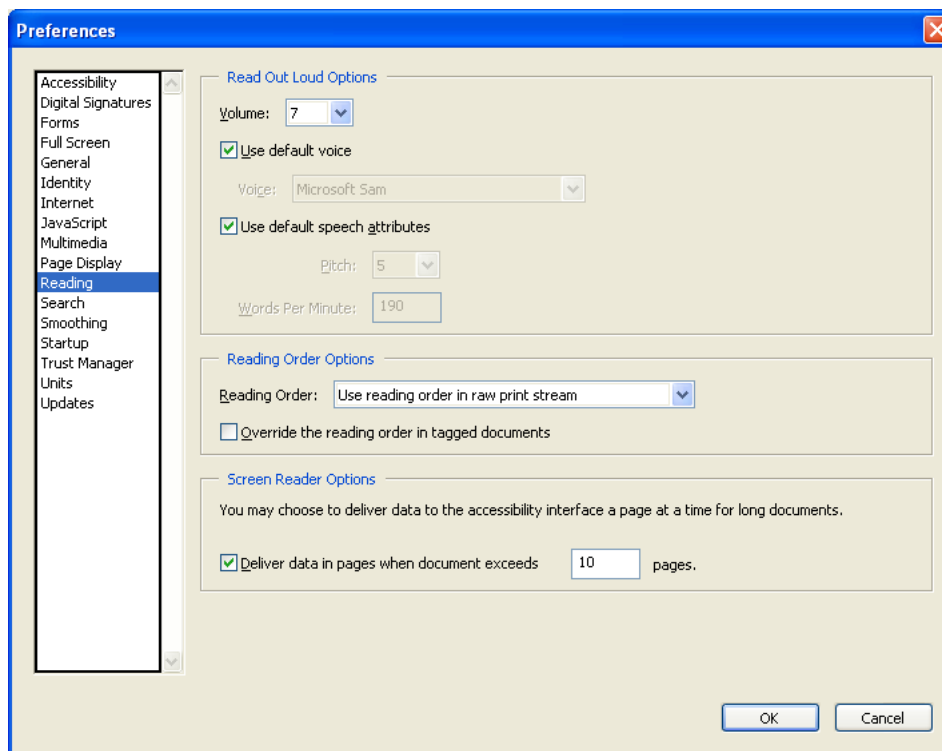


hung. Because screen reader users won't know how large the file is until it is opened, they may not know that this is what is occurring. And if screen reader users don't want to read the entire document, they may not need to have all of it analyzed when it is opened.

## Setting document or page mode

Document or page mode is controlled by options in the Reading category of the Preferences dialog box.

The default is document mode for documents of 10 pages or less, and page mode for documents larger than 10 pages. To use page mode, select the Deliver Data In Pages When Document Exceeds check box. If selected, specify the maximum size of the document for document mode. To always use page mode, set that value to one page. Because all documents are at least one page long, they would always use page mode. If document mode is preferred, analyzing very long documents can be avoided by setting this value to a suitably large page count, for example, 100 pages.



*The Reading category in the Preferences dialog box*

This preference can be changed at any time, and it will take effect immediately. If a document is being read in page mode and document mode is preferred, change the preference setting. The assistive technology will download the new information as soon as it is available. Adobe Reader users can also switch from document to page mode, but since the assistive technology will not read information in the Preferences dialog box until Adobe Reader 6.0 is done downloading the document, this feature can't be used to cancel the analysis of a long document as it is loading.

The settings will be retained.

## Navigating in page mode

It is necessary to use the tools in Adobe Reader 6.0 to navigate PDF documents when using page mode. Adobe Reader users also need to be aware that assistive technology only knows about the current page. At the bottom of a page, advance to the next page by using the Reader commands (for example, Page Down or Ctrl + Page Down to advance to the next page).

To navigate to locations in the document or the table of contents, use Bookmarks in the Navigation pane. Advance to the next active item (form field, link, etc.) with Adobe Reader 6.0 by using the Tab key. However, you should make sure that these keystrokes are interpreted by Adobe Reader 6.0, not by the assistive technology software.

When in page mode, screen reader users may receive a message that indicates that the document is empty, even though there is text in the document. Adobe Reader 6.0 provides this message when it detects an empty page. If page mode is used, note that the message only applies to the current page, and that the next page may contain information. Advance to the next page to confirm this.

### Setting read order options (Accessibility category)

Left-to-right, top-to-bottom reading order and Use reading order in raw print stream are much faster than Infer reading order from document. If one of these choices is selected, Adobe Reader users may want to use document mode all of the time, or may want to set the threshold to a very large document size. Use caution when using Infer reading order from document even though it is the recommended setting.

## Additional preference settings to enhance on-screen viewing

There are other settings in Adobe Reader 6.0 that can be modified to enhance the display of a PDF document. These include settings in the Forms, Full Screen, and Startup categories in the Preferences dialog box.

### Forms category

When the Forms category is selected in the Preferences dialog box, the background and hover colors of form fields can be changed. The hover color appears when the mouse is positioned or “hovering” over a form field. Changing the color of form fields helps identify them more easily in PDF documents when fields are filled out online.

The following chart shows the keyboard shortcuts for modifying the colors of form fields.

Windows	Mac OS
To change the background and hover colors of form fields, press Alt + H.	To change the background and hover colors of form fields, Tab to this option.
Press Alt + B for Background to move to the background color palette and press Enter to view the color choices. Use either the mouse or the arrow keys to move through the colors.	Press the Tab key to move to the background color palette and press Enter to view the color choices. Use either the mouse or the arrow keys to move through the colors.
Auto-Complete doesn't have a keyboard shortcut. Selecting this option enables the computer to remember numerical information. If Auto-Complete is turned on, as a sequence of numbers is being typed, Adobe Reader 6.0 will automatically make suggestions of previously used numbers to choose from.  Tab to this option, then choose either Basic or Advanced, then use Alt + N to choose "Remember numerical data."	Auto-Complete doesn't have a keyboard shortcut. Selecting this option enables the computer to remember numerical information. If Auto-Complete is turned on, as a sequence of numbers is being typed, Adobe Reader 6.0 will automatically make suggestions of previously used numbers to choose from.  Tab to this option, then choose either Basic or Advanced, then use Alt + N to choose "Remember numerical data."

## Full Screen category

A full-screen view of a PDF document will hide the toolbars and status bar so that only the document is visible. This doesn't enlarge the document, but isolates it on the screen so it has the main focus.

Note that the following settings only affect Adobe Reader 6.0 while in Full Screen mode.

### To change the options for full-screen view on a Windows system:

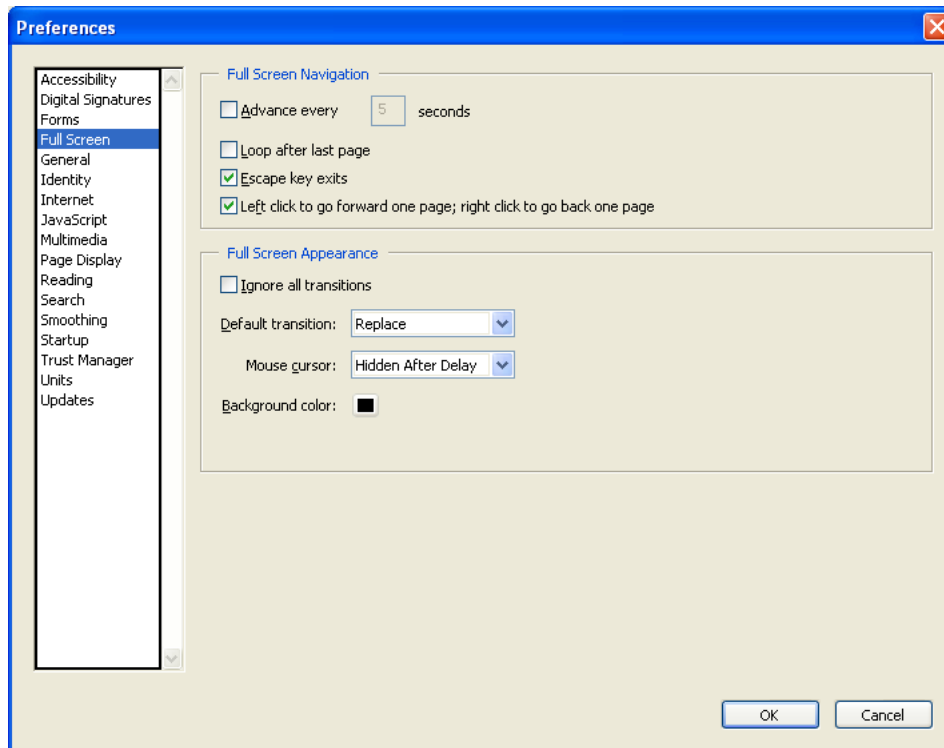
- 1 Press Alt + A to automatically advance the page X seconds. This is not a default setting.
- 2 Loop after last page by pressing Alt + L. This is not a default setting. Pressing Page Down on the last page of a document will loop back to the first page of the document.
- 3 By default, the Escape key exits Full Screen mode. Use Alt + E to turn off this option.
- 4 By default, the left mouse button can be used to move forward one page and the right mouse button to move backward one page. Use Alt + F to turn off this option.
- 5 Ignore All Transitions is not turned on, but you can turn it on by pressing Alt + I. The default transition is to Replace a Page. To change this option, press Alt + D. (Transitions are similar to those in slide presentations in which slides dissolve, have a horizontal blind effect, a box in effect, or reveal part of the information on a page.) Transitions are only visible in full-screen view of a document.
- 6 By default, the mouse cursor is hidden after delay. Press Alt + C to change this option.
- 7 By default, the background of a full-screen view is black. Access the color palette to change this option by pressing Alt + B.

### To change the options for full-screen view on Mac OS:

Press the Tab key to move to the option, then select it by pressing the spacebar.

The background color in a full-screen view of a PDF document is not the background of the document, it is the background of the screen surrounding the document page.

Note that the colors chosen in the Accessibility category for viewing PDF documents are retained in a full-screen view.



The Full Screen category in the Preferences dialog box

## Internet category

If it is preferable not to open PDF documents in a browser window, this default option can be turned off. This means that when a PDF document is opened on a Web site, the document will be displayed in a separate Adobe Reader window rather than being displayed in the Web browser.

Choosing not to display the PDF document in the browser can improve the behavior of the PDF file with assistive technology, such as screen readers. Try changing this preference setting if the assistive technology appears to have difficulty reading PDF documents in the Web browser.

### To change how a PDF document is displayed on a Windows system:

In the Internet category of the Preferences dialog box, press Alt + D to turn off Display PDF in Browser.

### To change how a PDF document is displayed on Mac OS:

In the Internet category of the Preferences dialog box, press the Tab key to move to the option, then select it by pressing the spacebar.

## Startup category

Choose whether to view the Adobe Reader 6.0 splash screen as the application starts up. By default, this option is turned on.

### To turn off the splash screen on startup on a Windows system:

Press Alt + S in the Internet category of the Preferences dialog box.

**To turn off the splash screen on startup on Mac OS:**

Press the Tab key to move to the option, then select it by pressing the spacebar.

**Document place marker in the Startup category**

A place marker can be set in a PDF document. If a place marker is set for a document, when the document is next opened, it will be positioned to the marker location. This preference is controlled by the Reopen Document to Last Viewed Page option, and by default it is set only for eBooks.

**To turn on place markers in PDF documents on a Windows system:**

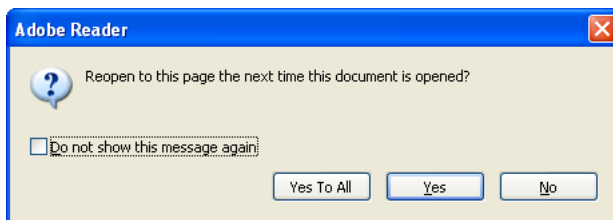
Press Alt + V in the Startup category of the Preferences dialog box and choose one of the following:

- eBooks only
- Marked files and eBooks only
- All Files

**To turn on place markers in PDF documents on Mac OS:**

Press the Tab key to move to the option, then select it by pressing the spacebar.

If place marker is turned on in a PDF document, the following message appears when the PDF document is closed. Choose Yes To All, Yes, or No when asked whether to reopen to this page the next time this document is opened.



*The place marker message box*

**Using other Adobe Reader accessibility tools with on-screen enhancements to read PDF documents**

Now that we've modified some of the settings, let's look at how to use them. We'll also look at other tools that can be used while reading PDF documents.

**Automatic scroll**

This tool scrolls through a PDF document at a speed comfortable for the reader. For people using screen magnification, this tool doesn't have the flexibility of the scrolling or panning available in screen magnification software.

This tool is particularly useful with reflowed documents because it scrolls vertically, not horizontally. Without the reflow feature activated, it may be difficult to use this automatic scroll feature on multi-column documents.

The following chart shows the keyboard shortcuts for using automatic scroll.

Windows	Mac OS
<ul style="list-style-type: none"> <li>Choose View &gt; Automatically Scroll.</li> <li>Press Shift + Ctrl + H.</li> </ul> <p>Pressing Shift + Ctrl + H again will stop the scrolling.</p>	<ul style="list-style-type: none"> <li>Choose View &gt; Automatically Scroll.</li> <li>Press Shift + Command + H.</li> </ul> <p>Pressing Shift + Command + H again will stop the scrolling.</p>

### Reflow

This tool transforms tagged PDF documents into a single column that fits within the width of the window.

The following chart shows the keyboard shortcuts to reflow a document.

Windows	Mac OS
<p>Choose Alt + V for View, then R for Reflow, or Ctrl + 4.</p> <p>Once in reflow mode, Ctrl + plus sign (+) increases magnification and Ctrl + minus sign (-) decreases magnification.</p>	<p>Choose Alt + V for View, then R for Reflow, or Command + 4.</p> <p>Once in reflow mode, Command + plus sign (+) increases magnification and Command + minus sign (-) decreases magnification.</p>

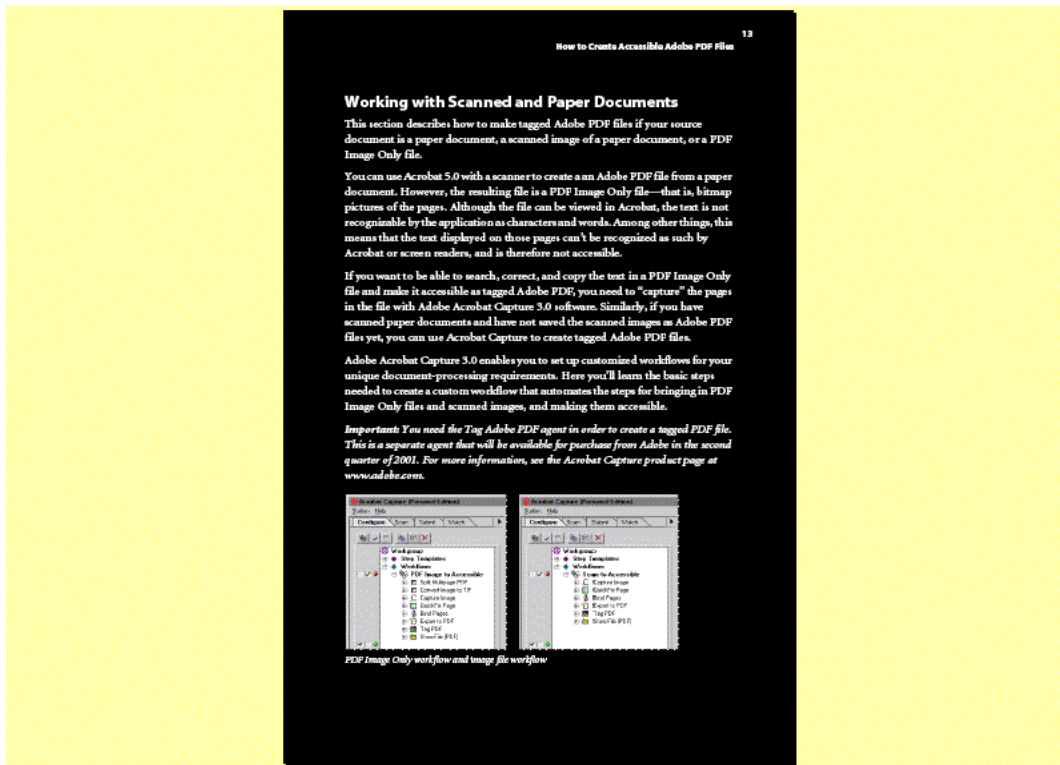
### Full screen and other document views

If the default settings for Full Screen aren't comfortable for reading, see the previous "Additional preference settings to enhance on-screen viewing" on page 22.

The following table shows the full-screen keyboard shortcuts.

Windows	Mac OS
Ctrl + L activates Full Screen.	Command + L activates Full Screen.
Escape key exits Full Screen.	Escape key exits Full Screen.
Ctrl + 0 shows Fit Page (or full-screen view).	Command + 0 shows Fit Page (or full-screen view).
Ctrl + 1 shows Actual Size. This keyboard command can be used while in full-screen mode.	Command + 1 shows Actual Size. This keyboard command can be used while in full-screen mode.
Ctrl + 2 shows Fit Width.	Command + 2 shows Fit Width.
Ctrl + 3 shows Fit Visible. This keyboard command can be used while in full-screen mode.	Command + 3 shows Fit Visible. This keyboard command can be used while in full-screen mode.
While in full-screen view, readers can press Ctrl + 4 to reflow a document.	While in full-screen view, readers can press Command + 4 to reflow a document.

There are also icons on the toolbar for Fit Page, Fit Width, and Actual Size.



A full-screen view of a PDF document with high contrast settings

## Zoom

Use the Zoom tool in a document to increase or decrease the magnification of the entire page.

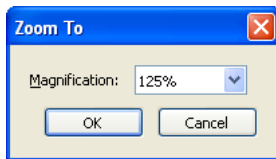
A strategy for those using the mouse is to choose the Zoom tool from the toolbar, draw a rectangle around part of a page and it will automatically magnify that section. This method can also be used to decrease the magnification by choosing the Zoom Out tool. By choosing Dynamic Zoom, the scroll wheel of a mouse can be used to adjust a zoom view. Return to the original view by choosing 100% in the zoom list box on the toolbar.



The Zoom section of the toolbar

The following table shows the keyboard shortcuts to increase and decrease magnification, or to choose a document view.

Windows	Mac OS
Choose Alt + V, then Z. Use the Up Arrow or Down Arrow key to select from the list.	Choose View > Zoom. Use the Up Arrow or Down Arrow key to select from the list.
To use the Zoom tool from the keyboard: <ul style="list-style-type: none"> <li>• Zoom in with Ctrl + plus sign (+).</li> <li>• Zoom out with Ctrl + minus sign (-).</li> <li>• Zoom in temporarily with Ctrl + spacebar, then Click.</li> </ul>	To use the Zoom tool from the keyboard: <ul style="list-style-type: none"> <li>• Zoom in with Command + plus sign (+).</li> <li>• Zoom out with Command + minus sign (-).</li> <li>• Zoom in temporarily with Command + spacebar, then Click.</li> </ul>



*The Zoom To dialog box*



## Section Four: Using Keyboard Commands

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People who have a mobility impairment might want to use the single key accelerators to access or switch tools. Adobe Reader 6.0.1 also provides robust support for keyboard shortcut access to most tools.

For those using screen magnification or screen reading software with Adobe Reader 6.0, consult the screen magnification Help files for specific support for reading PDF documents.

### **Some considerations:**

- You should use Adobe Reader 6.0.1 or later.
- The Mac OS 10.1.2 (and later) includes more keyboard access features than earlier versions.
- For those using screen magnification or screen reading software, the assistive technology version should work with Adobe Reader 6.01 or later. Consult the assistive technology vendor for this information.
- In Windows, some of the keyboard shortcuts used to navigate in Adobe Reader 6.0 may differ from those used in other Windows applications.

### **Checking document accessibility**

Before reading a PDF document, it is a good idea to check the anticipated accessibility of the document. If the document is not accessible, it may not be read at all or it may be read in the wrong order.

#### **To use Quick Check, do one of the following:**

- Choose Document > Quick Check.
- Press Alt + D for Documents, then Q for Quick Check (Windows only).

### **Setting the single key accelerator preference**

In the history of Adobe Reader 6.0 development, single key accelerators were established to improve keyboard access. Although these can still be turned on and used, many generic keyboard shortcuts can be used without turning on the single key accelerators.

#### **To open the Preferences dialog box, and turn on the single key accelerators, do one of the following:**

- Choose Edit > Preferences.
- Press Alt + E for Edit, then N for Preferences (Windows only).
- Press Ctrl + K (Windows) or Command + K (Mac OS).

Note that if the JAWS for Windows screen reader is used with screen magnification software, there may be a key conflict with Ctrl + K. If this conflict is encountered, use the JAWS PassKey (Insert + number 3) before pressing Ctrl + K.

When the Preferences dialog box opens, focus will be on the last category modified. Press the first letter of any category to quickly move to it. In this case, press the letter G for the General category. Press the Tab key to move focus to the options for the General category.

The table below shows the keyboard shortcuts for turning on the single key accelerators in the Preferences dialog box.

Windows	Mac OS
Press Alt + I to turn on the single key accelerators.	Press Tab to turn on single key accelerators to access tasks.

## Using single key accelerators in Adobe Reader 6.0

Below is a description of the single key accelerators. Single key accelerators are those keys that only work if this option is turned on in the General Preferences category. For a complete list of keyboard shortcuts, see “Appendix B: Complete List of Adobe Reader 6.0 Keyboard Commands” on page 68.

The following single key accelerators are the same on either Windows or Mac OS. Information on using generic keyboard commands will follow.

### Hand tool

The Hand tool, an image of a hand, indicates general reading mode. The single key accelerator to activate the Hand tool is the letter H.

Temporarily select the Hand tool by pressing and holding down the spacebar.

### Select Text tool

Adobe Reader 6.0 has tools for selecting text or images. The Select Text tool is the default. The other selection tool is Select Image. To activate the current selection tool press the letter V. When the letter V is pressed, if the Select Text tool is the active one, the hand will be replaced by a flashing cursor. This allows movement through the document, character by character, word by word, or the beginning or end of lines. Select characters, words, or lines by holding down the Shift key (Windows) or the Command key (Mac OS) in combination with navigation keys.

To cycle through the selection tools (Select Text or Select Image), press Shift + V. Note that choosing Select Image, requires the cursor to be positioned over an image. Press the left mouse button to select the image.

### Snapshot tool

The Snapshot tool can be used by pressing the letter G. This tool is used in conjunction with the mouse. Once invoked, position the cursor over an area of the document, holding down the left mouse button, to crop or select an area of the document to be captured. Once the mouse button is released, a message appears stating that the cropped area has been copied to the Clipboard. Paste the information into documents in other applications.

### Zoom tool

Cycle through the zoom tools (Zoom In, Zoom Out, Dynamic Zoom) by pressing Shift + Z.

Use the mouse to select an area in the document on which to use the zoom tool.

Pressing the letter Z by itself will activate the current zoom tool.

To temporarily select the Zoom In tool, press Ctrl + spacebar (Windows) or Command + spacebar (Mac OS). Once the mouse button is released, the original tool is active again.

To temporarily select the Dynamic Zoom tool (when Zoom In or Zoom Out is selected), press the Shift key by itself.

Use the mouse to zoom in or out of the view of the document.

## Using single key accelerators in Adobe Acrobat 6.0

These tools assume that the security on a document permits their use. Some authors may have set security levels on a document that do not permit the use of these tools.

### Stamp tool

The Stamp tool is activated by pressing the letter K. Once the Stamp tool is activated, position the mouse over the area of the document where the stamp is to appear, and press the left mouse button. For more information on editing and moving stamps, see the Adobe Acrobat 6.0 Help files.

### Highlighting tool

To use the current Highlighting tool, press the letter U. The cursor changes to an Iron beam with a dotted box around it. Position the cursor over the text to be highlighted, hold down the left mouse button, drag it over the desired text. The text is highlighted once the mouse button is released. Note that this tool can't be used in combination with the Select Text tool.

Press Shift + U, to cycle through Highlighting tools (Highlighter, Cross-Out Text, Underline Text).

### Note tool

A note or comment can be created by activating the Note tool. Once activated, use the mouse to highlight the element to make a note on. Releasing the left mouse button will create the note and put the focus in the new note. The single key accelerator for this tool is the letter S. After a note or comment is created, press the Escape key to exit it and return to the document. Note that this tool can't be used in combination with the Select Text tool.

To move focus to a comment, press the Tab key. Then press the spacebar to open it. Pressing the spacebar again will close it (as long as the note or comment icon in the document has focus). Press the Escape key to remove focus from a note or comment.

### Attach File tool

Use the Attach File tool by pressing the letter J. This key changes the cursor to a thumb tack. Position the cursor over the area of the document where the attached file icon should appear, press the left mouse button to open the Select a File to Attach dialog box. Choose the file and click the Select button. A dialog box appears asking what the icon for the attached file should look like (graph, paperclip, attachment, or tag).

## Using Adobe Reader 6.0 generic keyboard commands

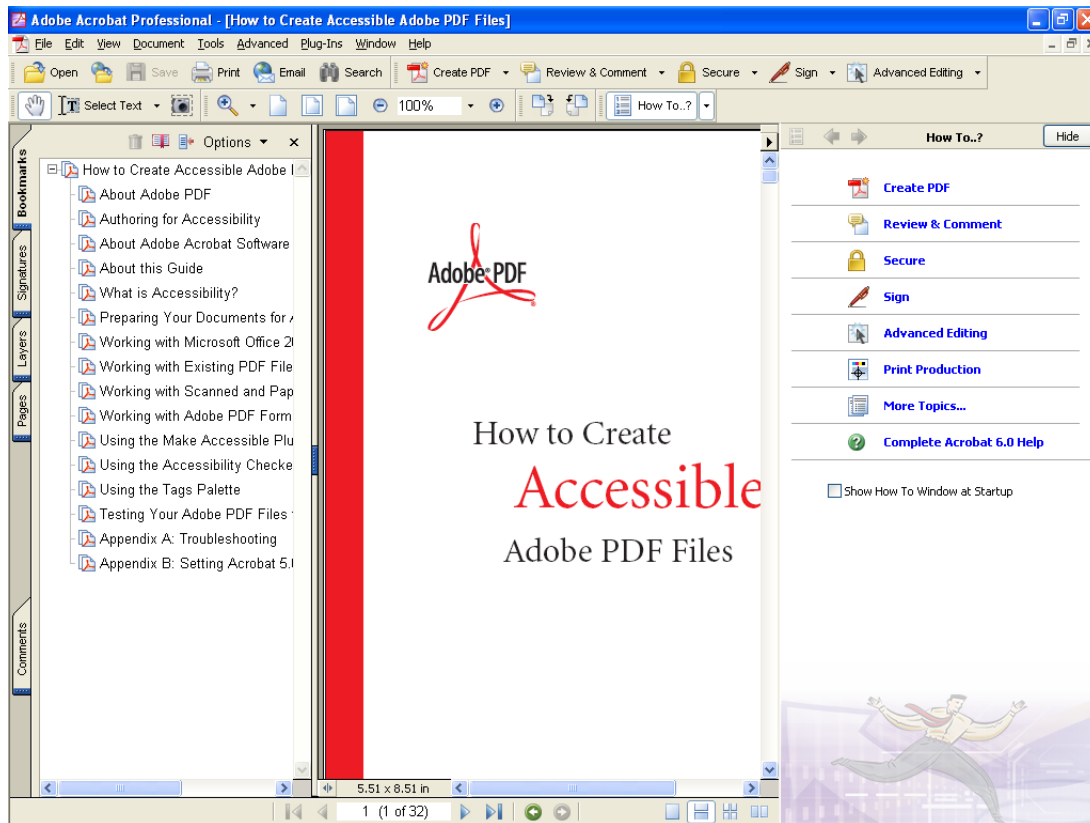
For best results when reading PDF documents, be sure to use the most current version of Adobe Reader 6.0 as well as the most current version of any assistive technology required. To download the latest version of Adobe Reader 6.0, go to <http://www.adobe.com/products/acrobat/alternate.html#601uxall>. Note that multiple versions of the Adobe Reader 6.0 download exist.

Keyboard commands listed in this section work on either Windows or Mac OS unless otherwise specified. For a complete list of keyboard commands, see "Appendix B: Complete List of Adobe Reader 6.0 Keyboard Commands" on page 68.

## Opening a PDF document in Adobe Reader 6.0

When Adobe Reader 6.0 is first launched, no document is open.

To open PDF documents, press Ctrl + O for Open (Windows) or Command + O (Mac OS). The first time a document is opened, the How To window is visible on the right side of the application window.



*The Adobe Reader 6.0 interface with the How To window visible*

The How To window provides help on general tasks without having to search the Help files.

### To view the document window without obstruction:

- To turn off the How To window for the current document press F4. This key is a toggle, so pressing F4 again will bring the How To window back in view when needed.
- To turn off the How To window at startup, clear the Show How To Window at Startup check box in the How To window. When this tool is needed, press F4 to show it.

## Title, menu and toolbars

At the top of the Adobe Reader 6.0 interface is the title bar containing the application name and the name of the current document.

Under the title bar is the menu bar containing items such as File, Edit, View, Document, Tools, Window, and Help. On a Windows system, pressing the Alt key will move focus to the menu bar. Pressing the Alt key in combination with the keyboard shortcuts in the menu bar will move focus to a specific menu bar item. For example, Alt + F will move focus to and open the File menu. The keyboard shortcuts are the letters that are underlined. Escape will remove focus from the menu bar and will return focus to the document window.

The menu bar can be hidden by pressing F9. This key is a toggle, so pressing F9 again will show the menu bar.

Beneath the menu bar are the toolbars. On Windows, toolbars can be accessed using the keyboard by pressing the Alt key to move focus to the menu bar, then pressing Ctrl + Tab to move to the first toolbar. Ctrl + Tab will move focus through other visible toolbars. Pressing Ctrl + Shift + Tab will move focus to the previous toolbar.

On Mac OS, if Full Keyboard Access is enabled in the system preferences, Control + F5 (the default keyboard command) will move focus to the first toolbar.

To move through toolbar items, press the Tab key to move forward and Shift + Tab to move backward. Pressing Enter on a toolbar icon will activate that function. Escape will remove focus from the toolbar and return focus to the document window.

To move focus to a toolbar in a browser, press Shift + F8 on a Windows system. There is no equivalent Mac OS keystroke.

On a Windows system, toolbars can be turned on or off by pressing Alt + V for View, then T for toolbars and pressing the Enter key on the name of a toolbar. If a toolbar is turned on or “checked”, it will be turned off or “unchecked” and if the selected toolbar is unchecked, pressing the Enter key will check it or turn it on.

## Main document window

Below the toolbars is the main document area for reading documents. This area can have up to three components. A document must be open to view the Navigation pane. It is on the left side of the screen.

### Navigation pane

**To reveal the Navigation pane, do one of the following:**

- Choose View > Navigation Tabs > Open Navigation Pane.
- Choose Alt + V for View, then N, then the letter O for Open Navigation Pane (Windows only).
- Press F6.

The Navigation pane is located on the left side of the document window and, when closed, only the tabs for items are visible. The Navigation pane tabs include Bookmarks and Comments. F6 is a toggle, so pressing F6 will show or hide the Navigation pane. If the Navigation pane is open, pressing Shift + F6 moves focus between the document and the Navigation pane.

To move through items in the open Navigation pane within the selected tab, use the Tab key. The Tab key moves focus to and shows the category in the active Navigation pane tab.

To move between tabs in the Navigation pane, for example from Bookmarks to Pages, use Ctrl + Tab or Ctrl + Shift + Tab, or the Up Arrow or Down Arrow key when focus is on the tab itself. The Left Arrow key highlights the top tab. The Right Arrow key highlights the bottom tab in an open Navigation pane.

In the Bookmarks tab of the Navigation pane, expand all bookmarks by pressing Shift + \* or collapse the selected bookmarks by pressing the Forward Slash key (/). Using the Left Arrow or Right Arrow key on a particular bookmark will collapse or expand the bookmark respectively.

## Document window

The main document window is in the center of the screen. When the mouse is moved over this area, the Hand tool, which is the default reading tool, is visible.

To cycle through open documents if the focus is on a document on a Windows system, press Ctrl + F6 (there is no corresponding shortcut for Mac OS). Pressing Ctrl + F4 or Ctrl + W (Windows) or Command + W (Mac OS) will close the current document. To close all open documents, press Ctrl + Shift + W (Windows) or Command + Shift + W (Mac OS).

Pressing Alt + F6 will move focus to the next open palette or dialog box. (There is no Mac OS equivalent for this.)

To move among fields in a document, press the Tab key to move to the next field or Shift + Tab to move focus to the previous field.

To access the context menu reading a document, press either the AppKey or Shift + F10.

A useful browser keyboard command is Ctrl + I (Windows) or Command + I (Mac OS), which opens the Properties dialog box.

## How To window

The third component of the main document window is the How To window. As previously mentioned, the How To window is displayed by default. Pressing F4 will either show or hide useful Help topics. The How To window contains links to helpful information on performing general tasks. At the top of the How To window is a “navigation bar” with a left and right arrow to move backward and forward through topics.

To use keyboard commands to move through the topics, press Ctrl + Shift + Tab (Windows only). This key combination moves focus to the How To navigation bar. Press the Enter key on an item, for example on the Back or Forward buttons.

To move focus between the How To window and the main document window, press Shift + F4.

## Status bar

The last component of the Adobe Reader 6.0 interface is the Status bar. The Status bar is at the very bottom of the Adobe Reader 6.0 window. Moving from left to right, information is available on the page size, page numbering, and available views of the document.

In the center of the Status bar is a document navigation tool. It shows the current page, the total number of pages in the document, and provides arrow icons to move quickly through pages in the document.

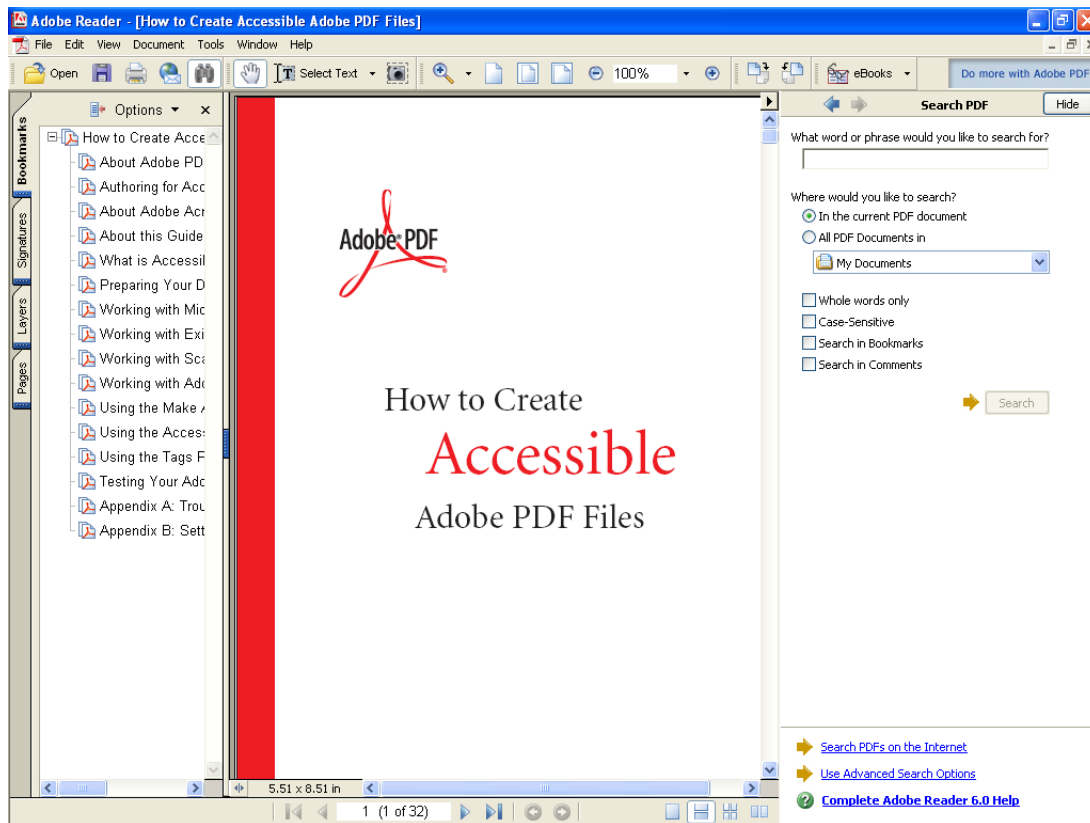
On the right side of the Status bar are icons for viewing the document in Single Page, Continuous, Continuous Facing, or Facing mode.

Move through a document using keyboard commands such as Ctrl + Shift + Page Up (Windows) or Command + Shift + Page Up (Mac OS) to move to the first page of a document, or Ctrl + Shift + Page Down (Windows) or Command + Shift + Page Down (Mac OS) to move to the last page of a document. Page Up and Page Down will move forward one screen and backward one screen respectively.

Pressing Ctrl + Shift + N (Windows), or Command + Shift + N (Mac OS), brings up the Go To Page dialog box, in which a specific page number can be entered.

## Searching documents

In Adobe Reader 6.0, it is easy to find specific items in documents by using the Search tool. Activate the Search window by pressing Ctrl + F (Windows) or Command + F (Mac OS). If the How To window is visible, the How To items are replaced by the Search items. If the How To window is hidden, the Search window opens on the right side of the screen.



*The Adobe Reader 6.0 interface with the Search window visible*

By default the focus is on the “enter keyword” text box. This is where the keyword(s) are entered that will be searched for in a document.

Use the Tab key to move through the options for searching for items in a PDF document. Current document or all documents in a specific folder can be searched. Searches can be for whole words, can be case sensitive, or can be through bookmarks or comments. There are also links to search PDFs on the Internet, use Advanced Search options, or access the complete Adobe Reader 6.0 Help files.

Successful search results will appear as links in the results box in the Search window. Either select the link to move to it in the document or press F3 to move to and highlight the next search result in the document.

The table below shows the other Search tool keyboard shortcuts.

Windows	Mac OS
Press Ctrl + ] to search the next document.	Press Command + ] to search the next document.
Press Ctrl + [ to search the previous document.	Press Command + [ to search the previous document.
Press Ctrl + G to search for the next result.	Press Command + G to search for the next result.
Press Ctrl + Shift + G to search for the previous result.	Press Command + Shift + G to search for the previous result.
Press F4 to close the Search window.	Press F4 to close the Search window.

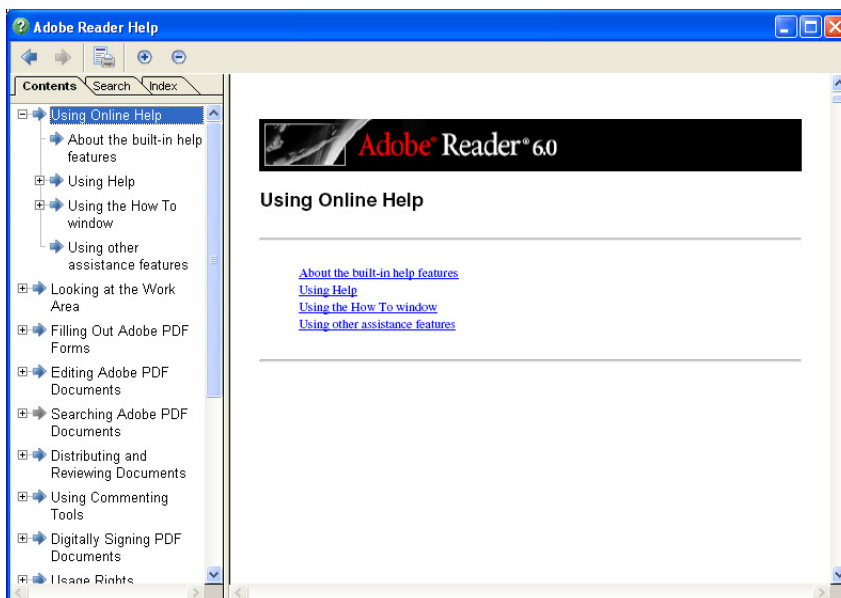
## Getting help

It is easy to get help in Adobe Reader 6.0. One option is to use the How To window to obtain assistance on general every day tasks in Adobe Reader 6.0. Another option is to choose the Help topic on the menu bar. The easiest way to obtain help using keyboard commands is to press F1.

Pressing F1 will open a new window with the complete Adobe Reader 6.0 Help files available.

**The Help window is divided into four parts:**

- The title bar
- A toolbar
- A navigation pane on the left side that allows searches by Contents, Search keywords, or an alphabetical Index
- A document window on the right side containing the Help file that was requested



*The Adobe Reader 6.0 Help window*

Pressing Shift + F8 will move focus to the toolbar in the Help window. The toolbar has tools to move forward, backward, print topic, and increase or decrease magnification. Use the Tab key to move through these options.



When a Help topic is chosen, focus in the Navigation pane moves to the current panel contents. Press the Tab key to move back to the Navigation pane before using the Left Arrow key and Right Arrow key to switch the active panel (Contents, Search, or Index). Move among the active panels more directly using Ctrl + Tab (Windows only).

Press the Left Arrow or Right Arrow key in the Navigation pane to move through the Contents, Search, or Index tabs. Press the Tab key to move into the options. Then use the Up Arrow and Down Arrow keys to move through the topics. Press Enter to open the topic in the Help document window on the right.

To temporarily hide the Navigation pane, press F6. This key is a toggle, so pressing F6 again will open the Navigation pane.

Press Ctrl + 4 to reflow the Help document for easier reading. On Windows, Ctrl + plus sign (+) increases the magnification and Ctrl + minus sign (-) decreases the magnification. On Mac OS, Command + plus sign (+) increases the magnification and Command + minus sign (-) decreases the magnification.

Pressing Alt + F4 or Ctrl + W (Windows) or Command + W (Mac OS) closes the Help window.

## Additional preference settings to use with keyboard commands

There are other settings in Adobe Reader 6.0 that can be modified to enhance the reading of a PDF document. These include settings in the Forms, Full Screen, and Startup categories in the Preferences dialog box.

### Forms category

While the Forms category is selected in the Preferences dialog, the background and hover color of form fields can be changed. The hover color appears when the mouse is positioned or “hovering” over a form field. Changing the color of form fields helps identify them more easily in PDF documents when fields are filled out on-line.

The following chart shows the keyboard shortcuts for modifying the colors of form fields.

Windows	Mac OS
To change the background and hover color of form fields, press Alt + H.	To change the background and hover color of form fields, Tab to this option.
Press Alt + B for Background to move to the background color palette, and press Enter to view the color choices. Use either the mouse or the arrow keys to move through the colors.	Press the Tab key to move to the background color palette, and press Enter to view the color choices. Use either the mouse or the arrow keys to move through the colors.
Auto-Complete doesn't have a keyboard shortcut. Selecting this option enables the computer to remember numerical information. If Auto-Complete is turned on, Adobe Reader 6.0 will automatically make suggestions of previously used numbers to choose from as a sequence of numbers is being typed.	Auto-Complete doesn't have a keyboard shortcut. Selecting this option enables the computer to remember numerical information. If Auto-Complete is turned on, Adobe Reader 6.0 will automatically make suggestions of previously used numbers to choose from as a sequence of numbers is being typed.
Tab to this option, then choose either Basic or Advanced, then use Alt + N to choose “Remember numerical data.”	Tab to this option, then choose either Basic or Advanced, then use Alt + N to choose “Remember numerical data.”

### Full Screen category

A full-screen view of a PDF document will hide the toolbars and status bar so that only the document is visible. This doesn't enlarge the document, but isolates it on the screen so it has the main focus.

Note that the following settings only affect Adobe Reader 6.0 while in Full Screen mode.

**To change the options for full-screen view on a Windows system:**

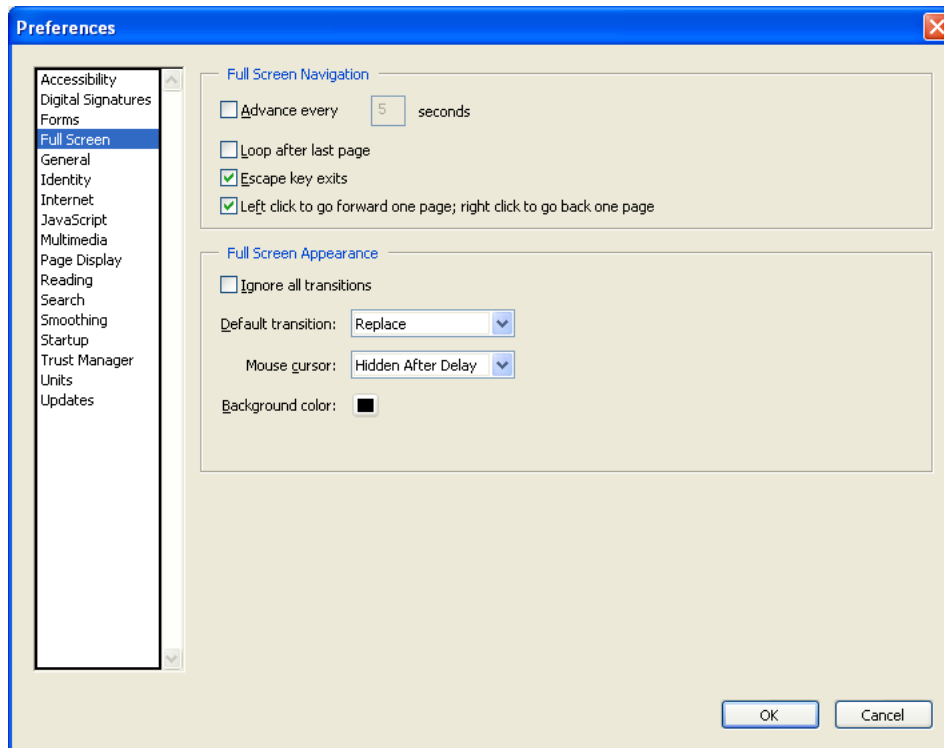
- 1 Press Alt + A to automatically advance the page X seconds. This is not a default setting.
- 2 Loop after last page by pressing Alt + L. This is not a default setting. Pressing Page Down on the last page of a document will loop back to the first page of the document.
- 3 By default, the Escape key exits Full Screen mode. Use Alt + E to turn off this option.
- 4 By default, the left mouse button can be used to move forward one page and the right mouse button to move backward one page. Use Alt + F to turn off this option.
- 5 Ignore All Transitions is not turned on, but can be by pressing Alt + I. The default transition is to Replace a Page. To change this option, press Alt + D. (Transitions are similar to those in slide presentations where slides dissolve, have a horizontal blind effect, a box in effect, or reveal part of the information on a page.) Transitions are only visible in full-screen view of a document.
- 6 By default, the mouse cursor is hidden after delay. Press Alt + C to change this option.
- 7 By default, the background of a full-screen view is black. Access the color palette to change this option by pressing Alt + B.

**To change the options for full-screen view on Mac OS:**

Press the Tab key to move to the option, then select it by pressing the spacebar.

The background color in a full-screen view of a PDF document is not the background of the document, it is the background of the screen surrounding the document page.

Note that the colors chosen in the Accessibility category for viewing PDF documents are retained in a full-screen view.



The Full Screen category in the Preferences dialog box

## Internet category

If it is preferable not to open PDF documents in a browser window, this default option can be turned off. This means that when a PDF document is opened on a Web site, the document will be displayed in a separate Adobe Reader window rather than being displayed in the Web browser.

Choosing not to display the PDF document in the browser can improve the behavior of the PDF file with assistive technology, such as screen readers. Try changing this preference setting if the assistive technology appears to have difficulty reading PDF documents in the Web browser.

### To change how a PDF document is displayed on a Windows system:

In the Internet category of the Preferences dialog box, press Alt + D to turn off Display PDF in Browser.

### To change how a PDF document is displayed on Mac OS:

In the Internet category of the Preferences dialog box, press the Tab key to move to the option, then select it by pressing the spacebar.

## Startup category

Choose whether to view the Adobe Reader 6.0 splash screen as the application starts up. By default, this option is turned on.

### To turn off the splash screen on startup on a Windows system:

Press Alt + S in the Internet category of the Preferences dialog box.

### To turn off the splash screen on startup on Mac OS:

Press the Tab key to move to the option, then select it by pressing the spacebar.

## Document place marker in the Startup category

A place marker can be set in a PDF document. If a place marker is set for a document, when the document is next opened, it will be positioned to the marker location. This preference is controlled by the Reopen Document to Last Viewed Page option, and by default it is set only for eBooks.

### To turn on place markers in PDF documents on a Windows system:

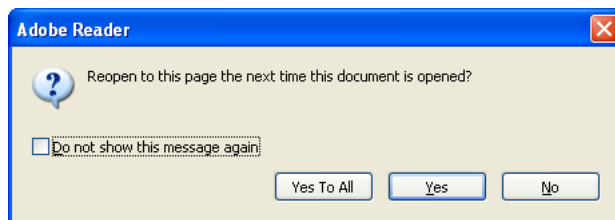
Press Alt + V in the Startup category of the Preferences dialog box and choose one of the following:

- eBooks only
- Marked files and eBooks only
- All Files

### To turn on place markers in PDF documents on Mac OS:

Press the Tab key to move to the option, then select it by pressing the spacebar.

If place marker is turned on in a PDF document, the following message appears when the PDF document is closed. Choose Yes To All, Yes, or No when asked whether to reopen to this page the next time this document is opened.



*The place marker message box*

## Using other Adobe Reader accessibility tools with keyboard commands to read PDF documents

Now that we’ve modified some of the settings, let’s look at how to use them. We’ll also look at other tools that can be used while reading PDF documents.

### Automatic scroll

This tool scrolls through a PDF document at a speed comfortable for the reader. For people using screen magnification, this tool doesn’t have the flexibility of the scrolling or panning available in screen magnification software.

This tool is particularly useful with reflowed documents because it scrolls vertically, not horizontally. Without the reflow feature activated, it may be difficult to use this automatic scroll feature on multi-column documents.

The following chart shows the keyboard shortcuts for using automatic scroll.

Windows	Mac OS
<ul style="list-style-type: none"> <li>Choose View &gt; Automatically Scroll.</li> <li>Press Shift + Ctrl + H.</li> </ul> <p>Pressing Shift + Ctrl + H again will stop the scrolling.</p>	<ul style="list-style-type: none"> <li>Choose View &gt; Automatically Scroll.</li> <li>Press Shift + Command + H.</li> </ul> <p>Pressing Shift + Command + H again will stop the scrolling.</p>

### Reflow

This tool transforms tagged PDF documents into a single column that fits within the width of the window.

The following chart shows the keyboard shortcuts to reflow a document.

Windows	Mac OS
<p>Choose Alt + V for View, then R for Reflow, or Ctrl + 4.</p> <p>Once in Reflow mode, Ctrl + plus sign (+) increases magnification and Ctrl + minus sign (-) decreases magnification.</p>	<p>Choose Alt + V for View, then R for Reflow, or Command + 4.</p> <p>Once in Reflow mode, Command + plus sign (+) increases magnification and Command + minus sign(-) decreases magnification.</p>

### Full screen and other document views

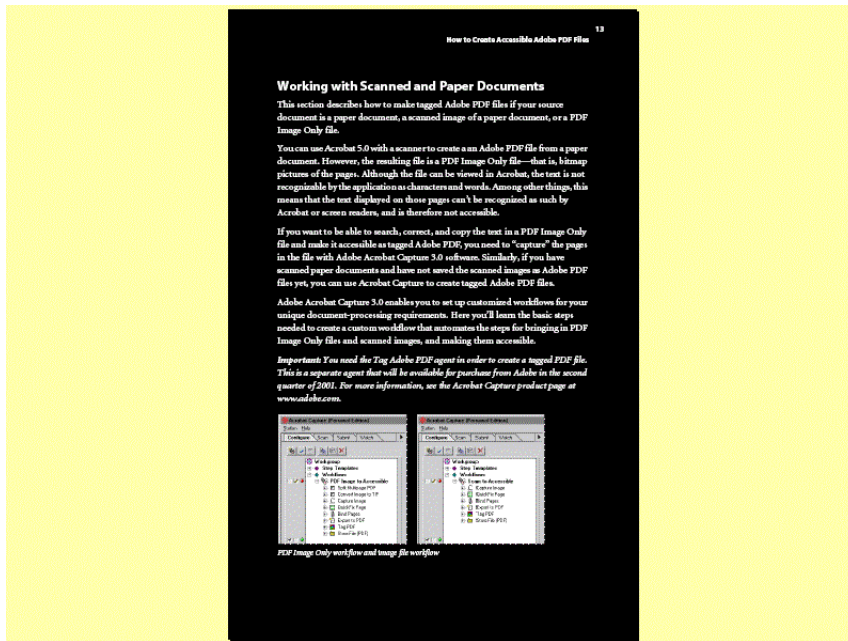
If the default settings for Full Screen aren’t comfortable for reading, see the previous “Additional preference settings to enhance on-screen viewing” on page 22.

The following table shows the full-screen keyboard shortcuts.

Windows	Mac OS
Ctrl + L activates Full Screen.	Command + L activates Full Screen.
Escape key exits Full Screen.	Escape key exits Full Screen.
Ctrl + 0 shows Fit Page (or full-screen view).	Command + 0 shows Fit Page (or full-screen view).
Ctrl + 1 shows Actual Size. This keyboard command can be used while in full-screen mode.	Command + 1 shows Actual Size. This keyboard command can be used while in full-screen mode.
Ctrl + 2 shows Fit Width.	Command + 2 shows Fit Width.

Windows	Mac OS
Ctrl + 3 shows Fit Visible. This keyboard command can be used while in full-screen mode.	Command + 3 shows Fit Visible. This keyboard command can be used while in full-screen mode.
While in full-screen view, readers can press Ctrl + 4 to reflow a document.	While in full-screen view, readers can press Command + 4 to reflow a document.

There are also icons on the toolbar for Fit Page, Fit Width, and Actual Size.



A full-screen view of a PDF document with high contrast settings

## Zoom

Use the Zoom tool in a document to increase or decrease the magnification of the entire page.

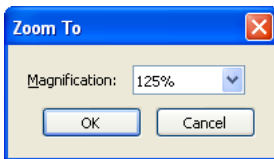
A strategy for those using the mouse is to choose the Zoom tool from the toolbar, and draw a rectangle around part of a page to automatically magnify that section. This method can also be used to decrease the magnification by choosing the Zoom Out tool. By choosing Dynamic Zoom, the scroll wheel of a mouse can be used to adjust a zoom view. Return to the original view by choosing 100% in the zoom list box on the toolbar.



The Zoom section of the toolbar

The following table shows the keyboard shortcuts to increase and decrease magnification, or to choose a document view.

Windows	Mac OS
Choose Alt + V, then Z. Use the Up Arrow or Down Arrow key to select from the list.	Choose View > Zoom. Use the Up Arrow or Down Arrow key to select from the list.
To use the Zoom tool from the keyboard: <ul style="list-style-type: none"> <li>• Zoom in with Ctrl + plus sign (+).</li> <li>• Zoom out with Ctrl + minus sign (-).</li> <li>• Zoom in temporarily with Ctrl + spacebar, then Click.</li> </ul>	To use the Zoom tool from the keyboard: <ul style="list-style-type: none"> <li>• Zoom in with Command + plus sign (+).</li> <li>• Zoom out with Command + minus sign (-).</li> <li>• Zoom in temporarily with Command + spacebar, then Click.</li> </ul>



*The Zoom To dialog box*

# Section Five: Accessing Multimedia Captioning

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To access multimedia captioning, modify the settings using the instructions found in this section.

## Checking document accessibility

Before reading a PDF document, it is a good idea to check the anticipated accessibility of the document. If the document is not accessible, it may not be read at all or it may be read in the wrong order.

**To use Quick Check, do one of the following:**

- Choose Document > Quick Check.
- Press Alt + D for Documents, then Q for Quick Check (Windows only).

## Setting multimedia preferences

**To open the Preferences dialog box, do one of the following:**

- Choose Edit > Preferences.
- Press Alt + E for Edit, then N for Preferences (Windows only).
- Press Ctrl + K (Windows) or Command + K (Mac OS).

Note that if the JAWS for Windows screen reader is used with screen magnification software, there may be a key conflict with Ctrl + K. If this conflict is encountered, use the JAWS PassKey (Insert + number 3) before pressing Ctrl + K.

When the Preferences dialog box opens, focus is on the last category modified. Press the first letter of any category to quickly move to it. For this option, press the letter M for the Multimedia category. Press the Tab key to move focus to the options in that category.



## Setting captioning preferences

There are several options in the Multimedia category that can be selected to provide additional information, specifically captioning and/or subtitles.

The following table shows the keyboard shortcuts to activate these features in the Multimedia category of the Preferences dialog box.

Windows	Mac OS
Press Alt + S to turn on subtitles if they are present in a document.	Press Tab move to the subtitles option. Turning this option on will provide subtitles if they are present in a document.
Press Alt + T to turn on supplemental text captioning when available.	Press Tab to move to the supplemental text option. Turning on supplemental text captioning will provide this information when available.
If captioning is available in different languages, press Alt + G to choose the current language.	If captioning is available in different languages, press the Tab key to move to and choose the current language.

## Additional preference settings to use with captioning

Other settings in Adobe Reader 6.0, not related to captioning, can be modified to enhance the reading of a PDF document. These include settings in the Forms, Full Screen, and Startup categories in the Preferences dialog box.

### Forms category

While the Forms category is selected in the Preferences dialog box, the background and hover color of form fields can be changed. The hover color appears when the mouse is positioned or “hovering” over a form field. Changing the color of form fields helps identify them more easily in PDF documents when fields are filled out on-line.

The following chart shows the keyboard shortcuts for modifying the colors of form fields.

Windows	Mac OS
To change the background and hover color of form fields, press Alt + H.	To change the background and hover color of form fields, Tab to this option.
Press Alt + B for Background to move to the background color palette, and press Enter to view the color choices. Use either the mouse or the arrow keys to move through the colors.	Press the Tab key to move to the background color palette, and press Enter to view the color choices. Use either the mouse or the arrow keys to move through the colors.
Auto-Complete doesn't have a keyboard shortcut. Selecting this option enables the computer to remember numerical information. If Auto-Complete is turned on, Adobe Reader 6.0 will automatically make suggestions of previously used numbers to choose from as a sequence of numbers is being typed.	Auto-Complete doesn't have a keyboard shortcut. Selecting this option enables the computer to remember numerical information. If Auto-Complete is turned on, Adobe Reader 6.0 will automatically make suggestions of previously used numbers to choose from as a sequence of numbers is being typed.
Tab to this option, then choose either Basic or Advanced, then use Alt + N to choose “Remember numerical data.”	Tab to this option, then choose either Basic or Advanced, then use Alt + N to choose “Remember numerical data.”

## Full Screen category

A full-screen view of a PDF document will hide the toolbars and status bar so that only the document is visible. This doesn't enlarge the document, but isolates it on the screen so it has the main focus.

Note that the following settings only affect Adobe Reader 6.0 while in Full Screen mode.

### To change the options for full-screen view on a Windows system:

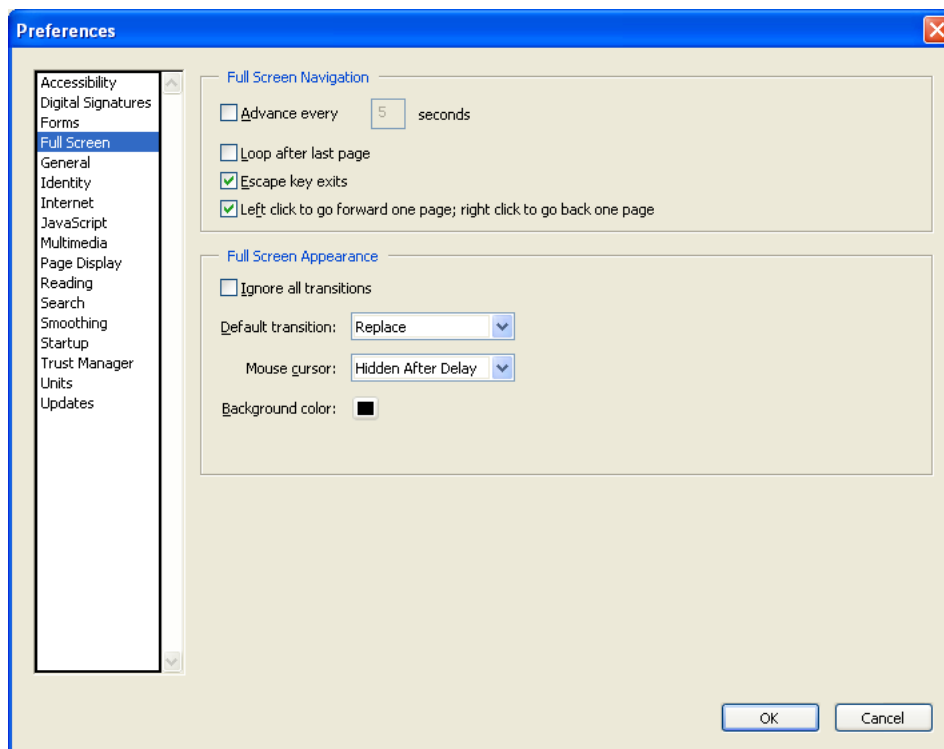
- 1 Press Alt + A to automatically advance the page X seconds. This is not a default setting.
- 2 Loop after the last page by pressing Alt + L. This is not a default setting. Pressing Page Down on the last page of a document will loop back to the first page of the document.
- 3 By default, the Escape key exits Full Screen mode. Use Alt + E to turn off this option.
- 4 By default, the left mouse button can be used to move forward one page and the right mouse button to move backward one page. Use Alt + F to turn off this option.
- 5 Ignore All Transitions is not turned on, but can be by pressing Alt + I. The default transition is to Replace a Page. To change this option, press Alt + D (Transitions are similar to those in slide presentations where slides dissolve, have a horizontal blind effect, a box in effect, or reveal part of the information on a page.) Transitions are only visible in full-screen view of a document.
- 6 By default, the mouse cursor is hidden after delay. Press Alt + C to change this option.
- 7 By default, the background of a full-screen view is black. Access the color palette to change this option by pressing Alt + B.

### To change the options for full-screen view on Mac OS:

Press the Tab key to move to the option, then select it by pressing the spacebar.

The background color in a full-screen view of a PDF document is not the background of the document, it is the background of the screen surrounding the document page.

Note that the colors chosen in the Accessibility category for viewing PDF documents, are retained in a full-screen view.



The Full Screen category in the Preferences dialog box

## Internet category

If it is preferable not to open PDF documents in a browser window, this default option can be turned off. This means that when a PDF document is opened on a Web site, the document will be displayed in a separate Adobe Reader window rather than being displayed in the Web browser.

Choosing not to display the PDF document in the browser can improve the behavior of the PDF file with assistive technology, such as screen readers. Try changing this preference setting if the assistive technology appears to have difficulty reading PDF documents in the Web browser.

### To change how a PDF document is displayed on a Windows system:

In the Internet category of the Preferences dialog box, press Alt + D to turn off Display PDF in Browser.

### To change how a PDF document is displayed on Mac OS:

In the Internet category of the Preferences dialog box, press the Tab key to move to the option, then select it by pressing the spacebar.

## Startup category

Choose whether to view the Adobe Reader 6.0 splash screen as the application starts up. By default, this option is turned on.

### To turn off the splash screen on startup on a Windows system:

Press Alt + S in the Internet category of the Preferences dialog box.

**To turn off the splash screen on startup on Mac OS:**

Press the Tab key to move to the option, then select it by pressing the spacebar.

**Document place marker in the Startup category**

A place marker can be set in a PDF document. If a place marker is set for a document, when the document is next opened, it will be positioned to the marker location. This preference is controlled by the Reopen Document to Last Viewed Page option, and by default it is set only for eBooks.

**To turn on place markers in PDF documents on a Windows system:**

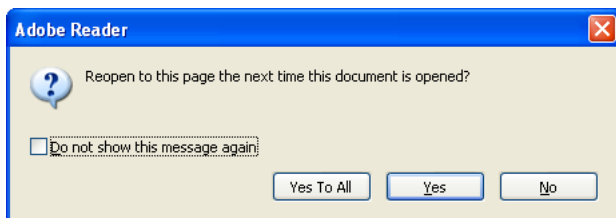
Press Alt + V in the Startup category of the Preferences dialog box and choose one of the following:

- eBooks only
- Marked files and eBooks only
- All Files

**To turn on place markers in PDF documents on Mac OS:**

Press the Tab key to move to the option, then select it by pressing the spacebar.

If place marker is turned on in a PDF document, the following message appears when the PDF document is closed. Choose Yes To All, Yes, or No when asked whether to reopen to this page the next time this document is opened.



*The place marker message box*

**Using other Adobe Reader accessibility tools to read PDF documents**

Now that we've modified some of the settings, let's look at how to use them. We'll also look at other tools that can be used while reading PDF documents.

**Automatic scroll**

This tool scrolls through a PDF document at a speed comfortable for the reader. For people using screen magnification, this tool doesn't have the flexibility of the scrolling or panning available in screen magnification software.

This tool is particularly useful with reflowed documents because it scrolls vertically, not horizontally. Without the reflow feature activated, it may be difficult to use this automatic scroll feature on multi-column documents.

The following chart shows the keyboard shortcuts for using automatic scroll.

Windows	Mac OS
<ul style="list-style-type: none"> <li>Choose View &gt; Automatically Scroll.</li> <li>Press Shift + Ctrl + H.</li> </ul> <p>Pressing Shift + Ctrl + H again will stop the scrolling.</p>	<ul style="list-style-type: none"> <li>Choose View &gt; Automatically Scroll.</li> <li>Press Shift + Command + H.</li> </ul> <p>Pressing Shift + Command + H again will stop the scrolling.</p>

### Reflow

This tool transforms tagged PDF documents into a single-column that fits within the width of the window.

The following chart shows the keyboard shortcuts to reflow a document.

Windows	Mac OS
<p>Choose Alt + V for View, then R for Reflow, or Ctrl + 4.</p> <p>Once in reflow mode, Ctrl + plus sign (+) increases magnification and Ctrl + minus sign (-) decreases magnification.</p>	<p>Choose Alt + V for View, then R for Reflow, or Command + 4.</p> <p>Once in reflow mode, Command + plus sign (+) increases magnification and Command + minus sign (-) decreases magnification.</p>

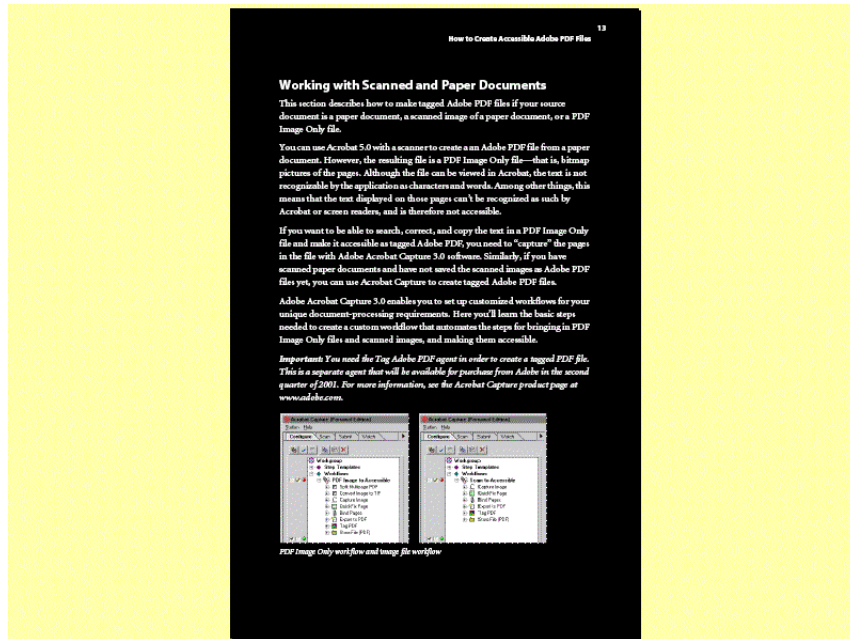
### Full screen and other document views

If the default settings for Full Screen aren't comfortable for reading, see the previous "Additional preference settings to enhance on-screen viewing" on page 22.

The following table shows the full-screen keyboard shortcuts.

Windows	Mac OS
Ctrl + L activates Full Screen.	Command + L activates Full Screen.
Escape key exits Full Screen.	Escape key exits Full Screen.
Ctrl + 0 shows Fit Page (or full-screen view).	Command + 0 shows Fit Page (or full-screen view).
Ctrl + 1 shows Actual Size. This keyboard command can be used while in full-screen mode.	Command + 1 shows Actual Size. This keyboard command can be used while in full-screen mode.
Ctrl + 2 shows Fit Width.	Command + 2 shows Fit Width.
Ctrl + 3 shows Fit Visible. This keyboard command can be used while in full-screen mode.	Command + 3 shows Fit Visible. This keyboard command can be used while in full-screen mode.
While in full-screen view, readers can press Ctrl + 4 to reflow a document.	While in full-screen view, readers can press Command + 4 to reflow a document.

There are also icons on the toolbar for Fit Page, Fit Width, and Actual Size.



A full-screen view of a PDF document with high contrast settings

## Zoom

Use the Zoom tool in a document to increase or decrease the magnification of the entire page.

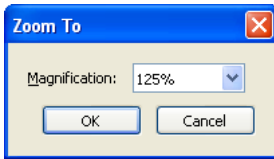
A strategy for those using the mouse is to choose the Zoom tool from the toolbar, draw a rectangle around part of a page and it will automatically magnify that section. This method can also be used to decrease the magnification by choosing the Zoom Out tool. By choosing Dynamic Zoom, the scroll wheel of a mouse can be used to adjust a zoom view. Return to the original view by choosing 100% in the zoom list box on the toolbar.



The Zoom section of the toolbar

The following table shows the keyboard shortcuts to increase and decrease magnification, or to choose a document view.

Windows	Mac OS
Choose Alt + V, then Z. Use the Up Arrow or Down Arrow key to select from the list.	Choose View > Zoom Use the Up Arrow or Down Arrow key to select from the list.
To use the Zoom tool from the keyboard: <ul style="list-style-type: none"> <li>• Zoom in with Ctrl + plus sign (+).</li> <li>• Zoom out with Ctrl + minus sign (-).</li> <li>• Zoom in temporarily with Ctrl + spacebar, then Click.</li> </ul>	To use the Zoom tool from the keyboard: <ul style="list-style-type: none"> <li>• Zoom in with Command + plus sign (+).</li> <li>• Zoom out with Command + minus sign (-).</li> <li>• Zoom in temporarily with Command + spacebar, then Click.</li> </ul>



*The Zoom To dialog box*

## Section Six: Using Screen Readers

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This section provides support and strategies for people who use screen readers. It also provides instructions for people who want to export text for use with Braille printers or other assistive technology. For those who use a screen reader, consult the screen reader Help files for specific keyboard support for PDF documents. This section contains general Adobe Reader 6.0 keyboard shortcuts for reading PDF documents.

### If you are a screen reader user, you will need the following:

- Adobe Reader 6.01 or later
- A version of the screen reader that works with Adobe Reader 6.0

### Checking document accessibility

Before reading a PDF document, it is a good idea to check the anticipated accessibility of the document. If the document is not accessible, it may not be read at all or it may be read in the wrong order.

#### To use Quick Check, do one of the following:

- Choose Document > Quick Check.
- Press Alt + D for Documents, then Q for Quick Check (Windows only).

## Setting preferences for use with screen readers

#### To open the Preferences dialog box, do one of the following:

- Choose Edit > Preferences.
- Press Alt + E for Edit, then N for Preferences (Windows only).
- Press Ctrl + K (Windows) or Command + K (Mac OS).

Note that if the JAWS for Windows screen reader is used, there may be a key conflict with Ctrl + K. If this conflict is encountered, use the JAWS PassKey (Insert + 3) before pressing Ctrl + K.

In the Preferences dialog box, use the first letter of the category to move focus to that category. Press the letter M for Multimedia to move to that category, if it is not already selected. Press the Tab key to move focus into the Multimedia options.

### Multimedia category

In Adobe Reader 6.0, if video descriptions of multimedia have been provided, they can be accessed. Activate this feature while the Multimedia category is selected in the Preferences dialog box by doing the following.

The table below shows the keyboard shortcuts for changing multimedia options.

Windows	Mac OS
Press Alt + A to turn on the audio description, video description, or descriptive video that will be provided when available.	Press Tab to move to the audio/video description support.



## Document or page mode settings (Reading category)

The amount of a PDF document that assistive technology holds in its memory buffer depends on whether Adobe Reader 6.0 is processing the entire document (document mode) or just a single page (page mode). If screen magnification is used, this preference may affect the way this assistive technology works. Consult the screen magnification vendor for recommended settings for this Adobe Reader preferences option.

## Background

When assistive technology is used, and an entire document is in the memory buffer, all of the assistive technology's facilities can be used to navigate the document. For instance, some assistive technologies provide screen reader users with ways to obtain a list of links, navigate to the next active item, or find a word in the document. Screen reader users can use these tools on the entire document, which is much more efficient. This is "document" mode. Screen reader users are likely to be more familiar with the navigation tools of their assistive technology than the navigation tools of individual applications.

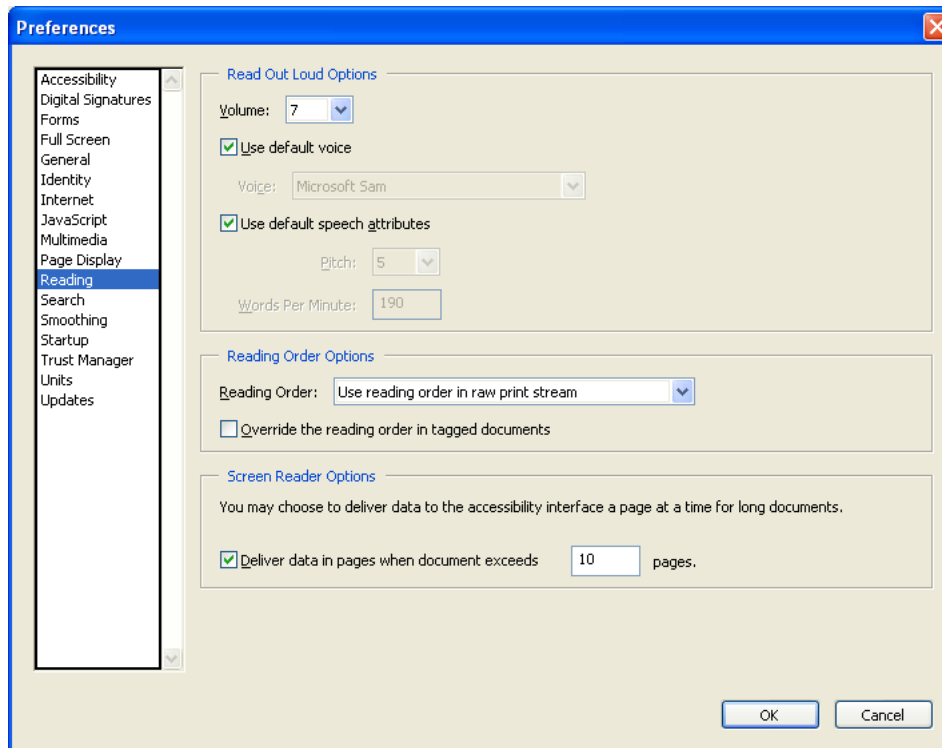
Some assistive technologies, such as screen magnification software, are only concerned with presenting the information that is visible on the screen. It is much faster if the assistive technology only receives visible information, so it doesn't have to sort through all the parts of the document that are not visible (page mode).

If the PDF file is not tagged, the structure must be synthesized for the parts of the document that are sent to the assistive technology. For large documents it can take a very long time to synthesize the structure. Adobe Reader 6.0 limits the amount of time it spends per page, but for a document that is hundreds of pages long, the synthesis can still add up to a very long delay. During this time, assistive technology will not be responding and may appear to be hung. Because screen reader users won't know how large the file is until it is opened, they may not know that this is what is occurring. And if screen reader users don't want to read the entire document, they may not need to have all of it analyzed when it is opened.

## Setting document or page mode

Document or page mode is controlled by options in the Reading category of the Preferences dialog box.

The default is document mode for documents of 10 pages or less, and page mode for documents larger than 10 pages. To use page mode, select the Deliver Data In Pages When Document Exceeds check box. If selected, specify the maximum size of the document for document mode. To always use page mode, set that value to one page. Because all documents are at least one page long, they would always use page mode. If document mode is preferred, analyzing very long documents can be avoided by setting this value to a suitably large page count, for example, 100 pages.



The Reading category in the Preferences dialog box

This preference can be changed at any time, and it will take effect immediately. If a document is being read in page mode and document mode is preferred, change the preference setting. The assistive technology will download the new information as soon as it is available. Users can also switch from document to page mode, but since the assistive technology will not read information in the Preferences dialog box until Adobe Reader 6.0 is done downloading the document, this feature can't be used to cancel the analysis of a long document as it is loading.

The settings will be retained.

## Navigating in page mode

It is necessary to use the tools in Adobe Reader 6.0 to navigate PDF documents when using page mode. Users also need to be aware that assistive technology only knows about the current page. At the bottom of a page, advance to the next page by using the Reader commands (for example, Page Down or Ctrl + Page Down to advance to the next page).

To navigate to locations in the document or the table of contents, use Bookmarks in the Navigation pane. Advance to the next active item (form field, link, etc.) with Adobe Reader 6.0 by using the Tab key. However, users should make sure that these keystrokes are interpreted by Adobe Reader 6.0, not by the assistive technology software.

When in page mode, screen reader users may receive a message that indicates that the document is empty, even though there is text in the document. Adobe Reader 6.0 provides this message when it detects an empty page. If page mode is used, note that the message only applies to the current page, and that the next page may contain information. Advanced to the next page to confirm this.

### Setting read order options (Accessibility category)

The Left-to-Right, Top-to-Bottom and the Print Stream Reading Orders are much faster than the Infer Reading Order from Document. If one of these choices is selected, users may want to use document mode all of the time, or may want to set the threshold to a very large document size. Use caution when using the Infer Reading Order from Document even though it is the recommended setting.

## Additional preference settings to use with screen readers

There are other settings in Adobe Reader 6.0 that can be modified to enhance the reading of a PDF document using a screen reader. These include settings in the Internet and Startup categories in the Preferences dialog box.

### Internet category

If it is preferable not to open PDF documents in a browser window, this default option can be turned off. This means that when a PDF document is opened on a Web site, the document will be displayed in a separate Adobe Reader window rather than being displayed in the Web browser.

Choosing not to display the PDF document in the browser can improve the behavior of the PDF file with assistive technology, such as screen readers. Try changing this preference setting if the assistive technology appears to have difficulty reading PDF documents in the Web browser.

#### To change how a PDF document is displayed on a Windows system:

In the Internet category of the Preferences dialog box, press Alt + D to turn off Display PDF in Browser.

#### To change how a PDF document is displayed on Mac OS:

In the Internet category of the Preferences dialog box, press the Tab key to move to the option, then select it by pressing the spacebar.

### Startup category

Choose whether to view the Adobe Reader 6.0 splash screen as the application starts up. By default, this option is turned on.

#### To turn off the splash screen on startup on a Windows system:

Press Alt + S in the Internet category of the Preferences dialog box.

#### To turn off the splash screen on startup on Mac OS:

Press the Tab key to move to the option, then select it by pressing the spacebar.

### Document place marker in the Startup category

A place marker can be set in a PDF document. If a place marker is set for a document, when the document is next opened, it will be positioned to the marker location. This preference is controlled by the Reopen Document to Last Viewed Page option, and by default it is set only for eBooks.

**To turn on place markers in PDF documents on a Windows system:**

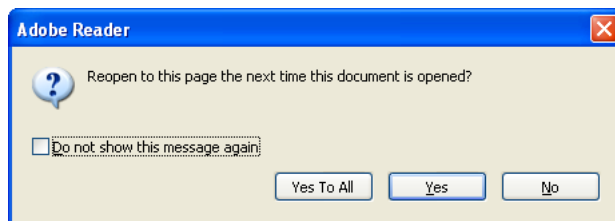
Press Alt + V in the Startup category of the Preferences dialog box and choose one of the following:

- eBooks only
- Marked files and eBooks only
- All Files

**To turn on place markers in PDF documents on Mac OS:**

Press the Tab key to move to the option, then select it by pressing the spacebar.

If place marker is turned on in a PDF document, the following message appears when the PDF document is closed. Choose Yes To All, Yes, or No when asked whether to reopen to this page the next time this document is opened.



*The place marker message box*

## Navigation using keyboard commands

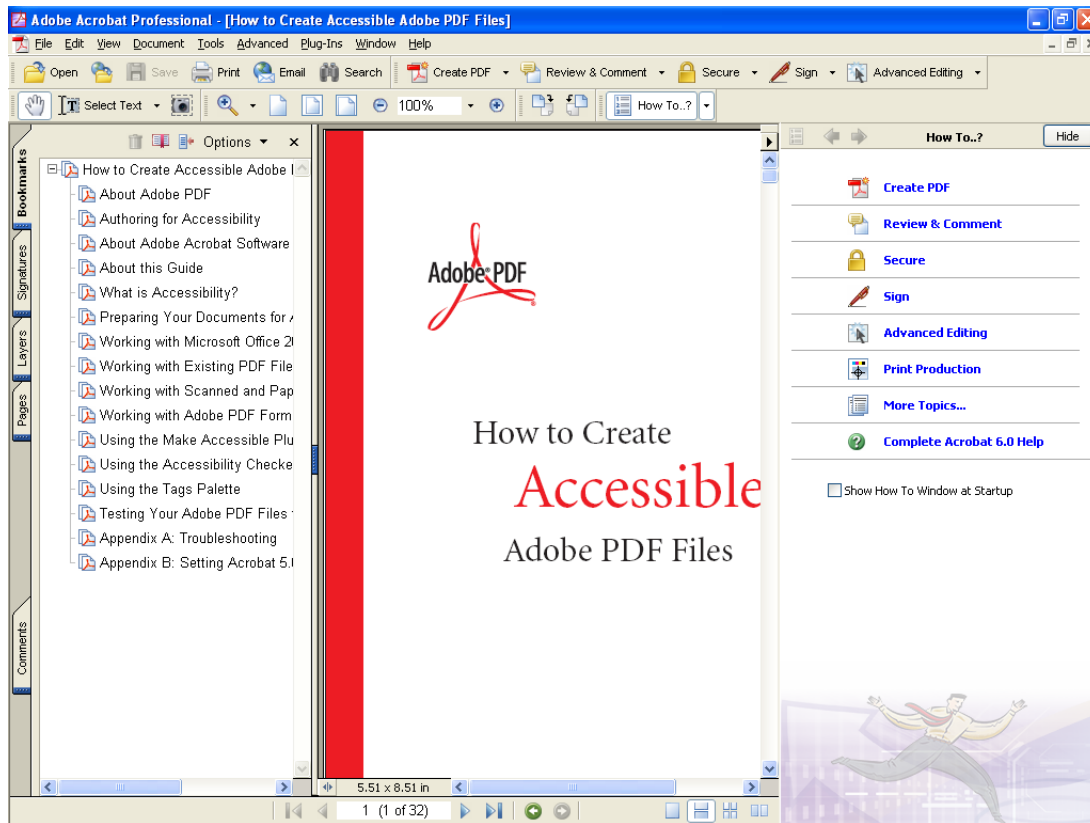
For best results when reading PDF documents, be sure to use the most current version of Adobe Reader 6.0 as well as the most current version of any assistive technology required. To download the latest version of Adobe Reader 6.0, go to <http://www.adobe.com/products/acrobat/alternate.html#601uxall>. Note that multiple versions of the Adobe Reader 6.0 download exist.

Keyboard commands listed in this section work on either Windows or Mac OS unless otherwise specified. For a complete list of keyboard commands, see "Appendix B: Complete List of Adobe Reader 6.0 Keyboard Commands" on page 68.

### Opening a PDF document in Adobe Reader 6.0

When Adobe Reader 6.0 is first launched, no document is open.

To open PDF documents, press Ctrl + O for Open (Windows) or Command + O (Mac OS). The first time a document is opened, the How To window is visible on the right side of the application window.



*The Adobe Reader 6.0 interface with the How To window visible*

The How To window provides help on general tasks without having to search the Help files.

**To view the document window without obstruction:**

- To turn off the How To window for the current document press F4. This key is a toggle, so pressing F4 again will bring the How To window back in view when needed.
- To turn off the How To window at startup, clear the “Show How To Window at Startup” check box in the How To window. When this tool is needed, press F4 to show it.

**Title, menu and toolbars**

At the top of the Adobe Reader 6.0 interface is the title bar containing the application name and the name of the current document.

Under the title bar is the menu bar containing items such as File, Edit, View, Document, Tools, Window, and Help. On a Windows system, pressing the Alt key will move focus to the menu bar. Pressing the Alt key in combination with the keyboard shortcuts in the menu bar will move focus to a specific menu bar item. For example, Alt + F will move focus to and open the File menu. The keyboard shortcuts are the letters that are underlined. Escape will remove focus from the menu bar and will return focus to the document window.

The menu bar can be hidden by pressing F9. This key is a toggle so pressing F9 again will show the menu bar.

Beneath the menu bar are the toolbars. Toolbars can be accessed on Windows using the keyboard by pressing the Alt key to move focus to the menu bar, then pressing Ctrl + Tab to move to the first toolbar. Ctrl + Tab will move focus through other visible toolbars. Pressing Ctrl + Shift + Tab will move focus to the previous toolbar.

On Mac OS, if Full Keyboard Access is enabled in the system preferences, Control + F5 (the default keyboard command) will move focus to the first toolbar.

To move through toolbar items, press the Tab key to move forward and Shift + Tab to move backward. Pressing Enter on a toolbar icon will activate that function. Escape will remove focus from the toolbar and return focus to the document window.

To move focus to a toolbar in a browser, press Shift + F8 on a Windows system. There is no equivalent Mac OS keystroke.

On a Windows system, toolbars can be turned on or off by pressing Alt + V for View, then T for toolbars and pressing the Enter key on the name of a toolbar. If a toolbar is turned on or “checked”, it will be turned off or “unchecked” and if the selected toolbar is unchecked, pressing the Enter key will check it or turn it on.

## Main document window

Below the toolbars is the main document area for reading documents. This area can have up to three components. A document must be open to view the Navigation pane. It is on the left side of the screen.

### Navigation pane

**To reveal the Navigation pane, do one of the following:**

- Choose View > Navigation Tabs > Open Navigation Pane.
- Choose Alt + V for View, then N, then the letter O for Open Navigation Pane (Windows only).
- Press F6.

The Navigation pane is located on the left side of the document window and, when it is closed, only the tabs for items are visible. The Navigation pane tabs include Bookmarks and Comments. F6 is a toggle, so pressing F6 will show or hide the Navigation pane. If the Navigation pane is open, pressing Shift + F6 moves focus between the document and the Navigation pane.

To move through items in the open Navigation pane within the selected tab, use the Tab key. The Tab key moves focus to and shows the category in the active Navigation pane tab.

To move between tabs in the Navigation pane, for example from Bookmarks to Pages, use Ctrl + Tab or Ctrl + Shift + Tab (Windows only), or the Up Arrow or Down Arrow key when focus is on the tab itself (Windows or Mac OS). The Left Arrow key highlights the top tab. The Right Arrow key highlights the bottom tab in an open Navigation pane.

In the Bookmarks tab of the Navigation pane, expand all bookmarks by pressing Shift + \* or collapse all bookmarks by pressing the Forward Slash key (/). Using the Left Arrow or Right Arrow key on a particular bookmark will collapse or expand the bookmark respectively.

### Document window

The main document window is in the center of the screen. When the mouse is moved over this area, the Hand tool, which is the default reading tool, is visible.

To cycle through open documents if the focus is on a document on a Windows system, press Ctrl + F6. (There is no corresponding shortcut for Mac OS.) Pressing Ctrl + F4 or Ctrl + W (Windows) or Command + W (Mac OS) will close the current document. To close all open documents, press Ctrl + Shift + W (Windows) or Command + Shift + W (Mac OS).

Pressing Alt + F6 will move focus to the next open palette or dialog box. (There is no Mac OS equivalent for this.)

To move among fields in a document, press the Tab key to move to the next field or Shift + Tab to move focus to the previous field.

To access the context menu reading a document, press either the AppKey or Shift + F10.

A useful browser keyboard command is Ctrl + I (Windows) or Command + I (Mac OS), which opens the Properties dialog box.

## How To window

The third component of the main document window is the How To window. As previously mentioned, the How To window is displayed by default. Pressing F4 will either show or hide useful Help topics. The How To window contains links to helpful information on performing general tasks. At the top of the How To window is a navigation bar with a left and right arrow to move forward and backward through topics.

To use keyboard commands to move through the topics, press Ctrl + Shift + Tab (Windows only). This key combination moves focus to the How To navigation bar. Press Enter on the Back or Forward buttons, for example, to move to the previous or next topic.

To move focus between the How To window and the main document window, press Shift + F4.

## Status bar

The last component of the Adobe Reader 6.0 interface is the Status bar. The Status bar is at the very bottom of the Adobe Reader 6.0 window. Moving from left to right, information is available on the page size, the page numbering, and available views of the document.

In the center of the Status bar is a document navigation tool. It shows the current page, the total number of pages in the document, and provides arrow icons to move quickly through pages in the document.

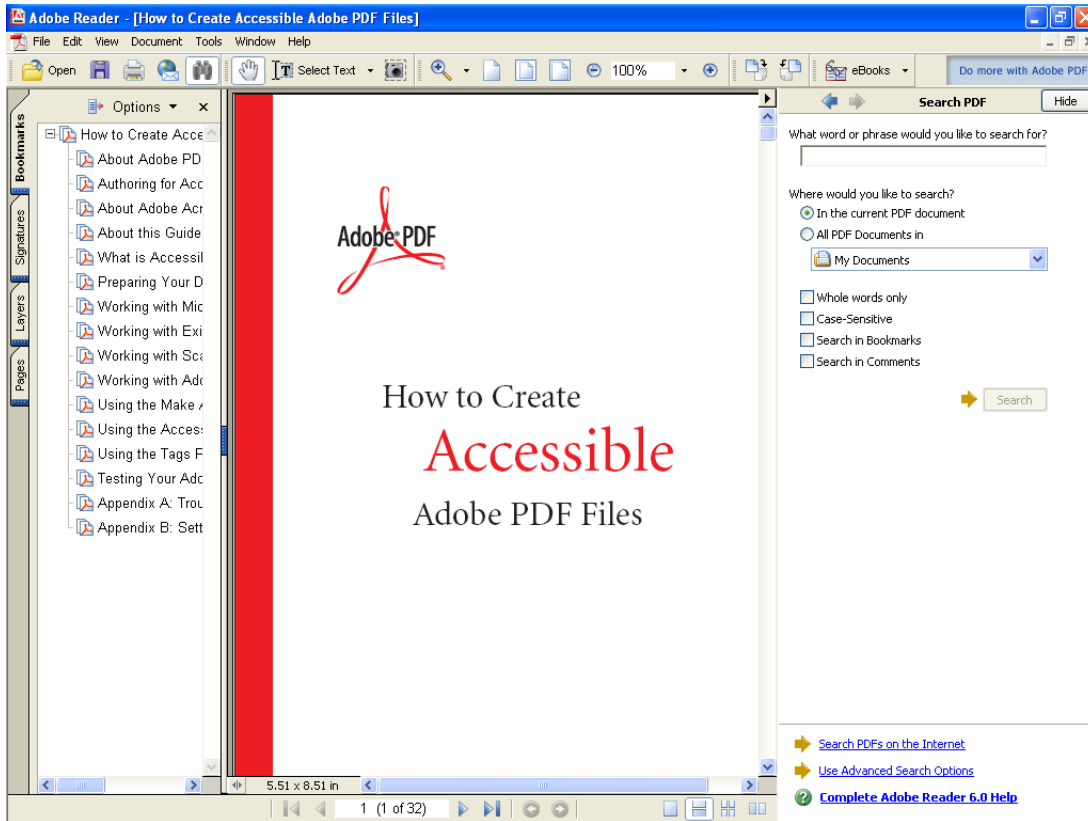
On the right side of the Status bar are icons for viewing the document in Single Page, Continuous, Continuous Facing, or Facing mode.

Move through a document using keyboard commands such as Ctrl + Shift + Page Up (Windows) or Command + Shift + Page Up (Mac OS) to move to the first page of a document, or Ctrl + Shift + Page Down (Windows) or Command + Shift + Page Down (Mac OS) to move to the last page of a document. Page Up and Page Down will move forward one screen and backward one screen respectively.

Pressing Ctrl + Shift + N (Windows) or Command + Shift + N (Mac OS) brings up the Go To Page dialog box, in which a specific page number can be entered.

## Searching documents

In Adobe Reader 6.0, it is easy to find specific items in documents by using the Search tool. Activate the Search window by pressing Ctrl + F (Windows) or Command + F (Mac OS). If the How To window is visible, the How To items are replaced by the Search items. If the How To window is hidden, the Search window opens on the right side of the screen.



*The Adobe Reader 6.0 interface with the Search window visible*

By default the focus is on the “enter keyword” text box. This is where you can enter the keyword(s) that will be searched for in a document.

Use the Tab key to move through the options for searching for items in a PDF document. Current document or all documents in a specific folder can be searched. Searches can be for whole words, can be case sensitive, or can be through bookmarks or comments. There are also links to search PDFs on the Internet, use Advanced Search options, or access the complete Adobe Reader 6.0 Help files.

Successful search results will appear as links in the results box in the Search window. Either select the link to move to it in the document or press F3 to move to and highlight the next search result in the document.

The table below shows the other Search tool keyboard shortcuts.

Windows	Mac OS
Press Ctrl + ] to search the next document.	Press Command + ] to search the next document.
Press Ctrl + [ to search the previous document.	Press Command + [ to search the previous document.
Press Ctrl + G to search for the next result.	Press Command + G to search for the next result.
Press Ctrl + Shift + G to search for the previous result.	Press Command + Shift + G to search for the previous result.
Press F4 to close the Search window.	Press F4 to close the Search window.



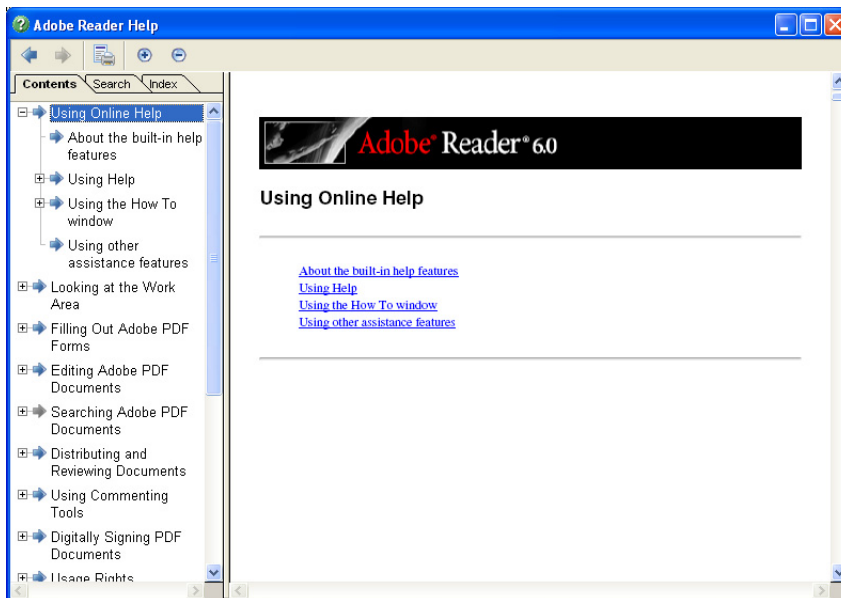
## Getting help

It is easy to get help in Adobe Reader 6.0. One option is to use the How To window to obtain assistance on general everyday tasks in Adobe Reader 6.0. Another option is to choose the Help topic on the menu bar. The easiest way to obtain help using keyboard commands is to press F1.

Pressing F1 will open a new window with the complete Adobe Reader 6.0 Help files available.

**The Help window is divided into four parts:**

- The title bar
- A toolbar
- A navigation pane on the left side that allows searches by Contents, Search keywords, or an alphabetical Index
- A document window on the right side containing the Help file that was requested



*The Adobe Reader 6.0 Help window*

Pressing Shift + F8 will move focus to the toolbar in the Help window. The toolbar has tools to move forward, backward, print topic, or increase or decrease magnification. Use the Tab key to move through these options.

When a Help topic is chosen, focus in the Navigation pane moves to the current panel contents. Press the Tab key to move back to the Navigation pane before using the Left Arrow key and Right Arrow key to switch the active panel (Contents, Search, or Index). Move among the active panels more directly using Ctrl + Tab (Windows only).

Press the Left Arrow or Right Arrow key in the Navigation pane to move through the Contents, Search, or Index tabs. Press the Tab key to move into the options. Then use the Up Arrow or Down Arrow key to move through the topics. Press Enter to open the topic in the Help document window on the right.

To temporarily hide the Navigation pane, press F6. This key is a toggle, so pressing F6 again will open the Navigation pane.

Press Ctrl + 4 to reflow the Help document for easier reading. On Windows, Ctrl + plus sign (+) increases the magnification, and Ctrl + minus sign (-) decreases the magnification. On Mac OS, Command + plus sign (+) increases the magnification and Command + minus sign (-) decreases the magnification.

Pressing Alt + F4 or Ctrl + W (Windows) or Command + W (Mac OS) closes the Help window.

## Using other Adobe Reader accessibility tools with screen readers to read PDF documents

Two useful tools are Reflow and saving the document as a text file. If a PDF document is saved as a text file, it can be translated into Braille using Braille translation software. You can then send the file to a Braille embosser to have it printed in Braille.

### Reflow

This tool transforms tagged PDF documents into a single column that fits within the width of the window.

The following chart shows the keyboard shortcuts to reflow a document.

Windows	Mac OS
Choose Alt + V for View, then R for Reflow, or Ctrl + 4. Once in Reflow mode, Ctrl + plus sign (+) increases magnification, and Ctrl + minus sign (-) decreases magnification.	Choose Alt + V for View, then R for Reflow, or Command + 4. Once in Reflow mode, Command + plus sign (+) increases magnification, and Command + minus sign (-) decreases magnification.

### Saving a document for Braille translation

To create a Braille copy of a document, or to extract the text for reading on alternate devices or applications, choose to Save as Text. A plain text file is created without images or multimedia objects.

The table below shows the keyboard shortcuts for saving a document as a text file.

Windows	Mac OS
<ul style="list-style-type: none"> <li>• Press Alt + F, then V for Save as Text.</li> <li>• Locate the drive and folder to save the file to.</li> <li>• Press Alt + S to activate the Save button.</li> </ul>	<ul style="list-style-type: none"> <li>• Choose File &gt; Save as Text.</li> <li>• Locate the drive and folder to save the file to.</li> <li>• Press Tab to the Save button and press Enter.</li> </ul>

# Appendix A: Accessibility Basics

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Publishing accessible content in HTML, Adobe PDF, or other format requires much more than simply representing the original document accurately. Sighted people can look at a printed page and easily discern the difference between titles, subtitles, columns of text, headers, footers, and so on. Visual clues, such as location of the text on the page, bold text, and large font sizes help determine the structure of a document so they can read and navigate it easily.

Although this guide uses screen readers as an example of assistive technology that aids individuals who are blind or visually disabled, other disabilities may require the use of assistive technology:

**Low Vision/Visual Impairment.** People use screen magnification software that both magnifies the information on the screen and provides auditory feedback.

**Blindness.** People use screen reading software that provides auditory feedback on all elements of the operating system and applications. People who are blind or deaf/blind can also use refreshable Braille displays to interact with the computer.

**Learning Disabilities.** People with cognitive or learning disabilities use Text-to-Speech software to provide auditory feedback for content, or may require larger fonts or highlighted text in synchronization with auditory feedback to isolate individual words or phrases.

**Mobility Impairments.** People with mobility impairments use alternate input devices such as on-screen keyboards or voice recognition software to navigate the computer's operating system and applications.

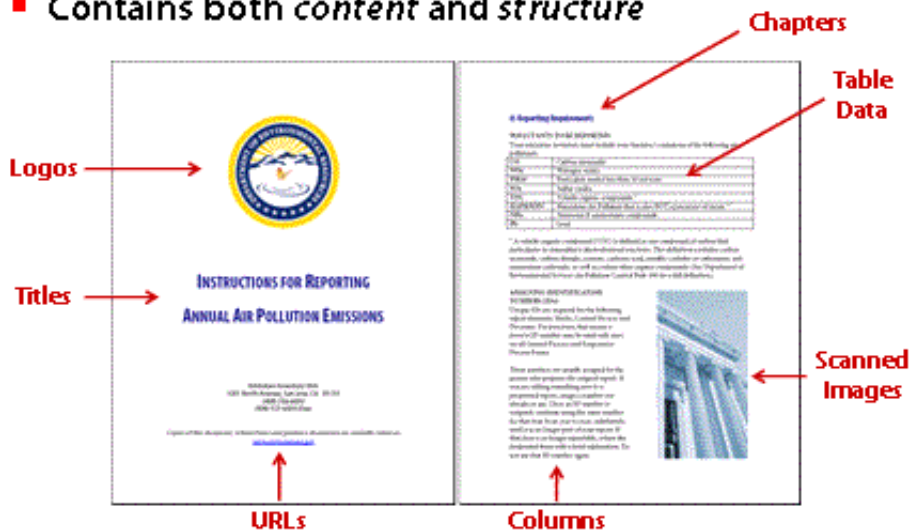
*Note: The difference between screen reading and Text-to-Speech (TTS) software is that screen reading software provides feedback on essential computer activities, menu bars, and dialog and message boxes, as well as content, while Text-to-Speech software provides feedback on the document content only.*

## Creating accessible content

Although continuous improvements are being made in the software tools that check for accessibility and create more accessible documents, authors play an important role in creating accessible documents. In addition to the traditional editorial issues of content accuracy, spelling, grammar, artwork, and formatting, authors need to think about accessibility as well.

Authors of digital documents planning for the evolution of technology need to also be aware of formatting conventions used by native applications. This typically means authors need to use styling conventions available in word processing and desktop publishing applications. This is preferable to using character formatting conventions to convey structural information. Authors should refrain from using bold face text and modified font sizes to indicate a paragraph heading and should instead apply a style such as Heading 1 to achieve the same effect. This approach enables planning for future accessibility.

■ **Contains both content and structure**



A document containing both content and structure

**To improve accessibility of PDF documents, authors should:**

- Define structure such as headers and columns.
- Add navigation and explanatory information.

Creating accessible documents means authoring documents with both content and structure in mind.

**To make documents more accessible and readable by people using assistive technology, apply the following techniques:**

- Use styles to indicate the logical order of the elements of a document. For example headings, tables, form fields, and so on.
- Rely on multiple formatting conventions to indicate emphasis. For example, combine color with bold face type or underlining.
- Provide Alternative Text for graphical elements.
- Use applications that produce accessible content.

**To improve the accessibility of PDF documents, applications should:**

- Retain and encode both content and structure.
- Deliver the information effectively to assistive technology.
- Provide useful tools to help optimize documents.
- To the extent possible, be usable by those with disabilities.
- Assist in the conversion of legacy files.

Creating accessible content and documents is a team effort.

## Elements of accessible PDF documents

Authors of PDF documents should be aware of enhancements they can make to optimize document accessibility.

**Reading order.** For a screen reader or Text-to-Speech software to effectively read information on a page, a logical structure must be provided to help assistive technology determine in what order the text on the page is meant to be read. This order can be ambiguous in the case of multicolumn text, sidebars, pulled quotes inserted in the middle of or between columns, tables, and the like. By tagging and identifying the various blocks of text and other page elements that make up the layout, tagged Adobe PDF provides a means of supplying this structure, and defining the intended reading order of the page.

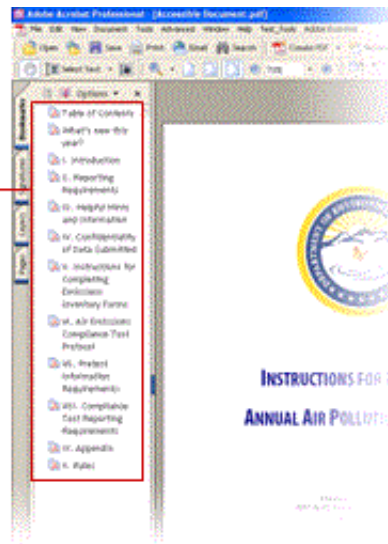
**Alternate text for images.** Graphic representations such as illustrations, drawings, charts, and graphs cannot be interpreted by a screen reader. By supplying alternate text for images, people with visual or learning disabilities have improved access to the information the image is meant to impart. Alternate text functions as an “audio caption” for people who cannot see the document but must rely on an alternate sense, in this case hearing, to listen to the document.

**Alternate text for links.** By including alternate text for links, people using screen readers will hear “Go to Access Adobe.com” instead of <http://access.adobe.com>; or “Acrobat Accessibility” instead of <http://www.adobe.com/products/acrobat/solutionsacc.html>.

**Bookmarks.** The document should include useful links and other interactive page content such as bookmarks, so that users can go directly to the section they want.

- **Contains navigational aids**

**Hyperlinked Bookmarks**



*An image of linked bookmarks*

**Navigation.** The document should include navigational and organization aids, such as a table of contents and useful headings. These aids provide an easy way for users to move through the document so they don’t have to read the entire document page by page in order to find what they are looking for.

**Document language.** Although current screen readers are designed to read the document according to one particular language, specifying the language of the document in the structure can benefit future screen reader technologies that may be able to change languages on the fly. In addition, the Adobe Accessibility Checker will indicate this as an error if you do not specify a document language.

**Image-only documents.** Some PDF documents were created by scanning a printed page into the computer. These are inherently inaccessible because the end result is an image of the document, not text that can be tagged into a logical document structure or reading order.

**Two tools are available from Adobe Systems to assist in converting scanned image-only documents into accessible PDF:**

- Adobe Capture 3.0 and the Adobe Capture Agent Pack (which contains the Adobe Tag Agent and PDF Forms Access Agent)
- PaperCapture, which is a built-in tool in Acrobat 6.0 Professional and Acrobat 6.0 Standard

#### ASSIGNING IDENTIFICATION NUMBERS (IDs):

Unique IDs are required for the following report elements: Stacks, Control Devices and Processes. For processes, that means a process ID number may be used only once on all General Process and Evaporative Process Forms.

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### Scanned text

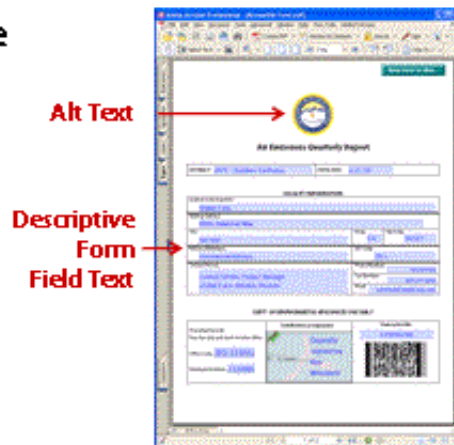
### Computer text

*An image of a slide demonstrating scanned text on the left and text entered using a keyboard on the right*

**Security.** One of the strengths of PDF is document integrity and security. Within the security settings of Adobe PDF documents is the option to Enable Text Access for Screen Reader Devices for the Visually Impaired. Authors can choose not to allow printing, copying, extracting, commenting, or editing. However, to allow screen reader access for people using screen reading devices to read the tagged PDF document, the Enable Text Access for Screen Reader Devices for the Visually Impaired must be selected. This is selected by default.

**PDF forms.** One of the more popular uses of PDF documents is for the distribution of forms. Using Acrobat 6.0 Professional, authors can make forms accessible and fillable online by adding form fields with tool tips to PDF forms. Without adding form fields, users must resort to printing PDF forms to paper and completing them manually using handwriting or a typewriter. Adding the tool tips to form fields provides an audio cue to users of screen readers. A user would hear “First name” when tabbing to the field asking applicants to provide a first name. Tool tips should always be as terse as possible, and should be descriptive rather than declarative; they should never contain instructions such as “Enter...”

- Contains extra information for people who are blind or visually disabled
  - Alternate text descriptions for images
  - Meaningful form field descriptions



*An image of a slide representing accessible form design*

# Appendix B: Complete List of Adobe Reader 6.0 Keyboard Commands

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## Single key accelerators

*Note: To use these Single Key Accelerators to access tools, the Use single-key accelerators to access tools check box in Edit > Preferences > General must be selected.*

Result	Windows	Mac OS
Note tool	S	S
Text Editing tool	E	E
Stamp tool	K	K
Current Highlighted tool	U	U
Cycle through Highlighting tools; Highlight, Cross-Out Text, Underline Text	Shift + U	Shift + U
Current Drawing tool	D	D
Cycle through Drawing tools; Rectangle, Oval, Arrow, Line, Cloud, Polygon Line	Shift + D	Shift + D
Text Box tool	X	X
Pencil tool	N	N
Pencil Eraser tool	Shift + N	Shift + N
Current Attach tool	J	J
Cycle through Attach tools: Attach File, Attach Sound, Paste Clipboard Image	Shift + J	Shift + J
Move focus to Comment	Tab	Tab
Open pop-up window for comment that has focus	spacebar	spacebar
Send Comments	Q	Q
Send and receive comments in browser-based review	O	O
Mark document status as complete in browser-based review	W	W
Save document and work offline (browser-based review)	Y	Y
Go back online	I	I



## Keys for moving through a document

*Note: These are standard Adobe navigation keys, not Single Key Accelerators.*

Result	Windows	Mac OS
Previous Screen	Page Up	Page Up
Next Screen	Page Down	Page Down
First Page	Home or Shift + Ctrl + Page Up or Shift + Ctrl + Up Arrow key	Home or Shift + Command + Page Up or Option + Shift + Up Arrow key
Last Page	End or Shift + Ctrl + Page Down or Shift + Ctrl + Down Arrow key	End or Shift + Command + Page Down or Option + Shift + Down Arrow key
Scroll Up	Up Arrow key	Up Arrow key
Scroll Down	Down Arrow key	Down Arrow key
Scroll (when Hand tool is selected)	spacebar	(no Mac OS equivalent)
Zoom In	Ctrl + plus sign (+)	Command + plus sign (+)
Zoom Out	Ctrl + minus sign (-)	Command + minus sign (-)
Zoom In Temporarily	Ctrl + spacebar, then Click	Command + spacebar, then Click

## Keys for general navigation

Task	Windows	Mac OS
Show/Hide menu bar	F9	F9
Move focus to menus	F10 or Alt, then arrow keys	(no Mac OS equivalent)
Move focus to toolbar area	Alt, then Ctrl + Tab	(no Mac OS equivalent)
Move focus to next toolbar	Ctrl + Tab	(no Mac OS equivalent)
Move focus to toolbar in browser or Help window	Shift + F8	(no Mac OS equivalent)
Open Properties toolbar or Properties dialog box	Ctrl + I	Command + I
Cycle through open documents (when focus is on document pane)	Ctrl + F6	Command + ~ (tilde)
Move focus to next floating panel or open dialog box	Alt + F6	(no Mac OS equivalent)
Move focus to next field or item in the document pane	Tab or Right Arrow key	Tab or Right Arrow key
Move focus to previous field or item in the document pane	Shift + Tab or Left Arrow key	Shift + Tab or Left Arrow key
Activate selected tool, item (such as a movie or bookmark), or command	spacebar or Enter	spacebar or Enter
Open/Close context menu	Shift + F10	Command + Click
Close an open menu, context menu, or dialog box	Escape	Escape
Close all windows	Shift + Ctrl + W	Shift + Command + W
Move focus to next tab in a tabbed dialog box	Ctrl + Tab	(no Mac OS equivalent)
Move to next search result and highlight it in the document	F3	(no Mac OS equivalent)
Select text (with Select Text tool is selected)	Shift + arrow keys	Shift + arrow keys
Select previous/next word (with Select Text tool selected)	Shift + Ctrl + Right Arrow or Left Arrow key	Shift + Command + Right Arrow or Left Arrow key
Move cursor to next/previous word (with Select Text tool selected)	Ctrl + Right Arrow or Left Arrow key	Command + Right Arrow or Left Arrow key

## Keys for working with navigation tabs

Task	Windows	Mac OS
Open/close Navigation pane	F6	F6
Move focus between Navigation pane and document pane	Shift + F6	Shift + F6
Move focus to next element of the active navigation tab: Trash Can, Options menu, Close box, tab contents, and tab	Tab	Tab
Move to next navigation tab and make it active (when focus is on the tab)	Up and Down Arrow keys	(no Mac OS equivalent)
Move to next navigation tab and make it active (when focus is anywhere in the Navigation pane)	Ctrl + Tab	(no Mac OS equivalent)
Expand the current bookmark (focus on Bookmarks tab)	Right Arrow key or Shift + plus sign (+)	Right Arrow key or Shift + plus sign (+)
Collapse the current bookmark (focus on Bookmarks tab)	Left Arrow key or minus sign (-)	Left Arrow key or minus sign (-)
Rename selected bookmark	F2	F2
Expand all bookmarks	Shift + *	Shift + *
Collapse selected bookmark	Forward Slash (/)	Forward Slash (/)
Move focus to next item in a navigation tab	Tab or Down Arrow key	Down Arrow key
Move focus to previous item in a navigation tab	Shift + Tab or Up Arrow key	Up Arrow key

## Keys for navigating the Help menu

Task	Windows	Mac
Open/close Help window	F1	F1
Move focus to toolbar in Help window	Shift + F8	Shift + F8
Move focus among tabs: Contents, Search, Index	Right Arrow or Left Arrow key	Right Arrow or Left Arrow key
Toggle focus between active tab and tab contents	Tab	Tab
Move to next element in active tab	Up Arrow or Down Arrow key	Up Arrow or Down Arrow key
Reflow the Help document	Ctrl + 4	Command + 4

## Keys for navigating the How To window

Task	Windows	Mac OS
Open How To window	F4	F4
Close How To window	F4 or Escape	F4 or Escape
Move focus between How To window and document pane	Shift + F4	Shift + F4
Go to How To home page	Home	Home
Move focus among the elements of the How To window	Shift + Ctrl + Tab	Shift + Command + Tab
Go to next page in How To window	Right Arrow key	Right Arrow key
Go to previous page in How To window	Left Arrow key	Left Arrow key