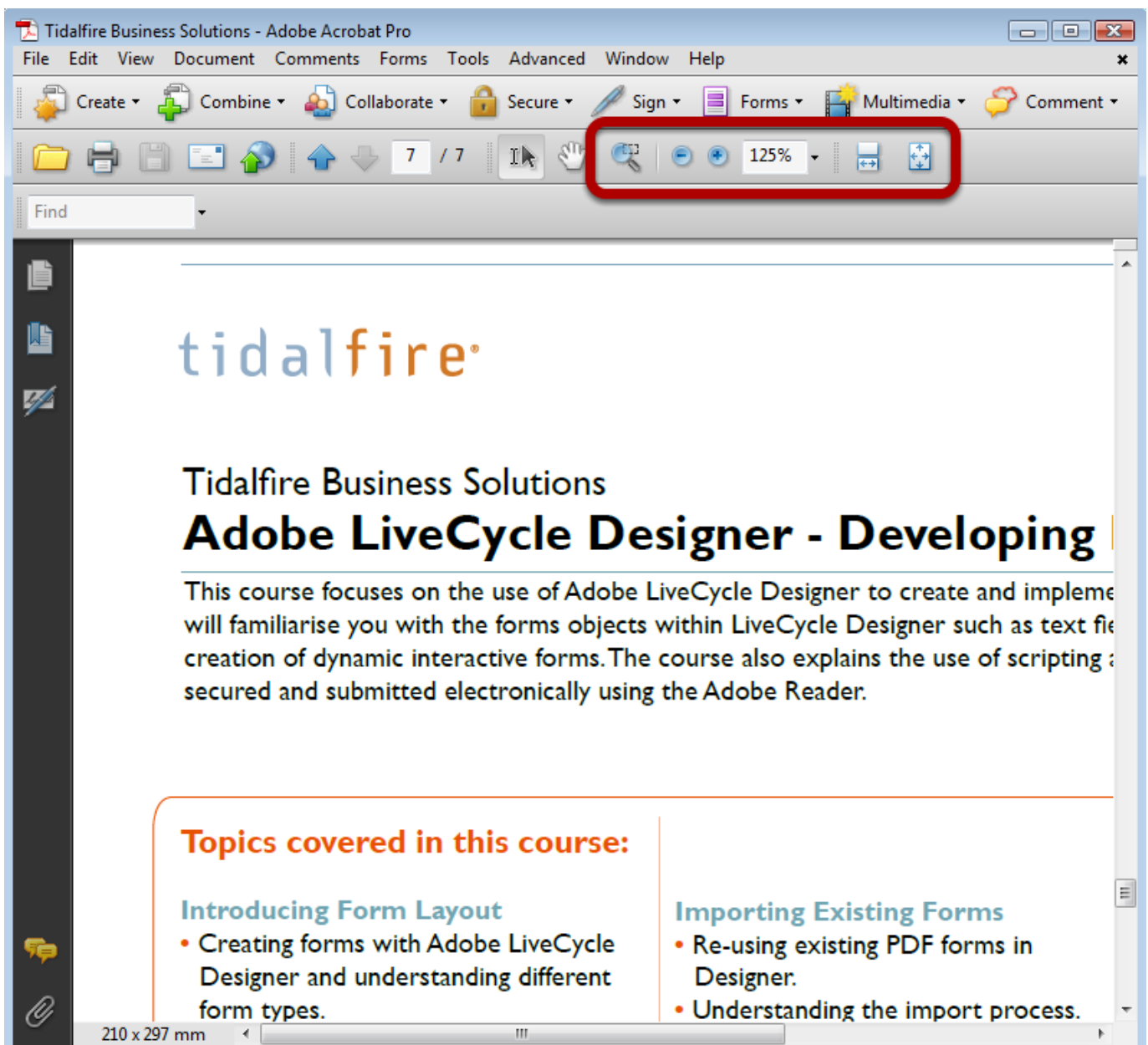


Using Adobe Acrobat's Accessibility Features

Adobe Acrobat and Adobe Reader provide a number of features to help users who access PDF documents get the most from the content. In some cases text may need to be enlarged so that the content can be read more easily; the text may need to be read aloud and users who may not be able to use a mouse or keyboard may need to automatically scroll through multi-page documents.

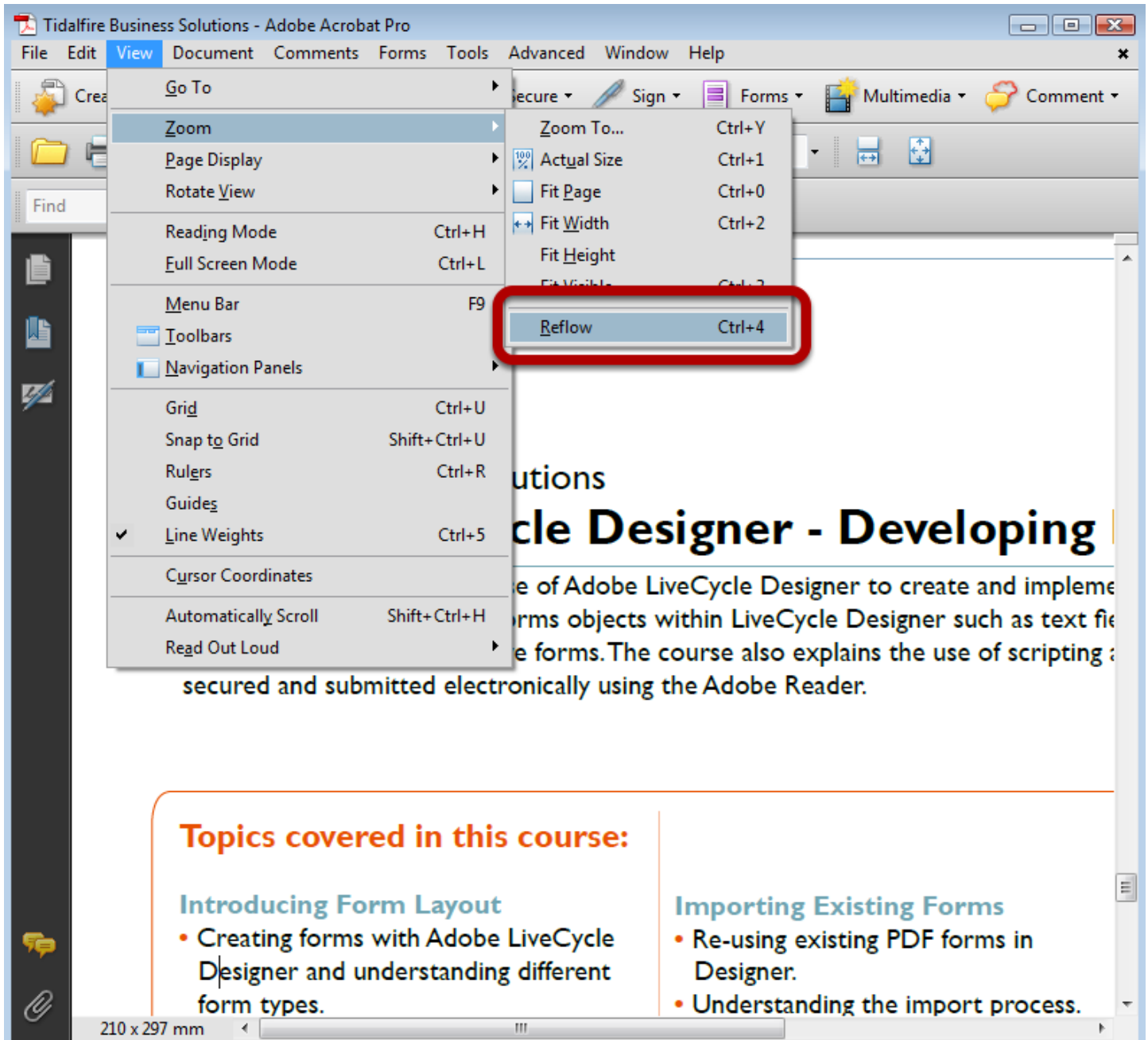
Using the Reflow Feature



Adobe has a magnification feature which allows a document to be viewed at between 10% - 6400%. At a large page magnification (e.g. 125%) a PDF page behaves in a way that would be expected from most applications. Although the text is large the page needs to be scrolled horizontally and

vertically to be read.

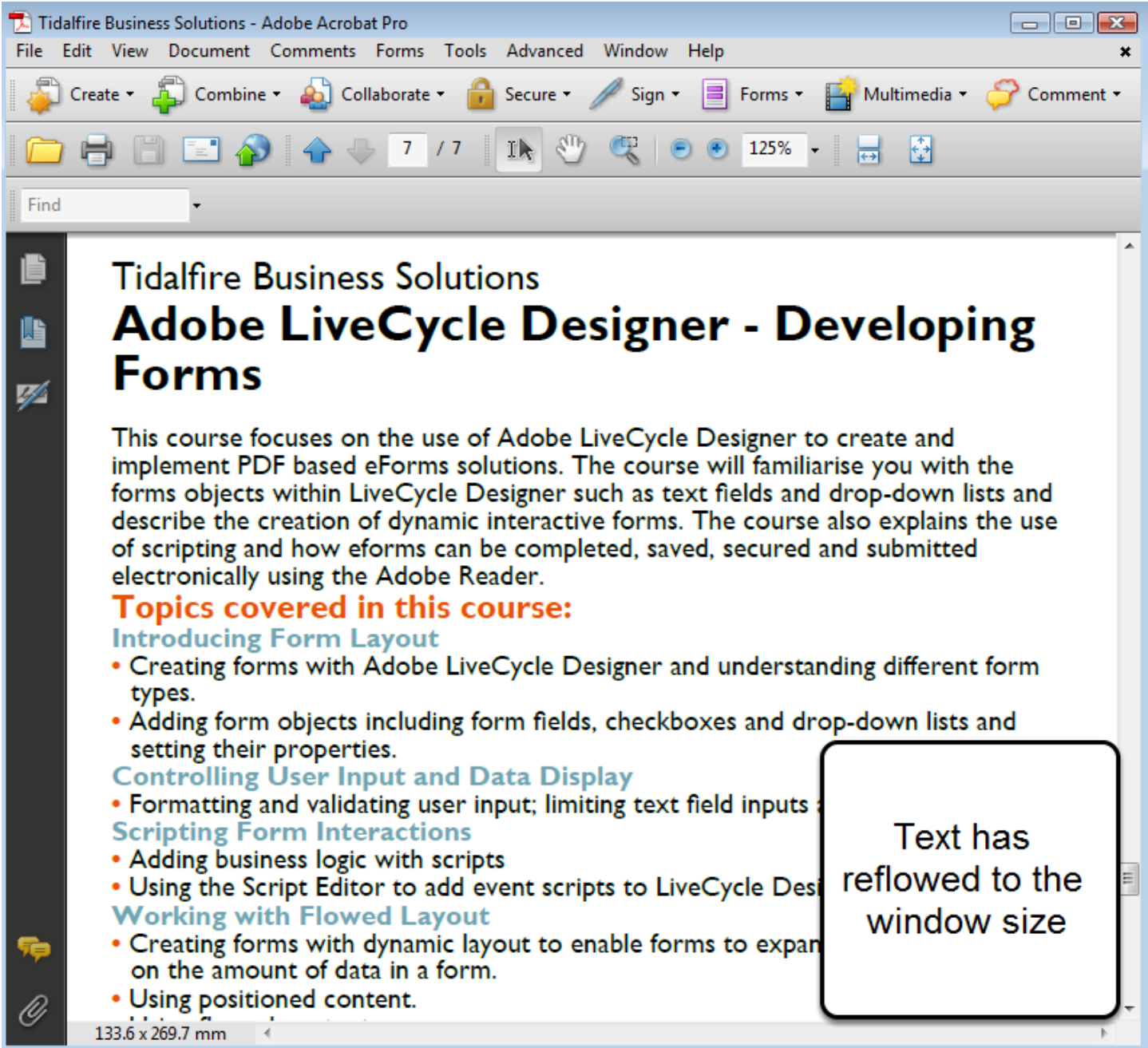
Viewing a PDF Using Reflow



By selecting **View > Zoom > Reflow** a PDF document behaves as an "elastic" document.

As the magnification is increased the text content wraps to the size of the window. This ensures that PDF documents that utilise this feature allow large text to be displayed without the need to scroll horizontally.

Reflowed PDF Example - 125%



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7 / 7 125%

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Adobe LiveCycle Designer - Developing Forms

This course focuses on the use of Adobe LiveCycle Designer to create and implement PDF based eForms solutions. The course will familiarise you with the forms objects within LiveCycle Designer such as text fields and drop-down lists and describe the creation of dynamic interactive forms. The course also explains the use of scripting and how eforms can be completed, saved, secured and submitted electronically using the Adobe Reader.

Topics covered in this course:

Introducing Form Layout

- Creating forms with Adobe LiveCycle Designer and understanding different form types.
- Adding form objects including form fields, checkboxes and drop-down lists and setting their properties.

Controlling User Input and Data Display

- Formatting and validating user input; limiting text field inputs

Scripting Form Interactions

- Adding business logic with scripts
- Using the Script Editor to add event scripts to LiveCycle Designer

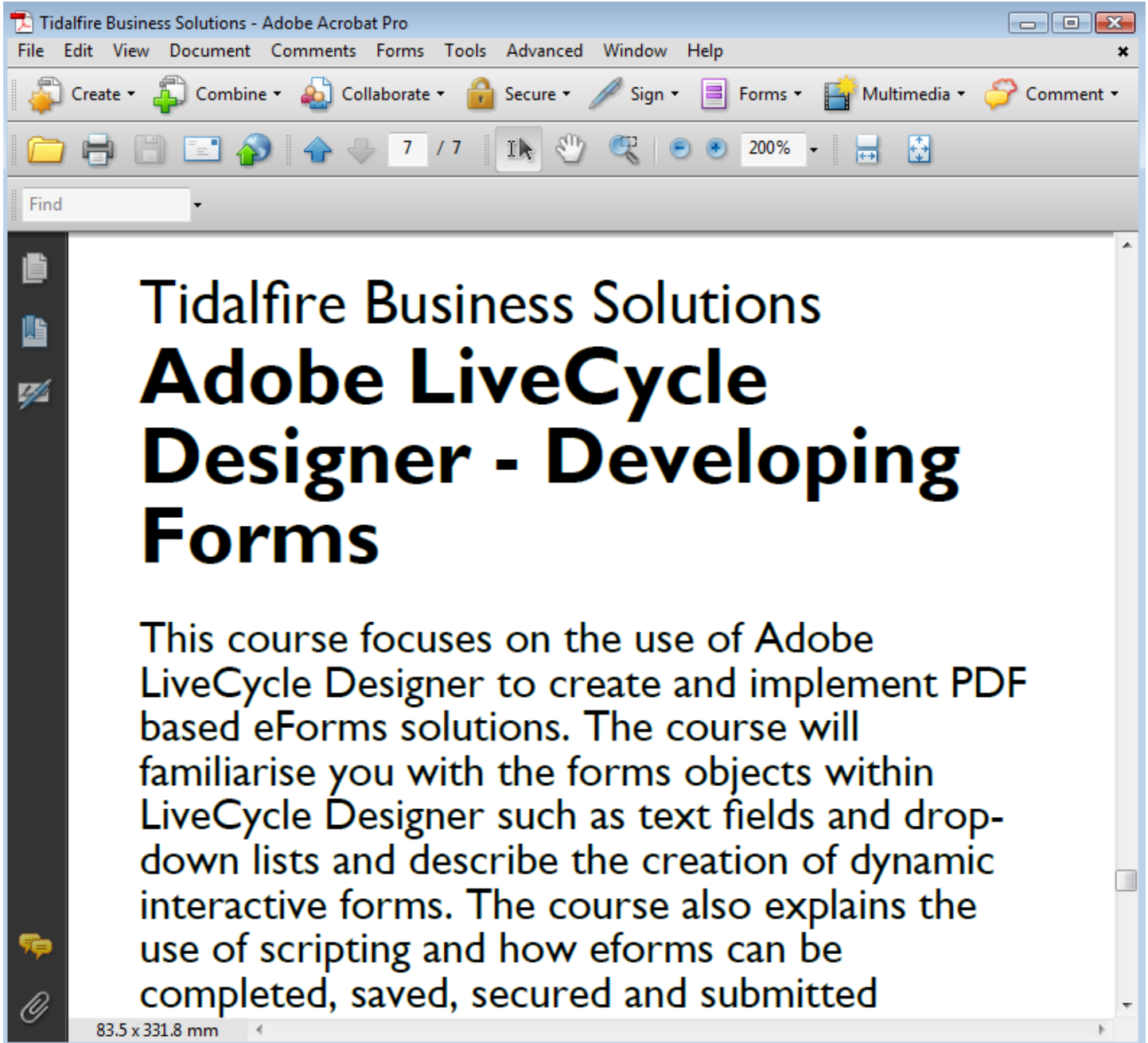
Working with Flowed Layout

- Creating forms with dynamic layout to enable forms to expand on the amount of data in a form.
- Using positioned content.

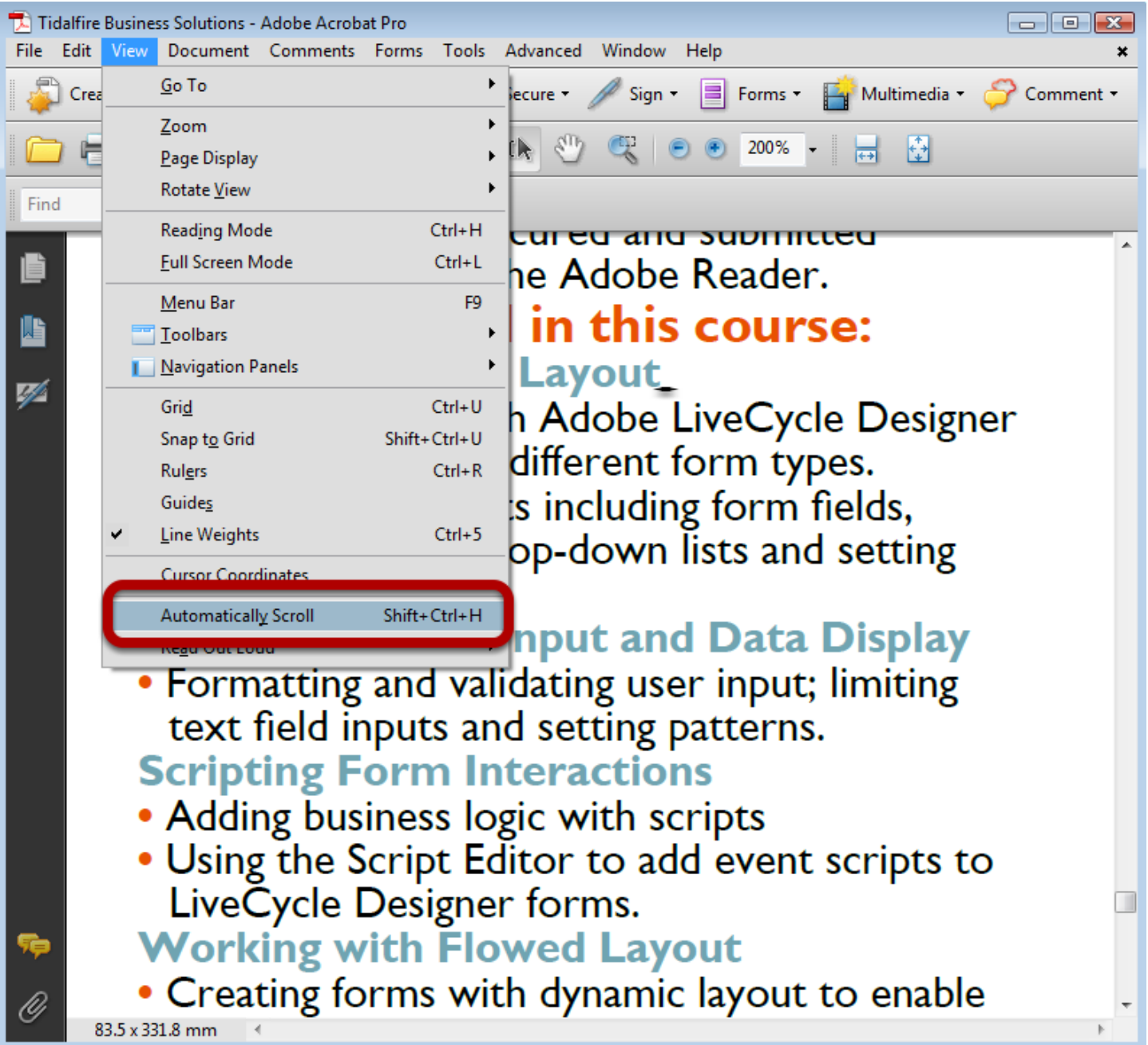
133.6 x 269.7 mm

Text has reflowed to the window size

Reflowed PDF Example - 200%



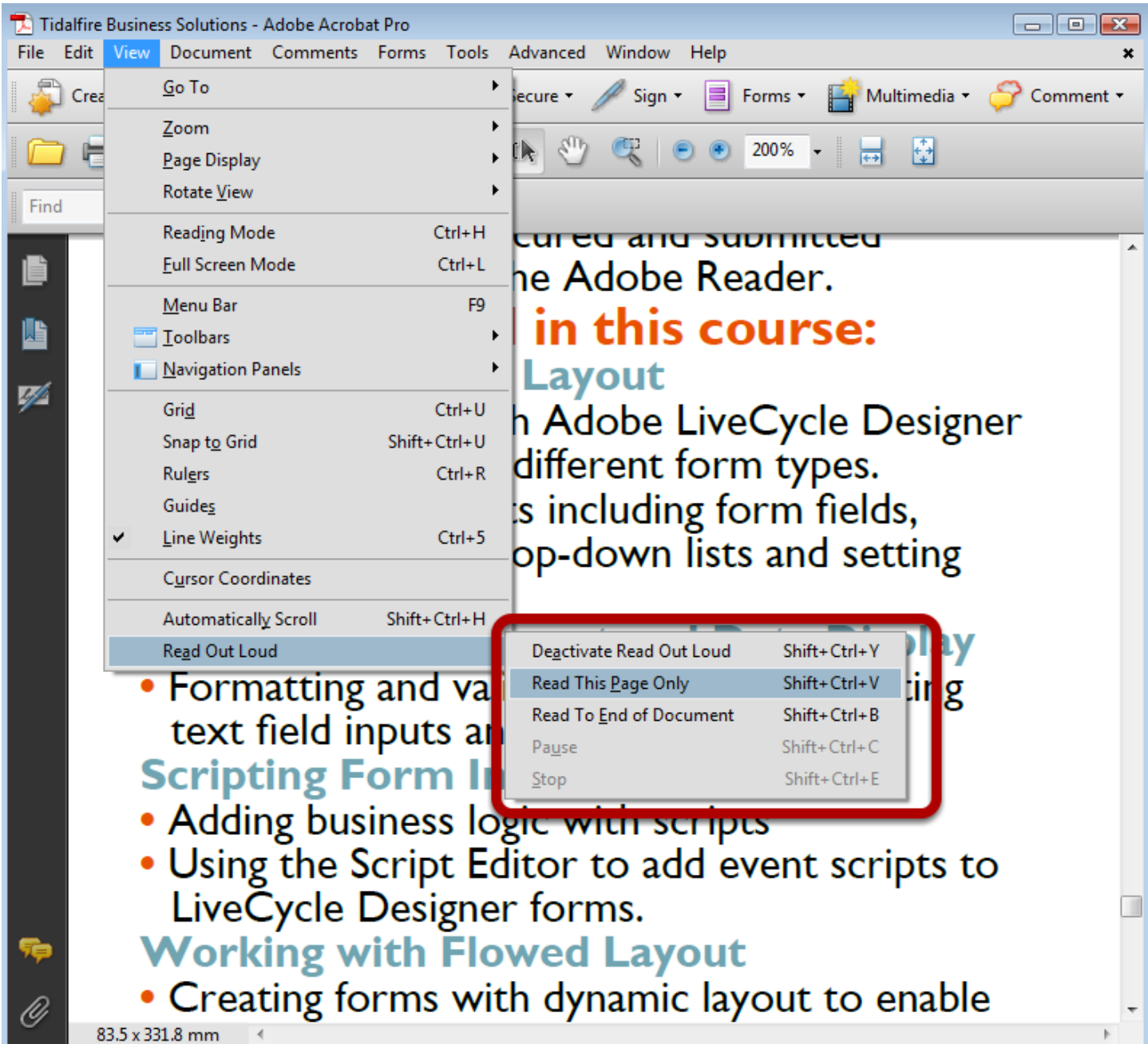
Using the Automatically Scroll Feature



The **View > Automatically Scroll** option allows PDF documents to scroll the pages so that content can be read on screen. Once **Automatically Scroll** has been selected the page will move and its speed can be controlled via the numeric keypad.

By selecting the Num Lock key the numbers between 1 - 9 on the numeric keypad can slow and speed up the speed of scroll - 1 being the slowest and 9 being the fastest scrolling speed.

Read Out Loud



Although not a replacement for commercially available screen reading software, the **Read Out Loud** feature under the **View** menu can be a useful tool when the text from a document needs to be read.

The various options within this menu allow you some control over the **Read Out Loud** feature.

The three accessibility features described in this tutorial are available to users of both the full version of Adobe Acrobat and the Adobe Reader software.