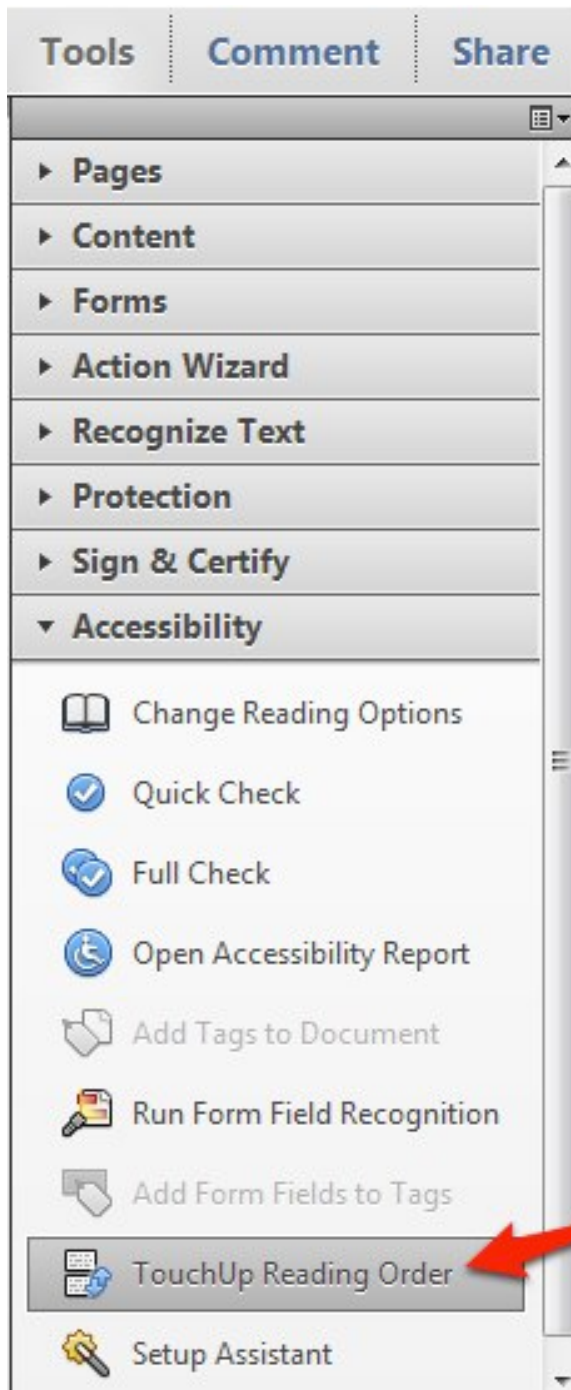# Tech Ease 4 All

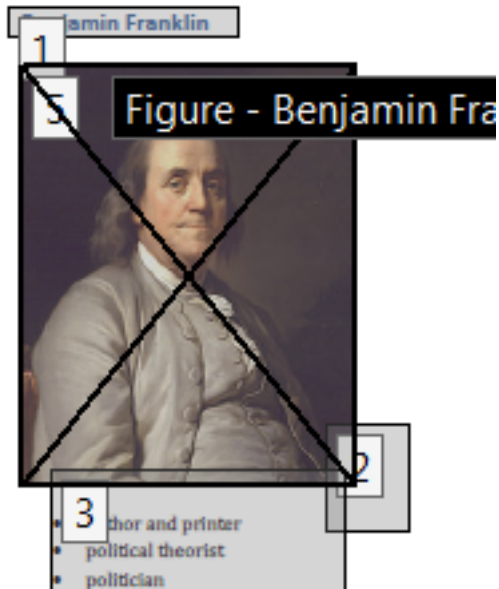**Changing the Reading Order of a PDF Document with Adobe Acrobat**

The reading order of a PDF document determines how the document will be read aloud with a screen reader.

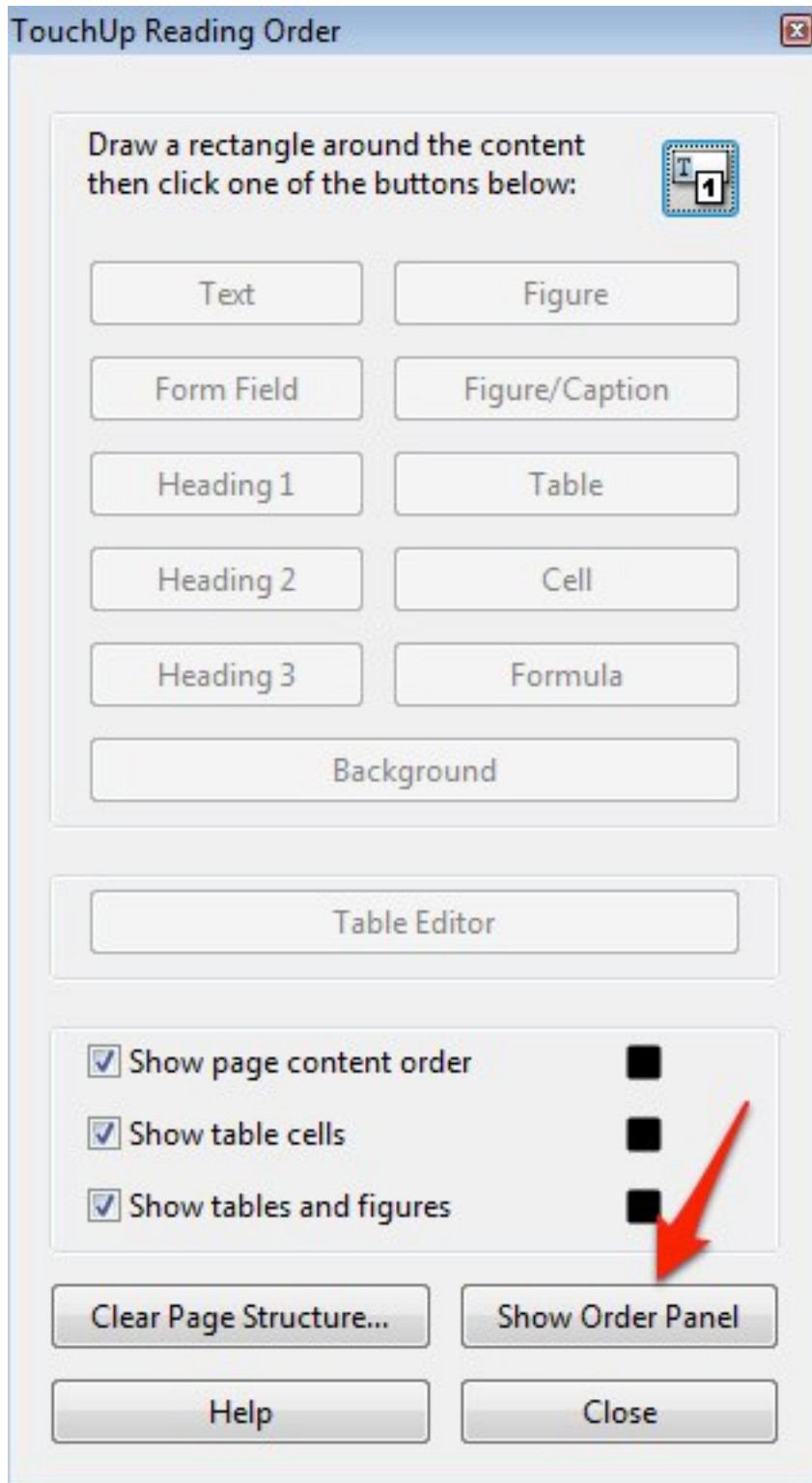To make changes to the reading order in Adobe Acrobat:

1. Open your PDF document with Adobe Acrobat.

2. Choose Tools, Accessibility, Touch Up Reading Order.

Tools | Comment | Share

- ▸ Pages
- ▸ Content
- ▸ Forms
- ▸ Action Wizard
- ▸ Recognize Text
- ▸ Protection
- ▸ Sign & Certify
- ▾ Accessibility

- Change Reading Options
- Quick Check
- Full Check
- Open Accessibility Report
- Add Tags to Document
- Run Form Field Recognition
- Add Form Fields to Tags
- TouchUp Reading Order
- Setup Assistant

The numbers on the boxes around your content indicate the current reading order of the document.

Benjamin Franklin

1

3

Figure - Benjamin Fra

2

3 thor and printer
• political theorist
• politician

3. In the Touch Up Reading Order window, choose Show Order Panel.

TouchUp Reading Order

Draw a rectangle around the content then click one of the buttons below:

Text	Figure
Form Field	Figure/Caption
Heading 1	Table
Heading 2	Cell
Heading 3	Formula
Background	

Table Editor

☑ Show page content order ■

☑ Show table cells ■

☑ Show tables and figures ■

Clear Page Structure...   Show Order Panel

Help   Close

4. In the Order Panel, you can change the reading order by opening the desired page and using drag and drop.
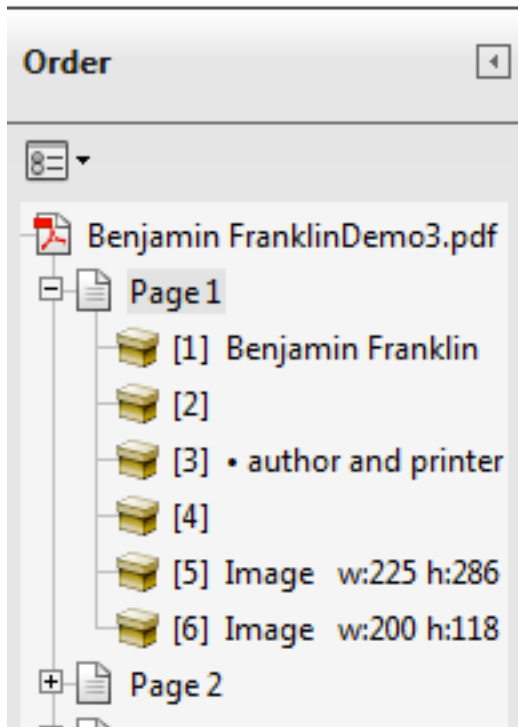
For additional tutorials, please visit our website at http:// etc.usf.edu/techease/4all/.