

# Read Out Loud: Repairing Reading Order in PDF Files

## IMPORTANT USES OF PDF FILES:

1. Web document collections
2. Google search results include links to PDFs

## COMMON SOURCES OF PDF FILES:

1. Microsoft Office applications: Word, Excel, PowerPoint
2. Page layout applications, such as Adobe InDesign or Quark XPress
3. Webpages captured to PDF
4. Paper documents scanned to PDF

## READ OUT LOUD: ADOBE READER

View >

Read Out Loud >

Read This Page Only/Read To End of Document

Pause

Stop

To set preferences for volume, voice, speech attributes, or reading order, choose Edit > Preferences > Reading.

Check reading order: View > Reflow (toggles on and off)

## TEST A PDF FILE: ADOBE ACROBAT (full version)

Advanced > Accessibility > Full check

## REPAIR: ADOBE ACROBAT (Standard or Professional, full version)

1. **Advanced > Accessibility > Full Check.** Adobe Systems produces a report.
2. Fix "not tagged." **Advanced > Accessibility > Add Tags to Documents.**
3. Fix "alternate text." **View > Navigation Tabs > Tags.** Look for <Figure> or <Inline Shape> tags. Select the content. Example: "PathPath." Right-click (Win computers) the first tag. Select Properties.
4. Fix "language specification." **View > Navigation Tabs > Tags.** Right-click the first tag. Select Properties.
5. Fix "reading order." **View > Navigation Tabs > Order.**
  - Choose **Options > Show reading order panel.**
  - If the reading order is too complicated to fix, use **Options > Clear page structure.** Follow the instructions in the reading order panel to create a new reading order. It's fast and fun! Note: Use Ctrl+crosshair to deselect extraneous pieces of a selection. If you select two sections of adjacent text, Acrobat automatically combines them.

## RESOURCES:

Listen to your PDF: <http://studio.adobe.com/us/tips/tip.jsp?p=1&id=100965&xml=acr6araccessibility>

Fix your PDF: [http://www.adobe.com/enterprise/accessibility/pdfs/acro7\\_pg\\_ue.pdf](http://www.adobe.com/enterprise/accessibility/pdfs/acro7_pg_ue.pdf)

Especially check page 91 (page 84 of the printed document) for the best, fastest solution to reading order problems, "Starting over on a page" (Section 11)

WebAIM: <http://www.webaim.org/techniques/acrobat/addingtags.php>

A List Apart (Joe Clark): [http://www.alistapart.com/articles/pdf\\_accessibility](http://www.alistapart.com/articles/pdf_accessibility)

College of Engineering: <http://www.engr.wisc.edu/server/help/accessibility/pdf.html>