

Optimizing PDF Course Packs with Adobe Acrobat to Enable Accessibility and Digital Distribution on RedShelf

Note: For keyboard-only users, Adobe Acrobat keyboard shortcuts can be found at this [link](#).

Text Recognition

Ensuring content is recognized as text instead of an image makes it accessible and allows our eReader to interact with the content for features like text-to-speech (TTS) and annotations.

1. From the tool bar, select “**Scan & OCR**”.
2. From the top panel, select “**Recognize Text**”.

Quick Notes:

- Large file sizes may have long processing times to complete this step.
- If the document contains poor-quality scans, “Recognizing Text” may not be available, and while the file can still be digitized, the full toolset within the reader may not be available.

Create a Table of Contents

A table of contents is necessary so that users can easily navigate through the text to a specific point in the book.

1. Open the **Navigation Bar** on the left side of the workspace (click on the arrow to open the toolbar). The **Bookmark Manager** icon is usually found below the Page Thumbnails icon. You can also use F4 to expand the Navigation Bar.
2. Navigate to the page you would like to assign as a section heading.
3. Highlight the title/subsection listed on the page.
4. To enable the bookmark, use the “**Add bookmark**” button which is located next to the trashcan icon in the bookmark toolbar.

Quick Notes:

- You can create subsections by clicking and dragging the pages under the corresponding pages.

Page Orientation

Ensure the orientation of each page is correctly displayed in the eReader.

1. From the **Tools Menu**, select **Organize Pages**.
2. Scroll through the pages to identify any that may be mis-aligned.
3. Select the mis-aligned page(s) and use the rotate icon to correct the orientation.

Page Labeling

Labeling each page ensures that the page number listed in the eReader corresponds with the correct page in the document.

1. From the **Navigation Bar**, select the **Page Thumbnails** icon.
2. Right click on the page where page numbering is incorrect and select **Page Labels** from the menu.
3. For introductory pages or pages that have no numbers at the beginning of the book, indicate the “From” and “To” pages at the top and change the Numbering style accordingly.
4. From the beginning of the content pages, indicate the “From” and “To” pages at the top and select the numeric (1, 2, 3) Numbering style.
5. You can also correct page number by right clicking the thumbnail to insert, extract, replace or delete pages.

Sanitizing

1. From the Tools Menu, select **Redact** from the **Protect & Standardize** section.
2. Select **Remove Hidden Information**.
3. **Uncheck the box for Bookmarks** to preserve the Table of Contents.
4. Select the **Remove** button to sanitize.
5. Save your file.

Accessibility

1. From the **Tools Menu**, select **Accessibility > Accessibility Check** to open the options pane.
2. We recommend that you *leave all options checked in the panel for the best results*.
3. Creating a report is optional, but can be useful if you are checking a document that someone else will remediate.
4. Select the **Start Checking** button to begin – the **Accessibility Checker** Navigation Panel will open.
5. Review each item on the list and follow the instructions to remediate any issues.

Word to EPUB

If you are using Word to create your Course Pack, we strongly recommend that you consider converting your document to EPUB format, which is optimal for accessibility. For more information visit the following link: <https://daisy.org/activities/software/wordtoepub/>