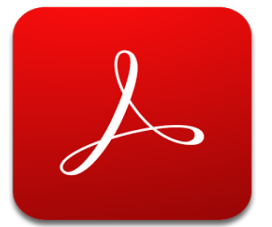


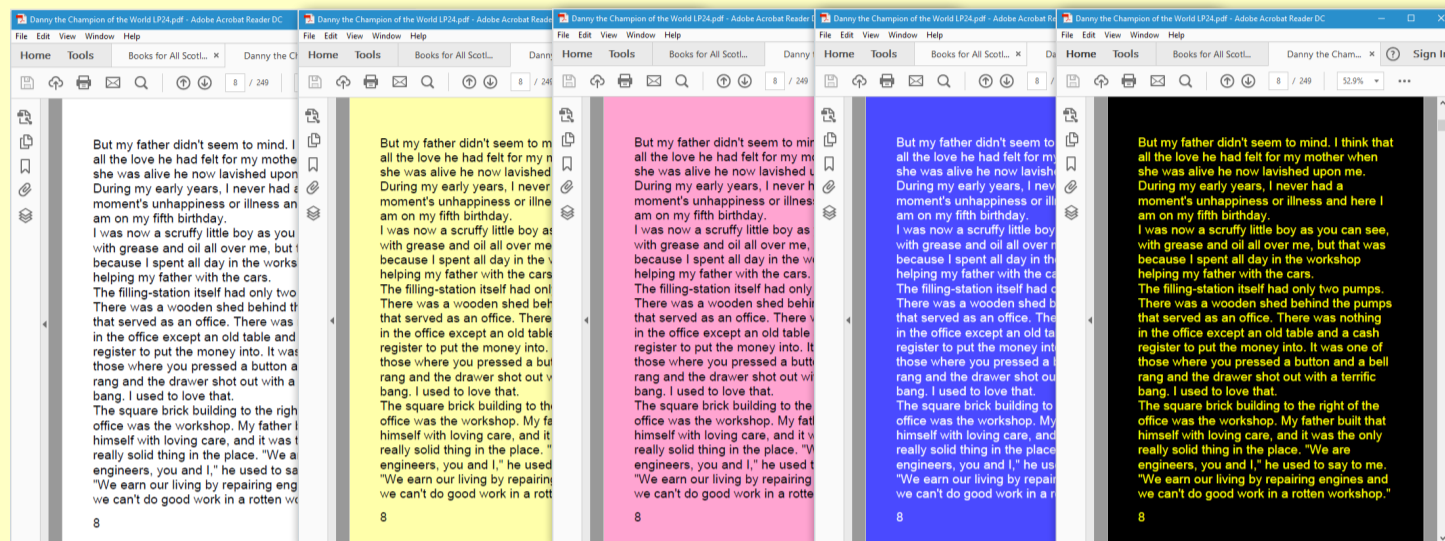
Making the most of PDFs and Adobe Acrobat Reader for learners with ASN



PDF (Portable Document Format) is a digital file format that can be used across different devices such as Windows, Mac, iPad and Android. To view and use a PDF you need the free [Adobe Acrobat Reader DC](#) (although there are others). Adobe Reader includes numerous features to help learners with additional support needs (ASN) such as dyslexia, sight loss and mobility difficulties. The following offers some hints and tips on improving the readability and accessibility of PDFs by using Adobe Reader's built-in tools.

Change the background and font colour

Black text on a white background (the default setting in Adobe Acrobat Reader) can be a barrier to learners who experience visual stress and/or scotopic light sensitivity - when the letters and words on a page appear as if they are moving or jumbled.



Edit > Preferences > Accessibility (from the left pane) tick Replace Document Colours > OK.



i Changing the background and font colours make a big difference! Many of the digital books in the [Books for All Database](#) are in PDF format.



Use Read Out Loud - text reader

Adobe Reader also has a built-in text reader - Read Out Loud. This reads aloud text on a PDF using the computer's voice.

Text readers can help learners who:

- read slowly or with difficulty.
- get tired, or have visual stress when they read.
- have problems concentrating when they read.
- have difficulty understanding what they read.

i Consider combining colour and font background with Read Out Loud for additional scaffolding!



i Other free text readers are also available such as [NaturalReader](#) & [Ivona Mini Reader](#) - find out more about text readers on the CALL website: bit.ly/CALLtextreaders

View > Read Out Loud > Activate Read Out Loud

Choosing a voice

In Adobe Reader you can set the voice of your choice, e.g., the [Scottish Voices](#).

Edit > Preferences > Reading (from the left pane) untick Use Default Voice (choose a voice) > OK.

Use Zoom to magnify text

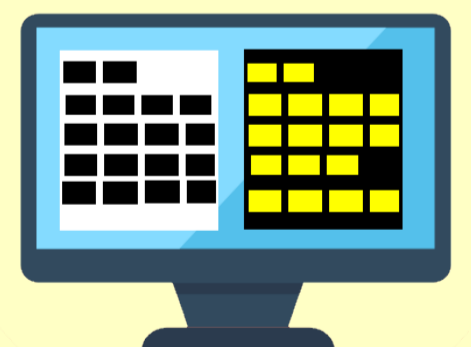
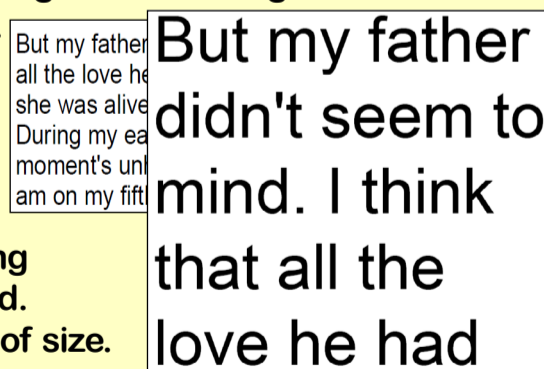
Learners who experience sight loss may benefit from having the text enlarged. Text can be zoomed/magnified to 400% and beyond to aid readability.

View > Zoom > Zoom to

Zoom and Reflow

When text size is magnified to over 100% the document will 'run off' the page. This can be frustrating requiring horizontal and vertical scroll bars to be adjusted. Reflow 'reflows' the text so it fits on the page, regardless of size.

View > Zoom > Reflow



i Consider combining Zoom, Reflow and High Contrast to improve readability.

Automatically Scroll

Adobe Reader has a built-in automatic scrolling tool which help learners who can't use a mouse, i.e. scrolling up and down pages. When Automatic Scroll is turned on the speed and direction of movement are controlled by the Up and Down Arrow Keys on the Keyboard. The 'Alt' key will pause and restart Automatic Scrolling.

View > Page Display > Automatically Scroll

For more information on using PDFs and 'How to Guides' visit the [Using Books](#) section of the [Books for All](http://www.booksforall.org.uk) website. www.booksforall.org.uk/Using-Books

