



Adjusting Reading Order – Adobe Acrobat Pro

The reading order provides a roadmap for students and notes key points of the document with appropriate labels like headers, figures, and tables. The reading order of a document is the roadmap through which screen readers navigate a document. The computer can infer the order, but it can make mistakes or have misunderstandings about content. The reading order must be accurate to ensure the document is clear regardless of the user's ability level. The following steps explain how to adjust the reading order of a PDF.

- 1) Open the document in Adobe Acrobat Pro
- 2) Click on the 'Edit PDF' Icon on the right side of the screen. This will prompt a review of the file by Optical Character Recognition Software, which will identify text, tables, and images in the document.
- 3) Once this operation is complete, review the document to ensure full accessibility of the text.

- 4) Following a review of the document text, click the 'Tools' icon. This will reveal a menu.



Figure 1: The Accessibility Icon

- 5) Select the Accessibility option on the bottom of the menu. This will bring up an additional menu on the right side of the screen. From this menu, select Reading Order to begin setting.



Figure 2: The Reading Order Icon

- 6) This will open an additional window with the title 'Reading Order'.
- 7) Create a box around the content, and select the appropriate classification. Press the appropriate button to set type of text.

- a. Remember: Using the Headings, Paragraphs, and Figure designations provides a clear roadmap to the document.

Figure 3: Show Order Panel Button



- 8) Once the content has been given designations, click the 'Show Order Panel' button on the 'Reading Order' menu.
- 9) This will open a menu on the left with the current reading order displayed.
- 10) Drag and drop the name of the content into the appropriate place, to change its location in the reading order. Once this is complete, save the PDF as a PDF/A

You have now completed altering the reading order of a PDF document.