

GETTING STARTED IN ADOBE ACROBAT

An Accessibility Workshop

Note to the Participant

This workshop is designed to be interactive. All participants are encouraged to follow along on their own screens. A sample document has been provided so you can complete each step in real time.

Claiming Your Adobe Acrobat Account

All current UND faculty and staff members have access to Adobe Acrobat Pro as part of the university's Adobe licensing agreement. Acrobat Pro allows users to view, create, edit, sign, manage, and remediate PDF documents. Prior to this workshop, you will need to claim and install an Adobe Acrobat Pro license. UIT's Knowledge Base article on [Adobe Acrobat Pro](#) provides links and instructions on how to do so.

Objectives

By the end of this session, participants will be able to:

1. **Configure** the Adobe Acrobat interface for accessibility.
 - a. Add tools to the All Tools pane.
 - b. Customize the Side Panel.
 - c. Enable highlighting for selected content.
2. **Identify** common accessibility errors using the Accessibility Checker.
3. **Demonstrate** the use of the Autotagging feature.
4. **Access and apply** TTaDA resources to support PDF remediation.

Teaching Transformation and Development Academy (TTaDA)

Resources

1. If you think you want to continue on in this journey of PDF remediation, you will need to
 - a. Learn Tagging structure to know which ones to select and when to use what tag ([Common PDF Tags and Their Usage](#))
 - b. Learn how to tag documents in Adobe PDF (Deque University – [Basic PDF Accessibility 3.0](#))
 - c. For simple tutorials and how-to's, visit TTaDA's [Remediating PDFs in Adobe Acrobat](#) page
2. If you think that this process isn't for you, consider alternatives
 - a. See the [PDF Accessibility page](#) to seek out alternatives.