

JAWS – Navigating Untagged PDFs

Introduction

Not all PDFs are accessible for students who use screen readers such as JAWS. For example, older PDFs may have been scanned as images and thus cannot be navigated using JAWS quick navigation keys because they do not contain tags such as headings and tables.

The latest versions of both Adobe Acrobat Reader and JAWS work together to process untagged PDFs.

Learning Objectives

Completion of this tutorial will give you experience with how to:

- Read untagged PDFs using Adobe Acrobat Reader Accessibility Setup Assistant.
- Read untagged PDFs using Adobe Acrobat Reader Convenient OCR.

This tutorial assumes that you:


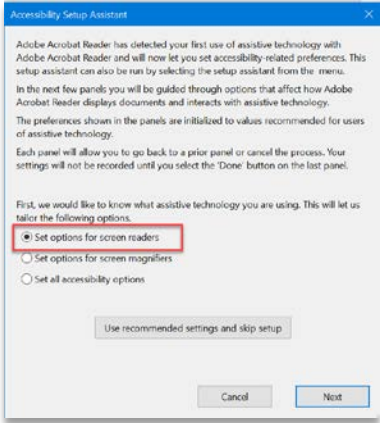
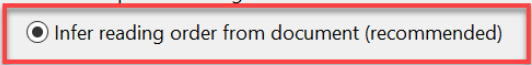
- Have the latest version of JAWS installed.
- Know basic JAWS navigation commands.
- Have the latest version of Acrobat Reader DC installed.
- Know how to download PDF files to your computer.

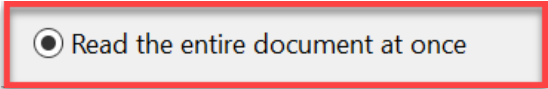
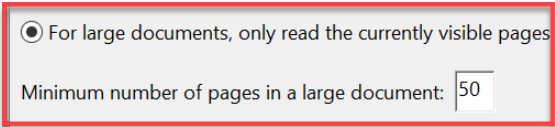
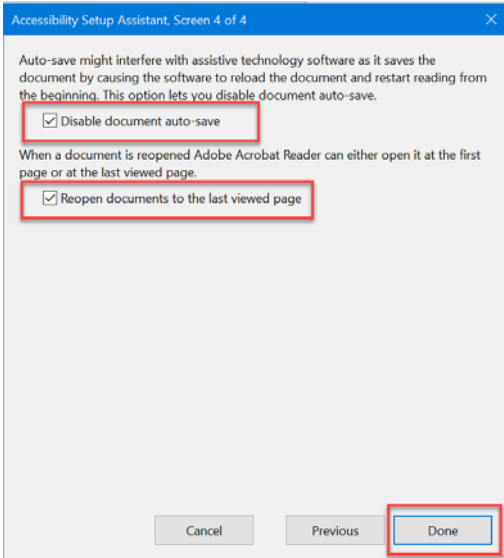
Case study:

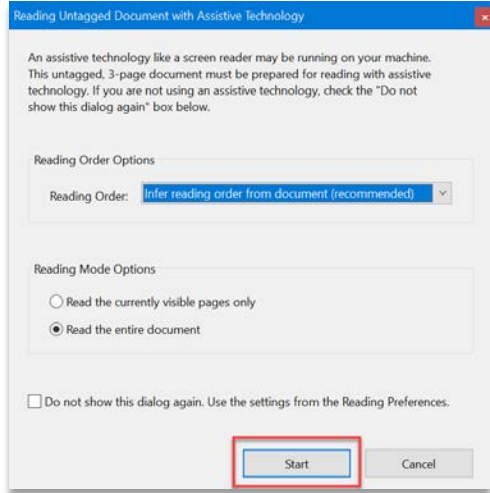
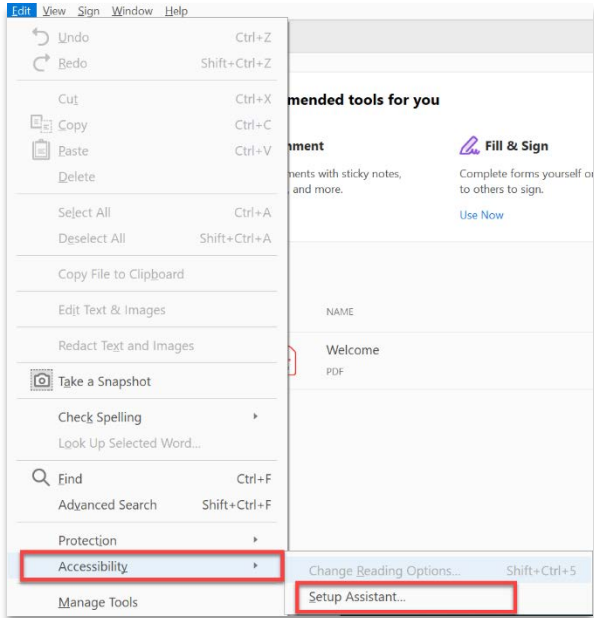
Hannah is a grade 8 student using JAWS to access her educational materials. Her teachers have given her PDF versions of her textbooks as well as novels and readings for her English class. Some of these resources are not fully accessible. For example, some pages from a graphic novel have simply been photocopied and sent to Hannah as a PDF.

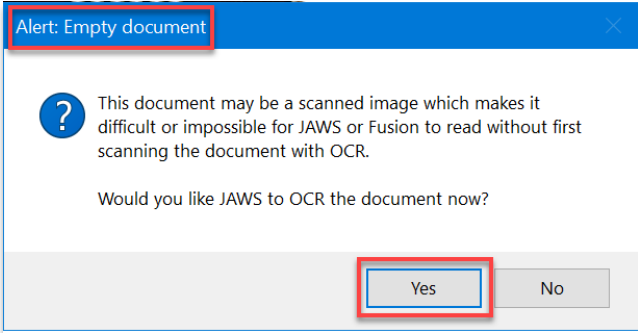

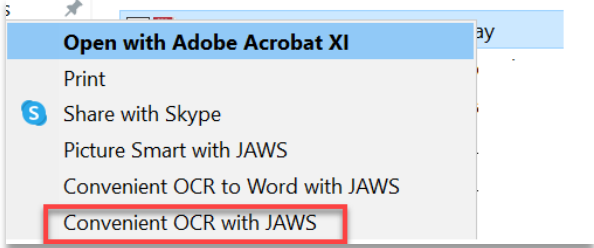
Adobe Acrobat Reader Accessibility Setup Assistant

Use this option for documents that do not contain tags.

<p>1</p>	<p>Launch JAWS.</p> <p>Open Acrobat Reader DC.</p>	
<p>2</p>	<p>The first time you use Acrobat Reader, it will run the Accessibility Setup assistant.</p> <p>Press Tab to select the option Set options for screen readers.</p> <p>Tab to the Next box.</p> <p>Screen 2 of 5: Not applicable for screen readers. Press Next.</p>	
<p>3</p>	<p>Screen 3 of 5:</p> <p>The recommended setting for reading order is Infer Reading Order from Document.</p> <p>Use up/down arrow to choose this option.</p> <p>Press Tab to choose Next.</p> <p>Press Enter.</p>	

<p>4</p>	<p>Screen 4 of 5:</p> <p>For handouts, the recommended setting is Read the entire document at once.</p> <p>For textbooks and novels, the recommended setting is Only read the currently visible pages.</p> <p>Use the up/down arrows to choose an option.</p>	<p>For handouts:</p>  <p>For textbooks and novels:</p> 
<p>5</p>	<p>Screen 5 of 5:</p> <p>Select Disable document auto-save and Reopen document to the last viewed page.</p> <p>Press spacebar to check the boxes.</p> <p>Tab to Done.</p> <p>Press Enter.</p>	

<p>6</p> <p>Now the settings are established.</p> <p>Open your PDF file.</p> <p>The Start screen will appear.</p> <p>Press Tab to select Start and read the document.</p>	 <p>The screenshot shows a dialog box titled "Reading Untagged Document with Assistive Technology". It contains text explaining that an assistive technology is running and that the document must be prepared for reading. Below the text are two sections: "Reading Order Options" with a dropdown menu set to "Infer reading order from document (recommended)", and "Reading Mode Options" with two radio buttons: "Read the currently visible pages only" (unselected) and "Read the entire document" (selected). At the bottom, there is a checkbox for "Do not show this dialog again. Use the settings from the Reading Preferences." and two buttons: "Start" (highlighted with a red box) and "Cancel".</p>
<p>7</p> <p>All options can be changed by opening the Accessibility menu.</p> <p>Press Alt + E</p> <p>Press Y</p> <p>Accessibility Setup Assistant will appear.</p>	 <p>The screenshot shows the Adobe Acrobat menu bar with the following items: Edit, View, Sign, Window, Help. The 'Edit' menu is open, showing options like Undo, Redo, Cut, Copy, Paste, Delete, Select All, Deselect All, Copy File to Clipboard, Edit Text & Images, Redact Text and Images, Take a Snapshot, Check Spelling, Look Up Selected Word..., Find, Advanced Search, Protection, Accessibility (highlighted with a red box), and Manage Tools. The 'Accessibility' submenu is open, showing 'Change Reading Options...' (Shift+Ctrl+5) and 'Setup Assistant...' (highlighted with a red box). The background shows a 'Recommended tools for you' section with a 'Fill & Sign' button.</p>

<h2>Convenient OCR</h2>	
<p>Use this option for a document that has been scanned as a graphic and then saved as a PDF.</p> <p>8</p> <p>Open the PDF.</p> <p>A dialog box will appear to indicate that OCR is available.</p> <p>Choose Yes to OCR the document.</p>	
<p>9</p> <p>The document will be processed, and the Virtual Viewer with the OCR results will appear.</p>	
<p>10</p> <p>Alternate way to open Convenient OCR:</p> <p>Navigate to PDF file in computer.</p> <p>Right click to open context menu.</p> <p>Use down arrow to choose Convenient OCR with JAWS.</p>	

Tips...

Not all inaccessible PDFs can be processed. If there are any issues, change the accessibility settings.

If you know that the PDF is inaccessible, navigate to the PDF file in the computer. Right click to open the context menu and choose Convenient OCR with JAWS.

What if I want to know even more?

American Foundation for the Blind. (n.d.). *Accessing PDF documents with assistive technology: A screen reader user's guide*. Adobe: Creative, marketing and document management solutions. <https://www.adobe.com/content/dam/acom/en/accessibility/pdfs/accessing-pdf-sr.pdf>

- Adobe Acrobat document describing the Accessibility Set Up Assistant .