Converting JPEG to Image Files to Accessible PDF that mediate the resulting file to make it edtiable, searchable, and / or readable to individuals who will acess your file in a variety of ways. While the previously mentioned document features improve accessibility and navigabilty for all users, they are particlularly helpful to those who are visually impaired and are therefore using a screen reading device to assist them in accessing the content of your file. This task of converting your scag -6 (r)dnnversion of Acrobat will work for this proces

2. To determine whether or not your PDF is an image file, do the following: fro drop down menu, select Read Out Loud > Activate Read Out Loud.
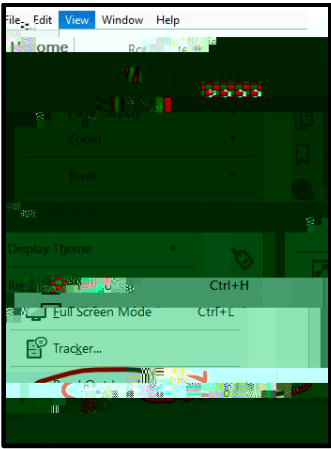
3. Now return to the View tab once again, and from the drop-down menu, sel Only. If the Read Aloud feature announces the following statement: Warnin the file is an image file and not a text file.
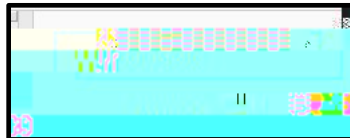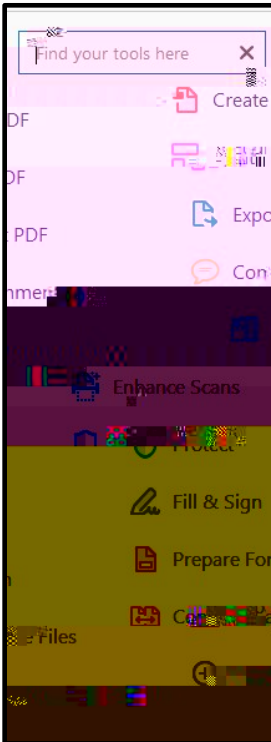
4. To begin the propcess of sing verifying the placel button open the toolbox panel t
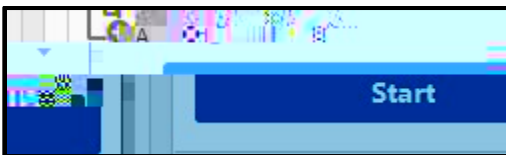

5. With this side panel, you are provided a list of tools. Select Action Wizard fr there. If you do not see that particluar tool in the panel, type Action Wizard

tools here," field at the top of the tools panel. Select the Action Wizard tool.


6. A pop-up window will appear next, click on Make Accessible located at the top of the list of the pop up. Click the blue Start button.


7. A Description pop-up window will appear next. Untick the Leave As Is button below the first title field, and give the document an internal title name. Using the term OCR in your title, may help to organize and find files you have made accessible using OCR tools. Select OK.

8. Next, another pop-up window appears labeled Recognize Text - General Settings. From the Document Language drop down menu, select whatever language that the document is written in. For Output, select Searchable Image and set Downsample To 600 dpi (use the highest dpi provided to you in the list of options there). Select OK.
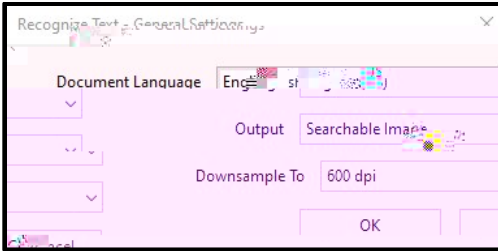
9. Next, a pop-up window appears inquiring whether or not there are fillable forms in the file, (for purposes of this tutorial, my file has no forms). Select No, Skip this Step.
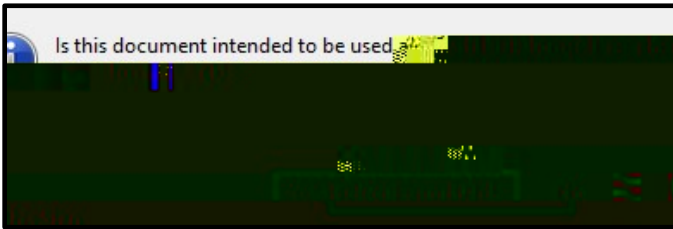
10. For the Read Aloud function, you're asked again to select a reading language. Select the language you want the document to be read to users in. Select OK.

11. If there's an image on your page, a pop-up will appear asking you to add alternative text. Enter a description of the image omitting any introducotry verbiage such as, "This is an image of," since the screen reader will say that automatically without human prompting. So you may write something like, "woman posed with flower arrangement." *or whatever is the subject of your image.* If the image highlighted is not an image but a decorative element or something that otherwise doesn't need to be read to users, tick the Decorative figure box, and leave the text

window empty. Select Save & Close.

12. Next an Accessibility Checker Options window pop-up appears. Untick the box that says Create accesility report – unless you track those types of documents, for ADA compliance reasons. Leave all of the rest of the defaulted options in the pop-up selected, and select Start Checking.

13. At this point, a panel to the left of your document panel will open (if you don't see it opened, click the triangular open panel button). The panel shows you an Accessility Checker report. It is likely to report that the document has issues. Twirl open the corresponding menu and right-click on each of the issues with blue question marks next to them. Right click on the issue and select Pass for each item noted. Close the panel. Save your document.

14. Now from the View tab, select Read Out Loud > Activate Read Out Loud. Repeat and select Read This Page Only,