



# OFFICE OF THE CHIEF INFORMATION OFFICER

## ADDING ACCESSIBILITY PANEL TO TOOLS MENU

### INTRODUCTION

If you are using an older version of Adobe Acrobat and the Accessibility icon is not on the Tools panel, use the procedure below to add it.

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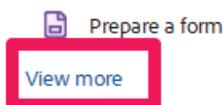
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# ADDING THE ACCESSIBILITY PANEL TO THE TOOLS MENU – NEWER VERSIONS OF ADOBE

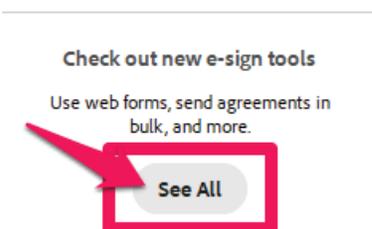
1. If the All Tools navigation pane is not appearing on the left side of the screen, click the All Tools button.



2. If you don't see Prepare for Accessibility in the list of options, click the view more button. You are done. If you don't see the Prepare for Accessibility tool, continue to step 3.



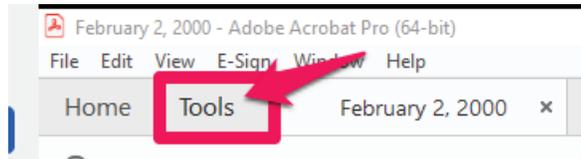
3. Scroll to the bottom of the All Tools Navigation pane and click See All.



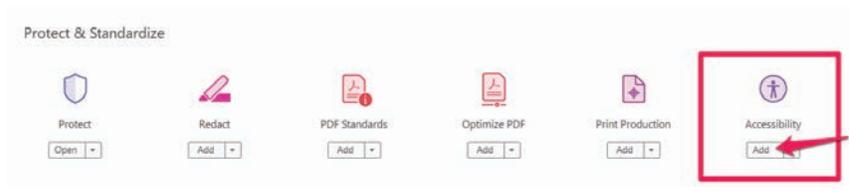
4. Scroll down to the Prepare Section and click the Prepare for Accessibility Button
5. The Prepare for Accessibilitiy panel will replace the All-Tools pane. Choose Check for Accessibility.

# ADDING THE ACCESSIBILITY PANEL TO THE TOOLS MENU – OLDER VERSIONS OF ADOBE

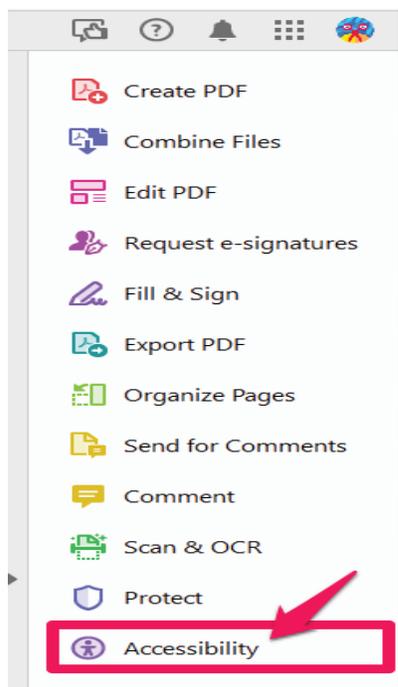
1. Open Adobe Acrobat
2. Click on the Tools Menu



3. Scroll down to Protect & Standardize until you see Accessibility. Click the Add button



4. The Accessibility Option will be displayed in the Tools panel.



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