# Adobe[[1]](#endnote-1)[[2]](#footnote-1)Reader Guide

## Read Out Loud

Built into Adobe Acrobat Reader is the Text-to- Speech reader (TTS) **Read Out Loud** **Read Out Loud** the text contained within the PDF document.

In order to use **Read Out Loud** you need Adobe Reader and a Text-to-Speech engine installed on your computer. The PDF document must be accessible otherwise it may not read or if it does it may not read in the correct order.

### To activate Read Out Loud:

1. On the View menu
2. Select Read Out Loud
3. Activate Read Out Loud.

### Again

1. Go to View
2. Read Out Loud and then choose an appropriate option for reading:
	1. To read the current page, choose **Read This Page Only**.
	2. To read the entire document, choose **Read To End of Document**.
3. To adjust voice settings
	1. Go into the Edit menu and select the Preferences option
	2. In the left-hand pane select Reading
	3. Uncheck the “Use default speech attributes checkbox
	4. You can now adjust the pitch and words per minute rate.

# Reflow Text

Reflow is a way to temporarily have the PDF text presented as a single column keeping all text within the viewing area of the monitor. It eliminates the need to scroll right and left if you zoom in on the document. The Reflow View makes reading the document easier.

### To Reflow Text

1. Open the View Menu
2. Open the Zoom submenu
3. At the bottom of the list select the Reflow option

Only readable text will be shown in the Reflow view. Text that does not reflow includes forms, comments, digital signature fields, and page artifacts, such as page numbers, headers, and footers as well as some documents with text columns. Pages that contain both readable text and form or digital signature fields do not reflow. Vertical text reflows horizontally.

## Quick Adobe Navigation Keyboard Shortcuts

|  |  |  |
| --- | --- | --- |
| **Function** | Windows Keyboard Shortcut | Mac Keyboard Shortcut |
| Zoom In | Control + Equal Sign (=) | Command + Equal Sign (=) |
| Zoom Out  | Control + Hyphen (-) | Command + Hyphen (-) |
| Next Page | Control + Page Down | Command + Page Down |
| Previous Page | Control + Page Up | Command + Page Up |
| First Page of Document | Shift + Control + Up Arrow (↑)  | Shift + Command + Up Arrow (↑)  |
| Last Page of Document | Shift + Control + Down Arrow (↓)  | Shift + Command + Down Arrow (↓)  |
| Scroll Up | Up Arrow (↑) | Up Arrow (↑) |
| Scroll Down | Down Arrow (↓) | Down Arrow (↓) |
| Go to Page | Control + Shift +N | Command + Shift +N |
| Next Open PDF Document | Shift + Control + F6 (UNIIX) | Shift + Command + F6 |
| Previous Open PDF Document | Control + F6 | Command + F6 |

References:

Adobe User's Guide. (2021). Accessibility Features. Retrieved March 11, 2021, from Adobe: https://helpx.adobe.com/reader/11/using/accessibility-features.html

1. [↑](#endnote-ref-1)
2. Adapted from the Adobe User’s Manual (Adobe User's Guide, 202`) [↑](#footnote-ref-1)