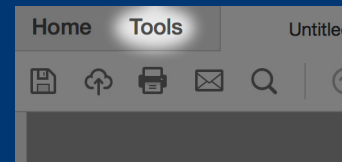# Accessible PDFs

All Chang School staff who work with PDF files should now be using **Adobe Acrobat Pro DC**, available through the Ryerson Adobe Cloud License. Speak to your supervisor to learn how to obtain your own copy.
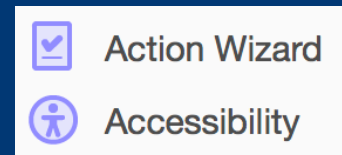
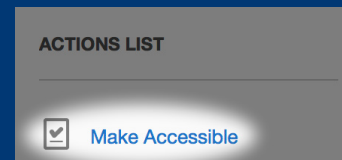**1** Open your PDF document in **Adobe Acrobat Pro DC**

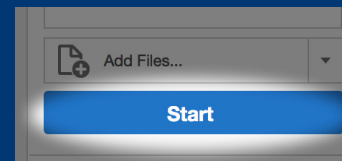**2** Enable the **Action Wizard** and **Accessibility** tools

3 In the **Tool** panel on the right open the **Action Wizard**

4 In the **Actions List** that appears choose **Make Accessible**

5 Press the **Start** button and follow the instructions

6 Run the **accessibility checker** and address any issues it identifies

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