MINNESOTA

Accessible PDF Document Training

Summary Guide for Module 1: Get Started

This module covers the layout and basic navigation of Adobe Acrobat Pro.

Keyboard navigation

- Press the F6 key to move between panes.
- Use the Tab and arrow keys to move within the individual panes.
- Use the Enter key to select an item.
- Shortcuts for specific tasks are in the individual modules.

Layout

- Menu
- All Tools
    - Prepare for accessibility
        - Check for accessibility tool
        - Fix reading order tool
- Navigation Pane
    - Accessibility tags
        - Tag tree
    - Bookmarks
- Quick tools panel
- Page navigation
- Zoom settings