



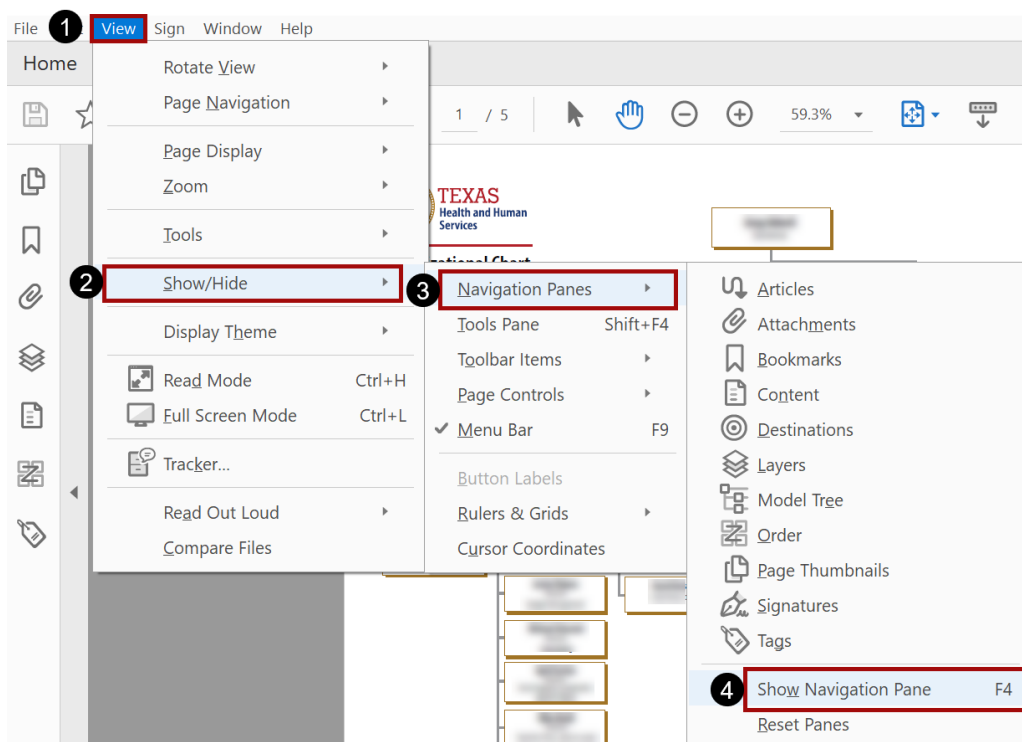
# Set up Your Dashboard in Adobe Acrobat Pro DC

The Navigation and Tools Panes, used to review and repair PDF accessibility, do not display on their own. You will need to make these tools visible and available.

## Navigation Pane

The navigation pane is on the left side of the Adobe Acrobat interface. To open the navigation pane:

1. Go to the **View** tab.
2. A menu will appear. Click on the **Show/Hide** option.
3. A sub-menu will appear. Click on the **Navigation Panes** option.
4. Another sub-menu will appear. Click on the **Show Navigation Pane** option.

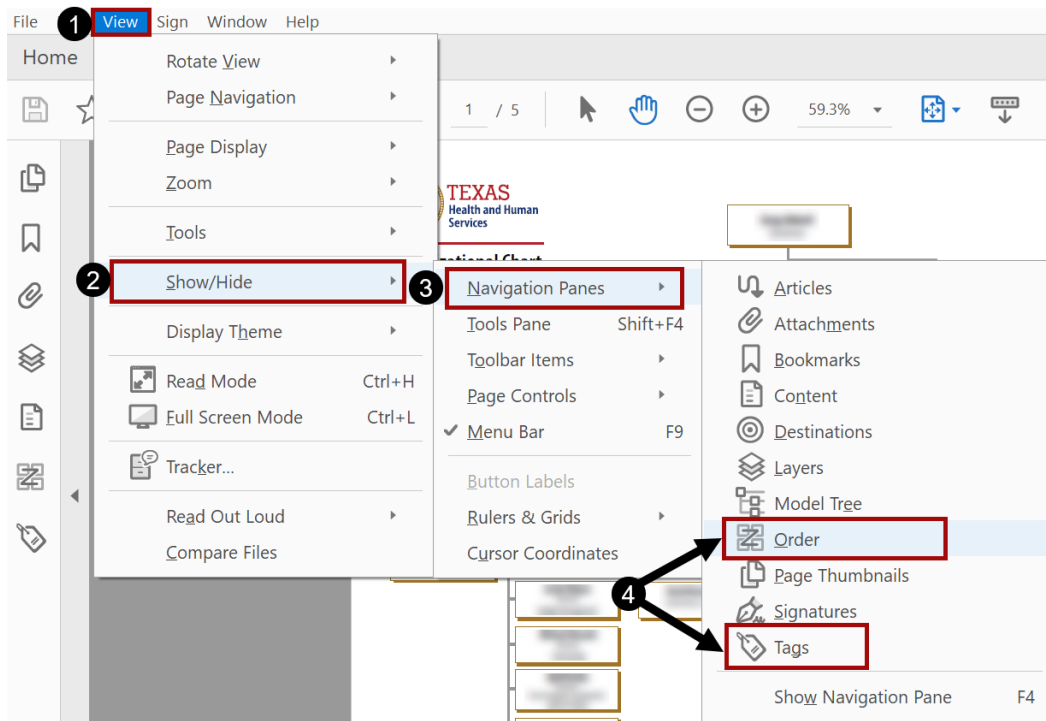


Once the navigation pane is open you need to make sure that you have the following panels:

- **Order panel** is used to view and edit the document’s reading order of the document.
- **Tags panel** is used to view and edit the structure tree.

To add a panel:

1. Open a PDF file.
2. Go to the **View** tab.
3. A menu will appear. Click on the **Show/Hide** option.
4. A sub-menu will appear. Click on the **Navigation Panes** option.
5. Another sub-menu will appear. Click on one of the panels, **Order** or **Tags**. A panel now appear in the navigation pane.

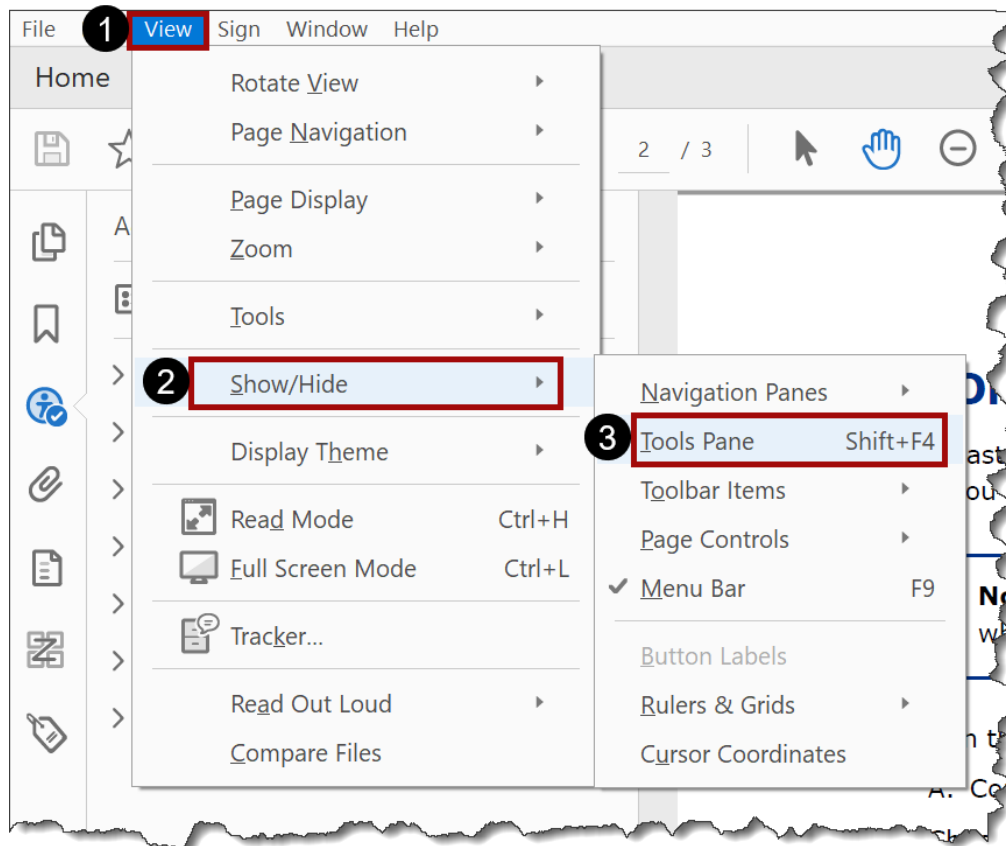


6. Repeat these steps to add the second panel

# Tools Pane

The tool pane is on the right side of the Adobe Acrobat interface. To open the Tools pane:

1. Go to the **View** tab.
2. A menu will appear. Click on the **Show/Hide** option.
3. A sub-menu will appear. Click on the **Tools Pane** option.



Once this pane is open you need to add the Accessibility tool. To add the tool:

1. At the bottom of the Tools pane, click on the **More Tools** button.
2. Go to **Protect & Standardize** section **Accessibility** tool.
3. Click on the **Add** button.

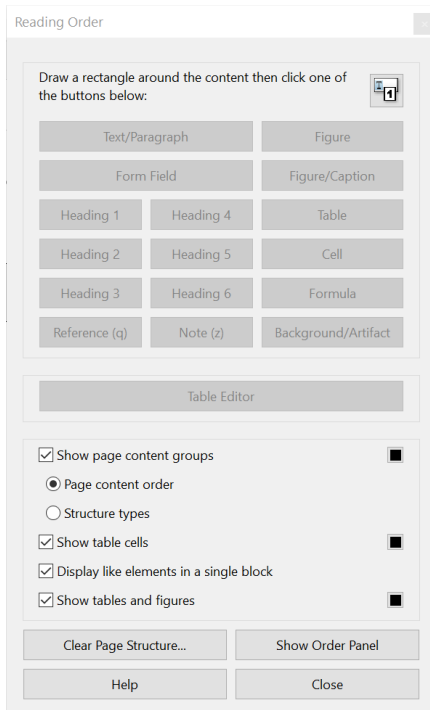
To get back to your PDF file click on the tab that has the file name.

# Reading Order Tool

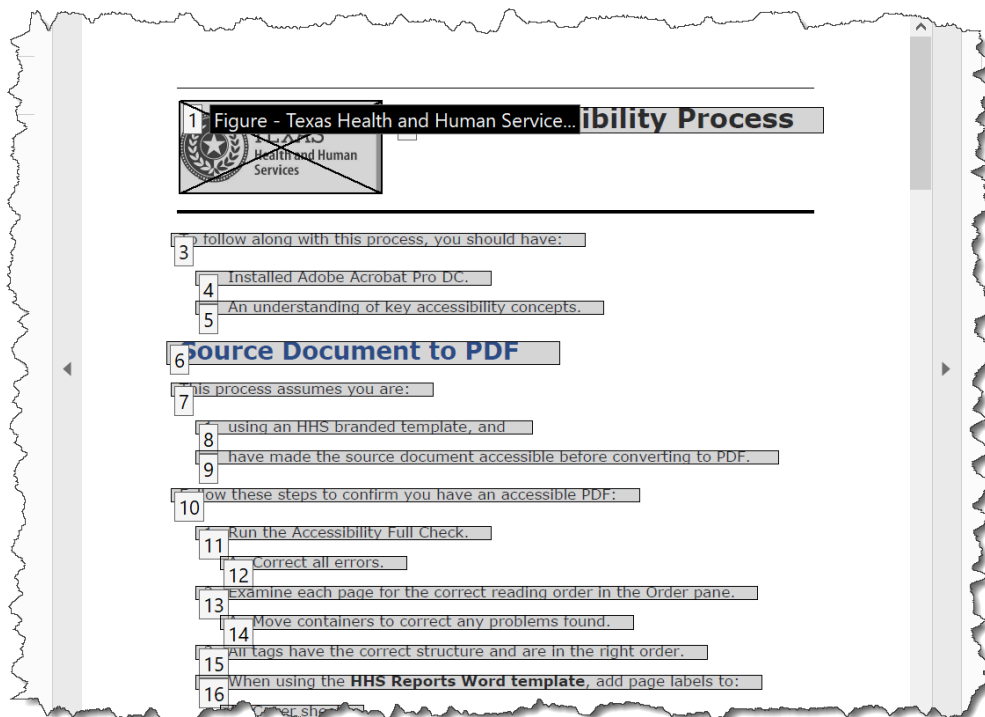
In the Accessibility tool, you will find the Reading Order Tool. When you click on this tool, a dialog box opens that displays overlay highlights. These highlights show the order of page content. This order is the order that people who use assistive technology will hear the content. You **must** change some settings.

To open the reading order tool:

1. Open the **Tools pane**.
2. Click on the **Accessibility** button.
3. Click on the **Reading Order** button.  
A dialog will appear.



The appearance of the PDF also changes. The content will become enclosed in numbered black boxes.



The **Show page content** groups default is **Page content** order. You have the choice to see tag structure by selecting the **Structure types** option.

To change settings in the **Reading Order** tool:

1. Uncheck the **Display like elements in a single block** checkbox.  
Now there are overlay boxes for each piece of content that has a paragraph marker.
2. **Optional:** Change the colors for the three different **Show** checkboxes to fit your needs.
  - A. Click on the **Color** button.
  - B. The **color** menu opens. Pick a color. The menu closes.
3. Close the **Reading Order** tool. Changes will save automatically.

## Edit PDF Tool

Do not use the Edit PDF tool!! Doing so will negatively impact the accessibility of the document.