

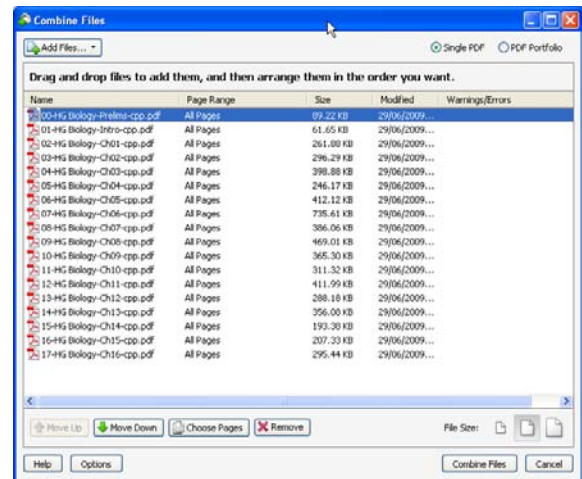
Making Accessible PDFs

Create a folder for the book

1. If the book is just one file, start Acrobat Pro, open the PDF and save it with a sensible name – title of book.pdf.

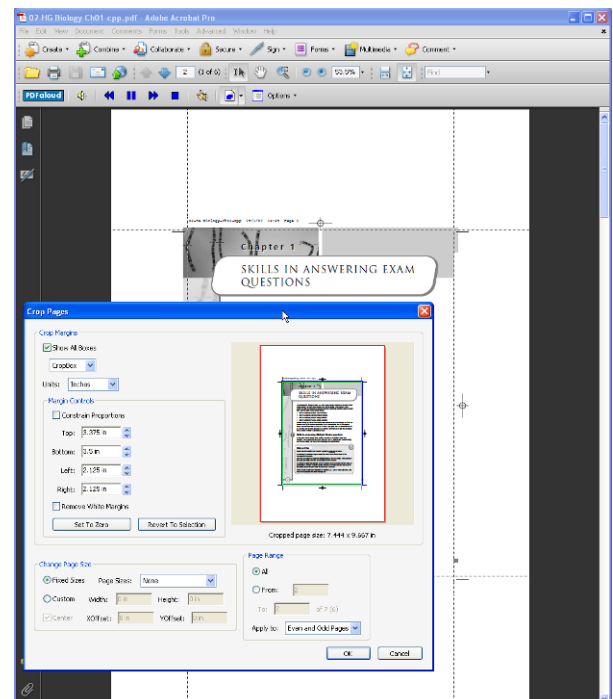
Combine separate files into one PDF

1. If the book is in separate files, make a new folder (e.g. called Originals from publisher) and put all the separate PDFs into it.
2. Start Acrobat Pro, click **File > Combine > Merge Files** and drag and drop the separate files in the correct order to make a single file.
3. **Save** the file - title of book.pdf



Remove galley marks

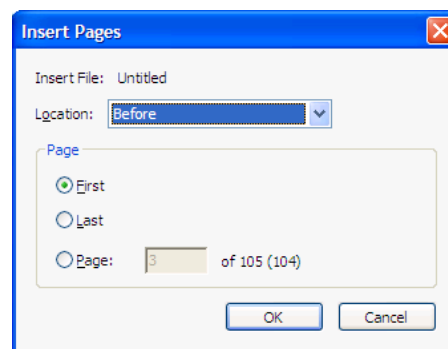
1. Some books have 'galley marks' around the page, which are used during the printing process. We want to remove these by cropping the pages.
2. Click **Document > Crop Pages**. Make sure that **CropBox** is shown, and then increase the size of the margins by clicking on the **Margin Controls** for Top, Bottom, Left and Right page. As you increase the margin size you will see a dotted line moving on the page itself. Once you have cropped it to the size you want, set the page range (usually to All) and click **OK**.
3. Check to make sure that there aren't different sizes for some pages or that the Odd and Even pages aren't different sizes. If they are different, crop accordingly.



Add a cover page

If the book does not have a cover page, try and find a picture of it on the internet, e.g. on Amazon, the publisher's site, or Google books, and copy it.

1. Click **Document > Insert Pages > From Clipboard....** Insert the page **before** the **first** page.



Insert the copyright statement

Now you must create and insert the copyright or permissions page. If the book has been scanned it will be the CLA Print Disability licence terms and conditions; if the publisher provided a digital original the permission text may vary from publisher to publisher.

1. Open your Word file with the correct copyright statement.
2. Select and copy the statement.
3. Click **Document > Insert Pages > From Clipboard....** Insert the copyright page after the existing copyright page.

Sample Permission Text for Hodder Gibson PDFs

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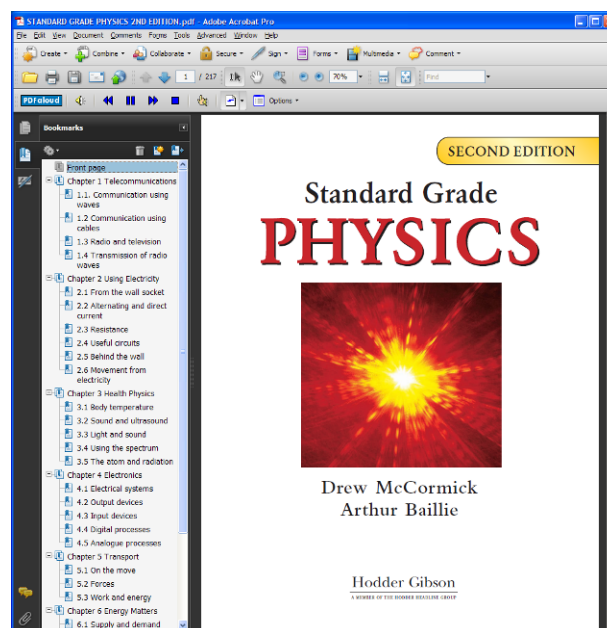
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Add Bookmarks for navigation

1. Open the Bookmarks panel (**View > Navigation Panels > Bookmarks**)
2. If there are bookmarks there already, rename them if necessary (e.g. to be Chapter 1 Telecommunications instead of C01)
3. If there are no bookmarks, go through the book and add them: e.g. select the chapter or section title text and press **CTRL-B**
4. Edit the bookmark text if necessary.
5. Make sure the bookmarks are correctly indented to correspond with each chapter and sub-section.
6. Test the bookmarks.
7. Go through the book and make sure no elements or pages are missing.



Renumber pages

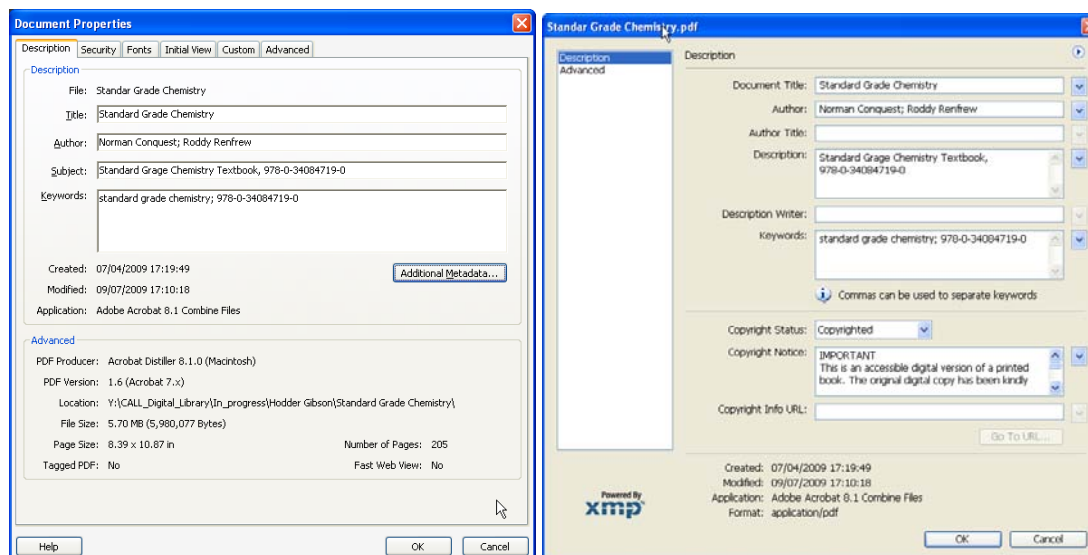
You want the digital page numbers to match the book page numbers, and so you may need to renumber some of the pages.

1. In the navigation panel, click on the **Pages** icon to see thumbnails of the pages.
2. **Right-click** on the very first page and choose **Number Pages**.
3. Renumber the 'front matter' (i.e. the front page, copyright pages, contents etc) to be pages i, ii, iii etc.
 - a. In the **Pages** section, click **From** at set the number to be from 1 to the end of the front matter.
 - b. Set the **Style** to be **i, ii, iii**
 - c. Click **OK**.
4. Check that the first page of the actual book has the same number as the printed copy. If it does not match, check and renumber your pages again.

Add Form fields for interaction

Set the Document Properties

1. Open document properties; **CTRL-D**
2. Put in the correct title and author. Put the subject in the Subject field and the publisher and ISBN number in the description field.

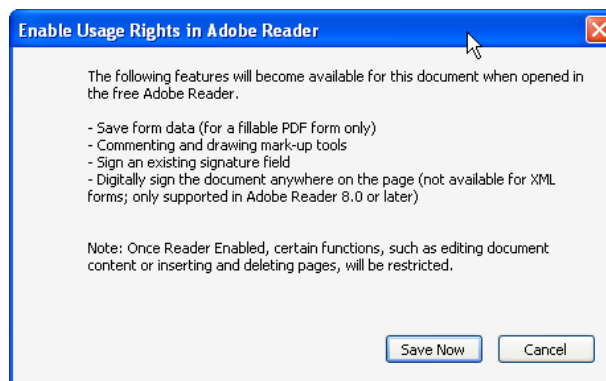


3. Click the **Initial View** tab and set **Navigation** to **open bookmarks panel and page**.
4. Click **OK**.
5. Click **Document > Reduce File Size** and make it compatible with Acrobat 8 and later.
6. Save the file

Reader-Enable the book

'Reader-Enabled' files have 'extended usage rights' which means that the reader can use commenting and markup tools to aid study.

1. Click **Advanced > Extend Features in Adobe Reader**. Save it with a different name and 'RE' on the end of the name, e.g. Title Of Book RE.



Record the book data to your Books for All database / spreadsheet

Open your database or spreadsheet.

1. Make a new record/entry
2. Title is as on the front cover
3. Authors to be surname, first name separated by ;
4. Publisher as given in the book.
5. Series/level is for example Standard Grade, or Oxford Reading Tree Stage 5
6. ISBN should be numbers and spaces only, no dashes
7. Subject = English, Physics etc
8. Comment = any comments you have about the accessible copy
9. Format = eText
10. File Format = PDF
11. Details = anything specific about the PDF, e.g. if it is Reader Enabled
12. Available from – the name of the book you have just made.
13. Supplier = your organisation's name and/or URL

(For CALL Database only). Add the cover page image to the database record – take a snapshot from the front page of the book (Tools > Select and Zoom > Snapshot). If the file does not have a cover page, try finding one on Google Books or Amazon.

Accessible PDFs Checklist

- Separate files combined into one
- Galley marks removed
- Copyright / permissions page inserted
- Front cover added if required
- Bookmarks added
- Bookmarks and pages checked
- Page numbers checked and adjusted
- Metadata added to file
 - a. **Title** is as on the front cover
 - b. **Author** to be *surname, first name* separated by ;
 - c. **Subject** = subject and level/series e.g. Standard Grade English Textbook
 - d. **Keywords** = Publisher plus ISBN
 - e. **Copyright status** – Copyrighted
 - f. **Copyright Notice** – as inside the book
- Initial View set to open bookmarks panel and page
- File is compatible with Acrobat 8 and later.
- Reader Enabled and saved with 'RE' at end of name.
- Details recorded in database / spreadsheet