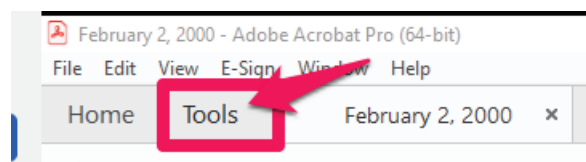# ADDING ACCESSIBILITY PANEL TO TOOLS MENU
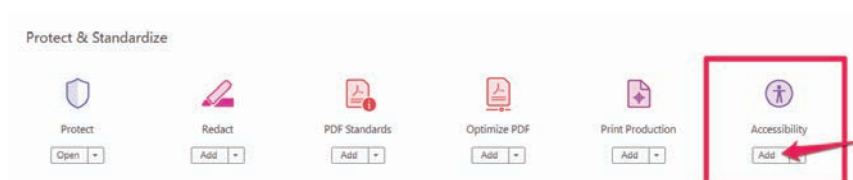
## INTRODUCTION

If you are using an older version of Adobe Acrobat and the Accessibility icon is not on the Tools panel, use the procedure below to add it.

## ADDING THE ACCESSIBILITY PANEL TO THE TOOLS MENU – OLDER VERSIONS OF ADOBE
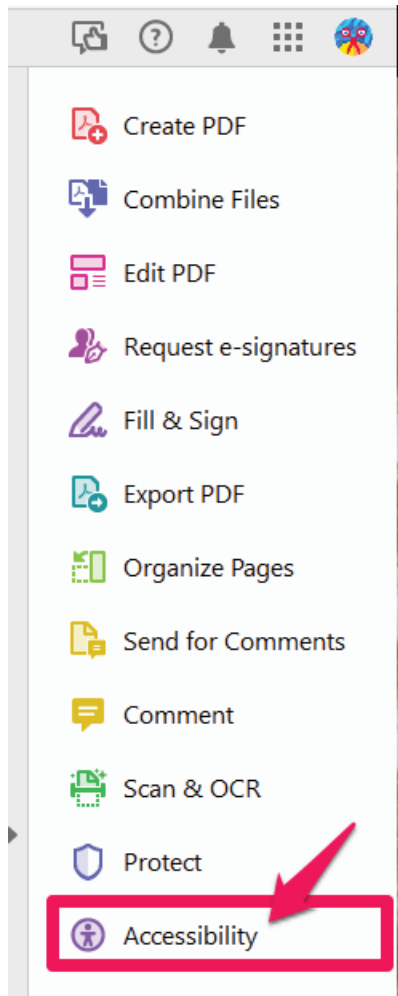
1. Open Adobe Acrobat
2. Click on the Tools Menu



3. Scroll down to Protect & Standardize until you see Accessibility. Click the Add button

4. The Accessibility Option will be displayed in the Tools panel.



## ADDING THE ACCESSIBILITY PANEL TO THE TOOLS MENU – NEWER VERSIONS OF ADOBE

This step is not necessary as the Accessibility Panel Icon is displayed by default.



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