

ALPHAS FACTS

Alpha
COMPUTER CONSULTANTS

Create Your Future



Creating Accessible PDFs

Creating Accessible PDFs Creating accessible PDF files allows viewers with disabilities to read PDF documents and ensures compliance with various legal and other requirements. Just as importantly, creating accessible PDFs benefits all users by making document more easily searchable and usable. This course takes participants through the process of creating accessible PDF files using Microsoft Word (PC only), Adobe InDesign and Adobe Acrobat Professional. Documents are prepared for accessibility in Word and InDesign then checked and edited using Acrobat. The course also covers creating accessible PDFs from any software using Acrobat. Multiple document types including graphics, tables, text-based documents and forms are used as examples. Guidelines, standards, real-life examples and assistive technologies are also discussed. This course is highly recommended for all creators of PDF files. It is often a relatively simple process to make PDFs accessible and is of great benefit to both individuals and corporations.

Course Prerequisites: The prerequisites for this course is governed by your need: all attendees must have completed the Acrobat for Business course or have equivalent knowledge. Further, users who need to produce accessible PDFs from MS-Office must be competent in MS-Office, and users who need to produce accessible PDFs from Adobe InDesign must have a good knowledge of InDesign (InDesign L1 and L2 courses). We recommend that inDesign users also complete our Level 3 course or have equivalent knowledge.

Duration: One day 9:00 am - 4:30 pm

Course Content

Introduction to Accessibility

- What is accessibility?
- Why make PDF files accessible?
- What makes a PDF accessible?
- Accessibility guidelines and standards
- Assistive technologies explained
- Assistive features of Adobe Reader & Acrobat for users with disabilities
- PDF with accessibility problems
- PDF with accessibility problems fixed

Creating an Accessible Microsoft Word document

- Setting up Word documents for accessibility
- Working with text and styles
- Apply styles to text using Word
- Editing styles
- Creating and editing styles in an existing document
- Converting existing styles in an existing document
- Other tips for working with text
- Formatting documents in Microsoft Word for accessibility
- Converting text to 2 columns in Word

- Check for accessibility issues in Word
- Use the Word Accessibility Checker
- Learn about Accessibility Checker
- Adding Alternative Text to Word Graphics and Images
- Using the PDF maker
- Configuring the PDF maker for accessibility
- Converting documents to accessible PDFs
- Checking the PDF using Acrobat

Creating an accessible PDF from Adobe InDesign

- Requirements of accessible InDesign documents
- Articles
- Ensuring Read Order is correct in Acrobat
- Object Export Options
- Mapping styles to export tags
- File information and metadata
- Bookmarks and hyperlinks
- Anchored Objects
- Creating the PDF file
- Working in Acrobat Professional

Adding & Repairing Accessibility in Acrobat

- Working in Acrobat – Overview
- Working with scanned documents
- Converting a scanned document to a searchable and editable PDF
- Setting document language
- Setting security that allows accessibility
- Creating accessible links
- Adding bookmarks
- Checking for tags
- Adding tags in Acrobat



Using the TouchUp Reading Order tool

- The TouchUp Reading Order tool
- Checking Reading Order with the Touch Up Read Order Tool
- Editing tags with the TouchUp Reading Order tool
- Applying and editing figure tags with the TouchUp Reading Order tool
- Editing table tags and tagging unrecognised tables
- Check if table contains identified Header cells
- Associating data cells to row and column Headers

Working with Tags

- About working with tags
- The Content panel



...Working with Tags

- Tags Panel
- Editing tags with the Tags Panel
- Adding alternate text and supplementary information to tags
- Correcting table tags

Creating Accessible PDF Forms

- About forms in Acrobat
- Making a PDF form accessible
- Adding form fields to already tagged PDF files

Checking Accessibility

- About checking accessibility in Acrobat
- Methods for checking a PDF
- Full Check
- Accessibility Full Check Options
- Accessibility Checker Panel
- View Full Check results
- Guided action to create accessible PDFs
- Additional validation techniques
- Using Reflow view to quickly check reading order
- Read Out Loud
- Saving as accessible text
- Putting it all together: further exercises

Appendix

- Using Acrobat XI Pro Accessibility Checker
- Checking Accessibility (Acrobat X & earlier)

View our
Training Calendar
for course dates select your location

Book Now !

Alpha CC Courses include:

- Commercial course notes with tutorials and exercises
- Certificate of Completion
- After course support, HELP DESK via email (for public course only)