

Hands-On Workshop: Making Accessible Microsoft PDF Documents

We all have the capabilities to create accessible documents. It's just a matter of knowing how.

An accessible document starts when the document is first created. The responsibility for accessible PDF documents is that of the author. Accessibility is not limited to web content coordinators or managers alone, but everyone – administration staff and all!

This **course is indispensable to any organization**. Assistive technologies cannot transform or make coherent documents that are inaccessible or poorly designed. PDF documents have to be tagged using an automated tagging algorithm and manually remediated to ensure they are accessible to people with disabilities. This is how a PDF document becomes accessible – and it's easier than you think!

Testimonials

Great presentation! It is difficult to find this specific information online. (DeafBlind Ontario Services)

Very useful! I am already able to start applying knowledge to examples from my organization. (Contact Hamilton)

All the questions I had coming in were answered. (Nottawasaga Valley Conservation Authority)

Well done! Presenter is very knowledgeable. (Lake Ridge Community Support Services)

Great information, learned lots and it was interesting. Great presentation! (Ministry of Economic Development, Employment and Infrastructure)

Very happy I came. The take away with step-by-steps are a great bonus! Covered a lot of information and I liked the mix of theory and hands-on. (City of Niagara Falls)

Who should attend this workshop

Anyone who creates documents should attend this workshop. It is especially important for those who create documents for the web or an internal intranet.

This includes all Document Creators, Communication or Accessibility Coordinators, Website Content Managers, Marketing Managers, Administrative Assistants.

Workshop Overview

In this workshop, students will learn about the background and theory of accessibility and how it affects document creation. Changes in the current organizations workflow and process will also be reviewed.

You will explore Microsoft Word features and how to design for those with vision, motor and cognitive impairments. Various tools will be used in Microsoft Word to establish accessibility and then a PDF document will be generated.

Using Adobe Acrobat Professional, the PDF document will then be reviewed and the content will be enhanced and edited to pass the Adobe Acrobat Accessibility Checker.

Workshop Outcome

This workshop will advance the accessibility maturity of your organisation. You will know how to make documents more accessible and understand the impact on posting content on the web. This workshop will expand on all participants' existing knowledge of Microsoft Word and Adobe Acrobat Professional along with the changes needed in the current workflow of document creation.

- Working with Microsoft Word features
- Creating Accessible PDF's from Microsoft settings
- Working with Adobe Acrobat Professional tags panel
- Process of creating an Accessible PDF document with Acrobat

Sample of Course Content:

- Accessibility theory, requirements, workflow, processes
- Assistive technologies review – the different options available
- Understanding what Document integrity is about in Microsoft Word
- Content design practices – the do's and don'ts
- Corporate fonts or generic fonts which one is correct?
- Using text effects – are they images or text?
- Modifying and creating custom Paragraph Styles
- Issues with colour communications
- Using the right color menus in Microsoft
- Using graphics, ClipArt, charts, tables and WordArt
- Creating in-line graphics
- Formatting and incorporating alternative text
- Inserting tables into a layout
- Reading order and navigation of tables in both Microsoft programs
- Including descriptive alternative or summary text for tables
- Creating accessible sensory characteristics
- Adding custom bookmarks in accessible documents
- Adding file properties to a Microsoft document
- Adding Cell characteristics
- Review the PDF documents
- Use the tags, bookmarks and pages panels in Acrobat
- Editing tags and properties in Acrobat
- Using the Accessibility Checker in both Microsoft and Acrobat Professional
- And more!

Don't miss this opportunity to discuss one of the biggest issues in Business since the implementation of the desktop computer!

Workshop Requirements:

- ✓ Laptop and Computer Mouse
- ✓ Microsoft Word and Excel versions 2010 or 2013
- ✓ Acrobat Professional version 11 or the Creative Cloud

Note: Laptops are optional, however, they will be needed to participate in the hands-on exercises that complement the lecture.

TECHNICAL NOTES:

- Earlier versions of Microsoft and Adobe Acrobat do not have the required accessibility features for this workshop.
- Please ensure that your Acrobat Professional has been installed correctly with the Acrobat PDF maker Ribbon appearing in all your Microsoft applications.
- We suggest you do any installations a day or two before the workshop in order to work out any installation issues.