Section 508 - Creating Accessible PDFs using Word and InDesign

Course Outline

Course Objective

This two - day class will teach you how to make PDF documents accessible with Adobe Acrobat. It is a comprehensive hands-on training that focuses on creating well-formed, properly structured documents in Microsoft Word and InDesign by following basic principles. Making PDF documents accessible is easiest when the original Word/InDesign document is properly structured. An accessible document is a document created to be as easily readable by a sighted reader as a low vision or non-sighted reader. Topics covered in this class include:

Agenda

1. Overview:
    a. Document Structure
    b. Page Layout
    c. Document Properties

2. Creating Accessible Documents in Word and InDesign:
    a. Using Styles and Headings in Document Creation
    b. Importance of Document Tags
    c. Fonts and Sizing
    d. Accessible Tables
    e. Hyperlinks
    f. Proper use of Images/Graphics
    g. How formulate an accessible ALTernative-TEXT
    h. Color and Contrast
    i. Exporting to PDF

3. Adobe Acrobat Pro Features:
   a. Checking Document Properties
   b. Use Content, Order, and Tags Panels
   c. Touch Up Reading Order Tool
   d. Identifying the proper tag type for each content item
   e. Manual and Automatic Tagging
   f. Adding and Editing Tags

4. Accessibility Check
   a. Checking accessibility using Adobe Acrobat and PDF Accessibility Checker 3 (PAC3)
   b. Understanding and Resolving Error Messages

Course Length: 2 Day

Prerequisite: This class requires participants to have basic working knowledge of Adobe Acrobat, PDFs, and Adobe InDesign.

In addition, participants should be familiar with requirements of Section 508.

Software Requirements: Participants should have Microsoft Office Version 2013 – 2019 AND Adobe Acrobat Pro installed and operable. Using the Web Based Adobe Acrobat will not be sufficient for completing the course exercises.