

Acrobat Section 508 Accessibility

Duration: 1 day

Course Synopsis: This class provides you with the concepts and skills to properly prepare Adobe PDF documents and fillable PDF forms for access by users with disabilities such as blindness, low vision, and mobility impairment. In this course, you will create, modify, and test PDF documents for accessibility purposes. We also recommend this course for those planning to obtain the Adobe Certified Expert status.

Who Should Attend: Professionals needing to create, properly prepare Adobe PDF documents and fillable PDF forms for access by users with disabilities such as blindness, low vision, and mobility impairment. Users will benefit from the many tips and tricks, as well as special exercises. Participants are encouraged to bring problems, questions and samples from their working environment to the class for group discussion.

Prerequisites: Because of the amount of material we cover in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up without slowing down the rest of the class.

What You Will Learn:

- Tagging PDF Documents
- Section 508 Compliance
- PDF and Word Processing Applications
- Combining Multiple Documents
- PDF Forms and Accessibility
- Using LifeCycle Designer
- Tools for Checking Accessibility
- Tab Order, Bookmarks, and Language Options

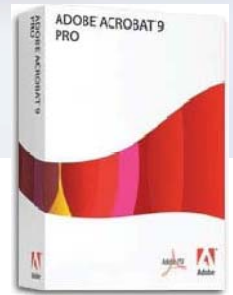
Time: Class time is 9:00 a.m. - 4:00 p.m.

Breaks are scheduled throughout the day and lunch is typically scheduled 12-1. Students provide their own lunch.

Course Materials: Course materials are provided. Our goal is to make sure your class meets your objectives, not ours. Therefore, all of our outlines are treated as guides to help steer the workshop. We may change or alter course topics to best suit the classroom situation.

Related Courses: We recommend the following courses that relate to this class: Adobe Acrobat and Adobe Photoshop. Please take a look at our other course outlines at our web site, <http://www.trainingobjectives.com>.

Goals: Training Objectives realizes the importance of education and we take pride in being able to offer you classes that are more custom fit to your needs. Call us at (503) 245-3387 if you have any special questions or e-mail us at info@trainingobjectives.com.



Lessons:

LESSON 1 Accessibility and Adobe PDF

What is Accessibility
Accessibility and PDF
What makes PDF accessible

LESSON 2 Understanding Tagging and Document Structure

Tagging and PDF
What tagging looks like in PDF
When to tag PDF documents
Why touchup is often needed

LESSON 3 The Accessibility Workflow

Six steps to Accessibility in PDF
Forms and form fields
Tagging the document
Repairing common problems
Editing the tag tree

LESSON 4 PDF and Word Processing Applications

Using Acrobat PDF Maker
Creating tagged documents from MS Office
Creating tagged PDF documents from Adobe InDesign
Adding Accessible text to graphics
Using threads and structure in PDF
Creating tagged documents from web pages

LESSON 5 Working with Multiple Documents

Why combine multiple documents?
Inserting, replacing, and deleting pages in Acrobat
Combining files from multiple applications

LESSON 6 Making PDF Forms Accessible

Workflows for creating forms
Tips for working with forms
Using LifeCycle Designer to create forms
LifeCycle and Accessibility

LESSON 7 More About Tags and PDF

Creating URL links in the document
Adding tags to an untagged document
Reading the add tags report
Finishing for accessibility

LESSON 8 Evaluating PDF Documents for Accessibility Problems

Tools for checking accessibility
Using full check for accessibility
Using reflow to check reading order
Other ways of checking the reading order

LESSON 9 Repairing Reading Order and Basic Tagging Problems

Touch up reading order tool
Reading order and the order tab
Reading order tool options
The touchup workflow
Techniques to fix reading order problems
Fixing common problems

LESSON 10 More Accessibility Features

Setting the tab order
Adding bookmarks
Adding accessible links
Setting the document language
Setting security settings and screen readers
Adding a watermark to PDF