



# Making Adobe Acrobat Files and Forms Accessible

Course ISI-1466

1 Day

Instructor-led, Hands-on

## Introduction

This course covers the basics for creating and optimizing Adobe Portable Document Format (PDF) files so that they can be made more accessible to users with disabilities. Federal law, Section 508 of US Rehabilitation Act, requires that individuals with disabilities must have access to and use of electronic information and data that is comparable to the access and use by individuals who do not have disabilities. This course is directed to those who develop or contribute content to the Internet, to help them comply with these on-line accessibility standards.

## At Course Completion

Upon successful completion of this course, students will have the following skills and knowledge:

- Adobe PDF and accessibility
- The needs of all users
- Accessibility basics
- Check existing PDF documents for accessibility
- Create accessible PDF documents
- Create accessible PDF forms
- Optimize the accessibility of PDF documents

## Prerequisites

Students enrolling in this course should understand the basic concepts involved in working with a personal computer (PC). For example, students should be familiar with terms such as computer memory, data files, and program files. Students should also be familiar with the components that make up the PC, including input, output, and storage devices. Students should also be fairly comfortable working in a Windows environment. Students should know how to use the mouse, standard menus and commands, and how to open, save and close files.

This course is created for users who are familiar with the different applications described. Students should have experience with common office applications, such as word processing, spreadsheet and web browser applications, Adobe Acrobat and HTML.

Contact ISInc for more information at 916.920.1700 or by visiting our website at <http://www.isinc.com>

## **Outline**

### **Module 1: Accessibility Overview**

- Rules for Accessibility
- How does Acrobat determine accessibility

### **Module 2: Creating Accessible Word Documents**

- Adding styles to a Word Document
- Working with images
- Working with tables
- Converting a Word document to an Accessible PDF

### **Module 3: Creating Accessible Excel Documents**

- Verifying sheet names
- Adding tables to the worksheet
- Working with Charts
- Converting an Excel document to an Accessible PDF
- Converting multiple worksheets into a single Accessible PDF

### **Module 4: Creating Accessible PowerPoint Presentations**

- Working with images
- Working with tables
- Bulleted lists in PowerPoint
- Converting a PowerPoint presentation to an Accessible PDF

### **Module 5: Converting Scanned PDF files**

- Use Scan and OCR to convert a document to readable text
- Tag a scanned document
- Convert the PDF to an Accessible PDF

### **Module 6: Creating Accessible PDFs**

- Untagged documents
- Languages
- Reading orders
- Accessibility Check
- Tab orders

### **Module 7: Creating Accessible InDesign Documents**

- Use Accessibility Check
- Fix Titles
- Check Reading Order
- Tab Orders

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- Alternate Text

## **Module 8: Creating Accessible PDF Forms**

- Prepare form fields
- Add text fields
- Add checkbox fields
- Add radio button fields
- Add drop-down list fields
- Check Accessibility
- Fix tags
- Reading Order
- Tab order