tidalfire®

Tidalfire Business Solutions

Creating Accessible PDF Documents

This one day, hands-on course focuses on creating accessible PDF documents. It provides information on how to use Adobe Acrobat's accessibility tools to control features such as reading-order and image tagging as well as explaining how to establish a workflow to ensure consistent results. This course can be customised to focus on specific source applications e.g. Microsoft Office or Adobe InDesign from which accessible PDF documents can be created.

Topics covered in this course:

Introduction
- Adobe PDF and Accessibility

Checking PDF Documents for Accessibility
- Quick Check
- Full Check
- Locating Content and Tags
- Checking the Reflow Order of a Document
- Additional Accessibility Checks

Accessibility Basics
- Creating Accessible Content
- Elements of Accessible Adobe PDF Documents
- Tagged PDF

Creating Accessible PDF Documents from Native Applications
- Adobe InDesign
- Microsoft Office

(The use of the applications mentioned will depend the applications used by the course attendees)

Creating Accessible PDF Documents from Untagged PDF Documents
- Converting Untagged Documents to Accessible PDF Documents

Creating Accessible PDF Documents from Scanned Documents
- Using Paper Capture to Create Accessible PDF Documents from Scanned PDF Documents
- Finding OCR Suspects

Creating Accessible Forms
- Creating Accessible Forms from Untagged PDF Documents

Optimising Accessibility of Tagged PDF Documents
- Creating Document Navigation
- Adding ALT Text to Images
- Creating Accessible Hyperlinks
- Establishing Document Language

Manipulating Tagged PDF Structural Elements
- Correcting Tagging Problems in a PDF Document
- Improving the Accessibility of Tables
- Combining Documents

Course Information

Course Prerequisites
Before taking this course, students should be familiar with the basic functions of their computer's operating system.

Software
This course uses Adobe Acrobat Professional and -
- Microsoft Office
- Additional software may be used to illustrate examples

Additional Prerequisites
All courses can be run on Windows and Macintosh platforms at Tidalfire's premises or on-site .Where there are operating system dependencies these are indicated in the factsheet.

Course Duration
1 Day

Acrobat Related Courses
- Adobe Acrobat - Essentials
- Adobe Acrobat - Advanced
- Adobe Acrobat for Microsoft Office Users
- Creating Interactive PDF eNewsletters
- Creating Accessible Adobe PDF Documents
- Adobe LiveCycle Designer - Developing Forms

Adobe AUTHORISED Training Centre

Adobe SOLUTION PARTNER

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