InDesign Accessibility | Course Overview

COURSE DESCRIPTION

This 1/2 day course focuses on using InDesign to create highly accessible PDFs. Such documents are able to be read by assistive technologies that aid people with disabilities including poor vision and limited mobility.

Creating accessible PDFs gives everyone, regardless of their abilities, access to the content in your documents. Australian government compliance now requires that all government website content, including PDFs, be accessible.
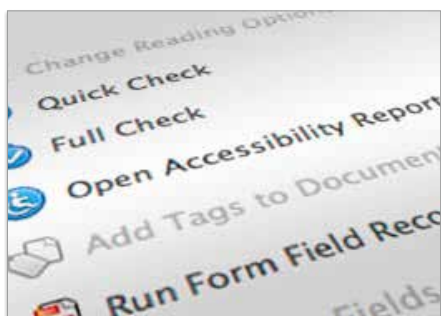
WHAT YOU WILL LEARN

- What is an accessible PDF?
- Create and manipulate accessible PDFs (text and images) in InDesign
- Complete the accessible PDF creation process in Acrobat
- Checking PDFs for accessibility compliance
- Learn undocumented methods for creating compliant PDFs

PREREQUISITES

Working knowledge of InDesign. This course is conducted using the latest versions of InDesign (CC, CS6 and CS5.5). If you are using CS5 or older, then custom training can be organised.

~~$360~~ $300 (+GST)

1/2 DAY | 9–12:30PM

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Course outline

INTRODUCTION

What is an accessible PDF?
What are tags?
The accessibility workflow
Accessibility standards

INDESIGN (CS5) : CUSTOM ONLY

Using the InDesign file Structure
Setting up Tags
Applying Tags to text (Map Styles to Tags)
Applying Tags to tables
Applying Tags to lists
Order Tags
Tag graphics
Using Bridge to change metadata
Adding extra metadata fields to Bridge
Using a metadata template in Bridge
Anchor images within text flow
Managing anchored objects
Tag artifacts
Setting up document metadata
Create PDF
PDF settings

ACROBAT (ACROBAT 9) : CUSTOM ONLY

Inspecting document properties
Fixing the Keyword metadata bug
Setting the Document Language
How to remap Tags (if necessary)
Create and/or nest tags (if necessary)
Reassign Tags (if necessary)
Check and change document Order
Verifying reading order using external plug-ins
Running an Accessibility check
Using and interpreting report results

INDESIGN (CS5.5 AND HIGHER)

Use Paragraph Styles
Setup Export Tagging within Paragraph Styles
The importance of proper style application
Anchor images within text flow
Managing anchored objects
Add Alt Text and Tag to Images
Tag graphics
Using Bridge to change metadata
Adding extra metadata fields to Bridge
Using a metadata template in Bridge
Setting Object Export options
Creating new Articles using the Articles panel
Tips for setting up a reading order using Articles panel
Setting up document metadata
Creating a PDF
PDF settings

ACROBAT (ACROBAT X AND HIGHER)

Inspecting document properties
Fixing the Keyword metadata bug
Setting the Document Language
Check and change document Order
Verifying reading order using external plug-ins
Running an Accessibility check
Using and interpreting report results

EXTRAS

Finding extra resources for accessibility
Simulating colour blindness in Photoshop and Illustrator
Using Bookmarks for navigation
Using Cross-references for navigation
Using Hyperlinks for navigation
Using a Table of Contents for navigation

Course excellent, well prepared, lots of info to take away.
Kate, Department of Family & Community Services

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