

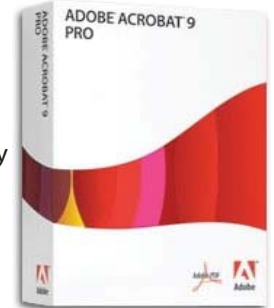


# Acrobat Section 508 Accessibility

Duration: 1 days

## 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.

## Locations:

We have company-operated facilities in Atlanta, Chicago, Denver, San Diego and New Orleans. We also work with a network of rental facilities to offer our classes regularly across the United States and in Canada. Please double-check the location of your class with our office to make sure you get to the right location.

## 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.ledet.com>.

## Goals:

Sterling Ledet and Associates 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 (770) 414-5007 if you have any special questions or e-mail us at [sales@ledet.com](mailto:sales@ledet.com).

## Registration:

Please fill out our registration form and fax it to us at (312) 896-9094.

URL: <http://www.ledet.com> • Local: (770) 414-5007 • Toll Free: 1-877-819-COOL



# Acrobat Section 508 Accessibility

## LESSON PLANS

### 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