



Adobe Acrobat Section 508 Accessibility

SECTION 508 ACCESSIBILITY TRAINING 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.

PREREQUISITES FOR THIS SECTION 508 ACCESSIBILITY TRAINING COURSE

Knowledge of your operating system and basic computer navigation is required for all classes. We also recommend that you have the Adobe Acrobat software before starting the class. You can purchase the software or obtain a trial version of it from the Adobe web site.

WHAT YOU WILL LEARN IN THIS SECTION 508 ACCESSIBILITY TRAINING COURSE

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

SECTION 508 ACCESSIBILITY TRAINING COURSE LENGTH AND TIME

This class is 1 day long. 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.

SECTION 508 ACCESSIBILITY - ENROLLMENT

Please see our Enrollment Page (<http://www.ledet.com/enroll>) for our enrollment form.

LOCATIONS FOR THIS SECTION 508 ACCESSIBILITY TRAINING COURSE

We have training centers in Atlanta, Houston, Chicago, Denver, San Diego and Washington DC. We also offer classes at a network of rental facilities. We offer private onsite training and instructor-led, live online training. If coming to a rental facility, please double-check the location of your class with our office to make sure you get to the right location.

GOALS FOR THIS SECTION 508 ACCESSIBILITY TRAINING COURSE

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 (877) 819-2665 if you have any special questions or e-mail us at sales@ledet.com.

DISCLAIMER

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. This outline does not guarantee that all the topics listed will be covered in the time allowed. The amount of material covered is based on the skill level of the student audience. We may change or alter course topics to best suit the classroom situation.

Adobe Acrobat

Section 508

Accessibility

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 refl ow 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