ProTech Professional Technical Services, Inc.

Adobe Acrobat DC Accessibility

Course Summary

Description

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.

Objectives

After taking this course, students will be able to understand:
- Tagging PDF Documents
- PDF Forms and Accessibility
- Compliance Using LiveCycle Designer
- PDF and Word Processing Applications
- Tools for Checking Accessibility
- Combining Multiple Documents
- Tab Order, Bookmarks, and Language Options

Topics

- Accessibility and Adobe PDF
- Understanding Tagging and Document Structure
- The Accessibility Workflow
- PDF and Microsoft Office Applications
- Working with Multiple Documents
- Making PDF Forms Accessible
- More About Tags and PDF
- Evaluating PDF Documents for Accessibility Problems
- Repairing Reading Order and Basic Tagging Problems
- More Accessibility Features

Audience

This course is designed for those wanting to learn the concepts and skills to properly prepare Adobe PDF documents and fillable PDF forms for access by users with disabilities. This course is also beneficial to those working to obtain the Adobe Certified Expert status.

Prerequisites

There are no prerequisites for this course.

Duration

One day

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Course Outline

I. Accessibility and Adobe PDF
A. What is Accessibility
B. Accessibility and PDF
C. What makes PDF accessible

II. Understanding Tagging and Document Structure
A. Tagging and PDF
B. What tagging looks like in PDF
C. When to tag PDF documents
D. Why touchup is often needed

III. The Accessibility Workflow
A. Six steps to Accessibility in PDF
B. Forms and form fields
C. Tagging the document
D. Repairing common problems
E. Editing the tag tree

IV. PDF and Microsoft Office Applications
A. Creating tagged documents from MS Office
B. Creating tagged PDF documents from Adobe InDesign
C. Adding Accessible text to graphics
D. Using threads and structure in PDF
E. Creating tagged documents from web pages

V. Working with Multiple Documents
A. Why combine multiple documents?
B. Inserting, replacing, and deleting pages in Acrobat
C. Combining files from multiple applications

VI. Making PDF Forms Accessible
A. Workflows for creating forms
B. Tips for working with PDF forms
C. Forms and Accessibility

VII. More About Tags and PDF
A. Creating URL links in PDF documents
B. Adding tags to an untagged document
C. Reading the add tags report
D. Finishing for accessibility

VIII. Evaluating PDF Documents for Accessibility Problems
A. Tools for checking accessibility
B. Using full check for accessibility
C. Using reflow to check reading order
D. Other ways of checking the reading order

IX. Repairing Reading Order and Basic Tagging Problems
A. Touch up reading order tool
B. Reading order and the order tab
C. Reading order tool options
D. The touchup workflow
E. Techniques to fix reading order problems
F. Fixing common accessibility problems

X. More Accessibility Features
A. Setting the tab order
B. Adding bookmarks
C. Adding accessible links
D. Setting the document language
E. Setting security settings and screen readers
F. Adding a watermark to PDF