

## Accessible Microsoft Office Documents (Word, Powerpoint, and Excel) and PDFs

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### Course Summary

#### Description

It used to be that the only way to comply with Web accessibility standards for persons with disabilities or difficulties was to publish content in HTML. One of the most exciting parts of Revised Section 508 and WCAG 2.0 is that it has become feasible for you to choose formats such as PDF and Office documents as the only container for certain content on your Web site ... but only if you know how. We've worked with Adobe, Microsoft, and other experts to put together this comprehensive and powerful course, where attendees walk away with immediately-applicable tips and techniques to make documents accessible. De-mystify how to make documents accessible whether your source is Word, Excel, PowerPoint... or existing PDFs! Sometimes the best way to provide content in an accessible format is to choose the right document format. Depending on your objective, whether to reduce costs, or to share knowledge and processes more effectively, starting with the right format can make the greatest difference. Not only will you conform to the standards (e.g., WCAG, PDF/UA) and comply with the regulations (e.g., Revised Section 508 and ADA) you'll be broadening the audience for your content while enriching the experience of existing users.

Our course includes a thorough review of all pertinent standards that apply to accessible documents, including other policies which call for WCAG Level A and AA compliance. These standards allow any document type to be your only format (if you'd like), but only if your document is truly accessible ... and that is poorly understood. We'll cover everything from tables to charts to fonts and testing recommendations.

By the end of the course, you will be equipped with a thorough understanding of what needs to be done and how, including tools and testing techniques. Each participant leaves with a comprehensive learning guide, detailing every relevant accessibility success criterion, packed with optional additional material to use after the course.

This course incorporates learning principles and activities appropriate to a variety of learning styles, and qualifies for CEUs. Now that PDF is recognized as a legitimate primary format for accessible publishing, there's a need for people to understand what constitutes sufficiently-accessible PDF, and the steps to get there with the least expense and effort. Although most professional developers now create content with some awareness of browser incompatibilities and platform dependencies, they still experience difficulties with emerging accessibility standards. Much PDF continues to be developed based on assumptions that don't address the specific needs of people with disabilities and difficulties and thus fail to deliver the promise of accessible PDF.

#### Objectives

By the end of this course, students will be able to:

- Know many techniques you can apply right away to make accessible documents to reach a wider audience
- Be able to make informed decisions as to which document is the right medium
- Be able to make informed decisions as to when to make documents accessible on your own vs. outsourcing
- Better understand the experience of those with disabilities using documents and viewing apps
- Know you're doing the "right thing" by ensuring accessibility for all

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### Course Summary (cont.)

#### Topics

- Introduction to / review of Section 508 and WCAG
- Creating accessible MS-Word documents
- Exporting to PDF
- Strategies Beyond WCAG 2.0 AA
- Next steps, Q&A

#### Audience

This course is designed for federal and state government employees, content providers, editors, designers, IT professionals, and anyone involved in designing and developing Office documents and PDFs.

#### Prerequisites

- Basic to intermediate knowledge of Office is required.
- Familiarity with WCAG requirements is recommended..

#### Duration

Two Days

## eAccessibility for Section 508 and ADA: updated for Revised Section 508 | Web, Office, PDF

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### Course Outline

- I. **Introduction to / review of Section 508 and WCAG**
  - A. Why should we care?
  - B. Commonly encountered barriers and assistive technologies
  - C. ADA, Section 508, and WCAG
  - D. The roles of copywriters, contributors, and editors
  
- II. **Creating accessible MS-Word documents**
  - A. Working with text structures (headings, lists, and tables)
  - B. Working with images (placement, alt text, and decorative images)
  - C. Working with layout (columns and text boxes)
  - D. Working with headers and footers (page numbering and sections)
  - E. Navigational elements (hyperlinks, table of contents)
  - F. Additional accessibility features such as metadata
  - G. Using the MS-Word Accessibility Checker to flag and repair issues
  - H. Using the WCAG testing methodology
  - I. Baking accessibility into Word templates
  
- III. **Exporting to PDF**
  - A. Setting the export options
  - B. Exporting the PDF
    - “Touching up” the resulting PDF document in Adobe Acrobat Pro
      - Checking and repairing the document structure
      - Creating artifacts for decorative and/or repetitive elements
      - Adding additional accessibility features
      - Testing and repairing with the Acrobat Accessibility Checker
      - Testing and repairing with PDF Accessibility Checker (PAC)
      - Using the WCAG testing methodology
  
- IV. **Strategies Beyond WCAG 2.0 AA**
  - A. WCAG Level AAA, WCAG 2.1, functional accessibility
  - B. Plain language, simple language
  - C. Abbreviations
  - D. Knowing when to use an “accessible alternative”
  
- V. **Next steps, Q&A**