

Document Accessibility Training Outline

Each major section will include instruction, demonstration, and practice. Demonstrations will be with Office 365 and Acrobat DC Professional.

Day 1

Overview

- Principles of and motivations for document accessibility
- Overview of WCAG 2
- Overview of legal requirements
- Office "Check Accessibility" feature
 - Combining automated and manual evaluation
- User experience and assistive technologies

Creating accessible Word documents and PowerPoint presentations

- Headings in Word
 - Create headings
 - Change the appearance of headings
- Images and alternative text
 - Decorative images
 - Complex images
 - Image placement
- Tables
 - (Tables in Excel upon request)
- Links
- Lists
- Columns
- Language
- Structure and reading order in PowerPoint
 - Slide layouts
 - Reading order
 - Slide Master

Day 2

Additional accessibility principles

- Low vision and contrast
- Color blindness and color use
- Auditory disabilities and multimedia
- Cognitive and learning disabilities

PDF and Acrobat

- Principles of accessible PDFs
 - Source documents

- PDF "content" vs. PDF "tags"
- Creating PDFs in Office and Acrobat
 - Document title in the source document
- Accessibility Tools in Acrobat DC Pro
 - Accessibility tags pane
 - Accessibility tools pane
 - Check Accessibility
 - Reading Order Tool
- Repair PDF structure
 - Change tags
 - Hide decorative images and content
 - Add tags to untagged content
 - Table editor
- Verify and repair PDF order
 - Content order
 - Tags pane order
- Misc. principles of PDF accessibility. Topics will vary based on time and questions, but may include the following:
 - Complex tables
 - Complex images
 - Forms