



# Adobe Acrobat Accessible PDFs with Adobe InDesign & Microsoft Word

One-Day Course

Windows and Macintosh

## Course Overview:

In this course you will learn the tools and techniques required to make PDF documents more accessible for persons with vision and motor impairments.

You will use Adobe InDesign and Microsoft Word to establish accessibility items and then preserve these items and eliminate repetitive tasks using Adobe Acrobat. Knowledge and experience using Adobe InDesign, Microsoft Word and Adobe Acrobat at the advanced level is a prerequisite for this course.

## Course Content:

- Review of document integrity in Adobe InDesign and Microsoft Word
- Review of paragraph and character styles in Adobe InDesign and Microsoft Word
- Using the Structure Pane, Tags and Bookmark Panels in Adobe InDesign
- Creating tagged PDFs using Adobe InDesign and Microsoft Word
- Tagging text and graphics
- Adding Alternate text to images and non-text elements
- Creating Bookmarks and Hyperlinks in Adobe InDesign and Microsoft Word
- Adding Metadata to an InDesign and Word file
- Exporting InDesign and Word documents to a PDF to include accessibility features
- Using the Pages, Order, Content, Tags and Bookmarks panels in Adobe Acrobat
- Adding and Editing Tags in Acrobat
- Manually creating Bookmarks in Acrobat
- Creating Automated Bookmarks from Document Structure in Acrobat
- Setting the document Language in Acrobat.
- Setting the reading order of a document using the Touch up reading Order Tool in Adobe Acrobat
- Using the automatic scroll features
- Using the Reading Aloud features
- Setting preferences for the read aloud features
- Setting Accessibility Preferences in Acrobat
- Tagging text in a PDF using Acrobat
- Adding alternate text to images and non-text elements in Acrobat
- Changing the initial view of a document
- Testing PDF files for accessibility issues using the “Quick Check” and the “Full Check” feature

Note: As of February 2011 DPA Communications will offer Adobe Acrobat, InDesign, Photoshop, Illustrator, Fireworks, Premiere, After Effects, Dreamweaver, Flash and Flash Catalyst courses on version CS5 (Creative Suite 5). If you are currently using previous versions see the CS4 version of this course outline for any differences in training course content. Please contact DPA for more details or to have an instructor contact you.