

Tips for Creating Accessible Documents - 1 Day

Pre-requisites

This course is suitable for anyone who uses Microsoft Office and Adobe Acrobat Pro. To gain the most from this course you need to have experience in working with Word and/or have completed our Word Intermediate Formatting Documents Made Easy and/or Word Intermediate Improving Efficiency courses.

Description

Do you need to:

- Understand WCAG guidelines
- Understand what accessible documents are
- Understand what assistive technologies are available
- Use best practices for formatting documents

Aim

This course is designed in line with current best practice accessibility principles. We'll teach you how to ensure your digital documents are accessible to everyone, including people with disability or impairment.

Learning Outcomes

At the completion of this course you should have the skills and knowledge to:

- Understand the WCAG guidelines
- Understand the various accessibility options available
- Create an effective accessible document
- Add ALT (alternative) text to objects and tables
- Understand how styles, Table of Contents and hyperlinks relate to accessibility
- Work with forms, templates and PDF files

Topics Covered

Key topics covered on this course include:

Document Accessibility

- Who is W3C? What is WCAG 2.0?
- What is an accessible document?
- Why do we need to be compliant?

Accessibility Options

- What are assistive technologies

Accessible Document Checklist

Document Structure Using Styles

- Create and understand how these relate to accessibility
- Create a NEW multilevel list to heading styles
- Table of Contents accessibility

Hyperlinks

- Hyperlinks and URLs

Working with tables and objects

- Simple tables vs. complex tables
- Repeat Header rows
- Captions
- Alternative text
- Avoiding 'Floating' elements

Readability - Formatting

- Working with lists and tabs
- Working with colour
- Control paragraph flow and spacing
- Headers and Footers, Watermarks

Create Accessible Forms

- Ensure forms are logical and easy to use and keyboard accessible

Work with Templates & PDFs

- Creating PDF files
- Running an Accessibility Check



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