

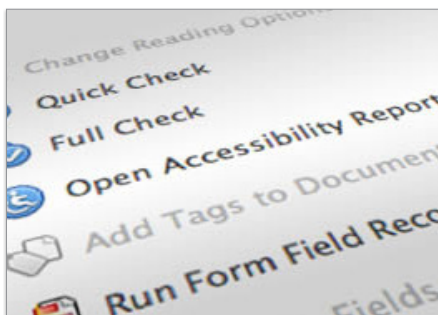


InDesign Accessibility | Course Overview

COURSE DESCRIPTION

This ½ day course (online or face-to-face) focuses on using InDesign to create highly accessible PDFs. Such documents can be read by assistive technologies that aid people with disabilities including poor vision and limited mobility.

Creating accessible PDFs to WCAG 2.0 (Web Content Accessibility Guidelines) gives everyone, regardless of their abilities, access to the content in your documents. Australian government compliance now requires that all government website content, including PDFs, be accessible.



WHAT YOU WILL LEARN

- What is an accessible PDF?
- Create and manipulate accessible PDFs (text and images) in InDesign
- Complete the accessible PDF creation process in Acrobat
- Checking PDFs for accessibility compliance
- Learn undocumented methods for creating compliant PDFs

PREREQUISITES

It is essential that students have at least 1 to 2 years experience with InDesign or have completed the 2 day Adobe InDesign Essentials course.

~~\$360~~ **\$300** (+GST)

1/2 DAY | 9-12:30PM

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Adobe InDesign Training Courses

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Course Outline

INTRODUCTION

- What is an Accessible PDF?
- What are Tags?
- The Accessibility Workflow
- Accessibility Standards

ADOBE INDESIGN

- Use Paragraph Styles
- Setup Export Tagging within Paragraph Styles
- The importance of Proper Style Application
- Anchor Images within Text Flow
- Managing Anchored Objects
- Add Alt Text and Tag to Images
- Tag Graphics
- Using Bridge to Change Metadata
- Adding Extra Metadata Fields to Bridge
- Using a Metadata Template in Bridge
- Setting Object Export Options
- Creating New Articles using the Articles Panel
- Tips for Setting Up a Reading Order using Articles Panel
- Setting up Document Metadata
- Creating a PDF
- PDF Settings

ACROBAT (ACROBAT X AND HIGHER)

- Inspecting Document Properties
- Fixing the Keyword Metadata Bug
- Setting the Document Language
- Check and Change Document Order
- Verifying Reading Order using External Plug-ins
- Running an Accessibility Check
- Using and Interpreting Report Results

EXTRAS

- Finding extra Resources for Accessibility
- Simulating Colour Blindness in Photoshop and Illustrator
- Using Bookmarks for Navigation
- Using Cross-References for Navigation
- Using Hyperlinks for Navigation
- Using a Table of Contents for Navigation

Course
excellent, well
prepared, lots
of info to take
away.

*Kate, Department of Family &
Community Services*

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