

## Course Overview:

In this course, you will learn about the InDesign tools and features required to create a PDF document more accessible for persons with disabilities. Take a closer look at the layout and design principles and practices and how they affect the construction of a document intended for an accessible PDF.

You will use Adobe InDesign to build the structure of an accessible document and then use Adobe Acrobat to enhance, check and correct any conversion issues. Knowledge and experience using Adobe InDesign CS6 or CC, and Adobe Acrobat X/XI/CC is suggested.

## Course Content:

### Overview

- Breaking old print design behaviors: the do's and don'ts of accessible design.
- Formatting and laying out an accessible document
- Understanding document structure and format integrity and why it is important
- Understanding the complexities involved when designing a document for accessibility
- Determining the importance of document content and structure
- Review of Table formats and styles
- Creating ordered and unordered lists
- Creating Bookmarks and Hyperlinks
- Adding required Metadata in InDesign
- Review of Export option to include accessibility features
- Using the Articles panel and the Tags panel

### InDesign Tools and Features

- Creating a custom accessibility workspace
- Enhanced text formatting for tagged text
- Overview of text and object frame styles
- Mapping styles to export tags
- Using the XML Structure Pane
- Creating tagged PDFs using InDesign presets
- Adding and editing tags with the tags panel
- Dealing with graphic elements and complicated diagrams
- Adding Alternate text to images and diagrams
- Anchoring images and text in a text frame
- Tagging content in an existing PDF
- Using the Pages, Order, Content, Tags and Bookmarks panels in Adobe Acrobat
- Adding and Editing Tags in Acrobat
- Creating bookmarks manually and automatically
- Setting the document language in Acrobat.
- Setting the reading order of a document using the Touch Up Reading Order Tool
- Setting required document properties
- Setting Accessibility Preferences in Acrobat
- Adding alternate text to images and non-text elements in Acrobat
- Testing PDF files for accessibility issues using the "Check" feature.

### Working with Adobe Acrobat