

Adobe Acrobat Business Solutions

Creating Accessible Adobe PDF Documents

This one day, hands-on course focuses on creating accessible PDF documents. It provides information on how to use Adobe Acrobat's accessibility features to control reading-order and image tagging. This course can be customised to focus on specific source applications e.g. Microsoft Office, Adobe InDesign or scanned paper documents from which accessible PDF documents can be created.

Topics covered in this course:

Introduction

- Adobe PDF and Accessibility

Checking PDF Documents for Accessibility

- Quick Check
- Full Check
- Locating Content and Tags
- Checking the Reflow Order of a Document
- Additional Accessibility Checks

Accessibility Basics

- Creating Accessible Content
- Elements of Accessible Adobe PDF Documents
- Tagged PDF

Creating Accessible PDF Documents from Native Applications

- Adobe InDesign
- Adobe FrameMaker
- Adobe PageMaker
- Microsoft Office

Creating Accessible PDF Documents from Untagged PDF Documents

- Converting Untagged Documents to Accessible PDF Documents

Creating Accessible PDF Documents from Scanned Documents

- Using Paper Capture to Create Accessible PDF Documents from Scanned PDF Documents
- Finding OCR Suspects

Creating Accessible Forms

- Creating Accessible Forms from Untagged PDF Documents

Optimising Accessibility of Tagged PDF Documents

- Creating Document Navigation
- Adding ALT Text to Images
- Creating Accessible Hyperlinks
- Establishing Document Language

Manipulating Tagged PDF Structural Elements

- Correcting Tagging Problems in a PDF Document
- Improving the Accessibility of Tables
- Combining Documents

Course Information

Course Prerequisites

Before taking this course, students should be familiar with the basic functions of their computer's operating system.

Software

This course uses Adobe Acrobat Professional 7.0 and -

- Microsoft Word
- Adobe LiveCycle Designer (Windows Only)
- Additional software may be used to illustrate examples

Additional Prerequisites

All courses can be run on Windows and Macintosh platforms at Tidalfire's premises or on-site. Where there are operating system dependencies these are indicated in the factsheet.

Course Duration

1 Day

Acrobat Related Courses

- Adobe Acrobat for Microsoft Office Users
- How to Add Comments and Mark-ups to your PDF Documents
- Adding Security to Adobe PDF Documents
- Creating Accessible Adobe PDF Documents
- Creating PDF eForms with Adobe Acrobat
- Creating Interactive PDF Documents
- Creating PDF eNewsletters
- Working with PDF Document Collections