Accessibility in Documents using InDesign and Acrobat:

This course addresses the creation of accessible documents utilizing InDesign and Acrobat. It covers the process of producing PDFs that comply with WCAG 2.0 (Web Content Accessibility Guidelines). Key areas include setting up an accessibility workspace, mapping paragraph styles, anchoring images, assigning ALT text, bookmarking, using the articles panel, for logical reading order, adding metadata, and testing for accessibility to ensure compliance. It emphasizes the importance of optimized PDFs for screen readers and search engines. Resulting in government compliant pdf documents.
Outcomes From Completing This Course:
Use InDesign tools to create a document ready to export to Acrobat as a PDF that complies with WCAG 2.0 (Web Content Accessibility Guidelines).

Module 1: Introduction to Accessibility

Importance of accessible documents.
Overview of accessibility standards (WCAG, PDF/UA).
Brief introduction to InDesign and Acrobat tools for accessibility.

Module 2: Accessibility Preparation in InDesign

Understanding and Using Paragraph Styles
Formatting text with Paragraph Styles.
Setting export tagging options (headings, paragraphs, etc.).
Managing Non-Text Elements
Anchoring images within the text flow.
Adding alt text and tags to images.
Creating Navigation and Metadata
Using tables of contents, bookmarks, hyperlinks, and cross-references.
Setting up the Articles Panel for reading order.
Adding metadata (title, description, keywords).
Exporting a Tagged PDF
Overview of export settings for interactive PDFs.
Ensuring compatibility with Acrobat 6 or later.

Module 3: Enhancing Accessibility in Acrobat

Setting Up the Document
Assigning document language.
Configuring the document's initial view settings.
Checking Document Order
Using page thumbnails for tab order.
Verifying reading order with the Order panel.
Running Accessibility Checks
Utilizing the Reflow tool.
Performing a full accessibility check and interpreting results.

Module 4: Checking for Colour blindness

techknowledgey.edu.au