

## Section 508 Accessibility for Adobe Acrobat

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### Course duration

- 1 Days

### Course Outline

In the Adobe Acrobat Accessibility course, students experienced with using Acrobat will learn to make their documents accessible to people with disabilities such as mobility impairments, blindness, and low vision.

- Learn the characteristics of accessible PDF files.
- Learn the different workflows for creating accessible PDF files.
- Adobe Acrobat

#### 1. Each PDF File is Different

##### 1. Two Workflows for Creating Accessible PDF Files

##### 2. Characteristics of Accessible PDF Files

###### 1. Searchable Text

###### 2. Fonts that Allow Characters to Be Extracted to Text

###### 3. Interactive Form Fields

###### 4. Other Interactive Features: Buttons, Hyperlinks, and Navigational Aids

###### 5. Document Language

###### 6. Security that Will Not Interfere with Assistive Technology

###### 7. Document Structure Tags and Proper Read Order

###### 8. Alternative Text Descriptions

##### 3. Adobe Acrobat and Adobe Reader Accessibility Features

###### 1. Features for Accessible Reading of PDFs

###### 2. Features for Creating Accessible PDFs

##### 4. The Acrobat X Pro Accessibility Guide Series

###### 1. PDF Accessibility Overview

###### 2. Creating Accessible PDF Documents from Microsoft Word

###### 3. Acrobat X Pro PDF Accessibility Repair Workflow

###### 4. Using the Accessibility Checker in Acrobat X Pro

###### 5. Creating Accessible PDF Forms with Acrobat X Pro

6. Acrobat X Pro Complete Best Practices for Accessibility
2. Acrobat X Pro PDF Accessibility Repair Workflow
  1. Step 1: Examine the PDF File
  2. Step 2: Determine if the PDF is a Scanned Document
  3. Step 3: Add Interactive Features: Form Fields and Buttons
  4. Step 4: Add Other Accessibility Features
  5. Step 5: Determine if the PDF File is a Tagged PDF File
  6. Step 6: Determine if the PDF File is Properly Tagged
  7. Step 7: Use the Accessibility Checker to Evaluate the PDF File
3. Acrobat X Pro Accessible Forms and Interactive Documents
  1. PDF Form Fields
  2. Acrobat Form Wizard
  3. Enter Forms Editing Mode Directly
  4. Create Form Fields Manually
  5. Forms Editing Mode
  6. Form Field Properties
  7. Editing or Modifying an Existing Form Field
  8. Buttons
  9. Set the Tab Order
  10. Add Other Accessibility Features
4. Creating Accessible PDF Files from Microsoft Word
  1. Create an Accessible Microsoft Word Document
  2. Adobe Acrobat X PDFMaker
  3. View PDFMaker Conversion Settings
  4. PDF Settings for Other Microsoft Office Applications
  5. Convert the Word Document to Accessible PDF
    1. Microsoft Office 2003
    2. Microsoft Office 2007
    3. Microsoft Office 2010
  6. If the Word Document Is a Form
  7. Check the Resulting PDF With Acrobat X Pro
    1. Changes to the Conversion Settings
    2. Repairs You Should Make in the Source File
    3. Repairs You Should Make in the PDF File
    4. Tab Order is Consistent with Structure Order
5. Using the Acrobat X Pro Accessibility Checker
  1. Accessibility Quick Check
    1. Quick Check Results
  2. Full Check
    1. Accessibility Full Check Options
  3. Additional Validation Techniques

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