Adobe InDesign Accessibility

Duration: **1/2 Days (9am – 12.30pm)**

Course Pre-Requisites: **It's strongly recommended that you have 1-2 years of InDesign experience or have completed the Adobe InDesign Essentials course.**

Resits: **1 Free Course Resit**

Certificate: **All attendees will receive a certificate of completion.**

Course Overview:

This half-day course (online or face-to-face) teaches you how to create fully accessible PDFs using InDesign. You'll learn how to ensure your documents are easy to navigate and read by assistive technologies, benefiting those with vision impairments or limited mobility. Discover the techniques to craft accessible PDFs that meet Australian government compliance standards and the WCAG 2.0 guidelines.

Who should attend?

- Graphic designers, desktop publishers, and marketing pros who create PDF documents.
- Professionals wanting to ensure their website content meets Australian government accessibility requirements.
- Anyone committed to making their InDesign work accessible to all users.

Course Outcomes:

Upon completing this course, you'll be able to:

- Understand what makes a PDF accessible and how it works.
- Create and edit accessible PDFs directly within InDesign.
- Complete the accessibility process within Acrobat.
- Check PDFs to ensure they meet compliance standards.
- Use even the undocumented techniques to guarantee your PDFs are accessible.

Training Modules Overview:

1. Introduction to Accessibility

- Learn the core principles of accessible PDF design.
- Understand tags and their importance for document structure.
- Explore accessibility workflows and compliance standards.

2. Adobe InDesign Techniques

- Master the use of Paragraph Styles for proper tagging and structure.
- Learn to anchor images within your layout and manage them for accessibility.
- Add Alt Text (alternative text descriptions) and tags to images.
- Use Bridge to manage image metadata for accessibility.
- Set up your InDesign document and use the Articles Panel to define a clear reading order.
- Export a properly prepared accessible PDF.

3. Acrobat Refinement

- Understand and adjust PDF properties and metadata.
- Set the document language for screen reader compatibility.
- Verify and adjust the reading order for screen readers.
- Run the accessibility checker and learn how to interpret the results.