



## AMCTO's Corporate Training

# Creating Accessible Documents

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### 1-Day Workshop

In this workshop you will learn how to create an accessible Word document by creating structure using headings, paragraphs, alternative text, bullets, links, headers, and footers. You will then learn how to convert the document into an accessible PDF.

The Information and Communications Standard of the IASRs requires us to provide documents in accessible formats upon request and on our websites. In order to comply with the legislation it is important that staff understand their obligations under the standard and learn what makes a document accessible. We will look at legislated requirements, fundamentals of accessible documents, creating structure in a document, and creating accessible PDF's.

**Please Note:** This is a hands on workshop and you are required to bring a laptop with you. In order to convert a document to a PDF you will need an Adobe Program that allows you to edit a document (not just read it). If you are using:

- MS Office 2007 it is designed to work with Adobe Pro 9,
- MS Office is designed to work with Acrobat X Pro and
- MS Office 2012 is designed to work with Acrobat XI Pro.