

## Creating accessible documents

- producing accessible documents using styles and properties,
- converting these documents into portable document formats (PDFs),
- checking the accessibility of PDF documents,
- good practice principles.

## Course Outline

1. Welcome and housekeeping issues
2. Introduction
3. Principles of an accessible document
4. Introduction to MS Word: styles, with a demonstration
5. Practical exercise: styling a simple document (basic document provided)
6. Introduction and demonstration of document's Meta information
  - Properties
  - Alternative text for images in Word
7. Practical exercise: adding Meta information and alternative text. Work on a sample document
8. Introduction and demonstration: Adobe Acrobat 8 settings for accessibility
9. Practical exercise: creating a PDF from a Word document. Check and change conversion settings. Creating the PDF file.
10. Checking Portable Document Files for accessibility
11. Questions and Summary
12. Evaluation

## **SAIF (Scottish Accessible Information Forum)**

SAIF acts as an advisory body to the Scottish Government on issues relating to disabled people and their right to access information.

For further information visit [www.saifscotland.org.uk](http://www.saifscotland.org.uk)  
telephone 0141 226 5261, fax 0141 221 9695  
or email [info@saifscotland.org.uk](mailto:info@saifscotland.org.uk).