

Accessible Documentation Training

To register, visit <http://training.csulb.edu>. For questions, call 5-2902 or email training@csulb.edu

The series includes four sessions

Accessibility 101

Duration: 2 hours
Format: Lecture
Intended Audience: Users with a basic working knowledge of Word and/or PowerPoint 2007 wanting to understand exact Accessibility requirements for document creation at CSULB.

Objective: To gain consensus on what Accessibility is, why it is important and how it applies to the work you do at CSULB. Users will receive a demonstration of the five basic principles in creating accessible documents in Word and PowerPoint 2007 and Adobe Acrobat 9.

Accessibility 101 (Short)

Duration: 1 hour
Format: Lecture
Intended Audience: **Managers** with a basic working knowledge of Word and/or PowerPoint 2007 wanting to understand exact Accessibility requirements for document creation at CSULB.

Objective: To gain consensus on what Accessibility is, why it is important and how it applies to the work you do at CSULB. You will receive a demonstration of the five basic principles in creating accessible documents in Word and PowerPoint 2007 and Adobe Acrobat 9. *(Please note: This session is the same as Accessibility 101, but with a trimmed format.)*

Accessibility in Word/PowerPoint

Duration: 2 hours
Format: Lecture, Hands-On
Intended Audience: Users with a solid understanding of Accessibility (or have attended Accessibility 101) and a basic working knowledge of Word and/or PowerPoint 2007.

Objective: Users will receive hands on instruction on the five basic principles in creating an accessible Word 2007 document or PowerPoint 2007 presentation including creating structure, dealing with text, color, images and tables.

Accessibility in Adobe Acrobat 9 Pro

Duration: 2 hours
Format: Lecture, Hands-On
Intended Audience: Users with a solid understanding of Accessibility (or have attended Accessibility 101) and a basic working knowledge of Adobe Acrobat.

Objective: Users will receive hands on instruction on the basic principles in creating an accessible PDF file in Adobe Acrobat 9 Pro, including how to use the Accessibility Checker tools, creating structure and tagging image or table elements.