Course Title - Creating Office Documents for Online Accessibility

Introduction:

Taking advantage of new technology, many schools and colleges are using electronic technology to offer a host of services, including email or online correspondence, course and curriculum information, course work submission as well as critical administrative functions such as electronic submission of forms, applications, job opportunities or general community information.

One way to ensure that any information provided electronically is fully accessible, whether on a website or sent through other forms of electronic means such as emails or PDF, is to build in accessibility at the time the document is created. Documents can be created in multiple electronic formats, including simple text, Word, PowerPoint, scans, images, emails or web-based information (HTML). This training course will focus on the most common forms of office documents, namely Microsoft Word, PowerPoint and Emails.

Course Description:

This training course will focus on:

a) A short overview of the importance of accessible documentation
b) A review of the types of electronic information to be considered, including text, PDF, graphics and audio-visual.
c) Interactive demonstrations of creating accessible documents using Word, Email and PowerPoint
d) Interactive demonstrations on converting these documents into accessible PDFs for electronic distribution.
e) The use of checklists to gauge the accessibility of a document.

The training will not provide in-depth information on accessible web design or multi-media presentations, which are best covered as separate topics.

Suggested Audience:

Staff members who create source documents for electronic distribution or publication to the Internet, within the community college system or externally to members of the public are encouraged to attend. This course is best suited for staff members who are familiar with Microsoft Office 2007 or later versions, and Adobe Acrobat IX or later versions.

Logistics:

The training shall consist of a single webinar session to be run via the Pacific ADA Center's webinar platform. The training will be recorded and archived online and a link to the archive provided for later reference by the LACCD. The webinar will be available at all District locations.

The training will run for approximately 2 hours.

Presenter: Judith Stark

Judith Stark is the Accessible Information Technology consultant for the Pacific ADA Center, specializing in promoting the use of Information Technology that is accessible to the widest range of users as possible. She has over thirty years of experience in the computer industry, as well as having worked as a Community Social Worker earlier in her career. She provides technical assistance and training to businesses, individuals and governmental entities on best practices and legal requirements for creating and supporting accessible information technology.

Judith also works directly with people with disabilities to enable them to use technology in the most effective manner possible.