



## ACCESSIBLE DOCUMENTS WORKSHOPS: Level 1 and 2

### Learn How to Make Your Computer Documents Accessible!

Starting in January of 2018, Section 508 of the Federal Rehabilitation Act required that online documents be accessible to people using assistive technology (screen readers, magnifiers and mouse alternatives.) The concept is simple, but many local governments struggle with remediating documents and staying within compliance. This latest computer class offering will help your team build accessible documents from scratch and remediate existing documents in the public realm.

These classes can be conducted on-site at your computer lab, and we are proud to affiliate with Broward County to offer training at their facility through the Institute of Government's Open Enrollment classes.

#### ACCESSIBLE DOCUMENTS (LEVEL 1)

Beginning with the simple explanation of what accessibility means and why it is important, attendees learn to build accessible documents using Microsoft Office 365 and Adobe Acrobat Pro DC. Common stumbling blocks like alt text, repetitive blank characters and document structure will be addressed, and simple PDF documents will be remediated. Attendees will use the Accessibility Checker and learn about other tools to help them manage the workload.

**DATE:** January 8, 2019

**TIME:** 8:30 a.m. – 12:30 p.m.

#### ACCESSIBLE PDFs AND FORMS (LEVEL 2)

Picking up where the first class left off, Accessible PDFs and Forms dives straight into problem documents supplied by real world users. Attendees will tackle remediating troublesome scanned documents, creating accessible fill-in-the-blank PDFs, and working with document packages that have some of the most troublesome accessibility challenges built into them. Most importantly, a best practice approach to a useful workflow will be stressed throughout the class.

**DATE:** January 14, 2019

**TIME:** 8:30 a.m. – 12:30 p.m.

*Location: Broward County Government Center | Fee: \$95.00 per class*

#### REGISTRATION

Advance registration is required, and the deadline is two weeks prior to the program start date. A check, purchase order (PO), or credit card payment is necessary to guarantee registration.

**ONLINE:** Register at [fiog.fau.edu](http://fiog.fau.edu)

**FEES:** The registration fee is \$95.00 which includes course materials and a Certificate of Completion

**CONFIRMATION:** Confirmation and driving directions will be mailed upon receipt of your registration form.

**FOR ASSISTANCE:** Contact The John Scott Dailey Florida Institute of Government at FAU by Phone: 561/297-3749; E-mail: [sdean@fau.edu](mailto:sdean@fau.edu)

Requests for refunds must be submitted in writing and received no later than one week prior to the class. In those cases, the registration fee, less a \$30.00 administrative charge, will be refunded. No requests for refunds will be honored after that date, but substitutions are allowed. Non-attendance does not constitute a withdrawal or refund request. We reserve the right to cancel this program; in that case, the registration fee will be refunded in full. Please call us at least seven days in advance if you require reasonable accommodation under the Americans with Disabilities Act.

*The John Scott Daily Florida Institute of Government at Florida Atlantic University*