Section 508 with InDesign

Learning Objectives

- Teach attendees importing PDF files and word documents, into InDesign
- Through hands on demonstrations and excercises, automating InDesign formatting with Master Pages, Paragraph Styles, Character Styles, and Object Styles
- Provide attendees with the knowledge to build accessibility features into original word documents in accordance with the law: Understanding Section 508 requirements, WCAG guidelines, the US Access Board's standards, and your responsibilities

Major Topics

- Features that make PDFs accessible.
- Formatting Word documents for 508 accessibility and import into InDesign.
- Adding Alt-text attributes, tags, and other accessibility features.
- Making tables and lists accessible.
- Setting the file's metadata.
- Exporting PDFs for press, print, and Section 508-accessible webpages.
- Using Acrobat to enhance accessibility and add user features in web-quality PDFs.
- Remediating common accessibility problems in PDFs.
- Testing PDFs for accessibility.

Students Will Learn

- Automating InDesign formatting with Master Pages, Paragraph Styles, Character Styles, and Object Styles.
- Techniques and strategies for creating InDesign documents that build in Section 508 accessibility.
- Guidelines for writing appropriate Alt-text.
- Creating an InDesign document's structure and hierarchy for XML and Section 508 accessibility

Prerequisite:

This is an intermediate-level class, so you should be comfortable using Adobe InDesign for basic documents such as brochures and newsletters.

If you have suggestions for new courses, please email us at **theinstitute@gpo.gov** or call **202.512.1283**