

## **All Day Workshop – Creating Accessible Documents \$345 per person**

9 a.m. to 4 p.m. - Lunch is provided.

Are you responsible for the creation of documents for the public or on your website and don't know how to make them accessible? This one day intense course will help you to learn how to create accessible documents.

### **Basics of Information and Communication Standard**

We begin with an overview of the requirements of the Information and Communication Standard, which is part of the Integrated Accessibility Standards, legislated under the Accessibility for Ontarians with Disabilities Act, 2005.

### **Fundamentals of Accessible Documents**

So that you can ensure people with disabilities have access to documents in an accessible manner you need to understand what makes a document accessible. Whether you are creating Word documents, letters, Publisher documents, Portable Data Format (PDF) documents, brochures, agendas, minutes of meetings and materials that are available to the public you have to ensure they are accessible.

Looking closely at how accessible formats and communications supports need to be provided we will begin the process of how to design conversion ready documents.

You will learn the basics of accessible documents, the importance of clear print guidelines, colour contrast, clear writing principles, headings, alternative text, links and other considerations. We will then discuss "Tips for Creating Accessible Documents" and "How to test your document for accessibility?" As some of your documents may be posted to your website, we will be reviewing the basics of Web Content Accessibility Guidelines (WCAG) 2.0 and how it refers to accessible documents.

### **Accessible Word Documents**

How do you create an "Accessible Word Document?" Let's apply what we learned under the Fundamentals of Accessible Documents and begin to create conversion ready Word documents. You will learn how to create structure in a document using headings, paragraphs, alternative text, bullets, links and header and footers.

We will also look at other considerations such as tables, columns, title pages, forms, language and properties, acronyms and abbreviations and creating tables of content. This is a hands-on workshop where we use computers to create an actual accessible Word document.

### **Accessible PDF (Portable Data Format) Documents**

Looking closely at how accessible formats and communications supports need to be provided we will begin the process of how to design conversion ready PDF documents. We look at logically structured documents, converting to PDF format from Word, tags, duplications, using accessibility checkers and making scanned images accessible.

Working with the source document, which we created in Word, we will show how to convert it to a PDF and ensure it is accessible.

## Our Trainers

### Edie Forsyth

Edie is co-founder of Accessibility Experts Ltd – the leading authority on the sweeping changes that the Accessibility for Ontarians with Disabilities Act is imposing on the way we conduct business in this province.

Providing accessible formats and communication supports is not new to Edie. In her previous role as Executive Director of Durham Region Employment Network (DREN), a network of 78 agencies who help people with disabilities, she has always had to ensure meetings, materials; website and general communication was accessible for all types of disabilities. She has gained a keen understanding of the needs of persons with disabilities and understands first-hand, their right to be treated with dignity and respect.

Her strong background knowledge of the legislation enacted in the *Accessibility for Ontarians Act* was greatly enhanced in her role as Chair of the Scugog Accessibility Advisory Committee, Co-Chair of the Accessibility Advisory Committee for the Regional Municipality of Durham Region and member of the Accessibility Advisory Committee for University of Ontario Institute of Technology and Durham College. She has also been working as an Accessibility Consultant for the 2015 Pan Am and Paralympic Games.



### Cyndie Sproul

Cyndie is and always has been passionate about people with disabilities. Trained as a nurse and working in the Health Care Field she has always understood the needs of people with disabilities. After losing her sight and becoming legally blind, Cyndie gained a whole new perspective on barriers as they related to accessibility. With the assistance of her Guide Dog she has gained some of her independence, but she still continues to face barriers.

She became a voice for people with disabilities through her work as Chair and member of the Oshawa Accessibility Advisory Committee and Durham Regional Co-Chairs Committee. With her legislative knowledge and advocacy as a person with a disability she joined the team of Accessibility Experts Ltd.



Cyndie shares her many first hand stories as a trainer and consultant for Accessibility Experts Ltd., with humour, passion and sincerity. Cyndie has become instrumental in auditing materials and websites for accessibility. She also showcases her screen reader as part of the training so that organizations have a better understanding of what accessible really means. Cyndie is and has made a difference. You will be inspired by her enthusiasm and advocacy to make Ontario accessible for everyone!