

Title:	Creating Accessible Digital Documents
Competencies Incorporated:	Communications and Interpersonal Relations; Equity and Diversity; Development of Programs; Delivery of Programs and Educational Opportunities
Course Goals:	<ul style="list-style-type: none"> • To educate employees on the work flow process necessary to create digitally accessible documents. • To create and sustain an organizational culture which includes those with visual impairment. • Further the ISU Extension and Outreach strategic plan to build capacity and strengthen professionals' competencies in working with diverse and underserved audiences.
Course Objectives:	<p>Participants will be able to:</p> <ul style="list-style-type: none"> • Articulate the difference between the document work flow process participants use now and one that incorporates digital accessibility. • Integrate styles in documents that are specific for ISU Extension and Outreach. • Integrate the features of Microsoft Word to create digitally accessible documents which pass the accessibility check. • Integrate the features of Microsoft PowerPoint to create digitally accessible documents which pass the accessibility check. • Integrate the features of Microsoft Excel to create digitally accessible documents which pass the accessibility check. • Integrate feature in Microsoft Outlook to create digitally accessible messages which pass the accessibility check. • Integrate the features of Publisher to create accessible documents. • Access Adobe Acrobat Reader's "Read Aloud" function to test documents.
Instructors:	<p>Robin Ertz, Professional Development, ertz@iastate.edu, 515-294-6804. John Robnett, Document Accessibility Specialist, jrobnett@iastate.edu, 515-294-7809.</p>

Where:	Face-to-face at various locations around Iowa.
Time Requirement:	4 hours of face-to-face, in-class time
Who Should Attend:	All ISU Extension and Outreach county paid staff, staff, faculty, and administrators.
Course Benefits:	<ul style="list-style-type: none"> • Be a part of creating documents accessible to ALL, including those with visual impairment. • Learn work flow processes for Microsoft Office products which create accessible documents. • Learn how Acrobat's "Read Aloud" feature works and how to access it to test documents. • Discuss ideas with colleagues. • Create a collaborative team with which to build and share knowledge. • Be a part of an organization that walks the talk focused on inclusivity.
Cost to Participants:	There is no registration fee.
Prerequisites:	<ul style="list-style-type: none"> • View the 4-minute video which provides context for *why* we want to make electronic documents accessible. • Upgrade to MS Office 2016 or Office 365 prior to this workshop.
Format:	<ul style="list-style-type: none"> • Face-to-Face; and hands-on supported by ongoing web based documentation and resources.
When:	<p>2019</p> <ul style="list-style-type: none"> • August 20, 8:00am – 12:00pm Extension 4-H Building, Ames • October 29, 10:00am – 3:00pm Carroll County Extension Office, Carroll (Lunch is on your own) • December 4, 1:00pm – 5:00pm Extension 4-H Building, Ames <p>2020</p> <ul style="list-style-type: none"> • February 25, 10:00am – 3:00pm Muscatine County Extension Office, Muscatine (Lunch is on your own) • April 9, 1:00pm – 5:00pm Extension 4-H Building, Ames

Equipment/Materials Needed:	<ul style="list-style-type: none">• Laptop and power cord• Must have Microsoft Office 2016 or Office 365 installed on your computer. (For software assistance, please contact ISU Extension and Outreach IT at 515-294-1725.)• Earbuds or headset (if you have some you can bring)• Electronic documents of your choice from each: Word, PPT, Excel, Publisher, and Outlook to use for checking accessibility – through the original program and through a screen reader.• Print the workshop handout material that will be provided to you prior to the workshop.• Bring your nametag
Maximum Enrollment	<ul style="list-style-type: none">• Participant maximum is 20• Maximum at Carroll County is 12•