

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 workflow 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 workflow 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. Access Adobe Acrobat Reader's "Read Aloud" function to test documents.
Instructor:	Robin Ertz, Professional Development, rertz@iastate.edu , 515-294-6804. John Robnett, Document Accessibility Specialist, jrobbnett@iastate.edu , 515-294-7809.
Where:	Virtual, online
Time Requirement:	<ul style="list-style-type: none"> 15 minutes of prep time (View 2 videos, install the provided Accessibility Ribbon, and print class material) 4 hours online class time
When:	<p>2021</p> <ul style="list-style-type: none"> Wednesday, May 19, 8:00am – 12:00 noon Thursday, September 16, 8:00am – 12:00 noon
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 workflow 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 fee to register/participate.
Prerequisites:	<ul style="list-style-type: none"> • View the 4-minute video from Ross Wilburn which provides context for *why* we want to make electronic documents accessible. • View the 5-minute video of ISU Grad student, Lauren Berglund who is legally blind, as she shares about the importance of this work from her perspective. • Upgrade to MS Office 2016 or Office 365 prior to this workshop. • Workshop URL and prep work sent about one week prior to class. (Includes link to two videos, directions and assistance for installing the Accessibility Ribbon in Office, and optional printing of class handout material.)
Format:	Online, and hands-on supported by ongoing web-based documentation and resources.
Equipment/Materials Needed:	<ul style="list-style-type: none"> • Reliable internet access • Microphone and webcam • 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.) • 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. • Workshop handout material will be provided to you electronically prior to the workshop. You may opt to print it for use during class.
Maximum Enrollment	<ul style="list-style-type: none"> • Participant maximum is 20