

<b>Title:</b>	<b>Creating Accessible Digital Documents</b>
<b>Competencies Incorporated:</b>	Communications and Interpersonal Relations; Equity and Diversity; Development of Programs; Delivery of Programs and Educational Opportunities
<b>Course Goals:</b>	<ul style="list-style-type: none"> <li>To educate employees on the workflow process necessary to create digitally accessible documents.</li> <li>To create and sustain an organizational culture which includes those with visual impairment.</li> <li>Further the ISU Extension and Outreach strategic plan to build capacity and strengthen professionals' competencies in working with diverse and underserved audiences.</li> </ul>
<b>Course Objectives:</b>	<p>Participants will be able to:</p> <ul style="list-style-type: none"> <li>Articulate the difference between the document workflow process participants use now and one that incorporates digital accessibility.</li> <li>Integrate styles in documents that are specific for ISU Extension and Outreach.</li> <li>Integrate the features of Microsoft Word to create digitally accessible documents which pass the accessibility check.</li> <li>Integrate the features of Microsoft PowerPoint to create digitally accessible documents which pass the accessibility check.</li> <li>Integrate the features of Microsoft Excel to create digitally accessible documents which pass the accessibility check.</li> <li>Integrate feature in Microsoft Outlook to create digitally accessible messages which pass the accessibility check.</li> <li>Integrate the features of Publisher to create accessible documents.</li> <li>Access Adobe Acrobat Reader's "Read Aloud" function to test documents.</li> </ul>
<b>Instructor:</b>	<p>Robin Ertz, Professional Development, <a href="mailto:rertz@iastate.edu">rertz@iastate.edu</a>, 515-294-6804. John Robnett, Document Accessibility Specialist, <a href="mailto:jrobbett@iastate.edu">jrobbett@iastate.edu</a>, 515-294-7809.</p>
<b>Where:</b>	Virtual, online
<b>Time Requirement:</b>	<ul style="list-style-type: none"> <li>15 minutes of prep time (View 2 videos and print class material)</li> <li>4 hours online class time</li> </ul>
<b>When:</b>	<p><b>Fall 2020</b></p> <ul style="list-style-type: none"> <li>Thursday, September 24, 8:00am – 12:00 noon</li> <li>Thursday, October 22, 8:00am – 12:00 noon</li> </ul>

<b>Who Should Attend:</b>	All IS Extension and Outreach county paid staff, staff, faculty, and administrators.
<b>Course Benefits:</b>	<ul style="list-style-type: none"> <li>• Be a part of creating documents accessible to ALL, including those with visual impairment.</li> <li>• Learn workflow processes for Microsoft Office products which create accessible documents.</li> <li>• Learn how Acrobat's "Read Aloud" feature works and how to access it to test documents.</li> <li>• Discuss ideas with colleagues.</li> <li>• Create a collaborative team with which to build and share knowledge.</li> <li>• Be a part of an organization that walks the talk focused on inclusivity.</li> </ul>
<b>Cost to Participants:</b>	There is no fee to register/participate.
<b>Prerequisites:</b>	<ul style="list-style-type: none"> <li>• <a href="#">View the 4-minute video from Ross Wilburn which provides context for *why* we want to make electronic documents accessible.</a></li> <li>• <a href="#">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.</a></li> <li>• Upgrade to MS Office 2016 or Office 365 prior to this workshop.</li> </ul>
<b>Format:</b>	Online; and hands-on supported by ongoing web-based documentation and resources.
<b>Equipment/Materials Needed:</b>	<ul style="list-style-type: none"> <li>• Reliable internet access</li> <li>• Microphone and webcam</li> <li>• 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.)</li> <li>• 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.</li> <li>• Workshop handout material will be provided to you electronically prior to the workshop. You may opt to print it for use during class.</li> </ul>
<b>Maximum Enrollment</b>	<ul style="list-style-type: none"> <li>• Participant maximum is 20</li> </ul>