

# Adobe Acrobat Pro: PDF Accessibility Essentials

## Introduction to the [Acrobat Pro Accessibility Training](#)

## Understanding Digital Accessibility and the SGQRI 008-02 Standard

Explore the fundamentals of web accessibility, legal requirements (including the SGQRI 008-02 standard), and the tools available in [Adobe Acrobat Pro](#) to ensure your PDF documents are compliant and inclusive.

## Enhancing PDF Accessibility

- Structure reading order and tab sequence
- Ensure proper pagination and document traceability
- Add accessible bookmarks and links
- Correctly tag tables (simple and complex)
- Add alternative text to images and logos
- Manage page insertion or removal without affecting accessibility

## Implementing Accessible Interactivity

- Configure interactive elements (forms, buttons)
- Ensure JavaScript compatibility with screen readers

## Essential Tools for Validation and Compliance

- Acrobat's built-in Accessibility Check tool
- [PDF Accessibility Checker \(PAC\)](#)
- [Color Contrast Analyser \(CCA\)](#)
- [Screen readers \(e.g., NVDA\)](#)

---

# Zoom Training: The Most Comprehensive

## INTRODUCTION TO THE [ZOOM TRAINING](#)

## SETTINGS BEFORE A [ZOOM MEETING](#)

- Video

- Audio
- Waiting Room
- Scheduling
- Password

## **BASIC SETTINGS DURING A ZOOM MEETING**

- Data Encryption
- Chat
- Private Messaging
- Recording
- File Transfer
- Screen Sharing

## **ADVANCED SETTINGS DURING A ZOOM MEETING**

- Breakout Rooms
- Virtual Background
- Invitation Email

## **ZOOM ADMINISTRATOR**

- User Management
  - Users
  - Group Management
  - Role Management
- Room Management
  - Zoom Rooms
  - Calendar Integration
  - Digital Signage Content
- Account Management
  - Account Profile
  - Billing

---

# **Adobe InDesign Fundamentals Training**

## **Introduction to the Adobe InDesign Training**

- Overview of the InDesign interface and tool palette
- Customizing the workspace to boost productivity

## Managing and Working with Frames

- Creating and linking text frames
- Setting up multi-column layouts
- Using automatic text flow balancing
- Managing guides (smart, layout, and custom)
- Understanding and applying layout grids
- Precise alignment, rotation, scaling, and positioning of frames
- Editing frame content, containers, and outlines

## Advanced Paragraph Management in Adobe InDesign

- Text formatting using the control panel
- Inserting and managing text within frames
- Setting up hyphenation and justification
- Creating and applying paragraph styles
- Typing on a path and advanced typographic options
- Chaining text frames and configuring text frame options
- Using built-in spell check

## Creating and Styling Tables

- Manual table creation within InDesign
- Importing tables from Word and Excel
- Formatting cells, rows, and columns

## Integrating and Managing Images

- Importing and placing images
- Using the Links panel to manage linked files
- Clipping paths, cropping, and fitting techniques
- Applying basic text wraps and color treatments

## Mastering Color in InDesign

- Creating and editing custom colors
- Working with swatches and color libraries
- Creating and applying gradients
- Understanding color modes (CMYK, RGB)

## Preflight and Export Preparation

- Preflight checks to avoid print errors
- Font and image verification
- Previewing overprint and separations
- Packaging the entire project
- Exporting to PDF for print or digital use
- Using export presets for optimal output

## Recommended Follow-up Training

[Training: InDesign with AI – From Text to Image](#)

---

# Adobe Acrobat Pro DC Training (PDF/A) | Certified Trainer

## Introduction to the [Adobe Acrobat Pro DC \(PDF/A\) Training](#)

This course is designed to provide a thorough understanding of the advanced features of Adobe Acrobat Pro DC, with a specific focus on PDF/A compliance, file protection, and the integration of digital signatures in professional workflows.

### Saving in [PDF/A-compliant Format](#)

- Understanding the different levels of compliance:
  - PDF/A-1
  - PDF/A-2 (a, b, u)
  - PDF/A-3
  - Custom PDF/A configurations
- Creating files that meet PDF/A standards for long-term digital archiving
- ISO validation and best practices to ensure compliance

### File Security and Protection

- Applying redaction to permanently remove sensitive content
- Setting up security preferences and protection tools
- The 3 levels of password protection: opening, editing, and content extraction
- Cleaning a PDF from metadata, hidden layers, and embedded data

### Managing Digital Signatures

- Selecting and configuring a digital signature certificate
- Creating and managing professional digital IDs
- Adjusting password and security settings for signature operations
- Adding a scanned handwritten signature

### If time allows: [Advanced Page Management](#)

- Crop and rotate pages

- Insert or replace a document
- Move, copy, extract, or delete pages
- Renumber pages with customized headers and footers
- Add professional watermarks or backgrounds