

COMPUSULT

Creating Accessible Documents

Creating accessible documents will allow you to provide a stable service for all your potential clients without having to redo and resubmit various formats with the same information. This course will also help you create a document process that is streamlined and more efficient. Accessible documents benefit both people with disabilities and those looking for content that is easier to read. Accessible documents tend to have larger, clear print. They are accessible for screen readers, have appropriate color contrast and are well laid out to ensure they are easily read.



This course will cover:

- Demonstration of screen readers and screen magnifiers
- How screen readers treat various elements in your documents
- Guidance on formatting features to avoid
- Recommended formatting tips and tools
- Why good color contrast isn't always black and white
- Ways to test your documents without expensive programs
- Critique of past or present documents and forms
- Web document accessibility guidelines

You will receive:

- Handouts and/or electronic documents with information covered
- Customized information summarized for future use



Course Detail

We offer a session on these topics customized to your particular needs. We can host this session at our location on Dresden Row in Halifax or at your organization's location.

Course Requirements:

- Access to Internet at the course location
- Workspace that is relatively free of distraction for the training period
- One week prior notice of custom content in order to prepare and organize content appropriately
- One week prior notice of a group session in order to gather information from participants regarding accessibility needs



**Specialists in Workplace
Adaptation and Accommodation**

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Pricing Structure

Session	1 Trainee	3 to 5 Trainees	6 to 9 Trainees
Full Day	\$800	\$265/person	\$133/person
Half-day	\$400	\$133/person	\$65/person

Call for a flat fee for 10 or more attendees.

Print and scan the completed form and send it to at@compusult.net. An electronic version of the same form can be found at www.compusult.at/at-website/training. Indicate your chosen course on the electronic form.

Individual Registration

Name: _____ Phone Number: _____

Organization: _____ E-mail: _____

Requested Training Date(s): _____

Location of training:

Our location (1526 Dresden Row, Halifax NS)

Your location: _____

Group Registration

Name	Organization	Contact Number	E-mail

Method of Payment

Purchase Order Number: _____

Credit Card: We will contact you to get credit card information.

Cheque (must be received before date of training)

Please register at least 1 week in advance of the training. We will contact you upon receiving this form or any other communication from you to discuss specific training needs and confirm your specified dates.