Webinar on

ADA Accessible Microsoft (R) Word(TM) Documents

Date : July 28, 2021

Areas Covered

Upon completion, you will be able to:

- *Set up your custom Quick Access toolbar with Ease of Access tools*

- *Learn to format text specifically for ADA Compliance, i.e. hyperlinks, color, styles*

- *Create and Modify Text and Heading Styles to expedite redundant processes, The keep-it-simple Table structure*

- *Learn the "Alt Text" requirements and how to apply them to various visuals and objects*

- *Finalize the document using a super-secret trick and then PDF to confirm readability*

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This training course focuses on applying the technical formats to your MS Word documents. You do not have to be an expert in ADA law to take this course.

PRESENTED BY:

Andy Lanning - has 25+ years of experience teaching computer software in corporate and university environments. She teaches basic to advanced levels in most Microsoft Office programs. She is adjunct faculty at Boise State University from 1994 to the present, where she specializes in computer training for the Center for Professional Development.

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Date : July 28, 2021

Time : 02: 00 PM EST

Duration : 60 Minutes

Price: $149

Webinar Description

ADA is the Americans with Disabilities Act. As of 2010, this U.S. Federal Law was applied to all electronic documents. Any public business or governmental institution is required to have ADA-compliant public documents. This course will teach you how to format MS Word documents for ADA Accessible compliance requirements. This training course focuses on applying the technical formats to your MS Word documents. You do not have to be an expert in ADA law to take this course.
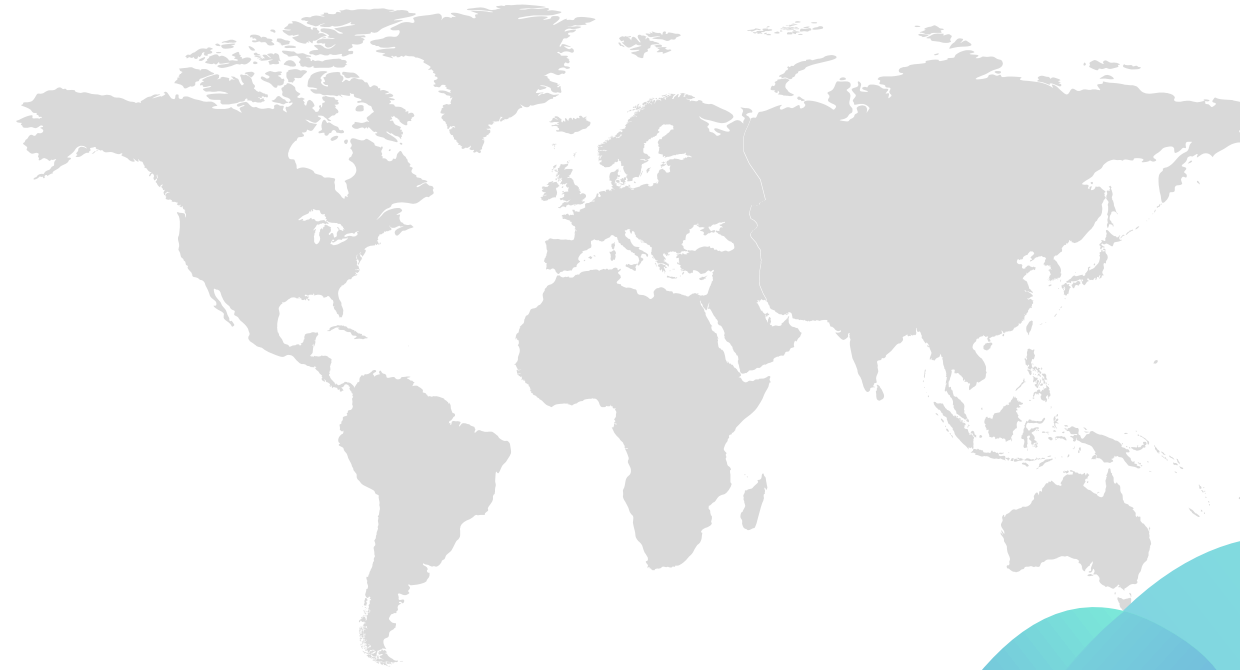
No matter your user level, take the time to attend and learn something new that can save your company from risk of liability, and bring your documents into compliance with ADA law.

The U.S. Federal law, the American with Disability Act (ADA) of 1998, was updated to include all electronic documents in 2010. This course demonstrates how to make sure your MS Word documents can be read by most Screen Readers for blind and visually impaired users.
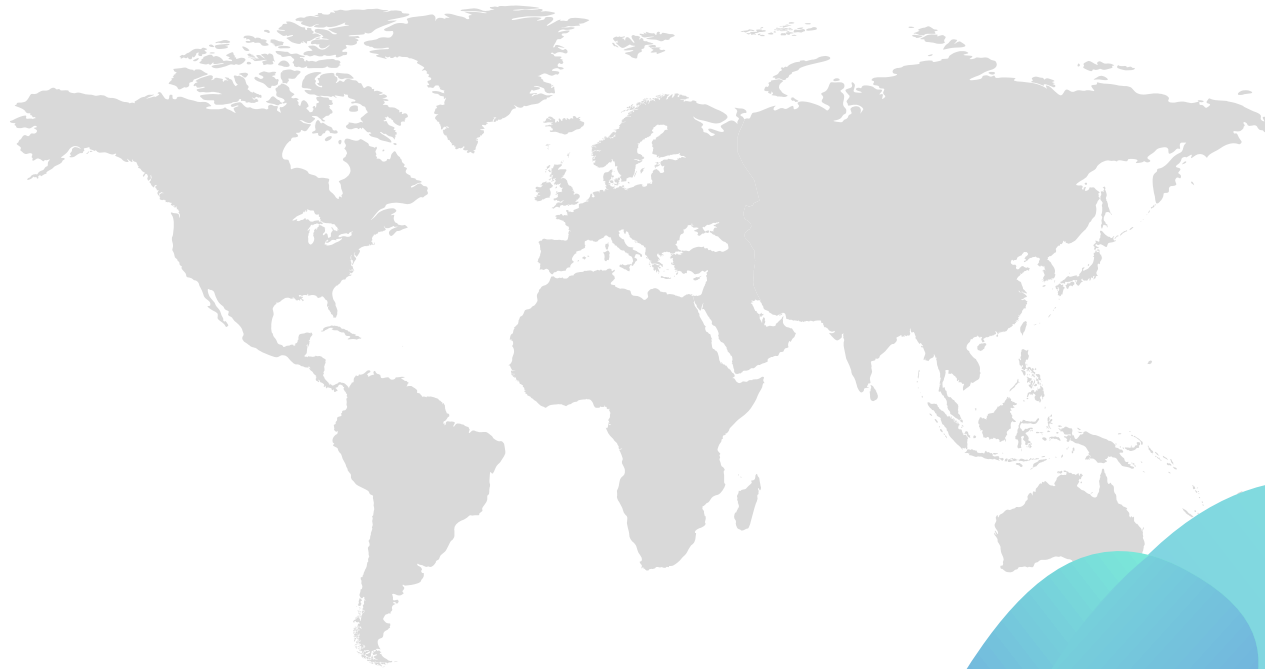
Who Should Attend ?

All companies, all titles.

Why Should You Attend ?

Your company is in jeopardy of lawsuits by unscrupulous attorneys who find a blind person to sign as a plaintiff in order to rake in thousands of dollars if your electronic documents are not screen-reader friendly. Unfortunately, the law was put in place in 2010 so you must be in compliance now or risk a lawsuit.

This course teaches how to update your documents for ADA Accessibility with the updated tools in MS Word and could potentially ward off an unnecessary lawsuit. Get in compliance today!

To register please visit:

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