



## Creating Accessible Documents

Organizations across Ontario are required to comply with accessibility standards under the Accessibility for *Ontarians with Disabilities Act* (AODA) and its Integrated Accessibility Standards Regulation. This workshop will review important legislative requirements and provide an introductory-level overview of how to create accessible documents.

### Learning Objectives

- Understand important AODA compliance and review the Guidance on Applying WCAG 2.0 to Non-Web Information and Communications Technologies
- Know best practices for creating accessible documents using:
  - Microsoft Word
  - Microsoft Excel
  - Microsoft PowerPoint
  - Adobe Portable Document Formats (PDFs)

### This Training is Ideal for:

- Municipal employees, leaders and managers who develop content using Microsoft Word, Excel, PowerPoint, and/or Adobe Portable Document Format (PDF) who are committed to becoming accessibility champions within their organizations
- Individuals who are inclined to experience a deeper dive into various functions embedded in Microsoft PowerPoint, Microsoft Word, Microsoft Excel and Adobe Acrobat PDF, to assist in creating accessible documents

### More Information?

Contact Jeanne Moon, Coordinator Programs & Services, for further details or questions:  
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If you are interested in booking this Corporate Training Workshop, please [click here](#) to submit a request through our online booking system.