



Individual coaching or team workshop: Creating accessible documents and pdf forms (2024)

An offer from the Center for Continuing Education (ZfW)

Contents of the coaching or workshop

- Legal basics of accessibility
- Experience with screen readers
- Basics of alternative texts/graphic descriptions
- Creating accessible documents with Microsoft Office Word and PowerPoint 2016/2019
- Accessibility check of pdf documents
- Working with Adobe Acrobat Pro and axesWord / axesPDF

Decisions can be made according to need and concern:

- whether individual coaching makes sense because a person has been given a particularly challenging task in connection with the creation of accessible documents or
- whether a team workshop makes sense, e.g. if a team wants to receive further training on the subject of accessible documents or when creating or updating pdf forms

Costs

The costs for the individual coaching and for the team workshop will be covered by the funding from the Inclusion 2024 special funds.

Important information:

The available funds are limited. The order of the request is the award criterion.

Contact person at the Center for Continuing Education

Kathrin Müller

mailto: kathrin.mueller1@tu-dresden.de

phone: +49 351 463 37822