

## Alpha Computer Consultants has just launched 2 NEW COURSES for 2010.

1. **TITLE:** **Creating Accessible PDFs (1 day)**  
Creating Accessible PDFs using Acrobat, InDesign and Word

### **Pre-requisites:**

The prerequisites for this course are governed by your need. All attendees must have completed the Acrobat for Business course or have equivalent knowledge. Further, users who need to produce accessible PDFs from MS-Office must be competent in MS-Office, and users who need to produce accessible PDFs from Adobe InDesign must have completed the InDesign Level 3 course or have equivalent knowledge.

Workplaces today need to be compliant with a range of accessibility requirements. This course will help you achieve this. Creating accessible PDF files allows viewers with disabilities to read PDF documents and ensures compliance with various legal and other requirements. Just as importantly, creating accessible PDFs benefits all users by making documents more easily searchable and usable.

This course takes participants through the process of creating accessible PDF files using Microsoft Word, Adobe InDesign and Adobe Acrobat Professional. Documents are prepared for accessibility in Word and InDesign then checked and edited using Acrobat. The course also covers creating accessible PDFs from any software using Acrobat. Multiple document types including graphics, tables, text-based documents and forms are used as examples. Guidelines, standards, real-life examples and assistive technologies are also discussed.

This course is highly recommended for all creators of PDF files. It is often a relatively simple process to make PDFs accessible and is of great benefit to both individuals and corporations.

**Dates:** 25th January, 18th March, 11th June

**Cost:** **Special discount for the APA \$490** / normal price \$550

<http://www.alphacc.com.au/acrobat-pdf-course.html>

2. **TITLE:** **Adobe Design Suite- Integrating the Software Level 1**  
Combine Photoshop, Illustrator, InDesign and Acrobat to produce an integrated real-world design product.

### **Pre-requisites:**

This course is NOT aimed to introduce each software application, so the prerequisites for this course are that you have completed Photoshop Level 1, Illustrator Level 1, InDesign Level 1, and Acrobat for Business courses.

In this course participants seamlessly combine Adobe InDesign, Photoshop, Illustrator and Acrobat to produce an integrated design document. Components of a design layout are produced in Photoshop and Illustrator, then combined into a multi-page InDesign document. A final pdf is produced with the help of Acrobat. Different workflows and ways of moving between the software packages are explored as well as various tips, tricks and real-life examples.

This course is designed for those who have completed our individual software level 1 courses of Photoshop Level 1, Illustrator Level 1, InDesign Level 1, and Acrobat for Business and want to take their knowledge further into a real-world production environment.

**Dates:** 1st February, 5th April, 28th July

**Cost:** **Special discount for the APA: \$440** / normal price \$495

<http://www.alphacc.com.au/design-course.html>