

## Section 508 Compliance and Fillable Forms

### Learning Objectives

- Understand the federal government's Section 508 accessibility laws and guidelines as they apply to fillable forms and their related text.
- Learn how to remediate and test existing PDF fillable forms.
- Create Section 508-compliant fillable forms from MS Word.

### Major Topics

- The U.S. federal government's guidelines for Section 508 compliant documents and fillable forms.
- The specific features that make a fillable form Section 508 compliant.
- How to test fillable PDF forms for accessibility.
- The different types of form files and which software programs are used to create them.
- How to remediate an existing PDF form and make it accessible.
- How to create a fillable form with Acrobat's Form Wizard utility and accessibility tools.
- Best practices for creating source documents in MS Word and Adobe InDesign.

### Overview

This 2-day class combines lecture, demonstration, class discussion, and hands-on exercises as students learn to create and test Section 508 accessible fillable forms. The federal government's regulations and guidelines for accessible documents will be reviewed, as well as commonly accepted best practices. Students will gain hands-on experience in testing and evaluating fillable PDF forms, remediating existing PDF forms, creating new forms with Acrobat Pro's form wizard utility, and adding accessibility features with Acrobat Pro.

### Prerequisites

It is highly recommended that students have the following classes or technical experience before taking this class:

- Acrobat Level 1 or Section 508 for Acrobat PDFs.
- Basic knowledge of Windows or Macintosh computers