



ABOUT OTAN TRAINING: Workshop Descriptions

- [Online workshops](#)
- [Low-cost online workshops](#)
- [Workshop materials](#)

Workshop title	Creating Accessible Documents
Workshop description	<p>Educators create: Presentations, worksheets, exams, practice problems - educators create any number of resources to help their learners. As more and more of our materials are shared in the classroom as well as digitally through online resources, it is important to be aware of learners with physical challenges.</p> <p>This workshop will provide basic information and vocabulary of how to add key accessibility features to your documents and presentations. There are many tools available to check for 508 Compliance and to ensure ALL of your learners have access to the materials you create. Resources, checklists and online tools provided. This session will demonstrate 508 Compliance features using Microsoft® products on the Windows operating system.</p> <p>Prerequisites: Participants should have a good understanding of basic word processing and presentation software. Participants should have access to Microsoft products (Word, Powerpoint, and Excel) if they plan to follow along.</p> <p>For more information about this and other OTAN Workshops contact OTAN at support@otan.us or call 916-228-2580.</p>
Session length	1.5 hours
Format	Workshops: Synchronous online trainings, or series of trainings, in which facilitator and participants interact by voice or chat.

To find out more about any of these workshops, including dates and times offered, please check the [California Adult Education Professional Development Website](#). This site has information on OTAN offered training, as well as training offered by CALPRO and CASAS.

Minimum System Requirements for Participating in Online Workshops:

- Broadband Internet connection (DSL, Cable modem or faster, no dial-up).
- Computer with speakers or headphones (some classes require microphones too).
- Active e-mail account through registration for the course as an OTAN member.
- Some workshops have other special requirements, please read the workshop descriptions carefully.