

Creating Section 508 Compliant Documents & Presentations

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Agenda

- What is Section 508?
- Section 508 Standards
- Creating Compliant PowerPoint Documents
- Creating Compliant Word Documents
- Creating Compliant Adobe PDFs

What is Section 508?

Section 508 of the *Rehabilitation Act* of 1973, (amended in 1998 and codified in 29 USC § 794d) is a federal law requiring electronic technology used by the government to be accessible. Specific requirements are maintained by the Access Board in the Electronic and Information Technology Accessibility Standards (36 CFR 1194).



Some 508 Standards

- Provide a text equivalent for every non-text element.
- All information conveyed with color should be available without color.
- Row and column headers should be provided in data tables.

Microsoft Office

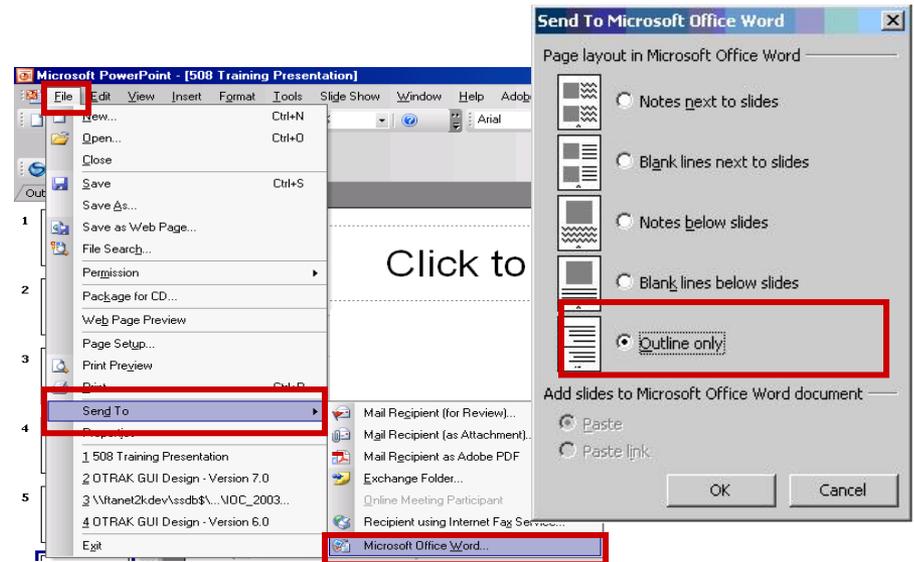
Overview

- Word, Excel, and PowerPoint are accessible to most modern screen readers.
- Windows has features that allow screen readers and other Assistive Technology (AT) devices to interpret the document.
- There are several basic steps to make your document Section 508 Compliant.

Microsoft Office: PowerPoint

A PowerPoint file can be made 508 compliant by saving it as a Word document. Simply follow these steps:

1. Select **File** → **Send To** → **Microsoft Office Word**.
2. There are several options to choose from. Select the **Outline Only** option to save only the text from the slides.
3. The other options will copy the individual slides into a Word document and this can make the file size large.



Microsoft Office: Word

3 steps to make Word documents 508 compliant:

1. Create a structured document.
2. Provide descriptive alternative text for images.
3. Properly create and label tables, including specified row and column headers.

Microsoft Office: Word

Step 1

Document Structure

- Provide a clear navigable structure to your document
- A table of contents contains:
 - Topics
 - Subtopics
 - Page Numbers
- Properly formatted documents have a structure that Assistive Technology (AT) devices can readily access

Unstructured Document

Table of Contents

1 Summary report.....1Page issues.....1Test: Non spacer IMG with valid ALT.....1Test: No javascript links are used.....3Test: Scripts are accessible.....4Test: Style sheets should not be necessary.....5Test: Data table should have headers.

Structured Document

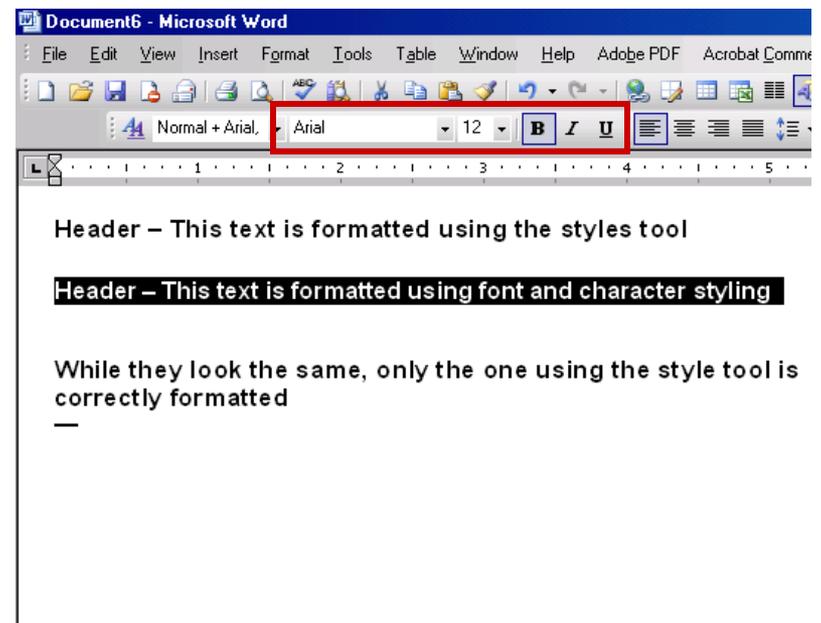
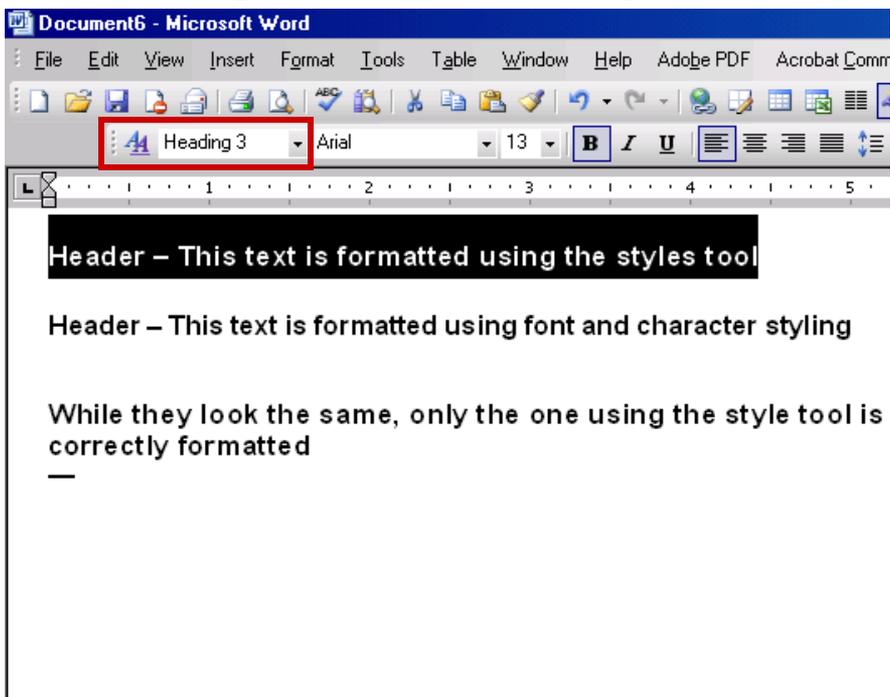
Table of Contents

Summary Report	1
Page Issues	2
Test: Non Spacer IMG with valid ALT	3
Test: Scripts are Accessible	4
Test: Style Sheets should not be Necessary	5
Test: Data Table should have Headers	6

Microsoft Office: Word

Stylized Text

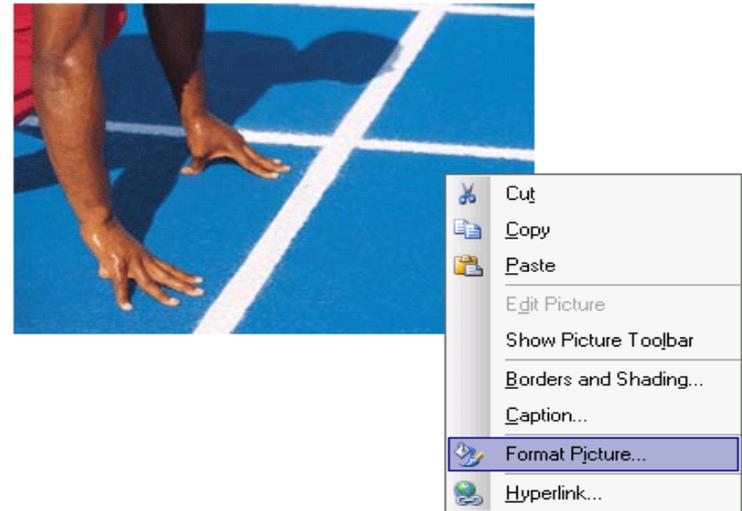
- Apply standard or custom styles and formatting rather than merely altering the size or weight of fonts



Microsoft Office: Word

Step 2

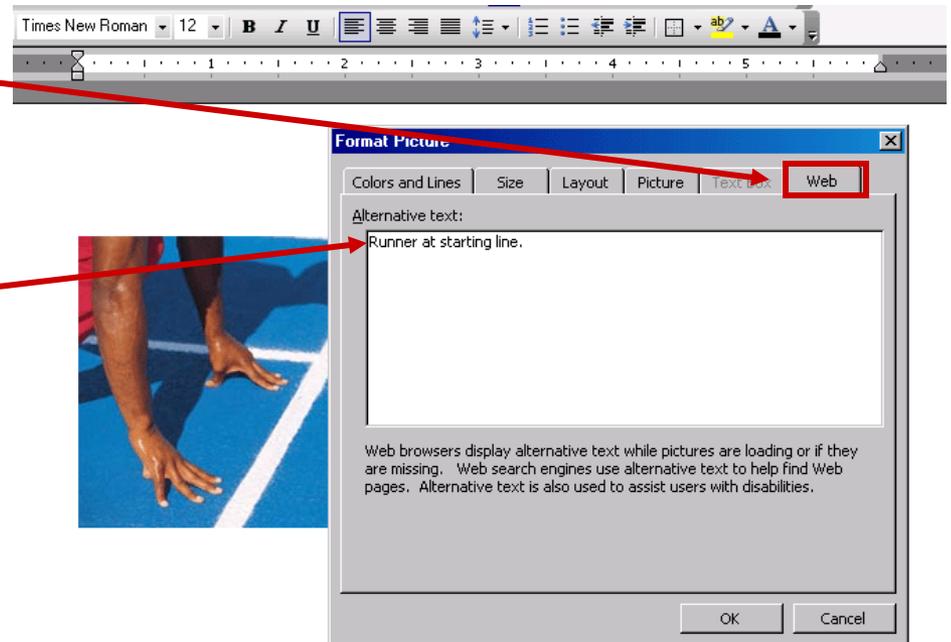
- Provide descriptive text for images and graphics
- Use the “Format Picture” dialog to add descriptive text
- Right click the image to access the object menu
- Select “Format Picture”



Microsoft Office: Word

Format Picture Dialog

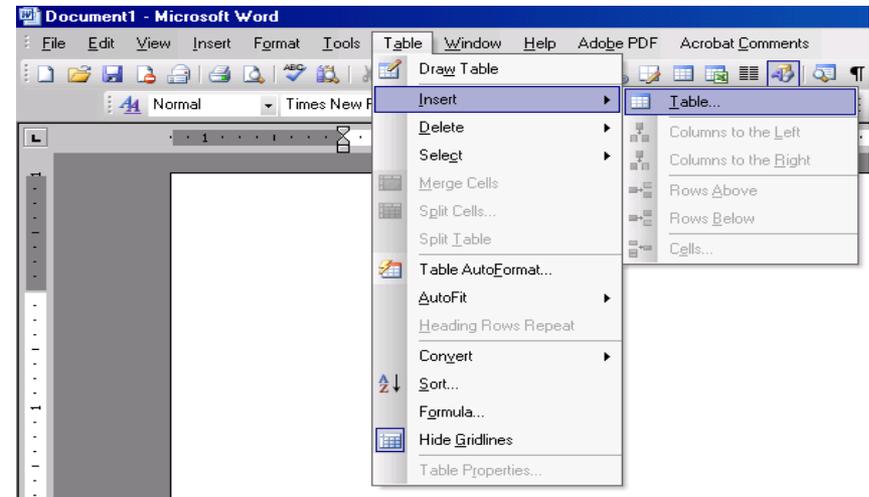
- Select the “Web” Tab
- Add text for images that describes the content of the image
- Decorative images that convey no information may be left blank



Microsoft Office: Word

Step 3

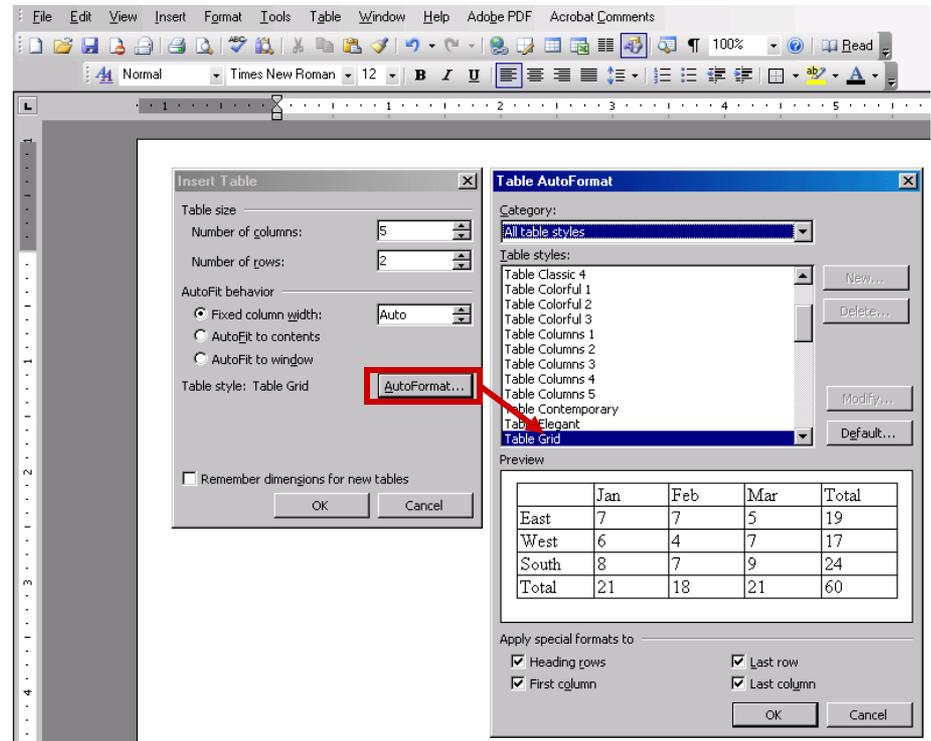
- Properly creating tables is also key to accessibility
- Rather than drawing lines and inserting tabs to mimic columns, tables should be created using the table tool
- Select **Table** → **Insert Table** to access the table dialog



Microsoft Office: Word

Inserting Tables

- Basic tables can be created using the insert table dialog
- AutoFormat will bring up another dialog that presents a selection of:
 - Preformatted tables styles
 - Advanced formats for headers, columns and rows



Microsoft Office: Word

You should have learned how to:

- Create structured documents by properly applying text styles with the Styles and Formatting toolbar
- Provide Alternate Text for images and graphics with the Format Picture dialog
- Create and label tables using the Insert Table and Auto format dialogs

Adobe PDF

Overview

- Adobe Portable Document Format (PDFs) can be made accessible
- PDFs must be tagged correctly to be accessible
- There are resources available to assist in making PDFs 508 compliant

Adobe PDF

What are PDFs?

- PDF is an open source file format commonly found on the Internet.
- There are 3 types:
 - Legacy: old format designed to print
 - Scanned: image of documents
 - Tagged: structured documents
- Only by opening the file can you determine the type. All end in .pdf extension

Adobe PDF

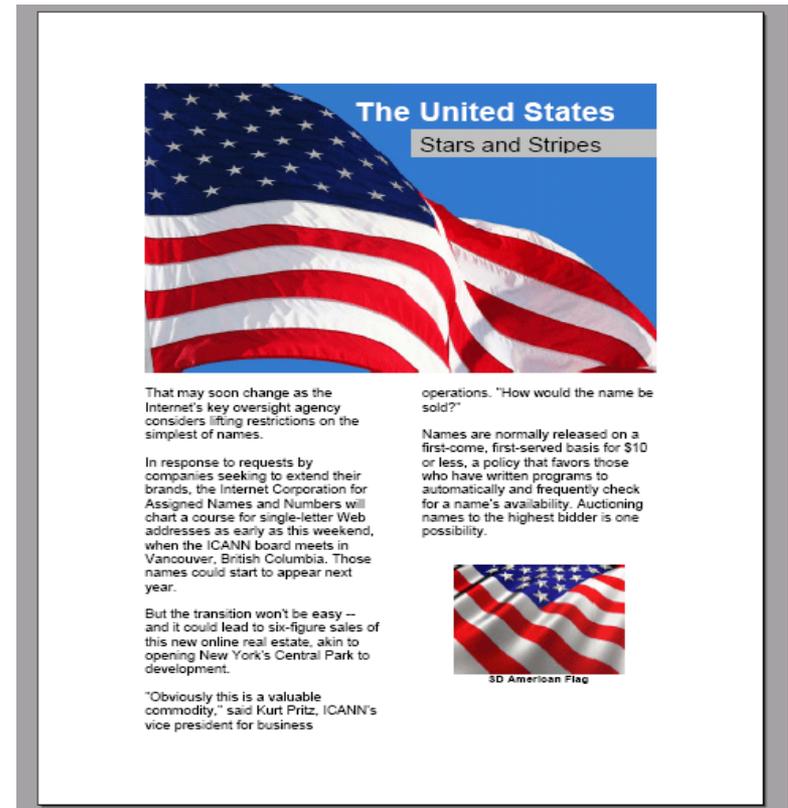
When is a PDF accessible?

- PDFs are accessible when tagged correctly.
- Tagging involves:
 - Converting the scanned image to text
 - Specifying reading order across columns
 - Adding descriptive text to images

Adobe PDF

Documents easily made accessible

- PDFs composed of text in a single column
- PDFs with minimal graphics
- PDFs with simple tables
- Convert **properly tagged** Word documents to PDF format



Adobe PDF

Checking for Accessibility

- Mouse over all images to see if an alternative text message appears. (Note: This functionality does not display with Adobe reader inside of Internet Explorer web browser; you must view PDFs in Adobe software.)
- Use the Adobe Reader “Read Out Loud” function (under View menu) to see if the document makes sense (have speakers on).

Additional Resources

- www.microsoft.com/enable/microsoft/section508.aspx (in particular, see “Tutorials & Training”)
- Creating Accessible Adobe PDF Files: A Guide for Document Authors
www.adobe.com/enterprise/accessibility/pdfs/acro6_pg_ue.pdf
- www.section508.gov/
- www.fta.dot.gov (Home → About FTA → Doing Business with FTA)