

Training for ADA Documentation Remediation

To make Microsoft Word, Excel or PowerPoint documents ADA compliant, you need knowledge of Microsoft's Word, Excel and PowerPoint software, and how to apply and use styles.

Getting Familiar with American Disability Act (ADA)

1. Review: *What is Web Accessibility?* <https://www.w3.org/WAI/intro/accessibility.php>
2. Watch the webinars at:
http://agencyitservices.staging.nv.gov/NewEnhancements/Webinars/ADA/ADA_Webinars/ on ADA Accessibility
3. Explore disabilities to be accommodated:
 - a. Explore *Web Accessibility Perspectives: Explore the Impact and Benefits for Everyone*
<https://www.w3.org/WAI/perspectives/>
 - b. *Assistive Technology Approaches for Improved PC Access*
<https://support.office.com/en-us/article/Assistive-Technology-Approaches-for-Improved-PC-Access-f5f725be-0a1b-4c78-a561-88682d3ce4a6>

Needed Software:

- You also need the follow software loaded on your pc:
 - a. Microsoft Word, Excel, and PowerPoint
 - b. Adobe Acrobat DC
- Our recommended training also requires access to **Lynda.com** software. This software is available on-line for FREE and can be accessed with a Library card.
 - a. Don't have a Nevada county library card?
 - i. Carson City Library - <http://www.carsoncitylibrary.org/use/research-resources/all/subject/technology-dewey-600>
 - ii. Washoe County Libraries - <https://www.washoecounty.us/outreach/2015/07/2015-07-29-lib-lynda.php>
 - iii. Lyon County Libraries - <https://www.lynda.com/portal/sip?org=clan.lib.nv.us>
 - iv. If you live in the rural counties, or Clark County, you may be able to access Lynda.com (with a local library card) - <https://www.lynda.com/portal/sip?org=clan.lib.nv.us>

Are you ready to get started remediating your Microsoft documents?

1. Click on <https://www.lynda.com/portal/sip?org=clan.lib.nv.us>
 - i. When Welcome to Lynda.com login come up enter your Library card # and your Pin # (Phone #)
 - ii. Run a search for **“Creating Accessible Documents with Microsoft Office”** and take the course.

NOTE: If you are having trouble understanding the **“Creating Accessible Documents with Microsoft Office”**, please use the library link to go to Lynda.com and run a search for *“word essential training”* or *“Excel essential training”* or *“PowerPoint essential training”* depending on what you're having trouble with and take the course that applies to the version of Word, Excel or PowerPoint on your computer.

Remediating PDF Documents

It is much easier and quicker to add accessibility features to a word, Excel or PowerPoint document than it is to remediate the accessibility issues after conversion to PDF.

1. use the library link to go to Lynda.com and take the either “**Creating Accessible PDFs (2014)**” or “**Creating Accessible PDFs with Adobe Acrobat DC**” depending on the Adobe Acrobat version on your computer. If neither of these versions match what is on your computer, run a search for the version on your computer.
2. Next, take the “**Advanced Accessible PDFs**” course
3. How to Write **Meaningful Alternate Text** (external link)
<http://webaim.org/techniques/alttext/#basics>

Do you have to remediate a PDF without any source document?

1. Acrobat DC
 - a. File Menu > Export to > Microsoft Word
2. Acrobat XI Pro and other previous versions
 - a. File Menu > Save as Other > Microsoft Word