
ADA Accessibility Training Checklist

**Training Provided:** *All training can be found on our State of Nevada CMS Training website:* [*http://it.nv.gov/web*](http://it.nv.gov/web)

1. ☒ Overview of Section 508 Standards - checklist - <http://webaim.org/standards/508/508checklist.pdf>
2. ☒ Overview of WCAG Standards – checklist - <http://webaim.org/standards/wcag/checklist>
3. ☒ Understanding Website Accessibility Checkers and Compliance Tools
4. ☒WAVE - <https://chrome.google.com/webstore/detail/wave-evaluation-tool/jbbplnpkjmmeebjpijfedlgcdilocofh?hl=en-US>
5. Understanding screen readers and accessibility tools
6. ☒ WebAim <http://webaim.org/simulations/screenreader>
7. ☒ Fang (Mozilla Firefox extension)
8. ☒ Coblis — Color Blindness Simulator
<http://www.color-blindness.com/coblis-color-blindness-simulator/>
9. ☒ iamcal.com <http://www.iamcal.com/toys/colors/>
10. ☒ Can Color-Blind Users See Your Site? [https://msdn.microsoft.com/en-us/library/bb263953(v=vs.85).aspx](https://msdn.microsoft.com/en-us/library/bb263953%28v%3Dvs.85%29.aspx)
11. ☐ Vischeck color blindness emulator for images <http://www.vischeck.com/vischeck/vischeckImage.php>
12. ☐ Juicy Studio Readability Test <http://juicystudio.com/services/readability.php>
13. ☒ HTML & Edit Rich Area Text Field [Restrictions against hyperlinks](http://it.nv.gov/Sections/Application_Development/WebGrp/Accessibility/WhatUsersCanDo/)
14. ☒ [creating Section 508 Compliant Tables](http://it.nv.gov/Sections/Application_Development/WebGrp/Accessibility/WhatUsersCanDo/)
15. ☒ Differentiating between data and layout tables
16. ☒ Avoid using tables for layout purposes - use another layout rather than a table whenever possible
17. ☒ How to make layout tables section 508 compliant when one must be used
18. ☒ [Make sure all text hyperlinks are placed in Link/List fields](http://it.nv.gov/Sections/Application_Development/WebGrp/Accessibility/WhatUsersCanDo/)
19. ☒ Use buttons only for actions and use hyperlinks for navigation to assist screen readers
20. ☒ how to [add missing alternative text](http://it.nv.gov/Sections/Application_Development/WebGrp/Accessibility/WhatUsersCanDo/) to images
21. ☒ [suspicious link text](http://it.nv.gov/Sections/Application_Development/WebGrp/Accessibility/WhatUsersCanDo/) – Link text contains extraneous text or may not make sense out of context
22. ☒ [underlined text is present](http://it.nv.gov/Sections/Application_Development/WebGrp/Accessibility/WhatUsersCanDo/) – underlined text indicates a link (Use strong or em instead)
23. ☒ Overview of creating [Accessible Microsoft Word , Excel and PowerPoint Documents](http://it.nv.gov/Sections/Application_Development/WebGrp/Accessibility/WhatUsersCanDo/) (attached)
24. ☒ Overview of creating [Accessible Adobe PDF Documents](http://it.nv.gov/Sections/Application_Development/WebGrp/Accessibility/WhatUsersCanDo/) (attached)
25. ☒ Video Accessibility <http://www.queensu.ca/accessibility/how-info/video-accessibility>
26. ☒ Video Captions and Audio Transcripts <http://www.queensu.ca/accessibility/how-info/website-accessibility/captions-and-transcripts>
27. ☐ Follow Up

**All State of Nevada employees who are updating, maintaining or providing documents for websites/applications need to review and understand the information provided on the pages below and should take advantage of any training and webinars being offered.**

* What Users Can DO - <http://it.nv.gov/ADA_WhatUsersCanDo/>
* Accessibility Resources to Users - <http://it.nv.gov/ADA_Resources/>
* Web Accessibility Principles – Lynda.com (6 hrs 9 min)
* Creating Accessible PDFs (2014) – Lynda.com (1 hr 31 min)
* Creating Accessible Microsoft Office Documents – Lynda.com (4 hr 5 min)

***NOTE: Editors are responsible for ensuring ALL content and documents posted to their agency’s website are Section 508 and WCAG 2.0 Compliant.***

Details of Document Training

Accessible Word, Excel & PowerPoint Documents

Assistive Technologies traverse documents using semantic tags. It will present a list of page headings <h1>, <h2>, <h3>, etc. that the user uses to scan to the topic they are using . If headings are not used to section the page a screen reader user must read the entire document to locate the information they are looking for when they should be able to traverse to the section they want using the headings and only read the portion of the document they want. Just like a sighted user would scan the page and hone in on the section that contains the information they are looking for.

AVOID LONG PAGES OF TEXT WITH NO SECTION HEADINGS

Methods of Conversion from Office Doc to PDF

* Going to print > PDF creates an inaccessible document as it does not migrates styles, tags, etc. to the converted document
* Going to Save As and choosing PDF also creates an inaccessible document
* You must see the Acrobat tab in the Office product in order to migrate semantic markup
* Best Practices
	+ Use templates for specific documents
	+ Use title, heading styles, body style, etc.
	+ Add alt text to images and links
	+ Use captions for images, tables and equations
	+ Always provide expansion text for acronyms - spell it out the first time - there is some debate on not spelling it once in each section because A sightless user may skip the section the expansion text is provided in.
	+ Use standard and easy to read fonts like sans-serif fonts like Arial and Verdana
	+ Use good color contrast
	+ Use plain language or plain English
		- Consider your target audience
		- Convey ideas with clarity
		- Don't sound formal; omit unnecessary details
		- Scale back info and use examples - only what reader needs to know
		- Use active voice whenever possible - emphasizes the doer of an action and is usually brifer and clearer than the passive voice
	+ Identify table header rows - repeat header rows at top of each page
	+ Avoid text boxes in Word. They stand alone on the page like they are floating over other elements and appear at the far left margin and so the the screen reader will not identify the box and the sightless user will not gain the information in a text box.
	+ Avoid single-cell tables in Word
	+ Create a single image out of grouped object and add alt text
	+ Where an image is very complex, provide a separate descriptive document to explain the complex image. Make sure the document is accessible
* Accessibility Checkers in Word, Excel & PowerPoint
File > Info > Check for Issues> Check Accessibility

* Accessible Word Documents
	+ Add styles, headings and designate body text, footers, etc. to make text accessible
	+ Always provide expansion text for acronyms - spell it out the first time - there is some debate on not spelling it once in each section because A sightless user may skip the section the expansion text is provided in. Avoid creating space using the spacebar - set proper tab stops instead
	+ Avoid creating space between paragraphs by pressing the enter key multiple times - set spacing between paragraphs
	+ Create proper page breaks rather than by pressing the enter key multiple times to go to the next page
	+ Make images accessible
	+ Make tables accessible
		- Merged and split cells are not accessible in Word - if the document will be converted to pdf you can tag the merged or split cells in Adobe Acrobat
		- must have header rows
		- watch contrast issues
		- Tagging tables for accessibility in word
	+ Making hyperlinks accessible
	+ Making lists more accessible
	+ Using text-to-speech functionality
	+ Considering object order for screen readers
	+ Adding metadata
	+ Understanding outline levels
	+ Adding bookmarks in word
	+ Adding alternative text in word
* Accessible Excel Documents
	+ Formatting cells for accessibility
		- Merged/split cells are not accessible (to fix on HOME toolbar click drop-down next to Merge & Center and choose Unmerge Cells) - or fix in acrobat if the document will be converted
		- use san-serif fonts (Arial & Verdana)
	+ Naming sheets for navigation
	+ Creating accessible objects
	+ Creating accessible tables
		- no merged cells
		- must have header rows
		- watch contrast of rows
	+ Creating accessible hyperlinks
		- must have alt text just like tables
	+ Considering object order for screen readers

* Accessible PowerPoint Documents
	+ Design considerations for accessibility
		- Avoid backgrounds with textures, pictures or dark colors
		- For better visibility we should have plain simple backgrounds with good contrast (like black text on white background) solid color or no color at all.
	+ Always provide expansion text for acronyms - spell it out the first time - there is some debate on not spelling it once in each section because A sightless user may skip the section the expansion text is provided in.
	+ Making objects more accessible
	+ Adding alt text to media
	+ Considering object order for screen readers
* Accessible PDF Documents
	+ Easiest to do most of the work in source document. Much more time consuming and complicated to correct items in Adobe Acrobat. Remediation after the fact is difficult.
	+ Understanding the experience for users with visual impairments - we scan the headlines to look for information of interest rather than reading the whole page
		- JAWS
	+ All PDF files are not created equal. Much depends on the semantic markup applied in the source document (examples tri-fold brochure)
		- tags navigation pane right click on the toolbar to the far left and choose the tags pane if it is not visible
		- Text in images are not tagged and degrade when enlarged or magnified
		- Text that can be selected can not only be tagged but it doesn't degrade when magnified and lowers file size
	+ Understanding reading order
	+ Keep contrast in mind
	+ Always provide expansion text for acronyms - spell it out the first time - there is some debate on not spelling it once in each section because A sightless user may skip the section the expansion text is provided in. You can do this with a tag in a PDFs document. Apply it in every section an abbreviation occurs.
	+ Understanding design considerations
		- Simple designs render more easily to accessibility
		- Agency spec
	+ Checking and fine-tuning the PDF after conversion from Word
	+ Understanding PDF remediation in Acrobat
		- Adding tags to an Acrobat document
		- Fixing elements using the content panel
		- Artifacting an element means you are removing the semantic tags from an element so it will be ignored by assistive devices - these are images or objects that don't add meaning to the content - make this a background element in the touch up reading order tab. This can also be done in the tags panel.
		- Tagging tables - order panel - select table (Table Editor)
			* Tag it as a table
			* Identify Header rows
			* Apply scope
		- Adjusting document properties
			* Metadata Description tab - add Title, Author, subject, keywords
			* Initial View tab - under Windows options - SHOW select document title instead of file name
			* Advanced tab - define language as English
		- Adding bookmarks is a way of adding additional navigation for both sighted and sightless users
		- Adding alternative text (images that are tagged must contain)
			* Add it via the orders panel go options & show reading order panel, click on figure and right-click and choose edit alternate text
			* Tags panel click on figure right-click and choose properties and enter alt text
		- Converting a PDF back to a native format - this may be an option for small documents or large ones if you have no other choice as it is easier to remediate it in the source application than in the Acrobat.
			* PDF2ID will export something from InDesign so you can add accessibility features
		- Checking and fine-tuning the remediated PDF
			* Always run it through the accessibility checker at the end to be sure of compliance
		- Using the Make Accessible Wizard
			* Click tools pane > open Action Wizard category > Make Accessible
		- Table of Contents should link. How you do this will vary depending on your version of Adobe Acrobat
* User resources
	+ PDF Accessibility Checker (PAC 2) - is better than the one built in to the Microsoft Products
	+ WebAim website resources
	+ PDF/UA <http://blogs.adobe.com/accessibility/2013/06/pdf-ua-2.html> - keep an eye on this and run a search
	+ Lynda.com - Up and Running with Acrobat X by Chad Chelius