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?*

2. Watch the webinars at: ADA Accessibility

3. Explore disabilities to be accommodated:
    a. Explore *Web Accessibility Perspectives: Explore the Impact and Benefits for Everyone*
    b. *Assistive Technology Approaches for Improved PC Access*

Needed Software:
1. You also need the follow software loaded on your pc:
    a. Microsoft Word, Excel, and PowerPoint
    b. Adobe Acrobat DC

2. 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
        ii. Washoe County Libraries
        iii. Douglas County Libraries
        iv. Lyon County Libraries
        v. If you live in the rural counties, or Clark County, you may be able to access Lynda.com (with a local library card

Are you ready to get started remediating your Microsoft documents?
3. Click on Lynda.com
    a. When Welcome to Lynda.com login come up
        i. Enter your Library card # and your Pin #

4. Recommended Training Courses
    a. Creating Accessible Documents with Microsoft Office (Lynda.com)

5. If you are not familiar with proper formatting and apply styles to your Word, Excel or PowerPower documents, please applicable classes (***Note: Below xx refers to the version of the software on your computer***):
        i. Word 20xx Essentials   - Course outline – ***See Attachment A***
        ii. Excel 20xx Essentials
        iii. PowerPoint 20xx Essentials
        iv. Microsoft Excel 2010 (external word doc - 1.2 MB)
        v. Excel Document Remediation (external word doc)
        vi. MS Excel Accessibility Guidance Final Q-v1 (external word doc)

      vii.   [Microsoft PowerPoint 2010](#) (external word doc - 1.9MB)
     viii.   [PowerPoint Remediation Checklist](#) (external word doc)
      ix.   [Microsoft PowerPoint 2010. Subtitling text add-in for Microsoft PowerPoint](#) (STAMP) [a nongovernment website] (external word doc)

Creating PDFs

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.

6. Creating Accessible PDFs (2014) or Creating Accessible PDFs with Adobe Acrobat DC (Lynda.com) depending on Adobe Acrobat version on trainee's computer
   a. Advanced Accessible PDFs (Lynda.com)
   b. [How to Write Meaningful Alternate Text](#) (external link)

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

Attachment A - Word 2010 Essential (Lynda.com)

Instructions

To take this course, go to the Enterprise IT Services website's "*Accessible Documents & Training*" page and click the appropriate link that provides you access to Lynda.com. Run a search on Lynda.com for "*Word 2010 Essential*". Review the sections listed below:

Introduction

- Using the exercise files

Formatting Paragraphs

- Changing line spacing (5m 2s)
- Using indents and setting tabs (7m 20s)
- Creating a bulleted or numbered list (6m 11s)
- Keeping text together through page breaks (4m 2s)
- Applying shading and borders to paragraphs (4m 14s)

Using Styles for More Effective Formatting

- Power formatting with styles (7m 34s)
- Changing a document's theme (6m 59s)
- Changing style sets, color sets, fonts and paragraph spacing (3m 31s)
- Applying Quick Styles and clearing formatting (5m 18s)
- Creating a Quick Style set (6m 24s)
- Using the Navigation pane with styles (3m 1s)
- Easily creating a table of contents (5m 32s)
- Restricting formatting to a selection of styles (4m 58s)
- Creating a multilevel list using styles (6m 53s)

Working with Tables

- Converting text to tables (3m 36s)
- Formatting tables for readability (4m 8s)
- Sorting table data (5m 19s)
- Merging, splitting, and formatting cells to create a form (8m 53s)
  - Note: If merged or split cells are used they are not accessible. If document will be converted to pdf this can be corrected after conversion.
- Converting a table to text (2m 41s) – note: you can make a table accessible by including table headings and associating the headings with columns or rows.
- Using Quick Tables (4m 19s)

Illustrating a Document

- Converting text to tables (3m 36s)
- Applying styles to graphics (5m 40s)

Document Building Blocks

- Understanding building blocks (3m 41s)
- Numbering pages and applying headers and footers (6m 56s)

Modifying Page Layout

- Inserting sections to organize a document (5m 17s)

Sharing Documents

- Trouble-free document sharing (5m 38s)