DUGUMENT REMEDIATION TRAINING UNIT CREATING ACCESSIBLE DOCUMENTS COURSE





STATE OF NEVADA





BEGINNING CLASS INFORMATION PRE-CLASS

- 1. Please mute yourself before class starts.
- 2. Please note that this class is being recorded.
- 3. If you do not have a microphone, please call (775) 321-6111 and enter the highlighted conference ID Number.

MICROSOFT TEAMS CLASS

If you have questions during the class, please ask the question using the chat feature or select the raise your hand feature in Teams.





The ID number for the class IS provided within the chat.



















STATE OF NEVADA

OFFICE OF THE CHIEF INFORMATION OFFICER



Michelle Tiscareno – Digital Program Coordinator Michelletiscareno@it.nv.gov

Thanairy Gomez – Trainer Thanairygomez@it.nv.gov

Nickolas Krische – Trainer Nickolaskrische@it.nv.gov

Jason Mallari – Trainer Jason Mallari@it.nv.gov

ADA Remediation– Sends to all Contacts above adaremediation@it.nv.gov





VISIT OUR DIGITAL ACCESSIBILITY WEBS For Trainings, Videos, Guides and Practice Documents

Our State website offers an inclusive platform for accessing training videos, guides, and practice documents.

Training Videos

- Training videos available on our • website to cater to various topics.
- Accessible anytime allowing self \bullet paced learning.



- Collection of guides & practice ulletdocuments to deepen your understanding.
- Best practices to ensure practical ulletapplication to enhance your knowledge.



STATE OF NEVADA

OFFICE OF THE CHIEF INFORMATION OFFICER

Guides & Practice Documents

External Sources for Guidance 3

- Providing links to relevant external sources for additional guidance and resources.
- Access to trusted resources to ensure compliance and effective remediation strategies.

To access these resources, visit the <u>State of Nevada Digital Accessibility Website</u>





4

TEAM GOAL & MISSION





STATE OF NEVADA

OFFICE OF THE CHIEF INFORMATION OFFICER



• We are dedicated to ensuring equal access to information and services for all

 To achieve accessibility standards outlined in the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1975 for electronic data.





WHY REMEDIATION IS MPORTANT

ADA compliance is legally required to support people with disabilities but benefits everyone. Learn how web accessibility impacts and helps all users in various situations

View Videos to Learn More about Web Accessibility Perspectives

Individuals Who Rely on Digitally Accessible Documents & Websites

Blind or Low Vision Individuals

Deaf or Hard of Hearing Individuals

Individuals Who May Benefit from Digitally Accessible Documents & Websites

Literacy Challenged Individuals

Non-Native Speaking Individuals



STATE OF NEVADA

OFFICE OF THE CHIEF INFORMATION OFFICER

Motor Impairment or Total Loss of Function Individuals and People with ADHD

> Individuals Who Prefer Listening to Documents







LEARNNGMATERALS

Resources & Tools

- Microsoft Office Suite: Word, Excel, PowerPoint \bullet
- Microsoft Help \bullet
- Adobe Acrobat Pro Suite \bullet
- \bullet
- WebAIM.org
- Web Content Accessibility Guidelines (WCAG)

Disclaimer: Please be advised that this course is not intended as an instructional guide for the Office Suite itself.



STATE OF NEVADA

OFFICE OF THE CHIEF INFORMATION OFFICER



Screen Reader Software: <u>Non-Visual Desktop Access (NVDA)</u>



SCREEN AND DOCUMENT READERS Assistive Technology (Differences)



Screen Readers:

Reads Text, Images, Buttons & other Screen Elements

- Computer software that assist the blind and visually impaired in using computers It serves as a platform for the visually impaired to communicate with their computers •



Document & Text Readers:

Reads Digital Text Only

Computer software that converts digital text into clear, easy-to-understand audio. It has less features than screen readers.



STATE OF NEVADA









POPULAR Screen Readers

Technology that helps people who have difficulties seeing to access & interact with digital content, like websites or applications via audio or touch.





JAWS WINDOWS USABLE

Download NVDA Free Screen Reader

"Lower volume on the computer before downloading"



STATE OF NEVADA

OFFICE OF THE CHIEF INFORMATION OFFICER



NVDA WINDOWS USABLE (FREE)



VoiceOver

MAC USABLE





LEARNING Objectives & Goals



Strive for improvement not perfection



STATE OF NEVADA

OFFICE OF THE CHIEF INFORMATION OFFICER



Gain a foundation:

Of knowledge about the tools to create user accessible documents.

Become familiar:

With using the accessibility tools in Microsoft Office Suite to create accessible documents.

Basic understanding of resolving:

Most accessibility errors in Microsoft Office Suite to create Digital compliant documents.





CLASSOVERVEW Creating *Digital* Compliant Public Meeting *Documents*

Module 1 - Most Common Errors

- Adding a Title
- Correct Tagging
- Setting Language

Module 2 - Checking Accessibility

Module 3 - Creating a Compliant Letterhead



STATE OF NEVADA

OFFICE OF THE CHIEF INFORMATION OFFICER

Module 4 - Creating Accessible Tags

- Creating Links
- Creating Compliant Tables
- Adding and giving alt-text to images
- Colors/Acronyms

Module 5 - Exporting & Converting to PDF Module 6 - Manual Accessibility Check Module 7 – Exporting and Converting to PDF Module 8 – Manual Accessibility Check









EXAMPLE OF A NON-COMPLIANT DOCUMENT

Poor Color Contrast in Text and Images

One color stands out from another color. Difference between text & background. Poor contrast impacts people with low vision & color blindness. Good contrast makes reading easier for everyone.

No Heading One on 1st page

Headings give information about the structure of the document like an outline or table of contents. that help users navigate the content more easily.

oe Lombardo, Governor



John Smith, President

Jane Doe, Executive Director

100 N. Stewart St Carson City NV, 89701 Phone # (775) 684-3360 | Fax # (775) 684-3361

PUBLIC NOTICE MEETING

STACKED AGENDA: Below is an agenda of all items scheduled to be considered by the Board. Unless otherwise stated, items may be taken out of the order presented on the agenda at the discretion of the Board President. Person(s) who have business before the Board are SOLELY responsible to see that they are present when their business is conducted. The Board may combine two or more agenda items for consideration to accomplish business in the most efficient manner. The Board may remove an item from the agenda or delay discussion relating to an item on the agenda at any time.

Public _public comment at the beginning and end of the agenda may be limited to three minutes per person at the discretion of the President. Members of the public may comment on matters not appearing on this agenda or may offer comment on any specific agenda items. Comments may be discussed by the Board, but no action may be taken. The matter may be placed on a future agenda for action. Additional comment periods may be allowed on individual agenda items at the discretion of the President. These comment periods may be limited to three minutes per person at the discretion of the President. These additional comment periods shall be limited to comments relevant to the agenda item under consideration by the Board.

NOTICE: Reasonable efforts will be made to assist and accommodate physically handicapped person(s) desiring to attend the Board meeting. Please email the Board office at least 48 hours prior to the meeting so arrangements may be conveniently made.

Public comment at the beginning and end of the agenda may be limited to three minutes per person at the discretion of the President. Members of the public may comment on matters not appearing on this agenda or may offer comment on any specific agenda items. Comments may be discussed by the Board, but no action may be taken. The matter may be placed on a future agenda for action.





OFFICE OF THE CHIEF INFORMATION OFFICER



Additional comment periods may be allowed on individual agenda items at the discretion of the President. These comment periods may be limited to three minutes per person at the discretion of the President. These additional comment periods shall be limited to comments relevant to the agenda item All times are approximate. Pursuant to NRS 241.030 the Board may close a meeting to consider the character, professional competence, alleged misconduct or physical or mental health of a person. The Board may limit the internet broadcasting while in closed session but may not deliberate or act.

Anyone desiring additional information regarding the meeting, including information on how to obtain supporting board meeting material, is invited to email the Executive Director at omboardexecutivedirector@gmail.com. Supporting material for the public body is located at 3191 E.

genda Overview

Symbols Meanings					
	r				
 = No Urgency 	**= To be Addressed	***= Urgency	•••• = Emergency		
LT = List	XX = Not Included	AD= Already Discussed	DFM = Discuss in Future Meeting		
		,			
Some will be combined *DFM = No Urgency will Discuss in Future Meeting					
Example: ****LT an emergency has been listed tonight.					

- . Call to Order and Roll Call -- (For Possible Action).
- Public Comment (Discussion Only)
- Adoption of agenda (For Possible Action).
- 4. Approve or disapprove the previous board meeting minutes of October 17, 20XX (For Possible Action).
- Approve or disapprove of whether any additional educational requirements are necessary regarding prospective applicant Arianne Salaberry's request to be eligible for the state licensing exam (For Possible Action)
- Approve or disapprove of adopting guidelines for SB 69 (For Possible Action).
- Discussion regarding the meeting with the physical therapists, the telephone conference with the chiropractors, and the appearance with the Sunset Committee
- Approve or disapprove of two licensees to meet with the physical therapy group regarding dry needling (For Possible Action).
- Approve or disapprove of hiring an assistant to review and organize documents for the public archives (For Possible Action).
- Approve or disapprove of hiring an assistant for the Board (For Possible Action).

Missing Alt-text on Images in document

Alt text is important because it makes visual content available to people using assistive technologies and provides the meaning of the image.

Information inside of a table for formatting

Use tables for tabular data generally used on a spreadsheet or database. Screen readers switch into table mode and read table's columns & rows and does not allow users flexibility in reading the content that is inside the table.

IT.NV.GOV

















- Missing Document Title all documents in any application need a document title
- Missing or incorrect language setting all documents in any application must have the correct language set to be read by assistive technologies.
- Missing Heading 1 on document all documents should begin with a Heading 1 as it provides a clear starting point and indicates the main topic or subject.



STATE OF NEVADA

OFFICE OF THE CHIEF INFORMATION OFFICER

Topics Covered in this Module:







Every Document Needs a Title for Accessibility

Add the title of the document. The title can be the same or different from the filename of the document

- 1. Go to the File Menu
- 2. Click on Info
- 3. Go to Properties
- 4. Find the Title Input Box
- 5. Click on the area that says "Add a title"



STATE OF NEVADA

OFFICE OF THE CHIEF INFORMATION OFFICER





Properties ~	
Size	34.7KB
Pages	3
Words	835
Total Editing Time	238 Minutes
Title	Add a title
Tags	Add a tag
Comments	Add comments



14



"Adding or changing a language can only be done in Adobe. "This step is not necessary in newer MS Office applications as they default to English.

- 1. Go to the File Menu
- Select Properties Option (Document Properties Dialog box appears)
- 3. Click on the Advanced Tab
- 4. Find the Reading Options section and in the Language drop-down select the correct language
- Docume Desc Reading Optio
 - Lar
 - Protected Mod
 - Help

5. Click Ok



STATE OF NEVADA

OFFICE OF THE CHIEF INFORMATION OFFICER

Adding a Language to PDF



ent Pr	oper	ties				
ripti	on	Security	Fonts	Initial View	Custom	Advanced
ions Binding: anguage: de: On	Left Edg English English English Estoniar Finnish	ge v with Arabic support with Hebrew support n	^	ading Options Binding: Language:	Left Edge English	~









A Heading 1 (*H1 tag*) is *required* on the first page of a document.



"Home" tab of Word.





STATE OF NEVADA OFFICE OF THE CHIEF INFORMATION OFFICER



Headings communicate the organization of the content on the page and provides a structural framework.

The Heading 1 (*H1 tag*) is the *most important* heading to add to a document.

The Heading 1 (*H1 tag*) is added to the document by using a "*Heading 1 style"* on the







STATE OF NEVADA

OFFICE OF THE CHIEF INFORMATION OFFICER



To create a heading style, click on the tiny box in the bottom right corner of the

m Formattir	ng
	Style1
	Paragraph
	12 Heading 1
paragraph:	¶ Style1
	H1
	Paragraph
	<u>শৰ</u> Heading 1
naragraph	

Properties Box Appears

- Leave the Style Type as Paragraph.
- Style based on must be Heading 1.
- Style for following paragraph will match the name of the new Style.

Aptos	Display	(Hei 🗸	16 🗸	BI	<u>U</u>		
	= =	= =	=	= :	= ‡≣	↓= ^=	
Pre	vious Par	agraph Previ	ous Paragraj	ph Previous	Paragraph Pre	vious Paragrap	h Previo
Par	agraph Pr	evious Parag	raph Previo	us Paragraph	n Previous Par	agraph Previou	is Paragra
S	JBAW	ARD AP	PLICAT	TION - C	ONTINU	ATION	
S	JBAW	ARD AP	PLICAT	rion - C	ONTINU	ATION	
matting	JBAW	ARD AP	PLICAT	rion - c	ONTINU	ATION	
matting imes Nev	JBAW v Romar	ARD AP		ποn - c	ONTINU	ATION	
matting Times Nev	V Romar	ARD AP	PLICAT		CONTINU		≣ →≡
matting Times Nev	V Romar	/ARD AP	рLICAT] в з = =	TION - C t ⊔	CONTINU	ATION	
matting Times Nev	v Romar E S Paragraph	ARD AP	PLICAT	TION - C	CONTINU	ATION	∎ → ≣ ragraph Pr

Changing Formatting of New H1

• Change or edit the formatting as any other font change in a document.





- Locating the Accessibility Checker ullet
- Using the Accessibility Checker ullet
- Using the Accessibility Inspection Results Panel ullet







Topics Covered in this Module:









There are two methods to check accessibility, and it will be the same in each application of Microsoft Office.



Check Accessibility Option 1

Step

3.

Accessibility Inspection Box will appear showing what is non-com pliant











Info

\wedge	STATE OF NEVADA
	OFFICE OF THE CHIEF INFORMATION OFFICER

Check Accessibility Option 2



Step

3.

Click on Check for Issues dropdown, then select Check Accessibility

Inspect Document

2.

Before publishing this file, be aware that

Document properties, document se and author's name

Check the document for hidden properties or personal information.

Check the document for content that people with disabilities might find difficult to read.

Check for features not supported by earlier

The Accessibility Inspection box will appear showing what is non-compliant

Accessibility

1.00	Se . 1
1	100
e	1

Inspection Results

Errors

Missing Object Description \sim Picture 1

Warnings

- Use of Merged or Split Cells (1)
- Hard-to-Read Text Contrast (1)







- Creating Compliant Letterhead ullet
- Setting up Margins, Columns and Ruler ullet
- Add Tools in the Ribbon Toolbar ullet







Ρ





DE LOMBARDO Governor



JOE WHITLEY Director

BOB H. THOMPSON Administrator

DEPARTMENT OF HEALTH AND HUMAN SERVICES DIVISION OF WELFARE AND SUPPORTIVE SERVICES

> 700 Belrose Street Las Vegas, NV 89107-2235 Telephone (702) 486-1675 • Fax (702) 486-1512 http://dwss.nv.gov

Title Of Document Meeting Minutes



Creating compliant letterhead for continued use for any organization having little or no errors/issues with the document. * Do not use Tables for formatting.

Do use columns instead of Tables.

Do customize margins instead of using table cells.

Do use breaks for new sections instead of table cells.

Do use Flexible columns instead of inflexible table cells.









22







- Shows how the document is divided.
- Shows where text can be written.
- Helps with setting up and aligning letterheads.

- 1. Go to View Tab
- 2. Find the Show section of the View tab.
- 3. Click the Ruler checkbox
- 4. Ruler will now appear



STATE OF NEVADA

OFFICE OF THE CHIEF INFORMATION OFFICER

Setting up the Ruler



How to Setup Ruler







Creating Compliant Letterhead Part 1

File	Home	Insert	Draw	Design	Lay	out
Margins		Size Co	lumns bc	Breaks ∽ Line Number Hyphenation	1 ~	Inde →= =€
☆	Last Cu Top: Left:	ustom Sett 0.96" 0.96"	t ing Bottom: 0 Right: 0	0.6" 0.53" ~	اتع ×	L
	Norma Top: Left:	1" 1"	Bottom: 1 Right: 1		۰ م	
	Narrov Top: Left:	0.5" 3	Bottom: 0 Right: 0).5").5"		-

Setting Up the Margins

- 1. Go to the Layout Tab of Main Menu.
- 2. Click on Margins on the Page Setup Section.
- 3. Select Narrow as the margins.





Breaks ~ 1 Ind 22 ine Numbers ~ 1 Ind 22 ine Numbers ~ 1 Ind 23 ine Numbers ~ 1 Ind 33 ine Numbers ~ 1 Ind 34 ine Numbers ~ 1 Ind 35 ine Numbers ~ 1 Ind 36 ine Numbers ~ 1 Ind 36 ine Numbers ~ 1 Ind 36 ine Numbers ~ 1 Ind 37 ine Numbers ~ 1 Ind 36 ine Numbers	d€ Ξ ਵ
One K	
	L
	Ĺ
Ihree	
Left	
Right 3	1.
≡≡ More <u>C</u> olumns	•

Creating Columns

- 1. Click on Columns in Layout tab
- 2. Select Three for the number of columns.
- Then click on Columns again and select More Columns









To Set the Columns to Optimal Sizes

Spacing in columns can provide better readability.

- 1. Find and uncheck "Equal column width" 2. Change the column width and spacing
 - Col1 Width is 1.5 and Spacing 0.
 - Col2 Width is 4.3 and spacing 0. \bullet
 - Col3 Width is 1.7 \bullet



Creating Compliant Letterhead Part 2



Columns X ? Presets Left One Right Two Three Line between ÷ Number of columns: 3 Width and spacing Preview Width: Spacing: Col #: + 2 ÷ 1.5* 0" 1: -+ 0" 4.3* 2: + * 1.7 3: Equal column width Whole document Start new column \sim Apply to:

IT.NV.GOV

Cancel

OK





Moving to the Next Column

Enables splitting document into sections

1. Still in Layout Tab click on Breaks drop-down. 2. In Page Break section, select Column

* This will move over to the next column without issue.



Creating Compliant Letterhead Part 3



Mailings

Spacing

∺ Breaks ~ Indent Page Breaks Page Mark the point at which one page ends and the next page begins. Column Indicate that the text following the column break will begin in the next column.

Design

Text Wrapping

Layou

Separate text around objects on web pages, such as caption text from body text.

References







Adding Breaks to the Ribbon

IF THERE IS NO BREAK TOOL IN THE LAYOUT TAB, ADD THE TOOL BY:

- 1. Right-click on a blank area of the Ribbon in the Layout tab...
- Change "Commands List" to "All Commands"
- 3. Find and select the Break tool from the list.
- 4. Add New Group from the bottom of the Customize the Ribbon to the right of the selected Break tool.
- 5. Select the newly created group.
- 6. Having both the Break tool and New Group selected, click on the Add >> button.
- 7. Click Ok.







Customize the Ribbon 1st step



Create New Group and Select Group 4th – 5th steps

Customize the Ri <u>b</u> bon: ①
Main Tabs 🔹
> Gackground Removal
> 🗹 Home
> 🗹 Insert
> 🔽 Draw
> 🔽 Design
∼ 🗹 Layout
> Page Setup
> Paragraph
> Arrange
New Group (Custom)
> References
> 🗹 Mailings
> 🔽 Review
> 🔽 View
> 🔽 Developer
Add-ins
Agreements
> 🗹 Help
> 🗹 Acrobat 🔍
New Tab New Group Rename

Change to All Commands Select Break Tool 2nd - 3rd steps

Customize the Ribbon and keyl	ooard shortcuts.
<u>C</u> hoose commands from: ①	
All Commands	-
Hereak Break	
Break Text Box Link	
Bright	

Click Add Button to Add Break Tool 6th step

Add >> << Remove

Click Ok and Break Tool appears on the Ribbon 7th step



IT.NV.GOV



W

To return to the standard document layout, change the section break type and switch back to a single-column format by following the steps below.

	Lay	out	Reference	s Mailings
H Breaks ~		Inden	t i	Spacing
Page Bre	aks			
,	<u>P</u> age Mark the and the	e point a next pag	at which one ge begins.	page ends
	<u>C</u> olumn Indicate break wi	that the II begin	text followin	ig the column olumn.
	<u>T</u> ext Wi Separate pages, se	r apping text are uch as c	ound objects aption text fr	on web om body text.
Section B	reaks			
,	<u>N</u> ext Pa Insert a s section o	ge section I on the n	break and sta ext page.	rt the new
	Continue Insert as section of	ous section on the s	break and sta ame page.	rt the new

Start New Section on Page

- Go to the Layout Tab on the Main Menu. 1.
- Click on Breaks
- 3. In Section Breaks, select Continuous Break



STATE OF NEVADA

OFFICE OF THE CHIEF INFORMATION OFFICER





Back to One Column

- Click on the Layout Tab on the Main Menu.
- Click on Columns.
- Select One for the number of columns. **3**.









- Creating Links & Compliant Tables ullet
- Adding Alt-Text to Images ullet
- Colors & Acronyms ullet



Topics Covered in this Module:









Links are very useful in a document and can be used in Microsoft Office Products to send users to a website, a file or email. There are multiple ways to add a link to a document.



Insert a Link

- Go to Insert tab on Main Menu. •
- Click on the Link button. \bullet
- Or Right –click on select text or images.

Text for the link doesn't have

to be the same as hyperlink.

Make sure text is underlined.



OFFICE OF THE CHIEF INFORMATION OFFICER

Sear	rch the menus	
Æ	Review selection in <u>E</u> ditor	02
X	Cut	
Ē	<u>С</u> ору	
୍ଦ	L <u>i</u> nk	
ţIJ	New Co <u>m</u> ment	

Add Link to Text or Images

- Either add text or images then apply the link to the text
- Or highlight/select prior text and images.
- Right-click and select Link.



Screen Tips Make Links Accessible

- Lastly add a screen tip.
- This is what a screen or document reader will read to the user.











30



Tables in Word & PowerPoint

Insert Draw Design Layou	t 🗹 Header Row 4 🗌 First Column
Table	 Total Row Last Column Banded Rows Banded Columns Table Style Options
3x3 Table	IL Insert Delete Cells Delete Cells Merge Cells Border Styles ↓↑ Text Direction Table Properties
Insert Table	Table Properties ? ×
Draw Table	Table Row Column Cell Alt Text
GB Convert Text to Table	Row 1: Size
Excel Spreadsheet	<u>Specify height:</u> 0" Row height is: At least <u>Options</u>
Quick Tables	Allow row to brea <u>k</u> across pages Repeat as header row at the top of each page



STATE OF NEVADA

OFFICE OF THE CHIEF INFORMATION OFFICER



Make a Compliant Table By

There are multiple ways to create a table.

- Go to Insert and choose Table
- Then use the Diagram to draw columns and rows or;
- 3. click insert Table and set the number of rows and columns
- 4. Highlight the top row of the table
- a. right-click -> Table Properties -> Row make sure to "Repeat as header row at the top of each page" is checked



b. click Table Design tab on the menu and check the Header Row checkbox



- Drawing a table, though possible, is not recommended.
- Do not create complex tables with merged or split cells or multiple table headings.



31

99

TABLE STYLES:

- If a table style is being used. •
- *Try to use darker contrast to* ulletavoid color contrast issues.

and the second second	Second Int	
	 	 -
	-	 -
	 	 -

99

HEADER ROWS:

- Make sure "Header Row" is checked. \bullet
- Headings are important for assistive ullettechnology to read tables correctly.

Automate He	elp
🗹 Header Row	🗌 Fi
Total Row	🗌 La
✓ Banded Rows	🗌 Ba
	Table



STATE OF NEVADA

OFFICE OF THE CHIEF INFORMATION OFFICER



IT.NV.GOV







Add

Alt

Adding Alternative Text to Images

Adding Images to a Document

- Go to Insert Tab \bullet
- Find on Images Section of Ribbon. •
- Select this Device, then find the • image that was saved on the computer
- Image is now in document •

Table Pictures Shapes Icons Mod Tables **Insert Picture From** Title.png State-Seal-Color-T.png This Device... Mobile Device... All Pictures (*.emf;*.wmf;*.jpg;* ~ Stock Images... Cancel Insert Online Pictures... context to someone who is blind or low Accessibility $\vee \times$ vision? The subject(s) in detail Inspection Results The setting The actions or interactions Errors Other relevant information Missing Object Description (1-2 detailed sentences recommended) Picture 1 \sim Email **Recommended Actions** Add a description TT Mark as decorative

Alternative Text (Alt-text) added to Images



- Using the accessibility check \bullet result box on the right of the screen.
- Use Decorative if image is for • formatting a document.

Placing an image in this way will ensure that it is aligned with the rest of the document. Alt-text lets readers read images that give more information. While readers will ignore images that are decorative. As those do not add information to document.



STATE OF NEVADA

OFFICE OF THE CHIEF INFORMATION OFFICER



Alternative text is very important in accessibility because screen-readers and document-readers will read the alternative text.





Color for Better Contrast and Acronyms

Color is sometimes used in documents and must be readable and pass <u>WCAG standards</u>. Small text (under 18-point regular font or 14-point bold font) MUST have a contrast ratio of at least 4.5 to 1 with the background. Large text (at or over 18-point regular font or 14-point bold font) MUST have a contrast ratio of at least 3 to 1 with the background.



Color

Is sometimes used in documents and must be readable and pass WCAG standards.

Creators should make sure that color isn't' they only way to convey extra information . You can use highlight, bold and italics. Use them sparingly:



Acronyms

Make acronyms accessible by defining them on first use and then using them sparingly.

By following these rules, it ensures that acronyms are accessible and understandable for all users.

- Define Them
- Use Consistently •
- Use Sparingly Provide Context



STATE OF NEVADA

OFFICE OF THE CHIEF INFORMATION OFFICER



Color Contrast can be verified by using the <u>Webaaim.com Contrast Checker</u>



Images of text are discouraged. When used, color contrast rules apply to images of text as well as text.





P

"Check Reading Order or Duplicate Slide Title".

These issues are not important to fix if the document is going to be exported to PDF as they are easier to fix in Adobe Acrobat Pro.



Any content changes made to a pre-existing slide, edit the content block directly or create a new slide to prevent issues that may arise when converting.



STATE OF NEVADA

OFFICE OF THE CHIEF INFORMATION OFFICER





 \times If the Inspection Results Contain the following Errors:

For Content Changes





W

- Where to convert document ullet
- Settings for converting to PDF ullet
- Saving PDF then opening in Adobe Acrobat Pro ullet
- Do not use: Save as PDF ullet







Topics Covered in this Module:







Converting Document to PDF: Part 1

Now that the document is complete, convert it to a PDF properly to ensure that the accessibility features you've added are preserved. This will help avoid the need to repeat the same adjustments in both the Office document and the PDF version of it.

Tip 1 Preferences only need to be set once in each program, not in each document, unless you've used compatibility mode. Then you'll need to reset the preferences.





Convert By:

- Go to the Acrobat Tab



STATE OF NEVADA

OFFICE OF THE CHIEF INFORMATION OFFICER



• Click on Preferences in the Create Adobe PDF Section

Tip 2 Often users convert the same document multiple times due to revisions. Following these steps ensures you fix each Accessibility issue as few times as possible!





Configure the conversion settings shown in the left image using the exact options shown below, then click on 'Advanced Settings' and adjust the compatibility mode to Acrobat 8.0 (PDF 1.7) Word-to-PDF conversion. This ensures that most of the formatting is preserved and supports accessibility through the conversion from Word to PDF.

🔁 Acrobat PDFMaker	Use these settings to create high quality Adobe PDF documents suitable for a delightful viewing experience and printing of business documents. Created PDF documents can be opened with Acrobat and Adobe Reader 7.0 and later.
Settings Security Word Bookmarks PDFMaker Settings Conversion Settings: Standard Image: Conversion Settings: Standard Image: Conversion Settings: Image: Convert Document Information Image: Convert Document Information PDF/A Compliance: Image: Convert Document Information PDF/A Compliance: None Image: Convert Document Information Image: Convert Document Information PDF/A Compliance: None Image: Convert Document Information Image: Convert Document Information Application Settings Image: Convert Document Information Image: Convert Document Information Image: Convert Document Information Application Settings Image: Convert Document Information Image: Convert Document Information Image: Convert Document Information Add Links Image: Convert Bookmarks Image: Convert Bookmarks	Advanced Settings Advanced Settings



STATE OF NEVADA











Configure the conversion settings shown in the left image using the exact options shown below, then click on 'Advanced Settings' and adjust the compatibility mode to Acrobat 8.0 (PDF 1.7) Excel-to-PDF conversion. This ensures that most of the formatting is preserved and supports accessibility through the conversion from Excel to PDF.

Acrobat PDFMaker	Description
ings Security	Use these settings to create high quality Adobe PDF documents suitable for a delightful viewing experience and printing of business documents. Created PDF documents can be opened with Acrobat and Adobe Reader 7.0 and later.
PDFMaker Settings Conversion Settings: Standard ~	File Opt
(i) Use these settings to create high quality Adobe PDF documents suitable for a delightful viewing experience and printing of business documents. Created PDF	Level Compression: Maximum
View Adobe PDF result	Auto-Rotate Pages: Collectively by File
Prompt for Adobe PDF file name	Binding: Left
Convert Document Information Advanced Settings	Advanced Settings
PDF/A Compliance: None ~	Resolution: 600 dots per inch
Application Settings	C Pages From: To:
Attach source file	
Create Bookmarks	✓ Optimize for fast web view
Add Links	Default Page Size
Enable Accessibility and Reflow with tagged Adobe PDF	Width: 8.5 Units: Inches
Convert Comments	
Mark PDF/UA Compliant	Height: 11.0
Fit Worksheet to a single page	
✓ Fit to paper width	
Prompt for conversion settings	
	Save As OK Cancel Heip



STATE OF NEVADA









Configure the conversion settings shown in the left image using the exact options shown below, then click on 'Advanced Settings' and adjust the compatibility mode to Acrobat 8.0 (PDF 1.7) PowerPoint-to-PDF conversion. This ensures that most of the formatting is preserved and supports accessibility through the conversion from PowerPoint to PDF.

🔁 Acrobat PDFMaker	Description	ettings to create high quality. Adobe PDF documents suitable for a
Settings Security PDFMaker Settings Conversion Settings: Conversion Settings: Standard Image: Security Image: Security Image: Security Image: Security <td< td=""><td>Advanced Settings</td><td>ettings to create high quality Adobe PDF documents suitable for a wing experience and printing of business documents. Created PDF can be opened with Acrobat and Adobe Reader 7.0 and later.</td></td<>	Advanced Settings	ettings to create high quality Adobe PDF documents suitable for a wing experience and printing of business documents. Created PDF can be opened with Acrobat and Adobe Reader 7.0 and later.



STATE OF NEVADA











The Final Step Left is to Create the PDF

When you click the 'Create PDF' button on the Adobe Acrobat tab, if the document hasn't been saved yet, it will prompt you to save the document first. After that, it will create a copy of the saved document and convert it into a PDF file.





Converting Document to PDF: Part 2





DO NOTUSE: Save as Adobe PDF Option



USING THE "SAVE AS PDF" OPTION IN MICROSOFT OFFICE APPLICATIONS MAY CAUSE MORE ERRORS THAT NEED TO BE FIXED IN ADOBE ACROBAT



STATE OF NEVADA

OFFICE OF THE CHIEF INFORMATION OFFICER



DO NOT use the "Save as PDF" option in Word, Excel or PowerPoint to create an accessible PDF document because this method does not fully preserve or enhance accessibility features.









Topics Covered in this Module:

- Using the NVDA Screen Reader ullet
- ightarrowand making images readable by screen readers
- Opening and manually checking in Adobe ullet





Going through document to check – logical reading order, color contrast, links, compliant tables,







There are 3 issues in Adobe Acrobat Pro's accessibility check tool that need manual review.

Logical Reading Order:

Requires the document's tags to be ordered and numbered in the way someone without disabilities would normally read it. Left-to-Right, Top-to-Bottom.

Color Contrast:

Requires that the text contrasts well enough with the background, refer to Color and Acronyms slide for guidance.

Navigation Links:

Requires to make sure that the links have a destination and are the correct destination.



STATE OF NEVADA



	Accessibility permission flag - Passed
	Image-only PDF - Passed
	Tagged PDF - Passed
(Logical Reading Order - Needs manual check
	Primary language - Passed
	Title - Passed
	Bookmarks - Passed
(Color contrast - Needs manual check
	Page Content (1 issue)
	Tagged content - Passed
	Tagged annotations - Passed
	Tab order - Passed
	Character encoding - Passed
	Tagged multimedia - Passed
	Screen flicker - Passed
	Scripts - Passed
	Timed responses - Passed







As mentioned before, keep the document tagged (numbers circled on the top left of the tagged content) in the order in which someone without assistive technology would read the document.

Reading Order What to Look for:



Top-left of tagged content is a white box that shows numbers. This indicates the order the tags will be read.

Tools to Use for Reading Order:



Order Tool on left-side is used to rearrange reading order. If any content is out of order, select and drag to the correct order.



STATE OF NEVADA

OFFICE OF THE CHIEF INFORMATION OFFICER





Review Reading Order is Correct:

USE ADOBE'S DOCUMENT READER



- 2. Click on Read Out Loud option.
- 3. Select Activate Read Out Loud (or Shift, CTRL and Y buttons)
- 4. Follow steps 1-3, however, select Read This Page Only or when done select Deactivate Read Out Loud



45



If you cannot attend the meeting,



Contrast Ratio

8.53:1



STATE OF NEVADA

OFFICE OF THE CHIEF INFORMATION OFFICER



When checking for color contrast issues, we are comparing the foreground (text) color to the background color.

We use Webaim's color contrast checker as it will also give information on what WCAG standards the contrast ratio might pass. In the example it passes both WCAG AA and AAA.

Color Contrast Checker

Explore the Color Contrast Checker and other invaluable resources to enhance accessibility: <u>WebAim – Ensuring that documents are accessible to all</u>"





Use NVDA to Manually Check Document



How to Check Document using NVDA

• Install and turn on NVDA.

Use the keyboard commands for NVDA to navigate through the document.

- Arrow keys to move through document.
- NVDA key and down arrow to read current line.
- NVDA key and Tab to navigate document's elements.
- Inspect formatting, hyperlinks and alt-text.
- Pay attention to how NVDA reads the document.
- Verify that NVDA reads descriptions of all images.
- Save and Close.



STATE OF NEVADA

OFFICE OF THE CHIEF INFORMATION OFFICER





IT.NV.GOV



Digital Document Remediation Support Contacts













STATE OF NEVADA

OFFICE OF THE CHIEF INFORMATION OFFICER



Michelle Tiscareno – Digital Program Coordinator Michelletiscareno@it.nv.gov

Thanairy Gomez – Trainer Thanairygomez@it.nv.gov

Nickolas Krische – Trainer Nickolaskrische@it.nv.gov

Jason Mallari – Trainer Jason Mallari@it.nv.gov

ADA Remediation– Sends to all Contacts above adaremediation@it.nv.gov







ADDITIONAL INFORMATION AT W3.ORG



• Go further into depth of tables and complex tables.

S <u>Images</u>

• Go further in depth about images.





STATE OF NEVADA





