

ADA Public Interns and Remediation Experts

This training plan has been created by the Division of Information Technology (EITS) Web team and for purpose of training all Public Interns hired to assist State of Nevada employees involved with the American Disability Act (ADA).

Training includes information about the American Disability Act (ADA), what the ADA laws are, why the State of Nevada needs to adhere to the ADA laws, what is the plan to make the State of Nevada become ADA Compliant. Webinars, Remediation Guides, Training classes written within the Web Group, and other training resources are also included. **TOTAL TRAINING HOURS = 30 hours 17 minutes of class and training time**

ADA Intern will be spending their time doing their following functions: *continue to do research and take training courses and webinars to help them stay current with the ADA laws, remediating documents, update or create training materials and webinars, train other agencies' personnel, and do a considerable amount of Manual Testing to ensure that ADA compliant websites & all of the content within is also readable to AT consumer users.*

Getting Familiar with American Disability Act (ADA) Total: 2 hours 40 minutes

1. Review: *What is Web Accessibility?* <https://www.w3.org/WAI/intro/accessibility.php> 2 webinars - 2 hours
2. Watch the webinars at:
http://agencyitservices.staging.nv.gov/NewEnhancements/Webinars/ADA/ADA_Webinars/ on ADA Accessibility – 7 webinars - 15 minutes
3. Explore disabilities to be accommodated:
 - a. Explore *Web Accessibility Perspectives: Explore the Impact and Benefits for Everyone* – 12 webinars - 25 minutes
<https://www.w3.org/WAI/perspectives/>

Taking the ADA Training class on NVeLearn Total: 2 hours

ADA Webinars Total: 1 hours 37 minutes

The following webinars includes information to help the user under ADA standards, Section 508, and available resources.

1. What is ADA Compliance (ADA Webinars)? 6 webinars – 12 minutes - http://ada.nv.gov/Training/ADA_Webinar/.
2. Ektron Essential Training Tutorials – 23 webinars – 45 minutes
http://ada.nv.gov/Training/Ektron_Essential_Training_Tutorials/
3. INET Tutorials – 21 webinars – 40 minutes - https://www.youtube.com/watch?v=uv88-JMS9h4&list=PLNJOOP_o3nR7WkZBrr1JsRoi98QIZip-S

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Remediation Guides - 10 remediation guides – Total: 8 hours

The Remediation guides have been written by the EITS web team to assist our users with HOW TO information. Test documents are also provided for our users so that they can be remediating the test documents when they are going through the Step by Step process.

1. Review ADA Document Remediation (Livestream) – 2:09
2. Review Advanced ADA Document Remediation (Livestream) – 1:18
3. For a Siteimprove Course Guide,
https://go.siteimprove.com/hubfs/Siteimprove%20Academy%20/Siteimprove_Academy_Course_Outline_Accessibility.pdf
 - a. Accessibility for Microsoft Office – 4 courses (est. ½ hour per course)
4. Remediate your documents (Word, PDFs, Excel, PowerPoint) -(8 Remediation Guides, including available resources) http://ada.nv.gov/Training/document_remediation/
 - Download all practice documents and remediate for Word. – (est. 15min)
 - Download all practice documents and remediate for PDF. – (est. 2 hours)
 - Download all practice documents and remediate for Advanced PDF. (est. 2 hours)
 - Download all practice documents and remediate for Excel. – (est. 15min)
 - Download all practice documents and remediate for PowerPoint. – (est. 15min)
5. Remediate your Audio/Video, YouTube (2 remediation guides) -
http://ada.nv.gov/Training/Audio_Video_YouTube_Remediation/
6. HTML Remediation Guides - <http://ada.nv.gov/Resources/HTMLdoc/>

Siteimprove Quick Start Training Course Material – Total: 40 minutes

<http://ada.nv.gov/Training/SiteimproveClassMaterials/>

Siteimprove Academy – 28 training classes – Total: 26.0 hours

Siteimprove courses are available to users who have a Siteimprove License. For additional information regarding classes, please visit <https://siteimprove.com/en-us/resources/e-learning-courses/>. Please NOTE that these classes are certificate based courses.

For a Siteimprove Course Guide,

https://go.siteimprove.com/hubfs/Siteimprove%20Academy%20/Siteimprove_Academy_Course_Outline_Accessibility.pdf

Available classes:

1. Accessibility for Content Contributors and Designers – 10 courses (est. 1 hour per course)
2. Accessibility for Leadership – 8 courses (est. 1 hour per course)
3. Accessibility for Web Developers – 6 courses (est. hour per course)
4. Additional classes are added by Siteimprove throughout the year

Manual Testing

The only way to ensure that your webpages or documents are ADA Compliant is to make sure they are also USABLE by

Assistive Technology (AT) devices (i.e., Jaws, etc.) - http://ada.nv.gov/Siteimprove/Manual_Testing/

Download and print our [Website Accessibility Manual Review Checklist](#)

Download and install our FREE Screen Reader to test your website and documents.

Now, follow the instructions and you will HEAR exactly what a user with an assistive technology device is hearing!

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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 - <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. Douglas County Libraries - <https://www.lynda.com/portal/sip?org=dclibraries.org&triedlogout=true>
 - iv. Lyon County Libraries - <https://www.lynda.com/portal/sip?org=clan.lib.nv.us>
 - v. 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?

3. Click on <https://www.lynda.com/portal/sip?org=clan.lib.nv.us>
 - 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 applying styles to your Word, Excel or PowerPoint documents, please take the applicable classes below:
 - i. Word 20xx Essentials - Course outline – **See Attachment A (time not included in Grand Total)** - http://it.nv.gov/uploadedFiles/ITnvgov/Content/Sections/Application_Development/WebGrp/Accessibility/Word-2010-EssentialTraining.docx
 - ii. Excel 20xx Essentials
 - iii. PowerPoint 20xx Essentials
 - iv. Microsoft Excel 2010 (external word doc - 1.2 MB) - <http://www.gsa.gov/portal/getMediaData?mediaId=204167>
 - v. Excel Document Remediation (external word doc) - <http://www.gsa.gov/portal/getMediaData?mediaId=199823>
 - vi. MS Excel Accessibility Guidance Final Q-v1 (external word doc) - <http://www.gsa.gov/portal/getMediaData?mediaId=199827>
 - vii. Microsoft PowerPoint 2010 (external word doc - 1.9MB) - <http://www.gsa.gov/portal/getMediaData?mediaId=204163>
 - viii. PowerPoint Document Remediation (external word doc)

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- ix. <http://www.gsa.gov/portal/getMediaData?mediaId=199819>
- x. Microsoft PowerPoint 2010. Subtitling text add-in for Microsoft PowerPoint (STAMP) [a nongovernment website] (external word doc)
<http://office.microsoft.com/en-us/powerpoint-help/sub-titling-add-in-for-microsoft-powerpoint-stamp-HA102540315.aspx>

Creating PDFs

It is much easier and quicker to add accessibility features to a word, Excel or PowerPoint (the source) 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)
<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

Attachment A- Word 2010 Essential (Lynda.com) Instructions Total 2 hours 22 minutes

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 **Total: 28 minutes**

- Changing line spacing – 5 minutes
- Using indents and setting tabs – 7 minutes
- Creating a bulleted or numbered list – 6 minutes
- Keeping text together through page breaks – 5 minutes
- Applying shading and borders to paragraphs - 5 minutes

Using Styles for More Effective Formatting **Total: 51 minutes**

- Power formatting with styles – 8 minutes
- Changing a document's theme – 7 minutes
- Changing style sets, color sets, fonts and paragraph spacing - 4 minutes
- Applying Quick Styles and clearing formatting – 5 minutes
- Creating a Quick Style set - 6 minutes
- Using the Navigation pane with styles -3 minutes
- Easily creating a table of contents -6 minutes
- Restricting formatting to a selection of styles - 5 minutes
- Creating a multilevel list using styles – 7 minutes

Working with Tables **Total: 30 minutes**

- Converting text to tables - 4 minutes
- Formatting tables for readability – 4 minutes
- Sorting table data - 5 minutes
- Merging, splitting, and formatting cells to create a form - 9 minutes
 - 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 – 3 minutes
note: you can make a table accessible by including table headings and associating the headings with columns or rows.
- Using Quick Tables – 5 minutes

Illustrating a Document **Total: 10 minutes**

- Converting text to tables - 4 minutes
- Applying styles to graphics - 6 minutes

Document Building Blocks **Total: 11 minutes**

- Understanding building blocks - 4 minutes
- Numbering pages and applying headers and footers - 7 minutes

Modifying Page Layout **Total: 6 minutes**

- Inserting sections to organize a document - 6 minutes

Sharing Documents **Total: 6 minutes**

- Trouble-free document sharing - 6 minutes