# Remediation Training Class – EITS Web Development Team

# **Source Documents:** <http://adanew.staging.nv.gov/Training/document_remediation/>

* Bad Word document
* How to use the accessibility checker
* How to export correctly
* Make sure to add a title to the word doc
* Add alt text to images and tables
* Accessible Letterheads

## **First steps:** <http://adanew.staging.nv.gov/Training/document_remediation/>

* Adobe Acrobat pro
* Tools Menu right and left menu
* Three steps in beginning of all PDF’s

## **Simple Docs:** <http://adanew.staging.nv.gov/Training/document_remediation/>

* Full check
* Identify Errors
* How to fix errors in document
* How to remove
* How to set table headers and summary
* How to assign alt text to images

## **Scanned documents:** <http://adanew.staging.nv.gov/Training/document_remediation/>

* How to remove images
* How to use the Enhance Scan tool
* When to background or artifact
* When to use the Action Wizard

## **Redacted Material:**

* How to listen to the document
* How to assign text as figures and insert text
* Explain that all screen reader cannot identify colored text or omitted material

## **Fillable documents:** <http://adanew.staging.nv.gov/Training/document_remediation/>

* How to create a fillable document
* How to properly name form fields
* How to correct the reading order

## **Reference Material:**

* All class training materials <http://adanew.staging.nv.gov/Training/document_remediation/>
* Siteimprove landing page <http://ada.nv.gov/Siteimprove/Siteimprove/-> SLA questions [jdiarte@admin.nv.gov](mailto:jdiarte@admin.nv.gov)
* Word training <http://ada.nv.gov/uploadedFiles/adanvgov/content/Users/adanvgov/PDF-ADA-RemediationTraining.pdf>
* Siteimprove Academy- <https://siteimprove.com/en-us/resources/e-learning-courses/>
  + Accessibility for Microsoft Office (word, Outlook, PowerPoint, Excel) - <https://siteimprove.com/en-us/resources/e-learning-courses/accessibility-for-microsoft-office/>
* ADA Assistance for AT Consumers - <http://adahelp.nv.gov/>
* Manual Testing- <http://adanew.staging.nv.gov/Siteimprove/Manual_Testing/>   
  Screen Reader <http://ada.nv.gov/Resources/Course-Resources/>
* State of Nevada Outreach <http://outreach.staging.nv.gov/PIO/Training/>
* Las Vegas training- TBD (video conferencing)

Class presented by Robert Shrader and Eric Gildark [StateWeb@admin.nv.gov](mailto:StateWeb@admin.nv.gov) – Electronic version - <http://ada.nv.gov/training/>

NOTE: If you need training documents from class, contact Robert Shrader [StateWeb@admin.nv.gov](mailto:StateWeb@admin.nv.gov)

*You will be receiving a Feedback form in the very near future. Please respond so we can modify our classes to provide you the best training!*

**Quick Tips and Tricks**

Word:

* Give a title to the document by selecting file and add a title.
* Export document to save all formatting by selecting Create PDF/XPS Document instead of save as PDF.
* Make sure all images have alt text.
* Make sure all table have a table summary and table headers identified.

PDF

* Set tools on the left and right side for remediation.
* First three steps:
  1. File, Properties, Description tab- “Give document a title”.
  2. Initial view tab- “Set to Document title”.
  3. Advanced tab- “Set Document language”.
* Manual review errors on every PDF.
  1. Logical Reading Order
  2. Color Contrast
* Read aloud feature in Adobe Acrobat Pro DC
* Ctrl/Shift key shortcut when encapsulating text.
* Tables must have a summary and header identified.
* NVDA download