



sight



mobility



neurologic



cognitive



hearing

Managing Sec. 508

Practical Strategies for Creating Accessible PDFs within Cross-Media Publishing



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Presented by

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Quick Overview: What's New in the Sec. 508 Refresh



Expanded to Apply to all ICT

ICT — Information Communication Technology

Broad term includes all forms of digital communication.

Not just websites, but **documents**, media, blogs, social media, etc.



Clarifies What's Covered

All **public-facing** ICT

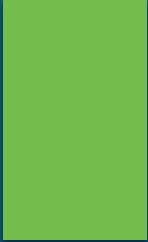
9 categories of **non-public-facing** ICT, including personnel actions, questionnaires or surveys, templates or forms, education or training materials, web-based intranets.

All forms of federal ICT, regardless of file format or method of distribution.



A man with Down syndrome, wearing glasses, a dark suit, a white shirt, and a blue patterned tie, is sitting at a green metal table outdoors. He is looking directly at the camera with a slight smile. A laptop is open on the table in front of him, and his hands are resting on the keyboard. The background is a blurred outdoor setting with green foliage and a warm, golden light.

Includes More People

A solid green rectangular bar is located in the top right corner of the slide.

Accessibility is
also for people
with cognitive,
language, and
learning
disabilities.

Defines the Accessibility Standards

Includes by reference these international accessibility standards:

WCAG 2.0 for websites and HTML information

PDF/UA-1 for PDF files



The US Access Board



UNITED STATES ACCESS BOARD

Advancing Full Access and Inclusion for All

Details are at the US Access Board's website.

www.access-board.gov/guidelines-and-standards/communications-and-it/about-the-ict-refresh



**Putting Sec. 508 into
action is the main topic
of this session.**



Strategies for Accessible PDFs

How documents are made accessible

What to do about legacy PDFs

Who does which tasks

What software tools are needed

How much training is needed



Where to Begin

PDFs are exported from source documents, such as

- Word
- Excel
- PowerPoint
- Adobe InDesign
- And other programs



Therefore...

For most of your **current documents**,

**Accessibility starts
with the first word
written in MS Word.**



Do It Right from the Start

The exported PDF will be compliant, or nearly compliant, needing little remediation.

Latest software has better accessibility tools:

- MS Office
- Adobe InDesign

Huge improvement in these software tools within the last year.



Here's What Makes It Work

- Use the most current version of MS Office, InDesign.
- Train staff how to make accessible documents (teach a person to “fish”).
- Create accessible templates, make it easy.
- Train staff how to quickly check the basics of their files.
- Have experts available for the tough files (in-house and contractors).



It's Not Difficult!

But it's not intuitive, either.

- ✓ A small amount of training reaps long-term skills and compliance.
- ✓ The knowledge lasts a lifetime.



Benefits of this Strategy

- **Reduces your “time to publishing.”**
(Faster to create a final compliant document)
- **Reduces your total costs to be compliant.**
- **Ensures your current documents will still be compliant in the future.**
- **Employees with disabilities have access to compliant source documents, too.**



Cross-Media Benefits

- Accessible source documents are more easily converted to EPUB and HTML formats...all accessible.
- Are more seamlessly imported into Adobe InDesign for desktop publishing.
- Can work better with SharePoint and other content management systems (CMS).



Millions of Legacy Documents

The Safe Harbor clause won't cover many of them.

Your decision:

- Remediate them (in-house or out-source)
- Refresh and republish the information
- Remove them from the public website or archive them.

Costly and time-consuming.

Colleagues presenting later today have solutions.



Who Does What & the Tools They Need

Because it takes a team to publish a document, each member of the team must do their part of accessibility.

Everyone is responsible.



Everyone on the team is responsible!



Manager



Author/SME



Editor



Web Masters



Designers



A Basic Workflow for Sec. 508

Writer / SME



- Add tags/styles
- Metadata
- Alt-Text
- Captions

508 Technician



- Tweaks the 508 features



A Better Workflow for Sec. 508

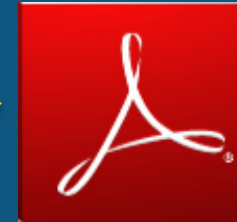
Writer / SME → Editor → 508 Tech.



- Add tags/styles
- Metadata
- Alt-Text
- Captions



- Checks tags/styles
- Polishes Metadata
- Polishes Alt-Text
- Polishes Captions



- Tweaks the 508 features



The Desktop Publishing Workflow

Writer / SME → Editor → Designer → 508 Tech.



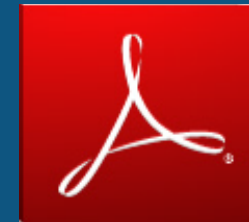
- Add tags/styles
- Metadata
- Alt-Text
- Captions



- Checks tags/styles
- Polishes Metadata
- Polishes Alt-Text
- Polishes Captions



- Maintains tags/styles
- Maintains Metadata
- Maintains Alt-Text
- Maintains Captions
- Sets reading order



- Tweaks the 508 features



Tools and Training

Staff	Required Software	Recommended Training
<p>All employees</p>	<ul style="list-style-type: none"> • MS Office 2016/365 • Adobe Acrobat <u>Pro</u> DC 2018 	<ul style="list-style-type: none"> • Refresher in Word and PowerPoint • Training in making accessible email • Basic training in how to check PDFs for compliance • Training in how to use templates
<p>Graphic Designers/VIS</p>	<ul style="list-style-type: none"> • MS Office 2016/365 • Adobe Acrobat <u>Pro</u> DC 2018 • Adobe Creative Suite (which includes Acrobat Pro DC) 	<ul style="list-style-type: none"> • Refresher in Word • Basic training in how to check PDFs for compliance • Advanced training in making compliant PDFs from Adobe InDesign (desktop publishing software) • Advanced training in making templates in Word, PowerPoint, and InDesign for use by other staff
<p>Sec. 508 Document Specialists</p>	<ul style="list-style-type: none"> • MS Office 2016/365 • Adobe Acrobat <u>Pro</u> DC 2018 • Remediation software • Accessibility checking software, in addition to the checkers built into Adobe Acrobat DC and Word 2016/365. • Screen readers: JAWS, NVDA 	<ul style="list-style-type: none"> • Advanced training in Word (advanced features) • MOS certification • Advanced training in how to check, test, and remediation PDFs for compliance • Adobe ACE-Acrobat certification



Thank You!

My pleasure to work with you today.

—Bevi Chagnon

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A young child with a learning disability using assistive technology to read.

**Accessibility:
Essential for some,
beneficial to all.**

**Estimate:
30-50 million people have a
disability that affects their
ability to use a computer.**