

Step by Step Instructions for Ensuring That All Your Materials Are 508 Compliant and Accessible

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What is 508 Compliance?

- Amendment to the *Rehabilitation Act of 1973*.
- **Requires** Federal agencies to make electronic and information technology accessible to individuals with disabilities
- The law **applies to all Federal agencies** when they develop, procure, maintain, or use electronic and information technology
 - By extension, the law also applies to **all grantees and contractors** funded by a Federal agency.

For more, see: www.section508.gov/index.cfm

Why is it Important?

- **Eliminates barriers** in information technology
- Makes available **new opportunities** for individuals with disabilities
- The goal is for individuals with disabilities to have **access to** and be able **to use** information and data that are comparable to the access and use by individuals without disabilities.

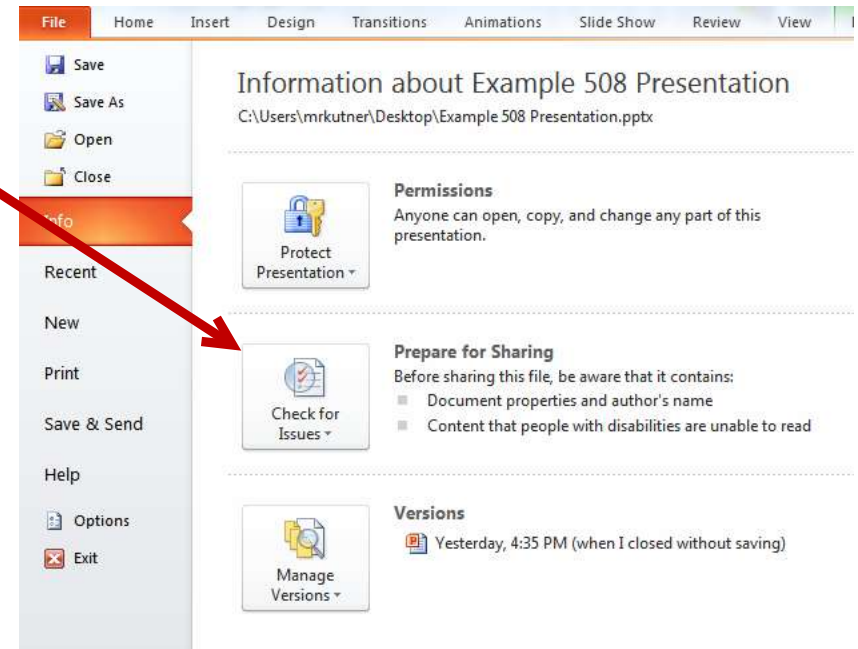
*In other words, having a disability should **not** put someone at a disadvantage when they are trying to access your presentation*

Making Documents Compliant: General Guidelines

- Screen readers
 - What they see is **different** than what we see
 - For more, click on: <http://webaim.org/techniques/screenreader/>
- Alternative text (**alt text**)
 - Conveys the same essential information
 - No information or function is lost
 - Purely decorative images do **not** need alt text
- Information Layout

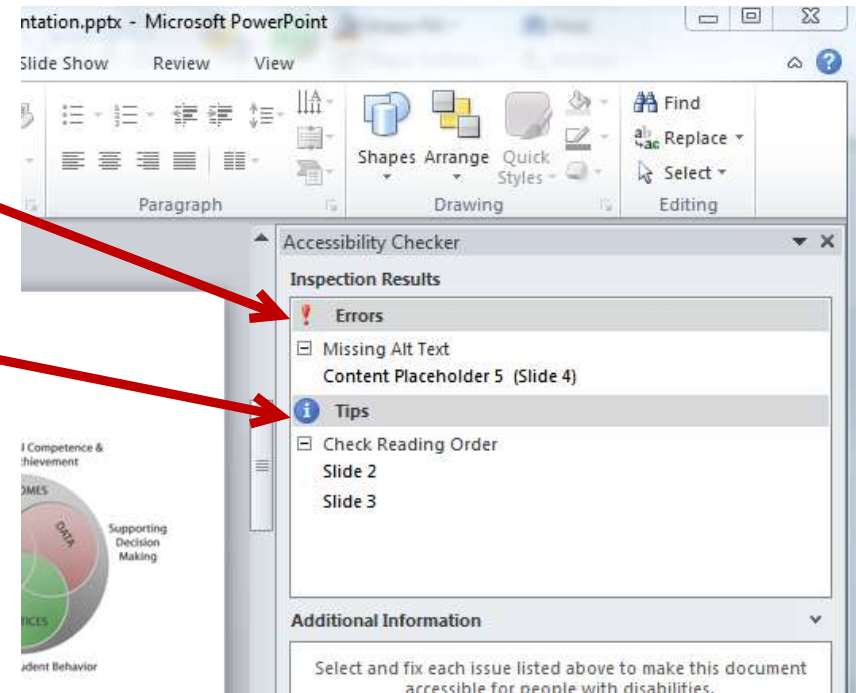
Accessibility Checker in Microsoft Office

- To run Accessibility Checker:
 - Click:
File > Info > Check for Issues
 - This will open a drop-down menu (not shown to the right) click on the second option titled '**Check Accessibility**'



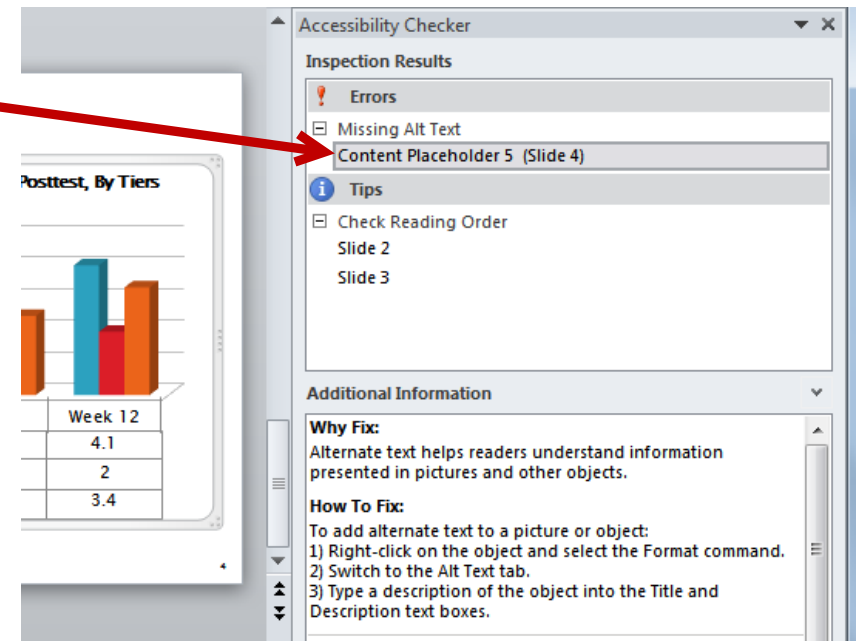
Inspection Results

- **Errors** are items that you need to fix to make the document accessible
- **Warnings and Tips** are things that you should review to make sure they are accessible



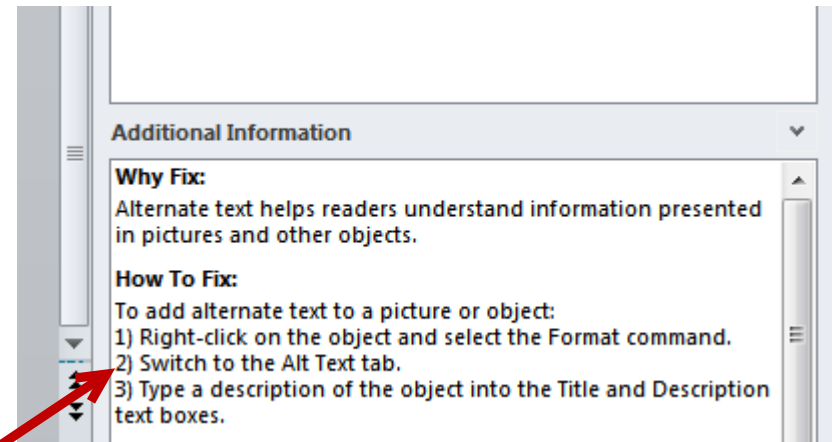
Addressing Inspection Results

- Click the first item underneath **'Errors'**.
 - It will take you automatically to the slide that needs to be fixed.
 - When it is corrected, the slide will automatically be removed from the list



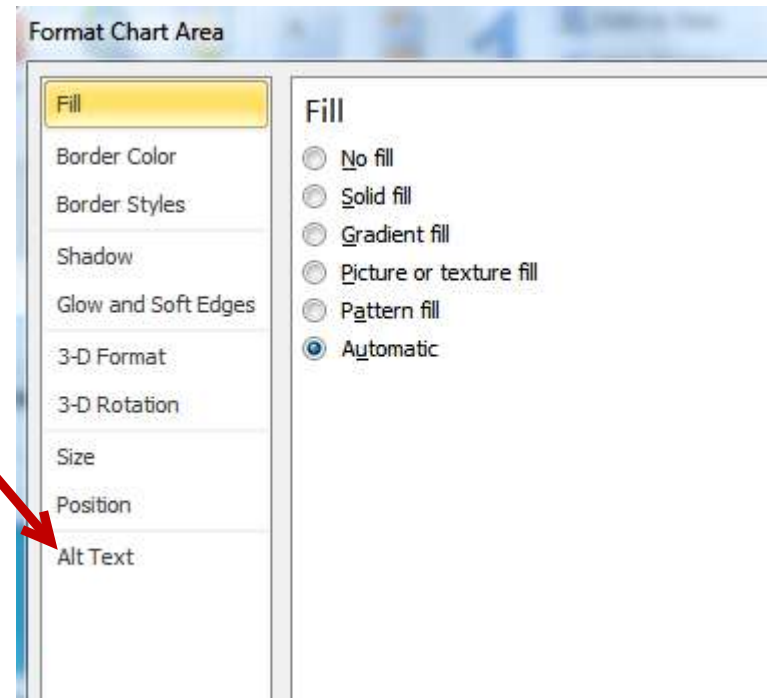
Additional Information Box

- This will have:
 - a brief **explanation** of what needs to be fixed, or
 - **why** the slide was marked, as well as
 - step by step **instructions** on how to fix it.



Adding **Alt Text** to a Graph or Image

- **Right click** image
- Go down to the bottom of the box and select '**Alt Text**'



Adding a Description

Remember that a description should contain the **basic information** that an image is being used to convey

For example, the graph below can be described as: *“triple bar graph showing increased willingness to share for Tier 3 students across Baseline, Week 4, Week 8 and Week 12. No change for Tier 2 or Tier 1 students”*

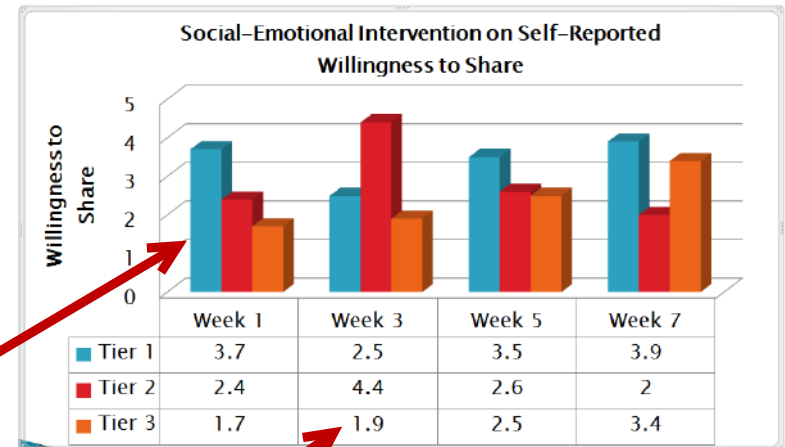
Include:

Main measures and trends of graphs.

Avoid:

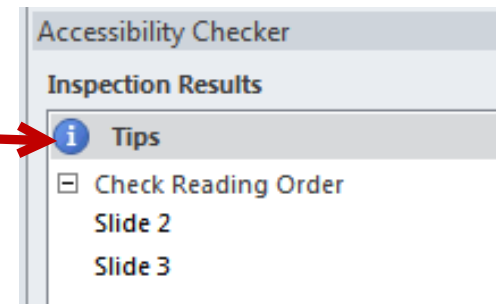
Getting bogged down in **extraneous details**.

For example, no need to list the exact measures listed in the table beneath the graph



Check Reading Order: Overview

- This is frequently a suggestion that will come up underneath **'Tips'**
- **Why** it is important:
 - When screen readers view a PPT or document, it has **no way to understand** the information holistically—it decides what order to read information based on the **formatting** of the page and **internal document code**.
 - This is particularly important if you use **text boxes** and **images**

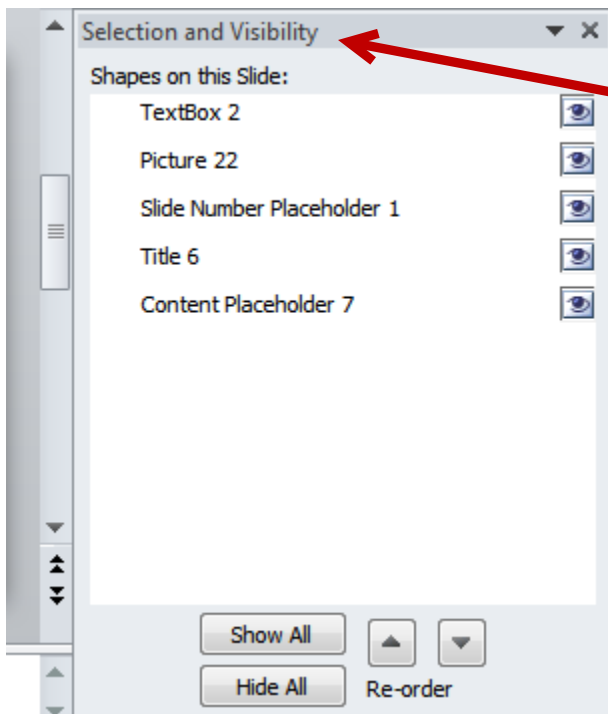


Check Reading Order: Step 1

- On the '**Home**' tab, select '**Arrange**'
- A drop-down menu will appear; select '**Selection Pane**', which will be at the very bottom



Step 2: Re-ordering



- All of the slide's components will be listed on the right in the box titled '**Selection and Visibility.**' The order that a screen reader will recognize and read out the slide components is listed from bottom to top
- Use the arrows at the bottom to rearrange the order that the components are recognized.
- The exact order of each slide may vary based on its content.
- However, we suggest that you set up the slide so that the:
 - **Slide Number** is *first* (which means at the very bottom), and
 - **Title** is *second* (second from bottom).

Non-Essential Images

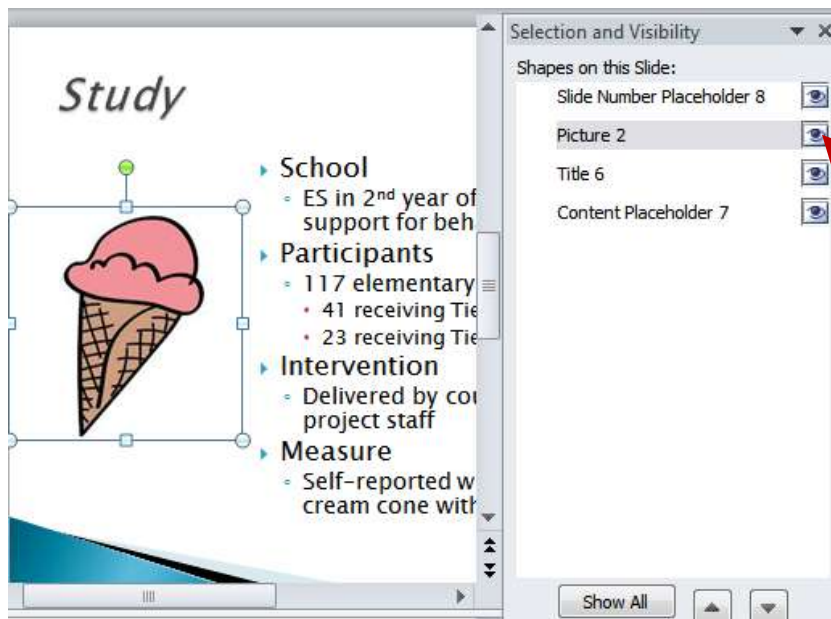
- Purely **decorative** images (including logos), do **not** need descriptions; however, many screen readers will try to provide a description of an image's shape and size, which can end up adding ambiguity or confusion.
 - For example, the ice cream cone on the slide on the left does not contain essential information and should be **removed** for electronic version.

Study



- ▶ **School**
 - ES in 2nd year of multi-tiered system of support for behavior.
- ▶ **Participants**
 - 117 elementary school students
 - 41 receiving Tier 2 behavior supports
 - 23 receiving Tier 3 behavior supports
- ▶ **Intervention**
 - Delivered by counselor, trained by project staff
- ▶ **Measure**
 - Self-reported willingness to share ice-cream cone with neighbor.

How to Remove Non-Essential Images



- Begin the same way you do when you re-order images:
 - Go to '**Home**' Toolbar > click '**Arrange**' > in drop-down menu go to the bottom for '**Selection Pane**'
- Click on the small icon that looks like an **eye** to remove photo.
 - The image will disappear from the slide, as will the eye icon.
 - **Note** that this will **not** permanently remove the image—it can be added back live by clicking on the blank square again.

Incorporating Non-Essential Images into Slide Background

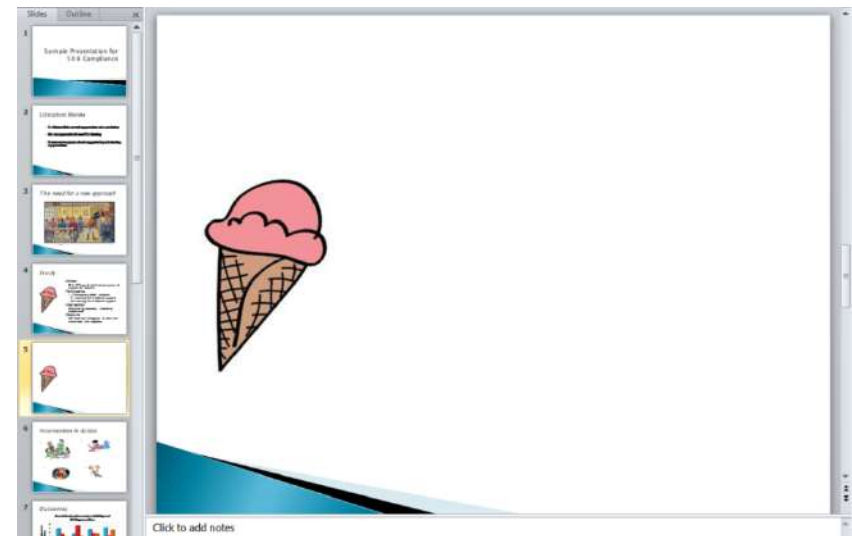
This will allow you to include a visual with non-essential information in a way that it is *not* picked up or described by a screen reader to reduce confusion

■ Step 1

- **Copy** the slide that has an image you want to keep.

■ Step 2

- **Remove** all textual content in the copy of the slide, so that only the background and images remain. Make sure that this copy of the slide is selected and open on your screen relatively big.



Incorporating Non-Essential Images into Slide Background, *cont'd*

■ Step 3

- **Open** your computer's application that will take a photo of your screen. If you are not sure where to find it, run a search of your applications.
 - **PCs:** the application is called '**Snipping Tool**'
 - **Macs:** the utility is called '**Grab**', or you can press *Command-Shift-4*. A cross-hair cursor will appear and you can click and drag to select the area you wish to capture.

■ Step 4

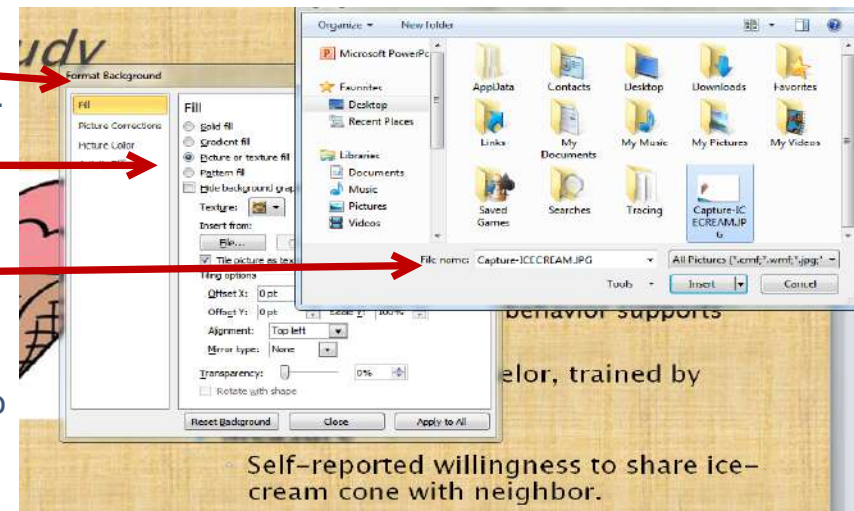
- Use the tool to take a photo of the copy of the slide you made in Step 2 (with images and no text) – and save the file.

Incorporating Non-Essential Images into Slide Background, *cont'd*

■ Step 5

Go to the original slide that you had copied. Change its background by:

- Right clicking on the slide and select **'Format Background'**
- **'Fill'** should be open and highlighted (if not, select). Then in the menu on the right, select **'Picture or Texture Fill'**
- Open the photo you saved in Step 4, by going to **'Insert From'**—and clicking on the **'File'** button below it.



■ Step 6

- This should update the background of your slide so it incorporates the image. Delete the original images, so they are not picked up by screen readers. You can apply this type of change to all slides by pressing **'Apply to All'**, or multiple slides at the same time by clicking on them using the **Ctrl** key and repeating the steps above.

Completing an **Accessibility Check** in Microsoft Office

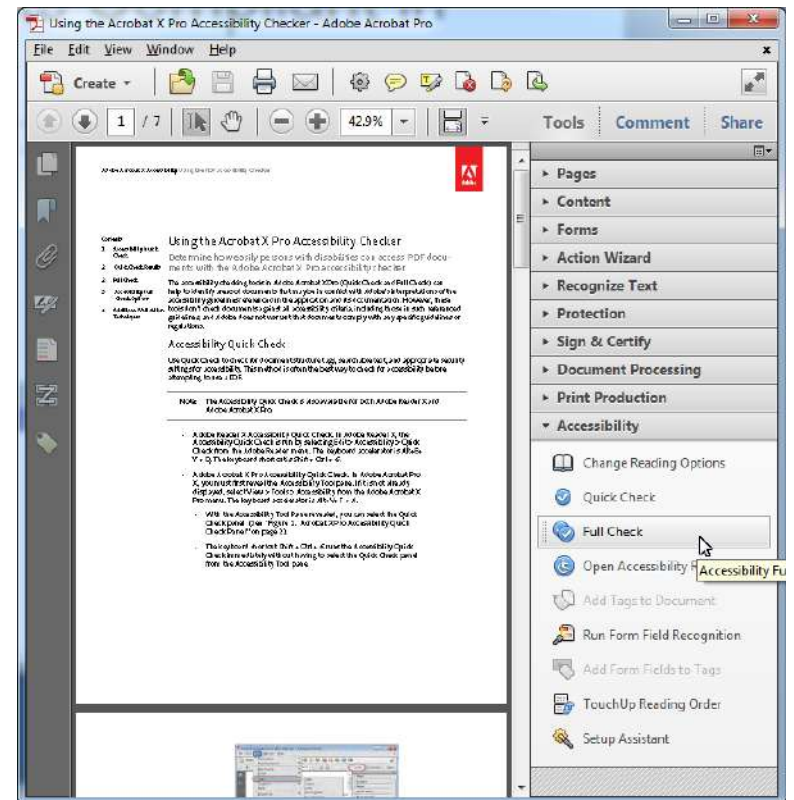
- When you finish making updates to a slide, it will disappear from the '**Accessibility Checker**'
- Go through each slide until there are no more that are marked as **Errors**.

Making Documents Compliant in Adobe Pro

■ PDF

- View →
- Tools →
- Accessibility →
- Full Check

www.adobe.com/accessibility/products/acrobat/pdf/acrobat-x-accessibility-checker.pdf



Resources to Support Accessibility

- Appropriate Use of **Alternative Text**
 - <http://webaim.org/techniques/alttext/>
- **GSA** Tutorials, Guidance, and Checklists:
 - <http://www.gsa.gov/portal/content/103565>

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