Welcome to the Section 508 Best Practices Webinar Series

A collaborative program between the
Accessibility Community of Practice of the CIO Council and The U.S. Access Board

**The Session is Scheduled to begin at 1:00pm Eastern Time
We will be testing sound quality periodically**

Audio and Visual are provided through the on-line webinar system. This session is closed captioned. Individuals may also listen via telephone by dialing 1-712-432-3066 Access code 148937 (This is **not** a Toll Free number)

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www.adaconferences.org/CIOC

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- The audio for today's webinar is being broadcast through your computer. Please make sure your speakers are turned on or your headphones are plugged in.
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Listening to the Webinar, *continued*

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Listening to the Webinar, *continued*

MOBILE Users (iPhone, iPad, or Android device (including Kindle Fire HD))

Individuals may listen** to the session using the Blackboard Collaborate Mobile App (Available Free from the Apple Store, Google Play or Amazon)

**Closed Captioning is not visible via the Mobile App and limited accessibility for screen reader/Voiceover users

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Captioning

- Real-time captioning is provided during this webinar.
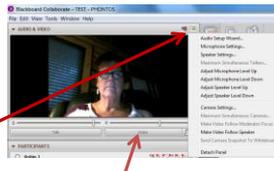- The caption screen can be accessed by choosing the ☒ icon in the Audio & Video panel.
- Once selected you will have the option to resize the captioning window, change the font size and save the transcript.

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Sign Language Interpreter

- Video Sign Language Interpreter is available for this session
- To access the Sign language Choose "Video" from the Audio and Video Panel. This will open a video window.
- To ensure that your system retains focus on the Sign Language Interpreter make sure that **everything** is **unchecked** in the **options menu**

Select Video

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Sharing Desktop

- Today's session will be utilizing the "Sharing Desktop" feature within Blackboard Collaborate Web Conferencing.
  - **The presenters will navigate their desktop and conduct demonstrations during the session. The focus will be taken away from the Whiteboard within the Webinar Platform.**
  - Participants using Screen Readers will not be able to read the content of the desktop. The presenter will orient participants to the content that will be the focus of the presentation.

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Submitting Questions

- **You may type and submit questions in the Chat Area Text Box or press Control-M and enter text in the Chat Area**

- **If you are connected via a mobile device you may submit questions in the chat area within the App**

- **If you are listening by phone and not logged in to the webinar, you may ask questions by emailing them to info@adaconferences.org**
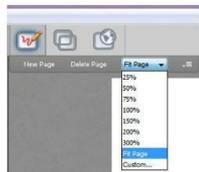
Please note: This webinar is being recorded and can be accessed on the Section 508 Best Practice Webinar Series website at www.adaconferences.org/CIOC within 24 hours after the conclusion of the session.

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Customize Your View

- Resize the Whiteboard where the Presentation slides are shown to make it smaller or larger by choosing from the drop down menu located above and to the left of the whiteboard. The default is "fit page"

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Customize Your View *continued*

- Resize/Reposition the Chat, Participant and Audio & Video panels by "detaching" and using your mouse to reposition or "stretch/shrink". Each panel may be detached using the ▪ icon in the upper right corner of each panel.

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Technical Assistance

- If you experience any technical difficulties during the webinar:
  1. Send a private chat message to the host by double clicking "Great Lakes ADA" in the participant list. A tab titled "Great Lakes ADA" will appear in the chat panel. Type your comment in the text box and "enter" (Keyboard - F6, Arrow up or down to locate "Great Lakes ADA" and select to send a message); or
  2. Email info@adaconferences.org ; or
  3. Call 877-232-1990 (V/TTY)

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Accessible Electronic Documents: Authoring Guide for Making An Accessible Document in MS Word 2010

Moderator:
Timothy Creagan, Senior Accessibility Specialist, U.S. Access Board

Presenters:
Holly Anderson, Policy Liaison for Individuals with Disabilities, Office of Postsecondary Education, U.S. Department of Education

Crystal Jones, Management and Program Analyst, Office of the Chief Information Officer, U.S. Department of Education

January 27, 2015

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This webinar is sponsored by:

CIO COUNCIL

cio.gov

UNITED STATES ACCESS BOARD

access-board.gov

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Welcome

- Webinar series: "Best Practices in Federal Section 508 Implementation"

  - This webinar is part of a series. Other presentations can be viewed at:
  - http://www.adaconferences.org/CIOC/Archives/ and
  - https://efedlink.org/allqual/resource-shared-webinars.cfm

- A **best practice** is a policy, process, procedure or technique proven effective over time and repeatable by multiple agencies.

- A best practice is generalized so that diverse agencies may use it in their own organizations but specific enough to provide useful guidance and instruction.

- The CIO Council's Accessibility Community of Practice has published a library of 508 Best Practices at www.Section508.gov

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Section 508 Best Practices Webinar upcoming DATES for 2015:

- Webinars dates will be bi-monthly during 2015. January, March, May, July, September, November

- Next Webinar: March 31, 2015 – Topic: TBD Time: 1:00 to 2:30 p.m. ET

- Future webinar dates and topics are forthcoming

Past webinars are ARCHIVED:
- http://www.adaconferences.org/CIOC/Archives
- https://efedlink.org/allqual/collaborate-webex-archive.cfm

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Section 508 Best Practices Webinar Series 2013 –2015

▸ For more information, contact the Education Subcommittee co-chairs:

◦ Tim Creagan – creagan@access-board.gov
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Presenters

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Holly Anderson, Policy Liaison for Individuals with Disabilities, Office of Postsecondary Education, U.S. Department of Education

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Agenda

▸ Introduction

▸ Learning Objectives for today's webinar:

◦ Author an accessible 2010 Word document
◦ Identify accessible content
◦ Identify inaccessible content

▸ Q& A –

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Demonstration

▸ Please access Accessible Electronic Documents: Authoring Guide for Making An Accessible Document in MS Word 2010 at http://www2.ed.gov/web-guidance/accessibility-requirements.html

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RESOURCES

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Resources

Accessible Electronic Documents: Authoring Guide for Making An Accessible Document in MS Word 2010 – http://www2.ed.gov/web-guidance/accessibility-requirements.html

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Questions and Answers

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