

Welcome

This webinar is part of a series showcasing “Best Practices in Federal Section 508 Implementation”. Other presentations can be viewed at:

- www.adaconferences.org/CIOC/archives and
 - www.fedlink.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.

1

1

Section 508 Best Practices Webinars

Webinars are bi-monthly:

- January, March, May, July, September, November

Next Webinar: July 21, 2020

- Topic: Accessible Virtual Meeting Platforms
- Time: 1:00 to 2:30 p.m. Eastern

This webinar series is a collaborative program between the Accessibility Community of Practice of the CIO Council and The U.S. Access Board.

2

2

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3

3



Accessible Office Documents

Nicshan Floyd, U.S Department of Homeland Security/Office
of Accessibility Systems & Technology

CIOC Section 508 Best Practices Webinar Series
May 26, 2020

14

4

Agenda

1. Creating Accessible Office Documents, including:
 - Word documents
 - PDFs
 - Spreadsheets
 - PowerPoint files
2. Review best practices and resources developed by the Accessible Electronic Documents Community of Practice
3. Address pre-submitted questions submitted by the audience and live questions during this presentation

5

5

Materials for use during the demonstration:

- The documents can be found at <https://www.section508.gov/create>
- They should be downloaded BEFORE the presentation so that users have them available during the presentation.
- User guides, checklist and training videos:
 - <https://www.section508.gov/create/documents> Documents
 - <https://www.section508.gov/create/pdfs> PDFs
 - <https://www.section508.gov/create/presentations> Presentations
 - <https://www.section508.gov/create/spreadsheets> Spreadsheets

6

Nicshan Floyd – Live Demonstration

INSTRUCTIONS:

- Participants will be able to see Nic’s presentation if they are logged into the webinar platform.
 - Go to www.adaconferences.org/CIOC and login to your account. Select “My Sessions” tab at the top of the screen and select today’s session to login
- See emailed instructions or instructions in the PowerPoint Handout for other options if you cannot login to the webinar platform

18

7

Creating Accessible Word Documents

- <https://www.section508.gov/create/documents>
 - **Training Videos**
 - [How to Make an Accessible Document in Microsoft Word](#)
 - **Microsoft Word 2016**
 - [DRAFT Microsoft Word 2016 Basic Authoring and Testing Guide](#) (MS Word, March 2019)
 - [Microsoft Word 2016 Printable Accessible Testing](#) (MS Word, June 2019)

8

Creating Accessible PDFs

- <https://www.section508.gov/create/pdfs>
 - **Training Videos**
 - [How to Test and Remediate PDFs for Accessibility Using Adobe Acrobat DC](#)
 - **Adobe Acrobat DC Portable Document Format (PDF)**
 - [PDF Testing and Remediation Guide](#) (MS Word, March 2019)
 - [PDF Testing Checklist](#) (MS Word, June 2019)

9

Creating Accessible Presentations

- <https://www.section508.gov/create/presentations>
 - **Microsoft PowerPoint 2016**
 - Guidance developed by the Accessible Electronic Documents Community of Practice (AED COP).
 - [Microsoft PowerPoint 2016 Authoring and Testing Guide](#) (MS Word, March 2019)
 - [Microsoft PowerPoint 2016 Testing Checklist](#) (MS Word, March 2019)

10

Creating Accessible Spreadsheets

- <https://www.section508.gov/create/spreadsheets>

- **Training Videos**

- [How to Author and Test Microsoft Excel Worksheets for Accessibility](#)

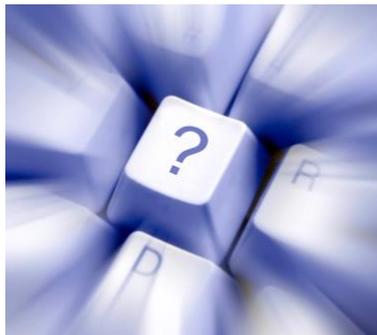
- **Microsoft Excel 2016**

- [Microsoft Excel 2016 Basic Authoring and Testing Guide](#) (MS Word, March 2019)

- [Microsoft Excel 2016 Printable Accessible Testing Checklist](#) (MS Word, March 2019)

11

Questions from the Audience?



34

12



Resources and Contact Information

13

13

Resources

- Revised 508 Standards:
 - www.access-board.gov -> [ICT Refresh](#) -> [Final Rule](#) -> [Single File Version](#)
- Create accessible products -user guides, checklist and training videos:
 - <https://www.section508.gov/create/documents> Documents
 - <https://www.section508.gov/create/pdfs> PDFs
 - <https://www.section508.gov/create/presentations> Presentations
 - <https://www.section508.gov/create/spreadsheets> Spreadsheets
- Test for Accessibility — www.section508.gov/test

14

14

Contact information

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22

15



Contact us! U.S. Access Board

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16

16

**Thank you for participating in
today's webinar**



**Next session:
July 21, 2020
Accessible Virtual Meeting Platforms**

17

17