

How to not get sued: eAccessibility for Section 508 and ADA— Updated to include Revised Section 508 and WCAG

Course Summary

Description

Now covering WCAG 2.0 and 2.1!

It used to be that the only way to comply with Web accessibility standards for persons with disabilities or difficulties was to publish content in HTML. One of the most exciting parts of Revised Section 508 and WCAG 2.0 is that it has become feasible for you to choose formats such as PDF and Office documents as the only container for certain content on your Web site ... but only if you know how. We've worked with Adobe, Microsoft, and other experts to put together this comprehensive and powerful course, where attendees walk away with immediately-applicable tips and techniques to make documents accessible.

De-mystify how to make documents accessible whether your source is Word, Excel, PowerPoint, InDesign... or existing PDFs! Sometimes the best way to provide content in an accessible format is to choose the right document format. Depending on your objective, whether to reduce costs, or to share knowledge and processes more effectively, starting with the right format can make the greatest difference.

Most adults suffer from some level of disability or difficulty that can be mitigated through accessible technologies. And when we design for the extremes, everyone benefits.

Not only will you conform to the standards (e.g., WCAG, PDF/UA, Accessible EPUB) and comply with the regulations (e.g., Revised Section 508 and ADA) you'll be broadening the audience for your content while enriching the experience of existing users.

Our course includes a thorough review of all pertinent standards that apply to accessible documents, including other policies which call for WCAG Level A and AA compliance. These standards allow any document type to be your only format (if you'd like), but only if your document is truly accessible ... and that is poorly understood. We'll cover everything from tables to charts to fonts to fillable forms and testing recommendations.

Not only will you leave with ideas you can use right away, you may also gain a whole new attitude towards how technology can improve lives. By the end of the course, you will not only be aware of why accessibility and standards affect everyone: you'll be equipped with a thorough understanding of what needs to be done and how, including tools and testing techniques. Each participant leaves with a comprehensive learning guide, detailing every relevant accessibility success criterion, packed with optional additional material to use after the course.

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Course Summary (cont.)

Description cont.

This course incorporates learning principles and activities appropriate to a variety of learning styles, and qualifies for CEUs.

Now that PDF is recognized as a legitimate primary format for accessible publishing, there's a need for people to understand what constitutes sufficiently-accessible PDF, and the steps to get there with the least expense and effort. Although most professional developers now create content with some awareness of browser incompatibilities and platform dependencies, they still experience difficulties with emerging accessibility standards. Much PDF continues to be developed based on assumptions that don't address the specific needs of people with disabilities and difficulties and thus fail to deliver the promise of accessible PDF.

Objectives

At The End Of This Course, You Will:

- Know Many Techniques You Can Apply Right Away To Make Accessible Documents And Online Content, To Reach A Wider Audience
- Have A Comprehensive Understanding Of W3C WCAG And Current Government Accessibility Policies, And How To Meet Them
- Be Able To Make Informed Decisions As To Which Document Is The Right Medium
- Be Able To Make Informed Decisions As To When To Make Documents Accessible On Your Own Vs. Outsourcing
- Understand Better The Experience Of Those With Disabilities Using Documents And Viewing Apps
- Know You're Doing The "Right Thing" By Ensuring Accessibility For All

Audience

This course is targeted to all project managers, product designers Webmasters, production coordinators, IT professionals, strategists, and controllers, involved in developing documents and websites

Topics

- Introduction to Section 508 and ADA, and related legislation
- Why should we care?
- Challenges and assistive technologies
- Building accessibility and usability into every step of the publishing process
- Introduction to WCAG
- Techniques for creating and remediating accessible documents and templates
- Testing, evaluation methodologies, and quality assurance
- Strategies Beyond WCAG 2.0 AA
- Next steps, Q&A

Duration

One Day

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Course Outline

I. *Introduction to Section 508 and ADA, and related legislation*

- A. Revised Section 508 (2017) vs Original Section 508 (1998)
- B. Overview of the Revised Section 508 Specifications
- C. Americans with Disabilities Act (ADA)
- D. International Standards (e.g., ISO, PDF/UA, EU's EN 301 549)

II. *Why should we care?*

III. *Challenges and assistive technologies*

- A. What are the challenges people face?
- B. What assistive technologies close the gaps? (including optional demonstrations)

IV. *Building accessibility and usability into every step of the publishing process*

- A. Conformance vs. compliance vs. functional accessibility
- B. How accessibility overlaps usability: best practice methodologies
- C. What are the standards? Demystifying the acronyms
- D. How do professionals in your field comply with every success criteria, without tradeoffs?

V. *Introduction to WCAG*

- A. What is WCAG 2.0?
- B. What is WCAG 2.1 (and why we should care about it even though it is not part of the Revised Section)
- C. What you need to know about the WCAG success criteria
- D. Conformance vs. Compliance vs. Accessibility
- E. Conformance Levels Including WCAG 2.0
- F. Conformance Requirements
- G. What is WCAG2ICT?

- H. Principles, Guidelines, and Criteria: a march-through of every applicable Level A and Level AA Success Criteria
- I. Documentation: Understanding and How to Meet
- J. Sufficient Techniques

VI. *Techniques for creating and remediating accessible documents and templates*

- A. Succeeding with styles
- B. Perfecting document structure
- C. Working with text
- D. Working with figures (photographs, charts, graphs) and how to describe them
- E. Assembling accessible tables
- F. Effective hyperlinks
- G. Document navigation (bookmarks, table of contents)
- H. Accessible, fillable forms

VII. *Testing, evaluation methodologies, and quality assurance*

- A. Creating sustainable template frameworks
- B. Automated testing and manual testing (e.g., Adobe Acrobat Checker, PAC, Office Accessibility Checker)
- C. Testing with assistive technologies (e.g., JAWS, NVDA, Zoomtext, VoiceOver, Talkback)
- D. What are the testing tools to confirm you are meeting or exceeding the standards?

VIII. *Strategies Beyond WCAG 2.0 AA*

- A. WCAG Level AAA, WCAG 2.1, functional accessibility
- B. Plain language, simple language
- C. Abbreviations
- D. Knowing when to use an “accessible alternative”

IX. *Next steps, Q&A*