

ADA Remediation Training Class Agenda

EITS Enterprise Web Team

Source Documents (20 minutes) http://ada.nv.gov/Training/document_remediation/

- Show users an overview of ada.nv.gov, outreach.nv.gov and Siteimprove.com
- Bad Microsoft Word document
- How to use the accessibility checker and fix errors on document
- Add alt text to images and tables
- Make sure to add a title to the word doc before exporting to PDF
- How to export source document correctly to PDF

First steps (20 minutes)

- Adobe Acrobat pro series used for document remediation – [Different version of Adobe Acrobat Pro](#)
- Remediation tools menu right and left menu
- Three steps in beginning of all PDFs
- When to user Action Wizard

Simple Docs/Difficult Docs (20 minutes)

- Accessibility Full check
- Identify Errors
- How to fix errors in document
- How to clear page structure and remediate from scratch
- How to assign alt text to images
- How to set table headers and summary
- Adobe built in screen reader
- Accessible versus usable
 - [NVDA](#) (Screen reader software to listen to documents used by AT consumers)
- **15 minute Break/ Class question Review with users/instructors**

Scanned documents (20 minutes)

- How to remove image overlay
- How to use the Enhance Scan tool
- When to background or artifact Image overlay

Redacted Material (5 minutes)

- How to listen to the document
- How to assign text as figures and insert text
- Explain that all screen reader cannot identify colored text or omitted material

Fillable documents (10 minutes)

- How to create a fillable document
- How to properly name form fields
- How to correct the reading order

Making Accessible Letterheads (5 minutes)

- [How to create accessible letterheads using columns in word.](#)

Class presented by Robert Shrader (ITP I) rshrader@admin.nv.gov and Eric Gildark (PI Intern) egildark@admin.nv.gov of EITS Web team. For electronic version <http://ada.nv.gov/training/>*Note- If you need training documents from class, Submit training request [form](#).

Revised

Class question Review with users/instructors

- [Schedule Additional Classes](#)

Reference Material

All class training materials http://ada.nv.gov/Training/document_remediation/

- Word training <http://ada.nv.gov/uploadedFiles/adanvgov/content/Users/adanvgov/PDF-ADA-RemediationTraining.pdf>
- ADA-help <http://adahelp.nv.gov/>
- Screen Reader <http://ada.nv.gov/Resources/Course-Resources/>
- Siteimprove landing page <http://ada.nv.gov/Siteimprove/Siteimprove/>- SLA questions jdiarte@admin.nv.gov
- Siteimprove Training (Diana) StateWeb@admin.nv.gov
- State of Nevada Outreach <http://outreach.nv.gov/PIO/Training/>
- Las Vegas training- Microsoft Teams

Quick Tips and Tricks

Word:

- Give a title to the document by selecting file and add a title.
- Export document to save all formatting by selecting Create PDF/XPS Document instead of saving as PDF.
- Make sure all images have alt text.
- Make sure all table have a table summary and table headers identified.

PDF

- Set tools on the left and right side for remediation.
- First three steps:
 1. File, Properties, Description tab- "Give document a title".
 2. Initial view tab- "Set to Document title".
 3. Advanced tab- "Set Document language".
- Manual review errors on every PDF.
 1. Logical Reading Order
 2. Color Contrast
- Read aloud feature in Adobe Acrobat Pro DC
- Ctrl/Shift key shortcut when encapsulating text.
- Tables must have a summary and header identified.
- [NVDA](#) (screen reader software)

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