ADA Public Interns and Remediation Experts

This training plan has been created by the Division of Information Technology (EITS) Web team and for purpose of training all Public Interns hired to assist State of Nevada employees involved with the American Disability Act (ADA).

Training includes information about the American Disability Act (ADA), what the ADA laws are, why the State of Nevada needs to adhere to the ADA laws, what is the plan to make the State of Nevada become ADA Compliant. Webinars, Remediation Guides, Training classes written within the Web Group, and other training resources are also included. TOTAL TRAINING HOURS = **62 hours 56 minutes of class and training time**

ADA Intern will be spending their time doing their following functions: *continue to do research and take training courses and webinars to help them stay current with the ADA laws, remediating documents, update or create training materials and webinars, train other agencies' personnel, and do a considerable amount of Manual Testing to ensure that ADA compliant websites & all of the content within is also readable to* **AT consumer users.**

Getting Familiar with American Disability Act (ADA) Total: 2 hours 40 minutes

1. Review: What is Web Accessibility? https://www.w3.org/WAI/intro/accessibility.php 2 webinars - 2 hours
2. Explore disabilities to be accommodated:
   a. Explore *Web Accessibility Perspectives: Explore the Impact and Benefits for Everyone – 12 webinars -25 minutes* https://www.w3.org/WAI/perspectives/

ADA Webinars Total: 1 hours 37 minutes

The following webinars includes information to help the user under ADA standards, Section 508, and available resources.
1. What is ADA Compliance (ADA Webinars)? 6 webinars – 12 minutes - http://ada.nv.gov/Training/ADA_Webinar/.
2. Ektron Essential Training Tutorials – 23 webinars – 45 minutes http://ada.nv.gov/Training/Ektron_Essential_Training_Tutorials/
3. INET Tutorials – 21 webinars – 40 minutes - https://www.youtube.com/watch?v=uv88-JMS9h4&list=PLNJOOP_o3nR7WkZBrr1JsRoi98QIZip-S

Remediation Guides - Word, PDF, Excel, and PowerPoint

The Remediation guides have been written by the EITS web team to assist our users with HOW TO information. Test documents are also provided for our users to that they can be remediating the test documents when they are going through the Step by Step process.
1. Remediate your documents (Word, PDFs, Excel, PowerPoint)-(Remediation Guides, including available resources)

   - https://ada.nv.gov/home/Overview_Road_to_Training(N)/

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2. Remediate your Audio/Video, YouTube (2 remediation guides) -
   http://ada.nv.gov/Training/Audio_Video_YouTube_Remediation/

Siteimprove Academy – 40 training classes – Total: 40.0 hours

Siteimprove courses are available to users who have a Siteimprove License. For additional information regarding classes, please visit https://siteimprove.com/en-us/resources/e-learning-courses/. Please NOTE that these classes are certificate based courses.

For a siteimprove
https://go.siteimprove.com/hubfs/Siteimprove%20Academy%20/Siteimprove_Academy_Course_Outline_Accessibility.pdf

Learning Path: Accessibility Champion – 22 Courses, 12 Hours
1. Accessibility Fundamentals for the Web – 30 Minutes
2. Accessibility Auditing Websites for Complaint Resolution – 30 Minutes
3. Accessibility for Content Contributors – 30 Minutes
4. Accessibility for Designers – 30 Minutes
5. Accessibility for Excel - 15 Minutes
6. Accessibility for iOS Apps – 45 Minutes
7. Accessibility for Marketers – 30 Minutes
8. Accessibility for Marketing Emails - 30 Minutes
9. Accessibility for Multimedia - 30 Minutes
10. Accessibility for PDFs - 30 Minutes
11. Accessibility for Purchasing - 30 Minutes
12. Accessibility for Social Media - 30 Minutes
13. Accessibility for the Classroom - 30 Minutes
14. Accessibility for Virtual Classrooms - 30 Minutes
15. Accessibility for Web Developers - Part 1 – 30 Minutes
16. Accessibility for Web Developers - Part 2 – 1 Hour
17. Accessibility Testing for the Web – 1 Hour
18. Accessibility Testing in your Organization: A Holistic Approach – 1 Hour
19. Accessibility with WCAG 2.1 – 15 Minutes
20. Leveraging the Accessibility Module – 30 Minutes
21. SEO & Accessibility – 30 Minutes
22. Siteimprove Accessibility: Next Generation – 15 Minutes

Manual Testing

The only way to ensure that your webpages or documents are ADA Compliant is to make sure they are also USABLE by Assistive Technology (AT) devices (i.e., Jaws, etc.) - http://ada.nv.gov/Siteimprove/Manual_Testing/

Download and install our FREE Screen Reader (NVDA) to test your website and documents.

Now, follow the instructions and you will HEAR exactly what a user with an assistive technology device is hearing!

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Needed Software:

1. You also need the follow software loaded on your pc:
    a. Microsoft Word, Excel, and PowerPoint
    b. Adobe Acrobat DC

2. Our recommended training also requires access to **linkedin.com** software. This software is available on-line for FREE and can be accessed with a Library card.
    a. Don't have a Nevada county library card?
        i. Carson City Library - https://www.linkedin.com/learning-login/go/carsoncitylibrary
        ii. Washoe County Libraries - https://www.washoecounty.us

Are you ready to get started remediating your Microsoft documents?

3. Click on https://www.linkedin.com/learning-login
    a. When Welcome to in Learning login home page
        i. Enter your Library card # and your Pin #

4. Recommended Training Courses
    a. Creating Accessible Documents with Microsoft Office (linkedin.com)

Word 2019 Essential Training

Total 2 hours 52 minutes

To take this course, go to the Enterprise IT Services website's "*Online Document Training Resources*" page and click the appropriate link that provides you access to linkedin.com. Run a search on linkedin.com for "*Word 2019 Essential*". Review the sections listed below:

Introduction

*   Get acquainted with the power of Word 2019

1. Get Started: 15 minutes
    a. Open, Close, and read documents – 7 minutes
    b. Save new documents – 5 minutes
    c. Use the Tell Me assistant – 3 minutes

2. Edit Text: 18 minutes
    a. Inserting new text – 6 minutes
    b. Rearrange text with Cut, Copy, and Paste – 7 minutes
    c. Find and replace text – 5 minutes

3. Formatting Text: 12 minutes
    a. Change font formatting - 5 minutes
    b. Change text case – 3 minutes
    c. Format text with styles - 4 minutes

4. Work with Paragraph Text: 29 minutes

   a.   Change paragraph alignment – 4 minutes
   b.   Adjust line spacing – 6 minutes
   c.   Keep text together across page breaks – 4 minutes
   d.   Put text into columns – 5 minutes
   e.   Organize text in tables – 10 minutes

5. Format Pages Total: 17 minutes

   a.   Change page layout – 6 minutes
   b.   User headers, footers, and page numbering – 5 minutes
   c.   Organizing a document with sections – 6 minutes

6.   Creating Bulleted and Numbered Lists Total: 6 minutes

   a.   Create a bulleted list – 4 minutes
   b. Edit and format lists – 2 minutes

7.   Illustrate Your Documents: 15 minutes

   a.   Illustrate with shapes – 5 minutes
   b.   Illustrate with images – 6 minutes
   c.   Adjust photos in a document – 4 minutes

8.   Proof Your Documents: 12 minutes

   a.   Set proofing and autocorrect options – 5 minutes
   b.   Check spelling and grammar – 5 minutes
   c.   Find synonyms with the thesaurus – 2 minutes

9. Share and Collaborate with Others: 15 minutes

   a.   Print your documents – 5 minutes
   b.   Send documents via email – 2 minutes
   c.   Collaborate on documents in the cloud – 6 minutes
   d.   Add password protection to a file – 3 minutes

Acrobat DC Essential Training

Total 2 hours 33 minutes

To take this course, go to the Enterprise IT Services website's "*Online Document Training Resources*" page and click the appropriate link that provides you access to linkedin.com. Run a search on linkedin.com for "*Acrobat DC Essential*". Review the sections listed below:

Creating PDFs with ease in Acrobat

- What you should know

1. About Acrobat and PDFs: 5 minutes

   a.   About the Portable Document Format – 2 minutes
   b.   Comparing Acrobat Pro DC and Acrobat Standard – 1 minute
   c.   Comparing Acrobat Pro DC and Adobe Reader DC – 2 minutes

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2. The Acrobat Workspace: 10 minutes
   a. The basics: Menu bar, toolbars, navigation pane, and task panes – 3 minutes
   b. Page display, Document navigation, and controlling magnification – 3 minutes
   c. Exploring the task panes – 4 minutes

3. Searching PDFs: 4 minutes
   a. Using the Find Text function - 2 minutes
   b. Using Advanced Search – 2 minutes

4. Creating PDFS from Office Applications: 9 minutes
   a. PDFs from Microsoft Office files – 5 minutes
   b. PDFs from Microsoft Office – 4 minutes

5. Editing PDF Content: 16 Minutes
   a. Editing text and graphics – 6 minutes
   b. Adding hyperlinks – 5 minutes
   c. Creating bookmarks – 6 minutes

6. Combining and Modifying PDF Pages: 27 minutes
   a. Combining multiple PDFs – 4 minutes
   b. Inserting pages – 3 minutes
   c. Replacing pages – 2 minutes
   d. Changing page order – 2 minutes
   e. Rotating pages – 1 minute
   f. Extracting pages – 3 minutes
   g. Cropping pages – 3 minutes
   h. Splitting a document – 2 minutes
   i. Adding header and footers – 4 minutes
   j. Adding a watermark – 4 minutes

7. Export to Other Formats: 8 minutes
   a. Exporting to Word, Excel, and PowerPoint – 5 minutes
   b. Exporting images – 3 minutes

8. Export to Other Formats: 11 minutes
   a. Discovering what PDF forms can do – 2 minutes
   b. Using the Form Wizard – 4 minutes
   c. Creating fields and buttons – 5 minutes

9. Ensuring Accessibility: 11 minutes
   a. Understanding why accessibility is important – 2 minutes
   b. Reflowing text and reading aloud – 2 minutes
   c. Adding tags and alternate text – 7 minutes

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Creating Accessible PDFs

Total 1 hours 41 minutes

To take this course, go to the Enterprise IT Services website's "*Online Document Training Resources*" page and click the appropriate link that provides you access to linkedin.com. Run a search on linkedin.com for "*Creating Accessible PDFs*". Review the sections listed below:

Creating Accessible PDFs

- What you should know

1. Understanding Accessibility: 12 minutes
   a. What is accessibility – 3 minutes
   b. Accessibility standards – 3 minutes
   c. Check PDF accessibility – 1 minute
   d. The screen reader experience – 3 minutes
   e. The JAWS PDF reader experience – 3 minutes

2. Accessibility in PDF Files: 23 minutes
   a. Acrobat Pro DC setup and workspace – 3 minutes
   b. PDF accessibility requirements – 6 minutes
   c. The PDF remediation workflow – 3 minutes
   d. Specifying order – 7 minutes
   e. Contrast between elements – 4 minutes

3. Make an Existing PDF File Accessible: 52 minutes
   a. Explore PDF Remediation - 3 minutes
   b. Tag content with the Reading Order – 11 minutes
   c. Tag lists – 9 minutes
   d. Tag Tables – 6 minutes
   e. The Table Editor – 7 minutes
   f. Artifacting elements – 6 minutes
   g. Work with the Content pane – 6 minutes
   h. Validate the PDF file – 5 minutes

4. Create an Accessible PDF File from PowerPoint and Excel: 14 minutes
   a. General considerations – 6 minutes
   b. Add alternative text – 3 minutes
   c. Work with tables – 5 minutes

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Advanced Accessible PDFs

Total 3 hours 17 minutes

To take this course, go to the Enterprise IT Services website's "*Online Document Training Resources*" page and click the appropriate link that provides you access to linkedin.com. Run a search on linkedin.com for "*Advanced Accessible PDFs*". Review the sections listed below:

Advanced Accessible PDFs

- Introduction

1. Advanced Accessibility Topics in Adobe Acrobat: 44 minutes
   a. Create a tag from a selection – 4 minutes
   b. Working with acronyms – 3 minutes
   c. Creating hyperlinks – 5 minutes
   d. Making a scanned PDF accessible – 5 minutes
   e. Advanced techniques using the content pane – 6 minutes
   f. Paragraphs that split across a page – 3 minutes
   g. Remediating footnotes – 4 minutes
   h. Security and accessibility – 5 minutes
   i. Merging and splitting documents – 5 minutes
   j. Tagging workflow diagrams – 4 minutes

2. Accessibility in PDF Files: 23 minutes
   a. Acrobat Pro DC setup and workspace – 3 minutes
   b. PDF accessibility requirements – 6 minutes
   c. The PDF remediation workflow – 3 minutes
   d. Specifying order – 7 minutes
   e. Contrast between elements – 4 minutes

3. Working with Table in Acrobat: 42 minutes
   a. Defining header cells in a table - 3 minutes
   b. Tables that span multiple pages – 4 minutes
   c. Understanding table spans – 3 minutes
   d. Tagging table with merged cells – 5 minutes
   e. Defining scope and span manually – 5 minutes
   f. What makes a bad table? – 3 minutes
   g. Dealing with problem tables – 6 minutes
   h. Creating heading and data associations – 4 minutes
   i. Linearizing tables – 3 minutes
   j. Getting creative with tables – 7 minutes

4. PDF/UA Remediation: 45 minutes

a. Understanding PDF/UA – 4 minutes

b. Reviewing the PAC 3 checker – 4 minutes

c. Artifacting nonstructural elements – 4 minutes

d. Element used as a root element – 3 minutes

e. Inappropriate use of an element – 5 minutes

f. Role mapping issues – 4 minutes

g. Alternative descriptions for annotations – 5 minutes

h. IDs for notes – 2 minutes

i. Figure element with no bounding box – 5 minutes

j. Embedding fonts – 3 minutes

k. Table header cell has no associated sub cells – 3 minutes

l. Adding PDF/UA entry – 2 minutes

m. PDF/UA resources 1 minute

5. Useful Automatic Fixes and Shortcuts: 27 minutes

a. Tags tree shortcuts – 4 minutes

b. Using Autotag – 5 minutes

c. Atifacting paths – 3 minutes

d. Add a unique ID to notes – 3 minutes

e. Fix problems in the tagging structure – 2 minutes

f. Preflight panel overview – 4 minutes

g. Creating a custom action – 6 minutes

6. Advanced Accessibility Topics in Microsoft Word: 16 minutes

a. Working with merged cells – 5 minutes

b. Problems with PDFMaker – 4 minutes

c. Overcoming PDFMaker limitations – 4 minutes

d. Working with multiple heading levels – 3 minutes

ADA Documentation Remediation Training Overview:

We have reorganized the current ADA Remediation training class based on research, feedback and lessons learned and will be implementing the new class in January 2021. Our goal is to provide our users a comprehensive training class where they can jump in at a designated time and only take the training they want. Then, if they want to review the TOPICS later, they can go online and all the following details of the class material and more, will be available to them. All ADA Training is being done on the STATE-Web Enterprise channel and you do NOT have to be a Member of that Team to have access.

Class is structured by **TOPICS,** and within each **TOPIC** are the **Sub-TOPICS** that will be covered

Each **Sub-TOPIC** within a **TOPIC** has related GUIDES, VIDEOS, PRACTICE DOCUMENT(s), CHECKLISTS, and ADDITIONAL TRAINING and REFERENCES, whenever applicable:

- VIDEOS are offered in 3 formats: (TEAMS) or (YouTube) or (CLASS-recordings from live-streaming class) and each video is only 10 minutes or less, depending on the topic so they can just review just that topic and not have to search the complete class video
- PRACTICE DOCUMENTS are 'bad', non-compliant documents that can be downloaded before the class. These documents can be used to practice the remediation techniques during class with the instructor, or after the class.
- GUIDES and CHECKLISTS are also available for reference

Class Options:

- Take the ENTIRE Class - OR -
- It is possible to access ONLY for the TOPIC(s) they are interested in learning
    - Example: If they only want to learn about the Sub-**Topic 3-Setup Adobe Tool**, they can log on at the **designated START TIME of 9:00 am and JOIN THE CLASS**
- TIME is allowed for Questions and Answers at the end of the Class session.
- Class will have two instructors: one giving the Live training, another working with CHAT during Live Class

After the Class:

- All Materials covered in class are available at https://ada.nv.gov/home/Overview_Road_to_Training(N)/
- CLICK on the desired TOPIC or Sub-TOPIC to access guides, videos, and practice documents
- Additional training resources are provided, which are NOT covered in the training classes. These resources can help you expand your knowledge of ADA and are listed at bottom of Class Agenda)
- All classes will be RECORDED and POSTED on this website within one day of the class and can be accessed in full or by sub-type (CLASS RECORDING- Entire Class)
- Rosters will also be posted along with a Feedback form to review the training you have taken.

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ADA Document Remediation Training Classes Available:

#1: ADA Document Remediation Training Class Agenda - (LIVE-you will receive an email notification)

#2: ADVANCED PDF Remediation Training Class Agenda (Live)(coming February 2021-you will receive an email notification)
#3: ADA TOPICS of INTEREST (NOT INCLUDED in LIVE classes)

If you are interested in receiving notifications for future ADA Classes or Events, Please subscribe to our State ADA Listserv

Subscribe to State ADA Listserv   **Unsubscribe to State ADA Listserv**

ALL classes above are available 24x7 by linking on the Course TOPICS or a specific Sub-Topics: Guides, Videos (YouTube) (Teams) (Class recordings), and practice documents are also available, whenever possible.

2021 Document Remediation Training Agenda (Revised)

ADA DOCUMENT REMEDIATION TRAINING CLASSES AVAILABLE:

#1: ADA DOCUMENT REMEDIATION TRAINING CLASS AGENDA

Course TOPICS	Start Time	Stop Time	Subtopics Covered (have their own Videos & Guides)
Help users log on	08:45 am	08:50 am	**Download Practice documents** to remediate along with your instructor
1-**Class Overview**	08:50 am	09:00 am	Overview the new process: How the new training works | Start times, End Times | Only Take Classes you want -OR- TAKE ALL CLASSES being covered | Review info after Class | Other Training Options NOT COVERED in Class
2-**WORD**	09:00 am	09:15 am	1-**Inspect and Fix Accessibility Issues** | 2-**A Compliant Document review** | 3-**Export WORD to PDF** | 4- **Letterhead** |**Word Tips and Tricks** |
3-**Setup ADA Tools**	09:15 am	09:30 am	1-**Adobe Acrobat Versions**| 2-**NVDA**| 3-**Setup Adobe Tool**
BREAK	09:30 am	09:45 am	
4-**Adobe Acrobat PDF**	09:45 am	11:15 am	1-**First Three Steps** | 2-**Perform Manual Accessibility Check** | 3-**Identify/Fix Errors** | 4-**Headings** | 5-**Tagged Content** | 6-**Tagged Annotations** | 7-**Content Panel Adobe Acrobat** | 8-**Logical Reading Order & Color Contrast** | 9-**Review a Compliant PDF Doc** | 10-**Action Wizard** | 11-**Fix Tables** | 12-**Scanned** | 13-**Remediate Fillable Docs** | 14-**Strikeout/Modified** |**R1e5d-acted Material** |**PDF Tips and Tricks** |
5-**EXCEL**	11:15 am	11:20 am	1-**Inspect and Fix Excel** | 2-**Export EXCEL to PDF** |
6-**PowerPoint (PPT)**	11:20 am	11:30 am	1-**Inspect and Fix Power Point** | 2-**Export PPT to PDF** |
Questions & Answers	11:30 am	11:45 am	

ADA Document Remediation Training Class Agenda

#2: ADVANCED PDF REMEDIATION TRAINING CLASS AGENDA (new February 2021)

Course TOPICS	Start Time	Stop Time	Subtopics Covered (have their own Videos & Guides)
1-**Advanced PDF**	8:45 am	10:00 am	1-**Associate Table Cell with Header** | 2 **Merged Cells in a Table**3-**Tables with List and Bullets** | 4-**Creating Table of Contents Links** | 5-**Creating a Fillable PDF** | 6-**Extracting Difficult Pages in PDF** | 7- **Content Panel Advanced PDF**

ADA Advanced Training Class Agenda

#3: ADA TOPICS OF INTEREST NOT COVERED in LIVE TRAINING CLASS (work-in-progess)

Course TOPICS	Start Time	Stop Time	Subtopics Covered (have their own Videos & Guides)
What is Remediation?			1-What is Remediation? | Why Remediate? | Helpful Links |
About ADA			1-About ADA | Links Glossary | References
ADA Compliance for Document Creators			ADA Compliance for Document Creators PPT ♿
Create a Compliant Word document			Accessible Templates by Microsoft | Templates Sampler | How to create a TOC by Microsoft | Word Training References
Word Reference			Word Tips & Tricks | Lynda.com-Word | |
More Reference Tools			1-Siteimprove tool-Quick Overview | ADA.nv.gov | Outreach.nv.gov |Siteimprove Academy |
Uncommon Errors in PDF			1-Uncommon Errors | 2-Extract page within a document | 3-Export PDF Back to Word | 4-Create a Fillable Doc | 5-Spanish Words |
Adobe References			PDF Tips & Tricks | Lynda.com-PDF | Resources |
Reference Materials			Consolidated list of ALL: ADA related Links | all guides | all videos | all practice guides | All Tips & Tricks | All tool |

ADA Topics of Interest Not Covered in Live Training

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An additional page has been added to the ADA website, https://ada.nv.gov/home/features/ADAClasses/ClassRecordings/.

ADA Remediation Training Classes - Future Class Schedule - Class Related Information

#1: ADA Document Remediation Training Class Agenda - (LIVE-you will receive an email notification)

#2: ADVANCED PDF Remediation Training Class Agenda (Live)(coming February 2021-you will receive an email notification)

#3: ADA TOPICS of INTEREST (NOT INCLUDED in LIVE classes)

If you are interested in receiving notifications for future ADA Classes or Events, Please subscribe to our State ADA Listserv:

Subscribe to State ADA Listserv - Unsubscribe to State ADA Listserv - Provide us your Feedback

Class Date	Class Type	Start Time	Join Class in Teams	Class Recording	# of Attendees	Class Roster
November 2021:						
Tuesday 11/30/2021	Advanced PDF**(New)**	8:45 am	Class Link	Recording		11/30/21
Wednesday 11/17/2021	ADA Remediation	8:45 am	Class Link	Recording		11/17/21
Wednesday 11/10/2021	Advanced PDF**(New)**	8:45 am	Class Link	Recording		11/10/21
Tuesday 11/9/2021	ADA Remediation	8:45 am	Class Link	N/A	1	N/A
Wednesday 11/3/2021	ADA Remediation	8:45 am	Class Link	N/A	3	N/A
October 2021:						
Tuesday 10/26/2021	ADA Remediation	8:45 am	Class Link	Recording	6	10/26/21
Wednesday 10/20/2021	Advanced PDF (New)	8:45 am	Class Link	Recording	3	10/20/21
Monday 10/18/2021	ADA Remediation	8:45 am	Class Link	N/A		N/A
Wednesday 10/13/2021	Special Class**(ptboard.nv.gov)**	9:30 am	Class Link	N/A	4	N/A
Tuesday 10/5/2021	ADA Remediation	8:45 am	Class Link	Recording	5	10/5/2021
September 2021:						
Friday 9/17/2021	**CANCELLED**	8:45 am	**CANCELLED**	N/A	N /A	N/A
Tuesday 9/14/2021	ADA Remediation	8:45 am	Class Link	Recording	4	9/14/21
Thursday 9/9/2021	Advanced PDF (New)	8:45 am	Class Link	Recording	1	9/9/21
Tuesday 9/7/2021	ADA Remediation	8:45 am	Class Link	Recording	2	9/7/21
Wednesday 9/1/2021	**CANCELLED**	8:45 am	**CANCELLED**	N/A	N/A	N/A

Feedback from this new ADA Document Remediation format has been Excellent!

In February, we modified the new ADA Advanced PDF class to include: *1) How to create a Fillable PDF, 2) Extracting Difficult Pages in PDF, Content Panel*. Feedback from our test group has been very positive and we have determined that this class should be 'consistently adding additional topics' as new questions are being asked of our remediators.

We are also continuing to develop additional *ADA Topics of Interest not covered in Live training*. These topics will have Webinars, Guides, and other additional suggestions for additional resources to provide our users with more options.

We are also training our document remediation team's Interns to work with ADA trainer. They will begin by sharing the training of specific topics to get them familiar with the training material and working with large groups of users.