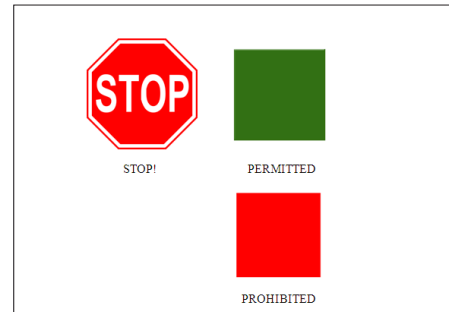


Overview

Section 508 Fundamentals

1. Section 508 requires federal agencies to make electronic and information technology (EIT) accessible to people with disabilities.
2. A variety of disabilities can impact a user's ability to interact with hardware and software and span a range of physical, psychological, and mental differences.
3. Many companies and institutions need to make their hardware and software accessible to comply with regulations and/or laws.



Underlying Assumptions of Hardware and Software Use

Computer programs and hardware have traditionally been designed based on a set of assumptions that are false for many people with disabilities, among them:

1. The user is able to use a mouse and keyboard to interact with programs.
2. The user is able to see and understand text and images on a screen.
3. The user can hear sound cues.
4. The user can see in full color.
5. The user is able to read and write at an average level.
6. When implementing the accommodations your employees or peers may need, it helps to remember that the above points are not always true.

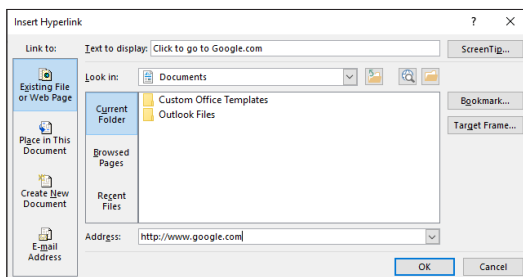
General Formatting Issues

Hyperlink Naming and Formatting

Links should have names that describe their purpose and destination.

1. *Google.com* is better than *click here* for a link that will send the user to Google's search engine.
 - To *change the name of a link*, use the mouse to select the text and type in a new name.
 - To *create a new hyperlink*, select the desired text and enter Control + K or right-click the mouse. Select **Insert Hyperlink** from the menu pane and enter the link's URL in the address bar.

Note: When creating links in PDFs, they must appear in a logical tab order.



Color Formatting

1. When colors, shapes, or sizes convey important information, the meaning and significance of the colors or shapes should be present in or near the visual element.
 - Example 1:* If a green box meaning "permitted" is above a red box meaning "prohibited," the words "permitted" and "prohibited" should be in or near the boxes.
 - Example 2:* If a stop sign image is meant to halt the reader, the words *stop* or *stop sign* should be on or near the image.
2. Ensure that there is high contrast between text and background.
 - Smaller fonts require higher contrast.
 - A contrast analyzer like *Color Contrast Analyzer* is recommended to assess contrast. To use the analyzer, take the eyedropper tool and select the text, then select the background. Standard text (12 pt. regular) should have a contrast ratio of at least 4.5:1, while text sized 14 point bold or 18 point regular font must be at least 3:1.

Other Considerations

- Ensure that all embedded audio, video and multimedia files have useful file names, descriptions and full transcriptions.
- Exclude flashing objects.
- Spell check should be enabled to assist users with Dyslexia and Dysgraphia (Learning Disability in Written Expression), as well as general users.
- Synchronized media must have captions and/or audio descriptions.
- Fillable form fields must not be present in Word.
- In Excel, forms are not enabled.



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