

Creating Accessible/Usable Documents for the Nevada Department of Education (NDE)

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Always create accessible/usable source documents (i.e. Word, Excel, Powerpoint) prior to converting to a PDF. The preferred document for NDE is a PDF. If you create accessible source documents, the pdf will be easier to remediate.

1. Always open the Accessibility Checker in Word, Excel and Powerpoint as the document is being built.
 - a. Select File and on the Issues tab, select check for issues, then check accessibility
 - b. To the right, you will see "Inspection Results"
 - i. Remove all tips, errors and warnings

PDF Documents-(Preferred website format)

Remove all errors after running a full accessibility check. If the source document is accessible and usable, the PDF remediation shouldn't be difficult. You must use Adobe Pro to convert to a PDF and must have reflow tags checked in the PDF properties.

Word Documents

1. All documents must have a page heading.
 - a. If more than one page, the document must have multiple headings
2. All images must have detailed alt text
 - a. If you were to close your eyes and have someone read the text back to you, will you get the same information as a person who is not visually impaired.
3. No underlined text.
 - a. Hyperlinks are the exception
4. Hyperlinks must be meaningful
 - a. This: [The Nevada Department of Education](#)
 - b. Not this unless hyperlink removed: www.doe.nv.gov
5. Tables-must be true tables
 - a. No merged or split cells
 - b. Must have Table header
 - c. Must have alt text
 - d. Always add a table design from the top bar tabs. (if converting to PDF)
 - e. Do not use tables for layout purposes
 - f. Do not nest tables
6. Do not Use Text Boxes
 - a. A reader cannot read text or images within a text box
7. Remove all blank characters for Word, Excel and PPT
8. Always add a title to the document properties and select document view in the document properties.
9. Color Contrast-must have good contrasting
 - a. Stay away from red, green and orange text
10. Do not use watermarks
11. PPT presentations-each slide must have a title and titles cannot be duplicated
12. Do not place anything important in header or footer of document

Excel Documents

1. All documents must have a page heading.
 - a. If more than one page, the document must have multiple headings
2. All images/visuals/tables must have detailed alt text
 - a. If you were to close your eyes and have someone read the text back to you, will you get the same information as a person who is not visually impaired.
3. No underlined text.
 - a. Hyperlinks are the exception

4. Hyperlinks must be meaningful
 - a. This: [The Nevada Department of Education](#)
 - b. Not this unless hyperlink removed: [www.doe.nv.gov](#)
5. Tables-must be true tables
 - a. No merged or split cells
 - b. Must have Table header
 - c. Must have alt text
 - d. Always add a table design from the top bar tabs. (if converting to PDF)
 - e. Do not use tables for layout purposes
 - f. Do not nest tables
6. Do not Use Text Boxes
 - a. A reader cannot read text or images within a text box
7. Remove all blank characters for Word, Excel and PPT
8. Always add a title to the document properties and select document view in the document properties.
9. Color Contrast-must have good contrasting
 - a. Stay away from red, green and orange text
- 10.** Do not use watermarks
- 11.** Worksheets must have a name
- 12.** Delete blank worksheets
- 13.** Do not place any important information in header or footer of document

PowerPoint Presentations

1. Each slide must have a title
2. Slide titles must be unique
3. Remove all blank characters
4. Verify colors are contrasting
 - a. Try to stay away from red, green and orange text
5. Do not use Text Boxes
6. Tables-should be true tables not layout
 - a. Must have header row and table summary
 - b. No merged or split cells
 - c. Always add a design to each table
7. Images- MUST have detailed alternate text.
 - a. Alternate text must provide text information of what the image is.
8. Hyperlinks must have meaning
 - a. This: The Nevada Department of Education
 - b. Not This: [www.doe.nv.gov](#)
9. Do not underline text
 - a. Bold and italics are sufficient
10. Do not use Watermarks
11. Do not use color to make a point unless there is text to back it up.

12. Must have headings and must be in logical order

Scanned documents

Scanned documents are not accessible or usable and cannot be placed on the Nevada Department of Education website unless remediated.

Audio/Video

Audio must have a transcript

Video must be closed captioned 100% accuracy and in sync.

Benchmarks

World Wide Web Consortium's (W3C's), Web Content Accessibility Guidelines (WCAG) 2.0 Level AA, and the Web Accessibility Initiative Accessible Rich Internet Applications Suite (WAI-ARIA) 1.0 for web content.