

Content Preparation Changes For Sunshine Law (eff. 7/1/2018)

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Today's Agenda

- ▶ How to create an Accessible document
- ▶ How to check the Accessibility of the document
- ▶ How to post the Document to Laserfiche
- ▶ How to post the document onto the County Calendar

Why is accessibility important?

- ▶ 20% of the US population has a disability
 - ▶ 9% has a disability that impacts Computer usage
- ▶ It feels good to be included.
- ▶ Improves access for everyone.
- ▶ The law?

What are the Accessibility Laws?

- ▶ Federal civil rights laws,
 - ▶ Section 504 of the Rehabilitation Act of 1973
 - ▶ Prohibits discrimination on the basis of disability in programs and activities receiving financial assistance from the federal government.
 - ▶ Section 508 of the Rehabilitation Act of 1973
 - ▶ Requires Federal electronic and information technology to be accessible to people with disabilities, including employees and members of the public.
- ▶ Americans with Disabilities Act (ADA) of 1990
 - ▶ The ADA prohibits discrimination on the basis of disability by
 - Employers (Title I)
 - Public entities (Title II)
 - Places of public accommodation (Title III)

Web Content Accessibility Guidelines 2.0 and POUR Principles

▶ Perceivable

- ▶ Provide text alternatives for non-text content.
- ▶ Provide captions and other alternatives for multimedia.
- ▶ Create content that can be presented in different ways, including by assistive technologies, without losing meaning.
- ▶ Make it easier for users to see and hear content.

▶ Operable

- ▶ Make all functionality available from a keyboard.
- ▶ Give users enough time to read and use content.
- ▶ Do not use content that causes seizures.
- ▶ Help users navigate and find content.

Web Content Accessibility Guidelines 2.0 and POUR Principles Continued

▶ Understandable

- ▶ Make text readable and understandable.
- ▶ Make content appear and operate in predictable ways.
- ▶ Help users avoid and correct mistakes.

▶ Robust

- ▶ Maximize compatibility with current and future user tools.

Initial thoughts

- ▶ We've been trained to 'make paper'.
- ▶ Create for digital audiences
- ▶ Create with Accessibility in mind

Authoring Techniques

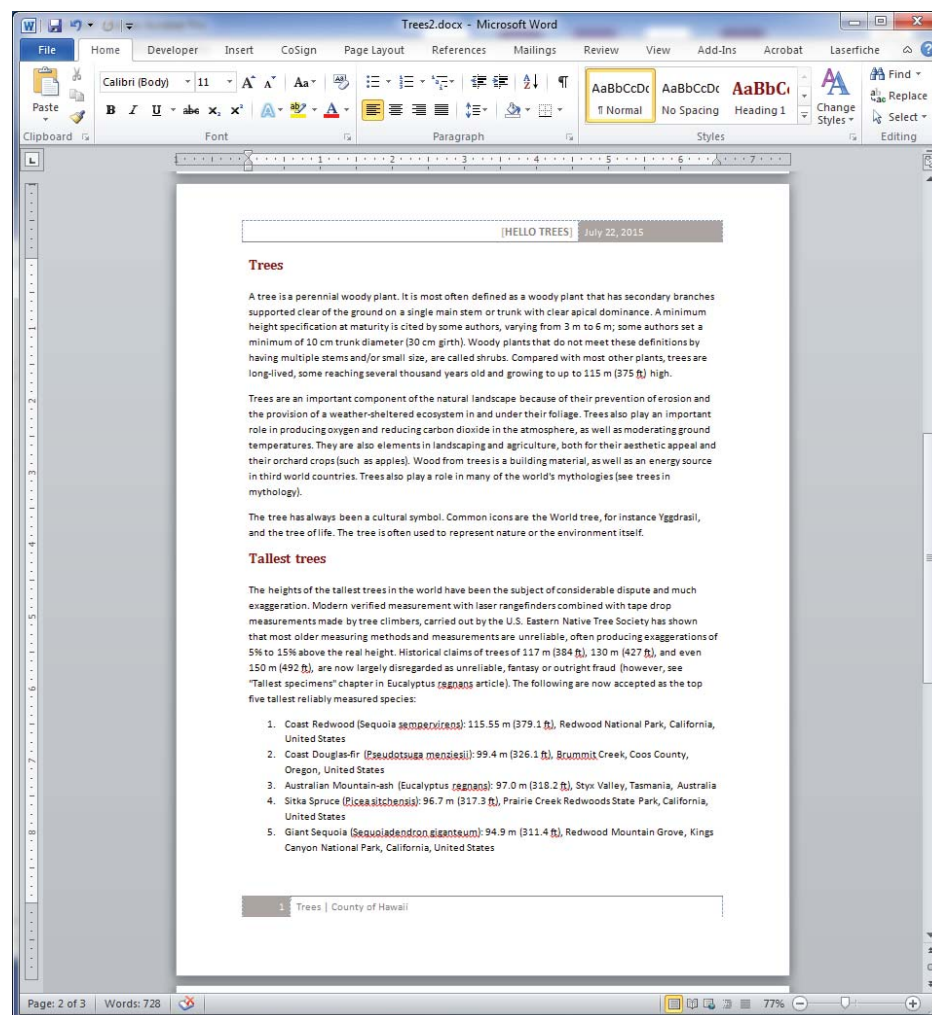
What can we do to make things better?

11 Authoring Techniques for Accessible Office Documents

1. Use Accessible Templates
2. Use Headings
3. Specify Document Language
4. Provide Text Alternatives for Images and Graphical Objects
5. Avoid "Floating" Elements
6. Use Built-In Document Structuring Features
7. Make Content Easier to See
8. Make Content Easier to Understand
9. Create Accessible Charts
10. Check Accessibility
11. Use Accessibility Features when Saving/Exporting to Other Formats

Use Accessible Templates

- ▶ Use Templates
 - ▶ Uniform Documents
 - ▶ Create it once
 - ▶ Default settings
- ▶ Use "Styles"
 - ▶ Not just font and size
 - ▶ Formatting structure
 - ▶ Easily change the entire document
- ▶ Keep Accessibility In Mind
 - ▶ Blank Document
 - ▶ Complete document template



Use Headings

- ▶ Logical layout of the document
- ▶ Chapters in a text book
 - ▶ Title
 - ▶ Chapter
 - Section
 - Subsection
- ▶ Allows easy navigation
 - ▶ Screen readers can jump to headings
 - ▶ Word documents can create table of contents
 - ▶ PDF's can create bookmarks from heading levels

Heading Example

Good Heading Structure

- ▶ H1 - Title
 - ▶ H2 - Chapter
 - ▶ H3 -Section
 - ▶ H3 -Section
 - ▶ H2 - Chapter
 - ▶ H3 -Section
 - H4 - Subsection
 - ▶ H2 - Chapter

Bad Heading Structure

- ▶ H3 - Section
- ▶ H1 - Title
 - ▶ H3 - Section
 - ▶ H2 - Chapter
 - H4 - Subsection
- ▶ H1 - Title

Specify Document Language

- ▶ Tells a screen reader what language the document is in.
- ▶ Word automatically assigns the default Spell checking language as the default language.
 - ▶ Setting can be found in the review ribbon: Language.
- ▶ Some PDF exports do not retain the language
 - ▶ You will have to add the language in Adobe Acrobat under properties> advanced.

Provide Text Alternatives for Images and Graphical Objects

- ▶ Charts / Tables / Graphs
- ▶ Decorative images should not appear
- ▶ Functional images (Button Links) need to describe content and function.
- ▶ Appears when an image can not be shown
 - ▶ Screen reader user
 - ▶ Slow connection
 - ▶ Missing or broken image link
- ▶ Alt text should:
 - ▶ Be accurate and equivalent
 - ▶ Be succinct
 - ▶ Not be redundant
 - ▶ Not use "image/graphic of"

Avoid "Floating" Elements

- ▶ Use inline images
- ▶ Easier to work with
- ▶ Maintains flow of document
 - ▶ Items might 'get lost' or appear out of order

Use Built-In Document Structuring Features

- ▶ Let Word do it for you...
 - ▶ See references for more instruction and information
- ▶ Document Title
 - ▶ Match the Title on the Page with the metadata
- ▶ Table of contents
 - ▶ Use heading structure
- ▶ Tables
 - ▶ Use tables wisely
- ▶ Page breaks
 - ▶ Do not keep pressing "Enter"
- ▶ Lists
 - ▶ Use the automatically generated List options
- ▶ Page numbering
 - ▶ Oh no it went to the next page...
- ▶ Columns
 - ▶ Use the Columns feature only if the document requires it.

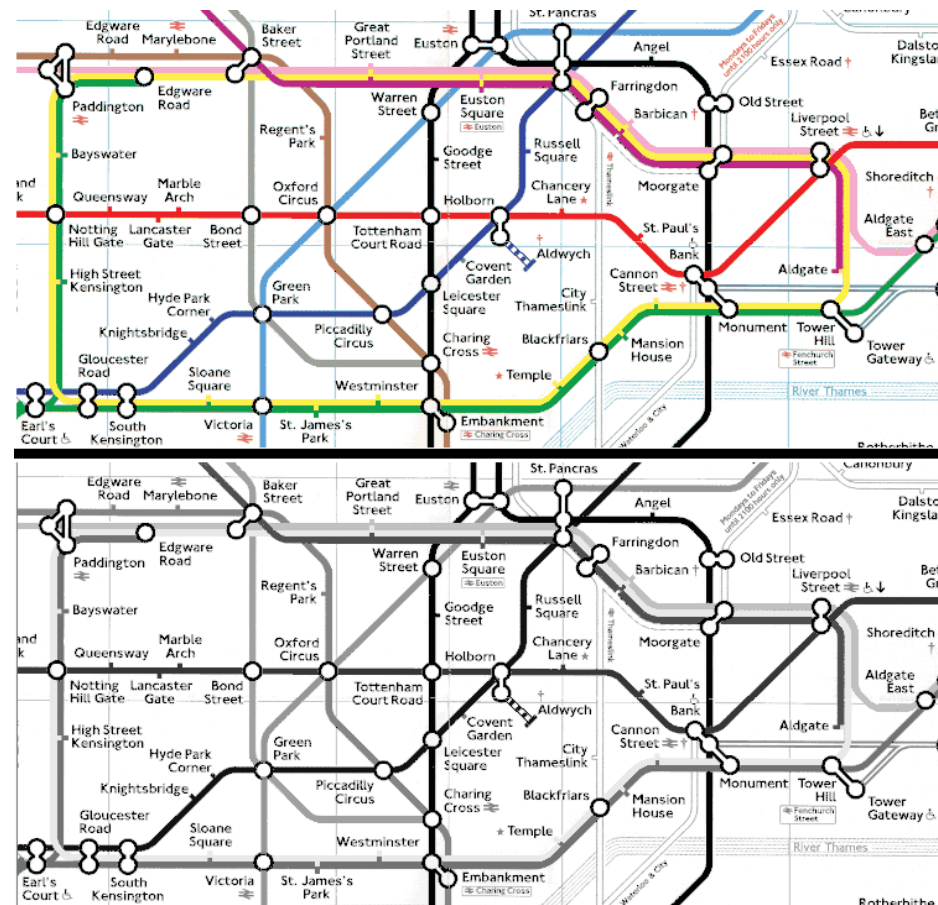
Make Content Easier to See

▶ Avoid

- ▶ Animation
- ▶ Moving text
- ▶ Using color as the only means of conveying information

▶ Use legible

- ▶ Font
- ▶ Size
- ▶ Color Contrast



Make Content Easier to Understand

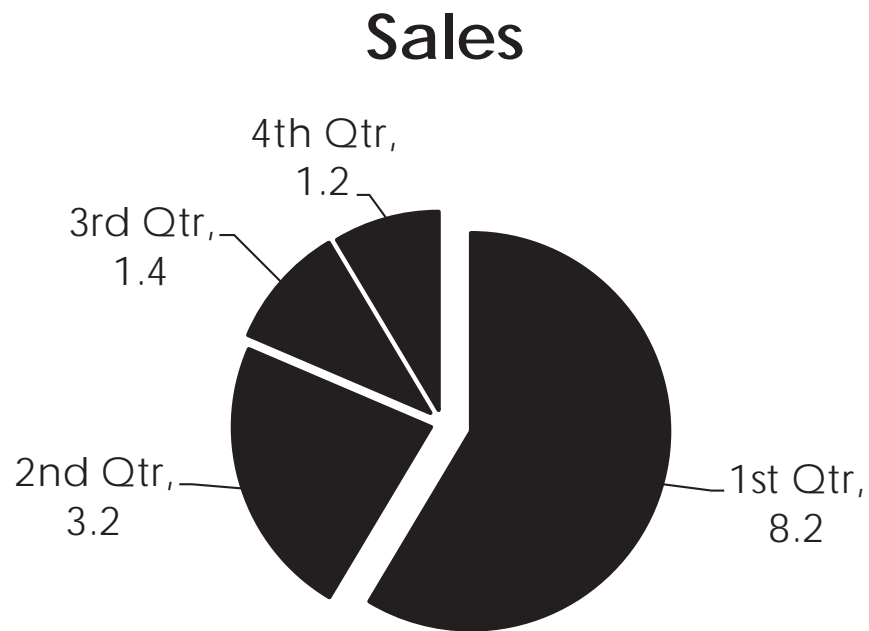
- ▶ Whenever possible, write clearly with short sentences.
- ▶ Introduce acronyms and spell out abbreviations.
- ▶ Avoid making the document too "busy" by
 - ▶ using lots of whitespace
 - ▶ Avoid having many different colors, fonts and images.
- ▶ If content is repeated it should occur consistently each time it is repeated.

Create Accessible Charts

- ▶ Use shape and color
 - ▶ Line charts: different types of lines
 - ▶ bar charts: apply textures
 - ▶ Pie charts: separate slices
- ▶ Add labels to the data
- ▶ Consider providing the data that you used to create the chart in tabular form
 - ▶ (e.g. as an appendix).

Chart example

Exploded Pie Chart



■ 1st Qtr ■ 2nd Qtr
■ 3rd Qtr ■ 4th Qtr

Generic Pie Chart



■ 1st Qtr ■ 2nd Qtr
■ 3rd Qtr ■ 4th Qtr

Use Accessibility Features when Saving/Exporting to Other Formats

- ▶ Word to PDFs
 - ▶ Save as /Export PDF
 - ▶ “Document Structure Tags for Accessibility” Box checked
 - ▶ Not all PDF exports are the same
 - ▶ Print PDF may leave out Document structure
- ▶ Word to HTML / Web page
 - ▶ Does not make valid HTML
 - ▶ Will need to clean / fix exported file
 - ▶ Not an easy Job...

PDF Requirements

▶ Metadata

- ▶ Title
- ▶ Initial view settings
- ▶ Language
- ▶ Embedded Fonts

▶ Tags

- ▶ Proper use of headings
- ▶ Images with ALT
- ▶ Tables with table headers
- ▶ Properly formatted lists
- ▶ Active hyperlinks
- ▶ Proper Form Fields (if applicable)

PDF Metadata

- ▶ Editable in Adobe Acrobat Standard / Professional
- ▶ Title:
 - ▶ File>Properties> Description Tab
- ▶ Initial View settings:
 - ▶ File>Properties> Initial View Tab> Windows Options> Show= Document Title
- ▶ Language
 - ▶ File>Properties> Advanced Tab> Reading Options= English
- ▶ Embed Fonts:
 - ▶ Tools>PDF Standards>Preflight>PDF Fixups> Embed fonts

PDF 'Tags'

- ▶ Editable only in Adobe Acrobat Professional
 - ▶ No 3rd party support...
- ▶ PDF tags provide a hidden logical structure
- ▶ Textual representation of the PDF content
- ▶ Exist for accessibility purposes only
- ▶ No visible effect on the PDF

Document overview

- ▶ Use “Styles”
- ▶ Have logical heading structure
- ▶ Graphics contain Alt Text
- ▶ Use true numbered and bulleted lists.
- ▶ Ensure that font size is sufficient.
- ▶ Provide sufficient color contrast.
- ▶ Use Built-In Document Structuring Features.
- ▶ Use simple language.

Check your Work

Almost there. Just have to check one thing...

Check Accessibility

- ▶ It's your content
 - ▶ You know how it's supposed to be read
 - ▶ Don't leave it up to someone else's interpretation
- ▶ Check throughout document creation
- ▶ Built in Checkers:
 - ▶ Microsoft Office 2010+ includes an accessibility checker
 - ▶ File>Info>Check for Issues>Check accessibility

Checking PDFs

- ▶ Adobe accessibility Checker
 - ▶ Built into Acrobat
 - ▶ Basic check
 - ▶ Tools > Accessibility > Full Check
- ▶ PAC
 - ▶ FREE
 - ▶ In-depth Check
 - ▶ Checks metadata
 - ▶ Visualization of PDF tags
 - ▶ Does not make changes to document

PAC 2 - PDF Accessibility Checker 2

Zugang für alle
Accès pour tous
Accesso per tutti
Access for all

PAC: PDF Accessibility Checker 2.0
PAC is a free tool of the [Foundation «Access for all»](#) to review the accessibility of PDF documents and Forms. It serves as a tool for experts and testers.
[More Information](#) Version: 2.0.3.0

PDF-File
\\coh33\training\ADA Fillable Forms\Examples\General\Awesome Document 2015 - 5final.pdf

PDF/UA Check

Results

Checkpoint	Passed	Warned	Failed
PDF Syntax	0 ✓	0 ⚠	0 ✖
Fonts	5 ✓	0 ⚠	0 ✖
Content	1,057 ✓	0 ⚠	0 ✖
Embedded Files	0 ✓	0 ⚠	0 ✖
Natural Language	489 ✓	0 ⚠	0 ✖
Structure Elements	53 ✓	0 ⚠	0 ✖
Structure Tree	86 ✓	0 ⚠	0 ✖
Role Mapping	89 ✓	0 ⚠	0 ✖
Alternate Descriptions	188 ✓	0 ⚠	0 ✖
Metadata	2 ✓	0 ⚠	1 ✖
Document Settings	4 ✓	0 ⚠	0 ✖

✖ This PDF contains errors: Only partially accessible.


Tools

Main sponsors: SBV FSA Schweizerischer Blinden- und Sehbehindertenverband Fédération suisse des aveugles et malvoyants Powered by:

PAC - Screen Reader Preview

Screenreader Preview - 2015-03-02 Appeal to the Merit Appeals Board (FORM)2.pdf

Sect Figure



Alt County of Hawaii

Table	TR	TD	P	TD	P
					Appeal to the Merit Appeals Board
					101 Pauahi Street, Suite 2 Hilo, Hawai'i 96720-4224

P Submit original plus eight (8) copies of the form to the above address. Do not email this form.

P Use black ink or a typewriter to complete this form. Use additional pages as necessary.

P

Table	TR	TD	P	TD	P
					1. Name, address, and telephone number of the appellant:
			P		Is the appellant a County employee? Yes No
				TD	P
					2. Name, address, and telephone number of
					appellant's authorized representative (if any):
					P

PAC - Report

Report - 2015-03-02 Appeal to the Merit Appeals Board (FORM)2.pdf

Title	Count
✗ PDF/UA	98
✗ Basic requirements	74
✓ PDF syntax	0
✗ Fonts	3
✗ Content	71
✓ Embedded Files	0
✓ Natural language	0
✗ Logical Structure	23
✗ Structure Elements	22
✓ Headings	0
✓ Notes	0
✗ Annotations	21
✓ TrapNet annotations	0
✗ Nesting of Widget annotations inside a For...	21
✓ Nesting of Link annotations inside Link stru...	0
✓ Nesting of annotations in Annot structure ...	0
✓ PrinterMark annotations and logical structure	0
✓ Figures	0
⚠ Tables	1
⚠ Table regularity	1
⚠ Irregular table	
⚠ Structure Tree	1
✓ Role mapping	0
✓ Alternative Descriptions	0
✗ Metadata and Settings	1
✗ Metadata	1
✓ XMP Metadata entry in Catalog	0
✗ PDF/UA identifier	1

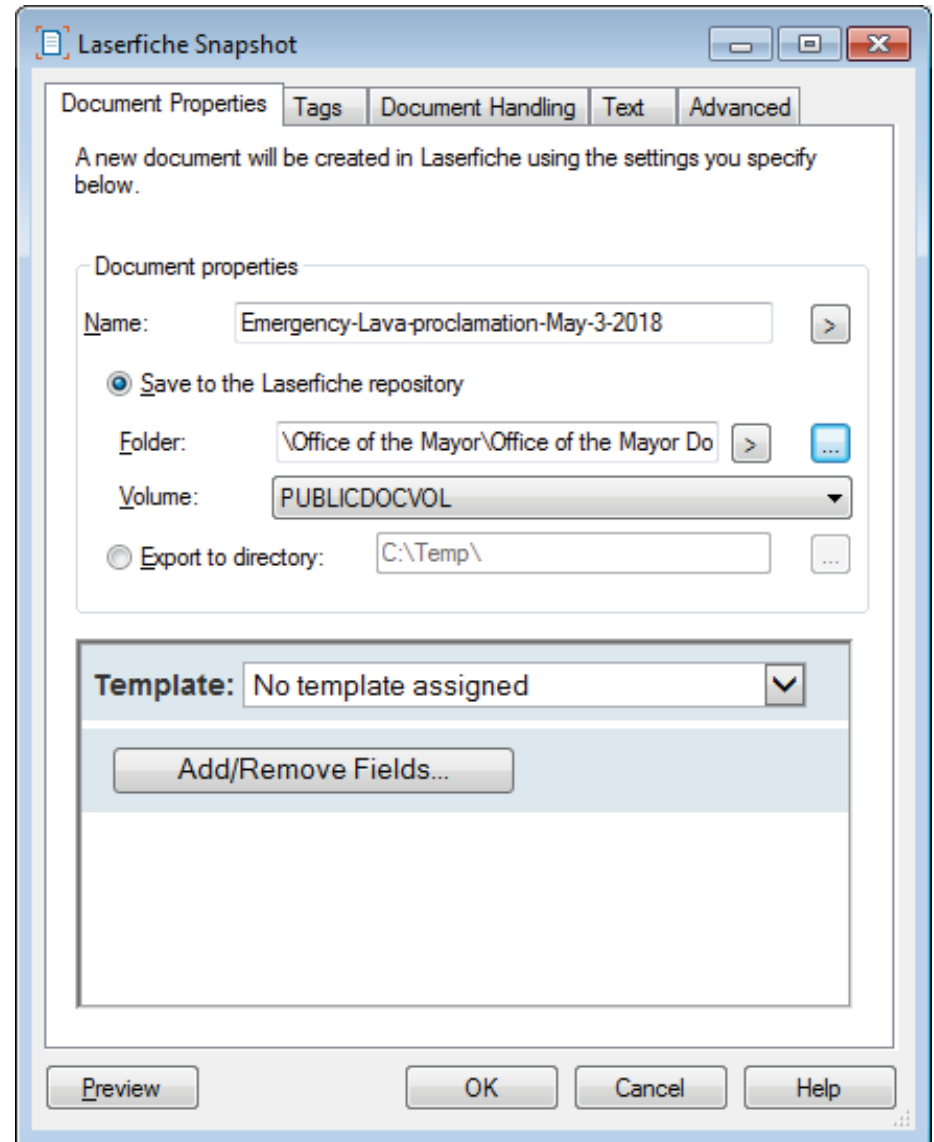
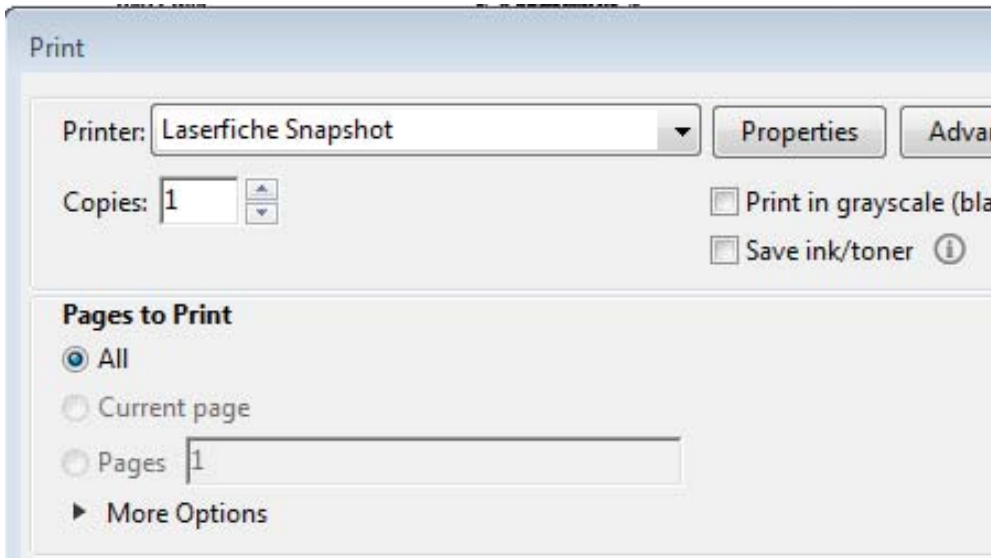
Page 1

Posting to Laserfiche

You have a document now what?

Snapshot

- ▶ Laserfiche Snapshot is a virtual Printer
 - ▶ Allows you to print straight to Laserfiche
 - ▶ Refer to Snapshot handout for more










Laserfiche Metadata

▶ Important Metadata

▶ Entry ID

- ▶ Used to Identify the individual Documents or folder

Name ▲	Entry ID	Creation Date	Created By
 2018-05-01 Jr. Lifeguard Program signups -- East Hawai...	93078	5/1/2018 11:28 AM	HAWAII\COUNTY\jsnyder
 2018-05-01 Volcano Crater Floor Collapses, Possible Ou...	93075	5/1/2018 10:35 AM	HAWAII\COUNTY\jsnyder
 2018-05-02 Abandoned Vehicle Section's 5th Auction --...	93120	5/2/2018 2:28 PM	HAWAII\COUNTY\jsnyder
 2018-05-02 Agencies Prepare for Possible Eruption in L...	93115	5/2/2018 10:32 AM	HAWAII\COUNTY\jsnyder
 2018-05-02 East Rift Intrusion 5-2-18 Update	93121	5/2/2018 3:44 PM	HAWAII\COUNTY\jsnyder
 2018-05-03 East Rift Eruption -- includes evacuation of ..	93137	5/3/2018 5:55 PM	HAWAII\COUNTY\jsnyder
 2018-05-03 Emergency Lava proclamation May 3, 2018	93150	5/4/2018 10:39 AM	HAWAII\COUNTY\imitchener

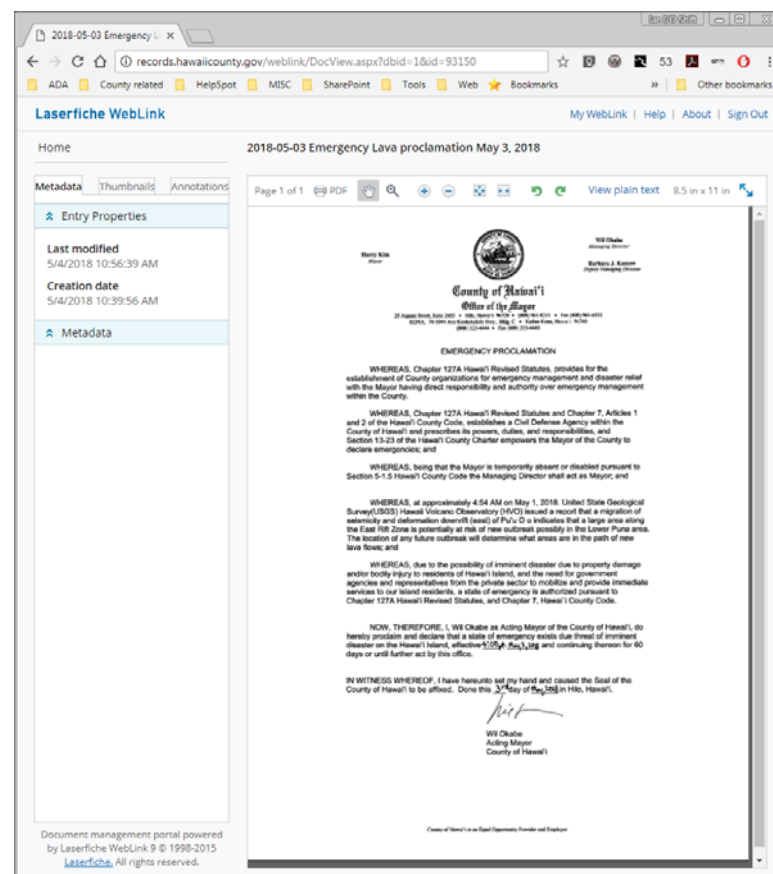
Creating a Link

- ▶ Use the Entry ID
 - ▶ If the Entry ID changes, the link will break.
- ▶ Public Documents
 - ▶ <http://records.hawaiicounty.gov/weblink/DocView.aspx?dbid=1&id=#####>
- ▶ Council Records
 - ▶ <http://records.hawaiicounty.gov/weblink/DocView.aspx?dbid=0&id=#####>
- ▶ More link syntax examples
 - ▶ <https://intranet.hawaiicounty.gov/depts/it/Pages/Website-Standards.aspx#public-docs>

Link Example

▶ <http://records.hawaiicounty.gov/weblink/DocView.aspx?dbid=1&id=93150>

▶ Side note: If the Entry ID changes links will Break

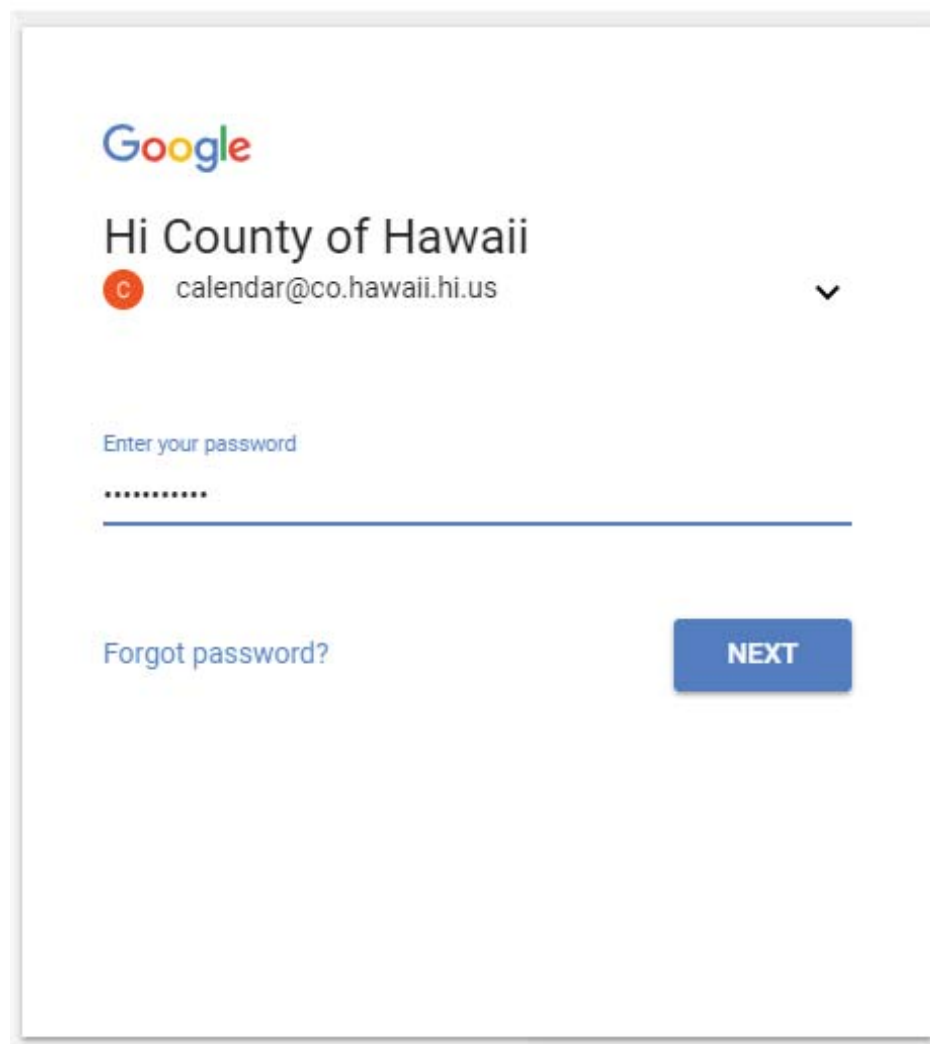


Posting to the County Calendar

Lets get it out there!

County Calendar

- ▶ Powered by Google Calendar
- ▶ Each Department has an Account
- ▶ IT Can reset the Departments Password if needed
- ▶ <https://calendar.google.com/>



Google

Hi County of Hawaii

calendar@co.hawaii.hi.us

Enter your password

.....

Forgot password?

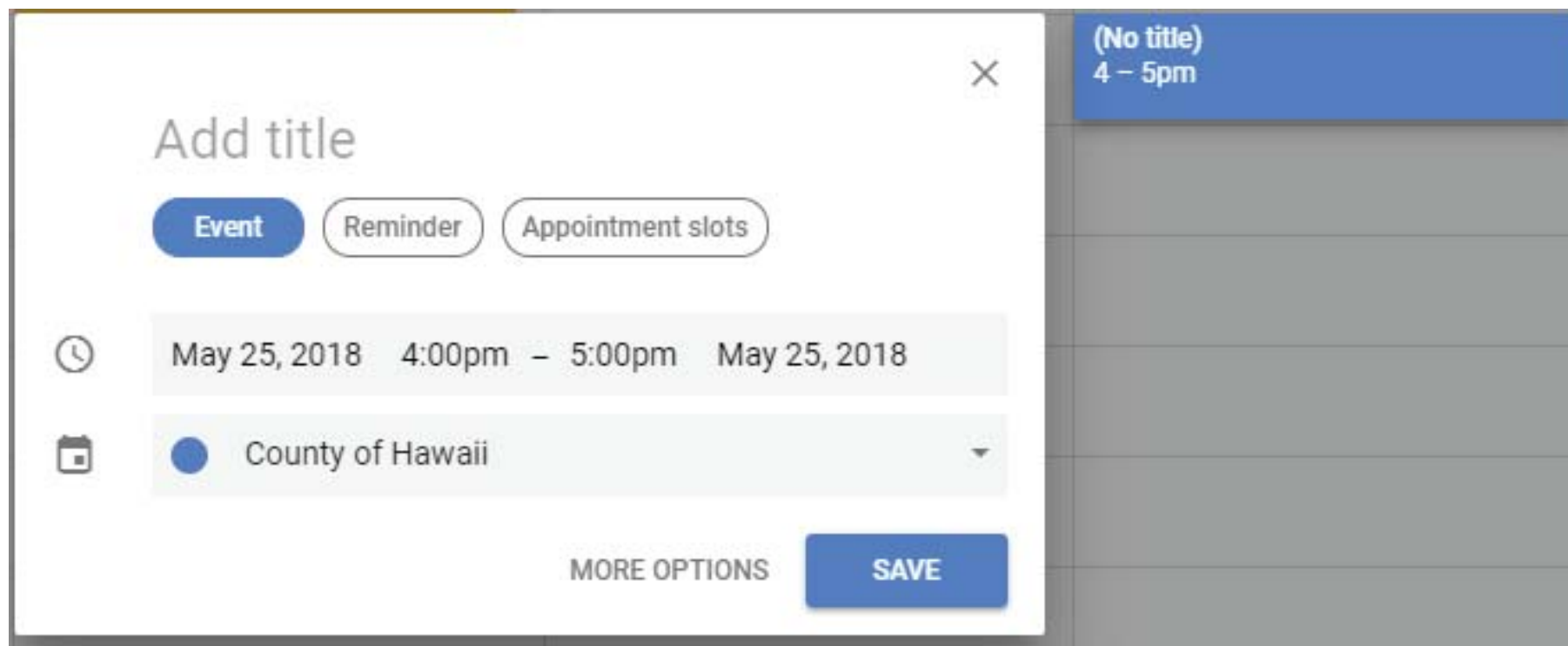
NEXT

County Calendar - Default View

The screenshot shows the Google Calendar interface for the County of Hawaii. The main view is a weekly calendar for May 2018, with the current date being May 21st. The calendar grid shows events for Monday, Tuesday, and Wednesday. A purple event titled "Blood Drive" is scheduled for Tuesday, May 22nd, from 7:30am to 2:45pm at Auntie Sally's Lu'au Hale, Hilo. Three yellow events are scheduled for Monday, Tuesday, and Wednesday, all from 9am to 4:30pm at Hilo Council Chambers, 25 Aupuni St., Hilo, Ste. 1401. The events are: "Councils Committee and Council Mtgs" on Monday, "Special Council Mtg. 1st Rdg. Operating & CIP Budgets - TBA" on Tuesday, and "County Council" on Wednesday. The left sidebar shows a list of "My calendars" with checkboxes for various departments: County of Hawaii, Civil Defense, Corporation Counsel, Elections, Environmental Managemen..., Finance, Fire, Human Resources, Information Technology, Legislative Branch, Liquor Control, Mass Transit, Office of Aging, Office of Housing, Office of the Mayor, Parks & Recreation, Planning, and Police. The top of the interface shows the Google Calendar logo, navigation buttons, and a search bar. The bottom right corner features a red circular button with a white plus sign.

County Calendar - Creating an Event

- ▶ Single Click around the correct time of event
- ▶ Click More options



The screenshot shows a modal window for creating an event. The modal has a close button (X) in the top right corner. The main heading is "Add title". Below the heading are three buttons: "Event" (highlighted in blue), "Reminder", and "Appointment slots". Underneath these buttons is a date and time selection field showing "May 25, 2018 4:00pm - 5:00pm May 25, 2018". Below the date field is a location selection field showing "County of Hawaii" with a dropdown arrow. At the bottom of the modal are two buttons: "MORE OPTIONS" and "SAVE" (highlighted in blue). The modal is overlaid on a calendar grid. The top row of the calendar grid is highlighted in blue and contains the text "(No title) 4 - 5pm".

County Calendar - Editing an Event

- ▶ Make sure the Information is Correct
- ▶ Remove the “hangouts” option
- ▶ Make sure the right calendar is selected
- ▶ Edit the description box with the meeting details and links

The screenshot shows the 'Edit Event' interface in Google Calendar. At the top, there is a close button (X) and a text input field for the event title, currently containing 'Add title'. Below this, the date and time are set to 'May 25, 2018' from '4:00pm' to '5:00pm' on 'May 25, 2018', with a 'TIME ZONE' dropdown. There is an 'All day' checkbox and a 'Does not repeat' dropdown menu. A horizontal separator line is followed by 'EVENT DETAILS' and 'FIND A TIME' tabs. Below the separator, there is an 'Add location' field. The 'Hangouts' option is currently selected, with a 'calendar' link and an edit icon. A notification is set for '10 minutes' with a close button. An 'ADD NOTIFICATION' section shows 'County of Hawaii' as the calendar and 'Busy' as the status, with a 'Default visibility' dropdown. A rich text editor is visible with a toolbar containing icons for bold, italic, underline, bulleted list, numbered list, link, and unlink. The text in the editor reads 'High Light Text to make them Links', with 'them Links' highlighted in blue. A 'Link' tooltip is visible over the link icon in the toolbar.

County Calendar - Example Post

The screenshot shows a Google Calendar interface for the week of May 20-26, 2018. The main calendar grid displays several events:

- Monday, May 21:** Councils Committee and Council Mtgs (9am - 4:30pm) at Hilo Council Chambers, 25 Aupuni St., Hilo, Ste. 1401.
- Tuesday, May 22:** Blood Drive (7:30am - 2:45pm) at Aunty Sally's Lu'au Hale, Hilo. Also, Special Council Mtg: 1st Rdg. Operating & CIP Budgets - TBA (9am - 4:30pm) at Hilo Council Chambers, 25 Aupuni St., Hilo, Ste. 1401.
- Wednesday, May 23:** County Council (9am - 4:30pm) at Hilo Council Chambers, 25 Aupuni Street, Hilo, Ste. 1401.
- Friday, May 25:** Example Post (4:00pm - 4:30pm).

The left sidebar shows a list of calendars under "My calendars":

- County of Hawaii
- Civil Defense
- Corporation Counsel
- Elections
- Environmental Managemen...
- Finance
- Fire
- Human Resources
- Information Technology
- Legislative Branch
- Liquor Control
- Mass Transit
- Office of Aging
- Office of Housing
- Office of the Mayor
- Parks & Recreation
- Planning
- Police

The "Example Post" event details are shown in a pop-up window:

- Example Post**
- Friday, May 25
- 4:00pm - 4:30pm
- Highlight Test to make [them Links](#)
- Parks & Recreation
- Created by: County of Hawaii Calendar

County Calendar - Example Post on Website

COUNTY OF HAWAI'I - MAIN CALENDAR

This calendar includes County of Hawai'i meetings, events and activities.

Directions to View the Main Calendar: Use the blue left/right arrows to see previous or future months. Click on the "Week", "Month" or "Agenda" tabs for various ways to view the calendar. The blue down arrow allows you to see the calendar entries of only specific departments/agencies by checking/unchecking the boxes. A "Print" option is also available.

Today ◀ ▶ May 2018 PrintWeekMonthAgenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	May 1	2	3	4	5
6	7 10am Board of E	8 9:30am Council's	9 7am Blood Drive 9am County Cou	10	11	12 12pm Mo`oheau
13	14	15	16	17	18	19
20	21 9am Councils Co	22 7:30am Blood Dr 9am Special Cou	23 9am County Cou	24	25 4pm Example Po	26

Example Post

When Fri, May 25, 4:00pm – 4:30pm

Description Highlight Test to make [them Links](#)

[more details»](#) [copy to my calendar»](#)



Thank you

Reference Links

- ▶ WebAIM (Accessibility In Mind)
 - ▶ <http://webaim.org/>
- ▶ Accessible Digital Office Document (ADOD) Project
 - ▶ <http://adod.idrc.ocad.ca/word2013>
- ▶ Ishihara Color Test for Color Blindness
 - ▶ <http://www.colour-blindness.com/colour-blindness-tests/ishihara-colour-test-plates/>
- ▶ Accessible Technology at the University of Washington
 - ▶ <http://www.washington.edu/accessibility/>
- ▶ We've been trained to make paper, Ben Balter
 - ▶ <http://ben.balter.com/2012/10/19/we-ve-been-trained-to-make-paper/>
- ▶ PAC Download
 - ▶ <http://www.access-for-all.ch/en/pdf-lab/pdf-accessibility-checker-pac.html>