Preparing OIG Documents for Placement on the Web

What format do we use for posting OIG reports and documents on our website?

The OIG uses the Adobe ".PDF" format since .PDF files can be read using Adobe Reader software, which can be downloaded free from the Internet (Adobe.com). This puts our documents in a standard format and makes them readable for more individuals than one specific word processing package would.

How do I create a .PDF document?

Please convert OIG reports and documents, while viewing them in Microsoft Word, to a .PDF using Adobe Acrobat Writer version 5.0 with the accessibility plug-in. To convert, click on the Acrobat icon on the Microsoft Word toolbar.

Can everyone create Adobe .PDF documents?

No. The complete software package, Adobe Acrobat Writer, is different from the Adobe Acrobat Reader loaded on all OIG computers. Acrobat Writer is loaded on a limited number of computers throughout the OIG. You need to have Acrobat Writer version 5.0, with the accessibility plug-in, to create the proper .PDF documents.

Do the large OIG copier units scan documents to an appropriate .PDF format?

Yes and no. Adobe Reader will read a scanned document converted into a .PDF. However, the scanned .PDF does not have as much hidden electronic information, called "alternative text/tags," compared to one that is generated directly from a Word document using Acrobat Writer.

What is an alternative text/tag?

This is the required hidden descriptive text behind the photos and graphics in a document. Some people use special screen readers to read this hidden text. Without text/tags in a document, some people may not be able to read document.

Why do OIG documents posted on the web require alternative text/tags?

The OIG is required to comply with the Section 508 of the Rehabilitation Act, which requires Federal agencies to ensure that people with disabilities have equal access to information and data. The creation of alternative text/tags helps make OIG documents accessible to most on the Internet.

How do I properly insert graphics into OIG documents?

Within the Microsoft Office 2000 Software Suite, you can place alternative text on a picture, graphic or other inserted items by:

- Right mouse click on the photo or graphics, then choose "Format Picture" from the drop-down menu.
- Click on the "Web" tab and type a descriptive statement(s) so a person gets a mental image of its content.
- Click "Ok" when finished.

How do I insert a "management response" into an OIG report?

First you scan the management response on a local scanner and store it as a graphic file such as a '.jpg' or '.tif'.

Then you insert it into the Word version of the OIG report by (1) clicking "Insert" on the menu bar, (2) selecting "Picture" from the drop-down menu, and (3) "From File".

Please enter the OIG standard alternative text on the first page of the management response following the instructions on the previous page. The standard wording is, "The following page(s) contain a graphical image of the management response received for this OIG report. The image is used to maintain the integrity of the response received. If you wish to receive a hard copy, please contact the OIG, Office of Audit at 202-927-5400 or send an email to Webmaster@oig.treas.gov."

If I have a question about this policy, whom can I contact?

For questions on preparing documents for web posting, please contact Mike Lareau by email at LareauM@oig.treas.gov or by phone at (202) 927-5398. If you can't reach Mike, please send an email to OIG-OM@oig.treas.gov or call our main line at (202) 927-5200.

If you want to learn more about the Rehabilitation Act [29 U.S.C. 794d], please use this link: http://www.section508.gov/.