



# 508 COMPLIANCE – HR WEB & PORTAL

## WHAT IS SECTION 508

Section 508 of the Rehabilitation Act of 1973, (amended in 1998 and codified in 29 USC § 794d) is a federal law requiring electronic technology used by the government to be accessible. Section 508 accessibility is intended for people who have visual disabilities and/or mobility impairments.

## WHO NEEDS TO COMPLY BY SECTION 508

All content managers who need to post documents to the Human Capital Group (HCG) web/portal needs to ensure that all documents are compliant. This includes documents such as Microsoft Word, PowerPoint, and Excel documents, as well as all other Microsoft Office documents.

**NOTE:** Documents that will be converted into an actual webpage will be checked for 508 compliance by the HCG Web/Portal Project Team.

## WHEN DO YOU START MAKING DOCUMENTS 508 COMPLIANT?

Documents that will be posted on the HCG Website or Portal need to meet Section 508 accessibility standards. If a document is already on the web or portal, it does not immediately need to be reviewed; however, any updates to the documents will need to also include updates to ensure that the document is Section 508 compliant. Therefore, from December 2007 and forward, all documents being posted to the web and portal must be 508 compliant.

## WHY COMPLY WITH SECTION 508?

Complying with Section 508 is mandatory by law, and it ensures that people who have visual disabilities and/or mobility impairments can view the document that you have posted. All information and documents that are broadcasted such as Large AD groups (example: OSMP (E/C)) or the NIH Listserv emails, must be accessible. In addition to web-hosted and e-mail broadcasted documents, it is also best practice to make all other documents accessible.

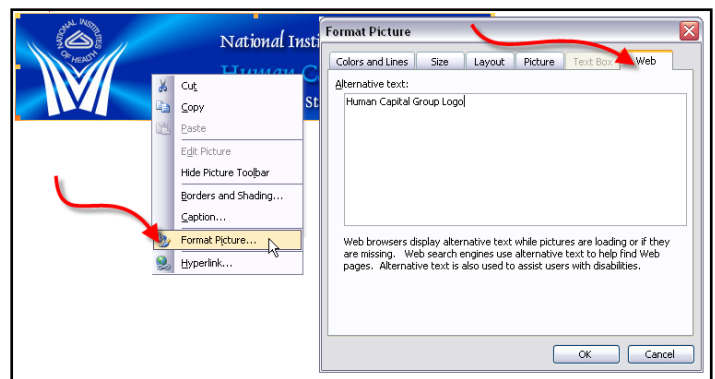
## GUIDELINES TO ENSURE 508 COMPLIANCE WITH MICROSOFT OFFICE DOCUMENTS

### IMAGES

To comply with 508 guidelines, a structured document must be created. Structured documents are properly formatted documents that have a structure that Assistive Technology (AT) devices can readily access. Also images should be labeled for those with visual disabilities. To do this:

- Right click the image (non-text element) to access the object menu.
- Select Format Picture
- Select the **Web** tab
- Add a general description of the image.

**NOTE:** Decorative images that convey no information may be left blank. Descriptive text does not need to describe the image, rather it should describe the information the image is conveying. So the alternative text description of the HCG logo does not have to describe what the logo looks like, rather it should read “Human Capital Group logo.”





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## TABLES

Properly create and label tables, including specified row and column headers. Rather than drawing lines and inserting tabs to mimic columns, tables should be created using the table tool. To access the table dialog go to:

- Select **Table**
- **Insert Table**

## HYPERLINKS

Make sure that all hyperlinks have a short description of the link destination. For example, construct links that look like the following:

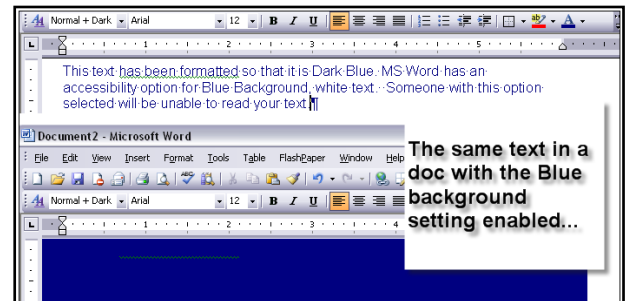
- [Guidelines for Using a Pen](#)
- Please visit OPM's [Guidelines for Using a Pen](#) for more information

Not:

- [Click Here](#)

## COLOR


Do not rely on color to convey information. Do not assume that your color choices within your documents will be displayed correctly. People with visual disabilities or color blindness may have their screen setup in such a way that your color choices are indistinguishable. Black text on a white background will provide the highest contrast and visibility for users.



## ADDITIONAL 508 COMPLIANCE INFORMATION – STYLES AND FORMATTING

Using the Styles and Formatting tools, instead of changing the font styles with the drop-down options, results in a more unified presentation, all while assisting those users covered under Section 508 of the Rehabilitation Act of 1973 understand your document. Ideally, you should have **10 to 20** styles in use. The fewer the number of styles, the cleaner your document is and the easier it is for screen-reading software to understand the document flow. Go to:

- Format
- Styles and Formatting - a side panel will appear next to your document.

OR Simply click the  icon in your toolbar to bring up your Styles and Formatting side panel.

- Click on a style and select **Modify**, and Word will automatically update all text assigned that style. You can also assign a style to text by highlighting the text and simply clicking on the style to the right.

## 508 RESOURCES

OEODM Section 508 Training

<http://oeo.od.nih.gov/policiesresources/508training/>

Section 508 Contacts by IC

[http://oeo.od.nih.gov/policiesresources/sitesresources/eoo\\_references.html#508](http://oeo.od.nih.gov/policiesresources/sitesresources/eoo_references.html#508)

Microsoft Training - How to Make Office Document Accessible

<http://office.microsoft.com/training/Training.aspx?AssetID=RC063800961033&CTT=6&Origin=RC063800961033>