

MYTH & FACTS ABOUT 508

MYTH

"X" file format (Word, PDF, PowerPoint, Audio, Video, you-name-it) doesn't have to be 508 compliant.

FACT

By law, since June 25, 2001, all content created with federal monies, including federal Web sites, internal or external, government hosted or contractor hosted, must be 508 compliant.

MYTH

I can avoid 508 compliance because tagging PDFs creates an undue burden.

FACT

Forget about it. Yes, the law recognizes undue burden, but the bar is set very high: per the Office on Disability, the cost must exceed 5% of the total HHS discretionary budget to meet the undue burden criterion. Only two Undue Burdens have been approved in the past four years.

MYTH

I can convert *Word* documents into compliant PDF files simply by using file--> print--> *Adobe PDF*.

FACT

Word can create PDF files through the File --> Print function, but the resulting PDF file is not 508 compliant. *Adobe Acrobat Professional 7.0* or higher is necessary to create properly tagged PDF files. Note that *Acrobat Standard* and *Acrobat Distiller* do not create and check compliant files. All documents should be tagged and checked to ensure compliance.

MYTH

I can tag my PDF file to be 508 compliant by using the Advanced --> Accessibility --> Add Tags to Document function in *Adobe Acrobat Professional*.

FACT

This is only the first step to creating a 508 compliant PDF file. Adding the tags through Adobe should be followed by a 508 check: Advanced --> Accessibility --> Full Check. The document is considered 508 compliant only when the Adobe Acrobat Full Check comes back showing no errors.

MYTH

Converting my tables into PDF will make them 508 compliant.

FACT

Contractors will be the first to tell you this. It's hogwash. Require or run an accessibility report generated using *Adobe Acrobat Professional 8.0 Checker*.