Accessibility FAQs and Tool Instructions

1.1. What is Section 508 Compliance?

Section 508, an amendment to the United States Workforce Rehabilitation Act of 1973, is a federal law mandating that all electronic and information technology developed, procured, maintained, or used by the federal government be accessible to people with disabilities. Technology is deemed to be "accessible" if it can be used as effectively by people with disabilities as by those without. The scope of Section 508 is limited to the federal sector. It includes binding, enforceable standards, as well as compliance reporting requirements and a complaint procedure.

1.2. What is WCAG 2.0 Compliance?

On September 11, 2013, the U.S. Department of Transportation (DOT) issued an order to establish guidelines and responsibilities to ensure DOT employees and customers with disabilities have full access to and use of EIT in DOT that is comparable to the access and usage by federal employees and members of the public without disabilities. A major requirement of the order is for all DOT public-facing web sites meet Web Content Accessibility Guidelines (WCAG) 2.0 Level A/AA by September 30, 2014.

WCAG 2.0, while similar to Section 508 compliance, includes a wider range of recommendations for making web content more accessible. Based on best practices, it goes beyond basic accessibility, recommending additional steps to make websites more easily usable for a greater number of people with disabilities.

The guidelines focus on four main principles:

Perceivable - Information and user interface components must be presentable to users in ways they can perceive—it can't be invisible to all of their senses.

Operable - User interface components and navigation must be operable. The interface cannot require interaction that a user cannot perform.

Understandable - Information and the operation of user interface must be understandable.

Robust - Content must be robust enough to be interpreted reliably by a wide variety of user agents, including assistive technologies.

1.3. Accessibility Audit Tool

The **Accessibility Audit Tool** helps content owners check their content to find compliance gaps. Once identified, they can make the necessary content changes to ensure accessibility, as described above.

The tool allows users to audit content on DOT.gov, Seaway.dot.gov, Volpe.dot.gov, USMMA.edu, and FMCSA.dot.gov.

To access the Accessibility Auditing Tools, select **Accessibility Auditing Tools** next to My Workbench on the top navigation bar.

The Accessibility Auditing Tools link automatically brings you to the Accessibility Navigation page below, with the list results of the first checkpoint, *Font Size in Body Inspector*, displaying on the page.

- **Font Size in Body Inspector:** This checkpoint lists pages that contain content with inline styles that need removal.

- **Image in Body Inspector**: This checkpoint lists content that has images placed in the body field (WYSIWYG) that have Alt Text missing.

- **Image Field Inspector:** This checkpoint lists all content featuring Supplemental, Event and Rotator Images. To find the images missing Alt Text, view the column titled "Alt Text" and edit the items where the Alt Text field is blank.

- **Table Caption Inspector:** This checkpoint lists content that has a table tag in the body but has no caption tag. Captions must be included for tables.

⑤ Users can choose to review:

- o Article content types

- o Blog posts

- o Document pages

- o Event pages

- o Landing Page Lite pages

- o Home Page Rotator (Image Field Inspector only)

1.3.1. Font Size in Body Inspector

Previously when creating content, users used font sizes in point size or pixels (i.e. font size 12) rather than percentages that aid disabled users. The Web Services Team modified the WYSIWYG so that body text created now specifies font by size proportionally (ems) Old content needs modifying to reflect this new font size change.

To do this, use the *Font Size in Body Inspector* checkpoint to identify content that needs updating.

1. In the Article content type example below, click Edit to modify the font size for the page titled *TIGER*

Content Type: Articles

Published articles with pixel declarations in body field ⚙ | **ARTICLES** | BLOG POSTS | DOCUMENTS | EVENTS | LANDING PAGE LITE

Accessibility Auditing Tools Navigation

Font Size in Body Inspector

Checkpoint: Font Size in Body Inspector

- Image in Body Inspector
- Image Field Inspector
- Table Caption Inspector

The content listed here has inline has styles specifically declaring a font size. These style need to be removed. **The content will only be cleansed of the offending inline styles and** <u>set to a workbench moderation status of published</u>

Article Title: *TIGER Three Country Road Improvements Project Visit.*

|	EDIT LINK	POST DATE	
1	Edit	2 weeks 4 days	Participating Lenders for Short Term Lending Program
2	Edit	2 weeks 6 days	TIGER Three County Road Improvements Project Visit
3	Edit	2 weeks 6 days	Pro Walk Pro Bike Conference
4	Edit	2 weeks 6 days	T.F. Green Airport Ceremony
5	Edit	3 weeks 2 days	U.S. Transportation Secretary Foxx Announces $20 Million in TIGER Funds for MBTA Ruggles Station

2. After selecting Edit, scroll down to the body text and Select All Content.
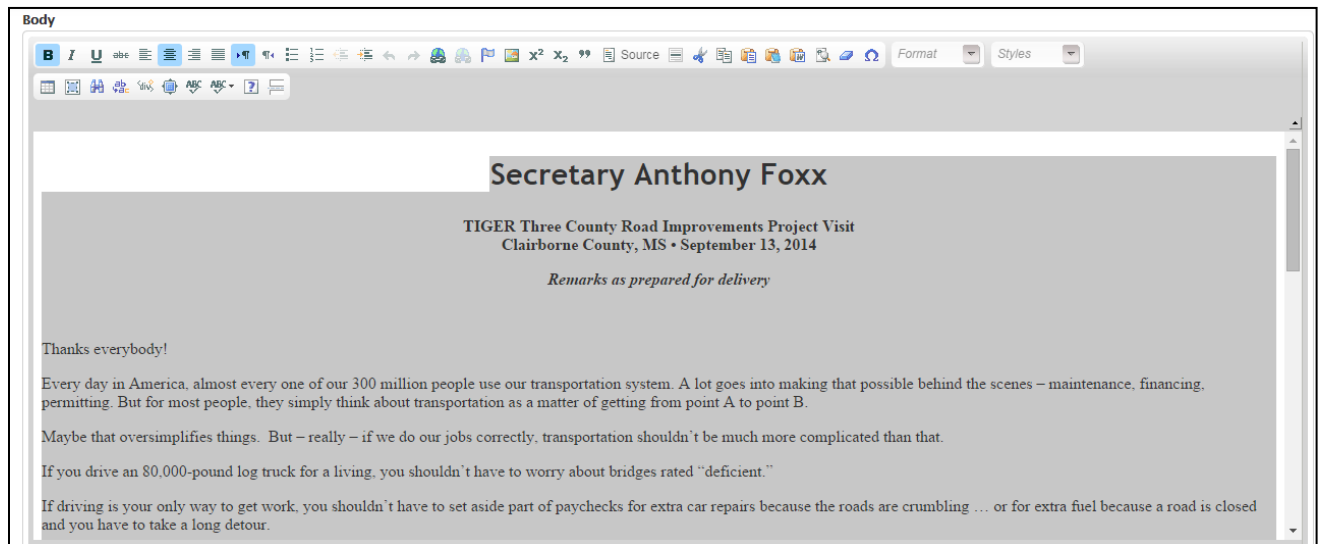
3. Once selected, hit CTL-X to cut the text. Make sure to hit backspace in the WYSIWYG to clear any inline styles that might remain.

4. Next, select the *Paste from Word* icon option from the WYSIWYG toolbar.
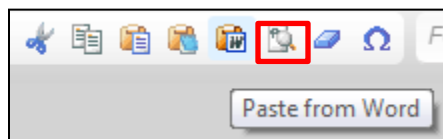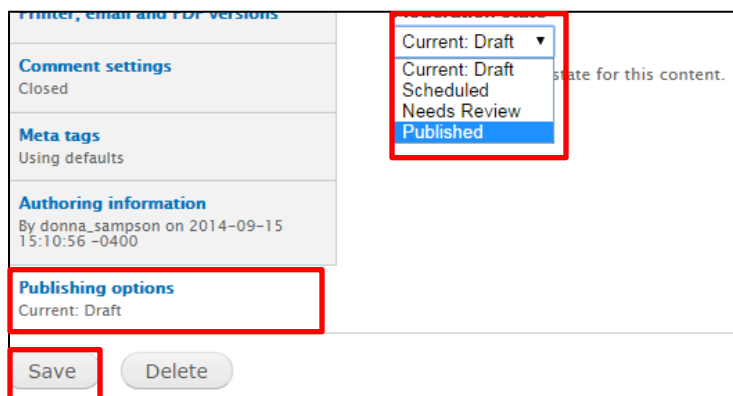

5. Paste the text you cut into the Paste field and hit OK.
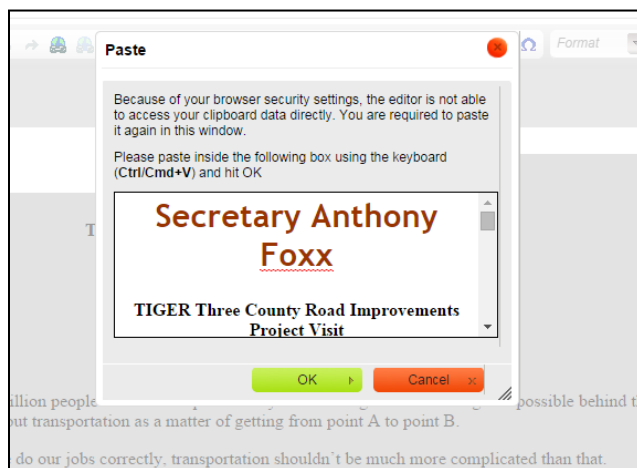
6. The content will appear as it did before only this time, the styles are gone. Note: Go back and select any header styles and reformat them using the appropriate Styles drop down options.
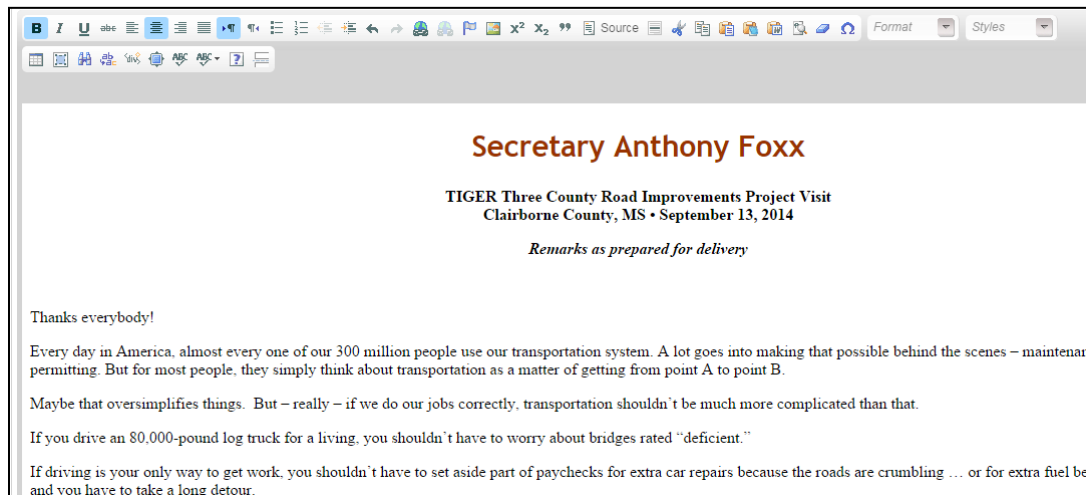
7. To republish your work, go to Publishing Options and select a moderation state of Published then select Save.

8. To confirm that your content is now compliant, go back to the Accessibility Navigation page for the Font in Body Inspector checkpoint and view the list in the Article tab. The page The *TIGER Three Country Road Improvements Project Visit* page will have disappeared from the list, when done properly.

Accessibility Auditing Tools Navigation

- Font Size in Body Inspector
- Image in Body Inspector
- Image Field Inspector
- Table Caption Inspector

The content listed here has inline has styles specifically declaring a font size. These style need to be removed. **The content w**
cleansed of the offending inline styles and <u>set to a workbench moderation status of published</u>

	EDIT LINK	POST DATE	
1	Edit	2 weeks 5 days	Participating Lenders for Short Term Lending Program
2	Edit	2 weeks 6 days	Pro Walk Pro Bike Conference
3	Edit	2 weeks 6 days	T.F. Green Airport Ceremony
4	Edit	3 weeks 2 days	U.S. Transportation Secretary Foxx Announces $20 Million in TIGER Funds for MBTA Rug

The *TIGER Three Country Road Improvements Project Visit* page is gone. This confirms that the font size is compliant.

1.3.2. Image in Body Inspector

All images must have Alternative Text (Alt Text) added to make them compliant.

The Image in Body Inspector checkpoint, lists content that has images placed in the body field through the WYSIWYG that have Alt Text missing.

In this example, I will add Alt Text to an image in a Blog entry.

1. Select Image in Body Inspector and then the Blog Entries tab. From there, select Edit next to the blog entry entitled *"Best of the Best" Celebrated at Truck Driving & Inspectors Contest.*

Content Type: Blog Entries

Blog Entires with Body Images that don't have alt text ⊕

ARTICLES　BLOG ENTIRES　DOCUMENT

Accessibility Auditing Tools Navigation

- Font Size in Body Inspector
- Image in Body Inspector
- Image Field Inspector
- Table Caption Inspector

Checkpoint: Image in Body Inspector

The content listed here has images placed in the body that do not have alt text. **The content will only be removed from this list once the images in the bo**
<u>has been set to a workbench moderation status of published.</u>

Blog Entry Title: *"Best of the Best" Celebrated at Truck Driving & Inspectors Contest*

|		POST DATE	
1	Edit	*2 weeks 2 days* ago	Test Blogpost for September 20
2	Edit	*1 month 2 weeks* ago	Predictable, Dedicated Funding for Rail can Improve Safety and Quality of Life
3	Edit	*1 month 2 weeks* ago	'Best of the Best' Celebrated at Truck Driving & Inspectors Contest
4	Edit	*1 month 2 weeks* ago	As exports rise, Maritime moves America
5	Edit	*1 month 2 weeks* ago	Dallas' New Airport Station Joins the Longest Light Rail System in the U.S.

2. Scroll down to the Body field and right click on the first image you see. Then Select Image Properties.
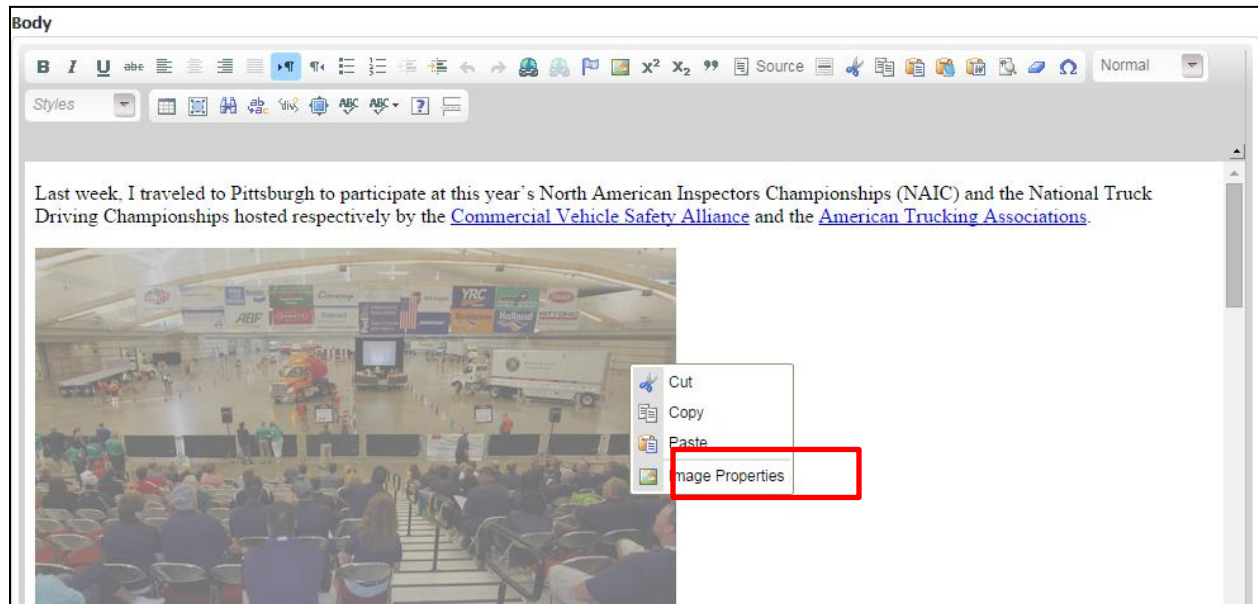
3. If the Alt Text field is blank, add a brief description of the image in the field. Then select OK.
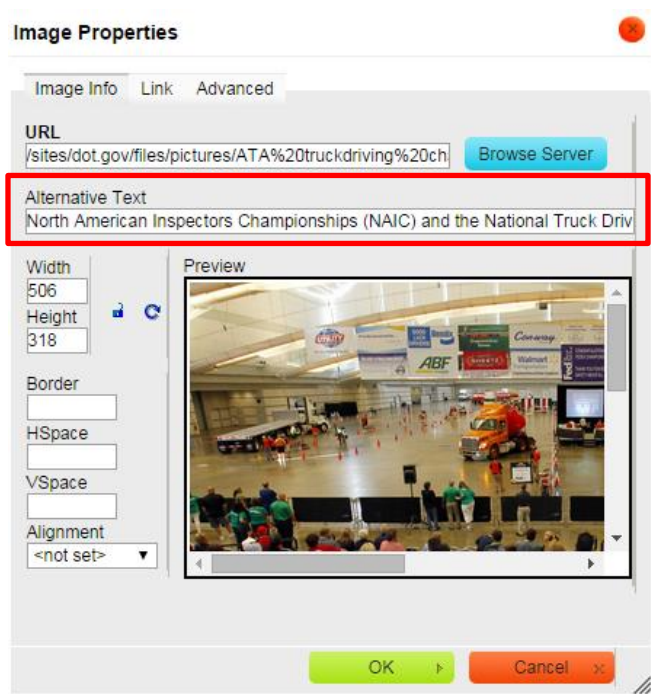
4. Follow this process for all other images that exists in the WYSIWYG.

5. To republish your work, go to Publishing options and select Published under Moderation State. Then select Save.

6. To confirm that your content is now compliant, go back to the Image in Body Inspector checkpoint and view the list in the Blog Entries tab. The page will have disappeared from the list, when done properly.

The content listed here has images placed in the body that do not have alt text. **The content will only be removed from this list once the images in body fields all have alt text <u>and the content has been set to a workbench moderation status of published</u>.**

		POST DATE	
1	Edit	*2 weeks 2 days* ago	Test Blogpost for September 20
2	Edit	*1 month 2 weeks* ago	Predictable, Dedicated Funding for Rail can Improve Safety and Quality of Life
3	Edit	*1 month 2 weeks* ago	As exports rise, Maritime moves America
4	Edit	*1 month 2 weeks* ago	Dallas' New Airport Station Joins the Longest Light Rail System in the U.S.
5	Edit	*1 month 2 weeks* ago	In the "Last Frontier," transportation must be a shared effort
6	Edit	*4 months 2 weeks* ago	FMCSA Deputy Administrator Bronrott Recognized for Safety Achievements
7	Edit	*4 months 3 weeks* ago	A Numbers-Based Case for Why It's Time to Act on Infrastructure

The blog post *"Best of the Best" Celebrated at Truck Driving & Inspectors Contest* is gone from the list. This confirms that the Alt Text was added to all WYSIWYG images on this page.

1.3.3. Image Field Inspector

Unlike the other checkpoints, Image Field Inspector lists ALL content featuring Supplemental, Event and Rotator Images. To find the images missing Alt Text, view the column titled "Alt Text" and edit the items where the text field is blank.

1. For our example, click on Image Field Inspector and then select the Events Tab.

Content Type: Events

Checkpoint: Image Field Inspector

Event Page Title: *Mentorship, Careers, and Empowerment: Ladders of Opportunity for Young Men of Color*

Images Missing Alt Text

2. Click on Edit to add alt text to the image on the page entitled *Mentorship, Careers, and Empowerment: Ladders of Opportunity for Young Men of Color*

3. Scroll down to find the blank Alternate Text field below the targeted image. Add descriptive alt text.

4. To republish your work, go to Publishing options and select Published under Moderation State. Then select Save.

5. To confirm that your content is now compliant, go back to the Image Field Inspector checkpoint and view the list in the Events Page tab. The page *Mentorship, Careers, and Empowerment: Ladders of Opportunity for Young Men of Color* will now show Alt Text in the Alt Text column, if done properly.

The Alt Text is now included for the page *Mentorship, Careers, and Empowerment: Ladders of Opportunity for Young Men of Color* confirming that the content is now compliant.

1.3.4. Table Caption Inspector

The Table Caption Inspector audits content that has table tag in the WYSIWYG body field but is missing a caption tag. To make content compliant, captions must be added to the tables.

1. For this example, we will add table captions to a Document page entitled *DOT Memo on Reimbursement –Attachment 1: State-by-State Shares of Cash Allocation for each Semi-monthly period.*

Content Type: Document

Checkpoint: Table Caption Inspector

Document Page Title: *DOT Memo on Reimbursement –Attachment 1: State by State Shares of Cash Allocation for each Semi-monthly period.*

2. Select Edit next to the page that needs fixing.

3. Scroll down to the WYSIWYG Description field, right click on the table and select Table Properties.

4. Add a descriptive table caption in the blank caption field. Then, select OK.

5. To republish your work, go to Publishing options and select Published under Moderation State. Then select Save.

6. To confirm that your content is now compliant, go back to the Table Caption Inspector checkpoint and view the list in Documents tab. The page will have disappeared from the list, if done properly.

Accessibility Auditing Tools Navigation

- Font Size in Body Inspector
- Image in Body Inspector
- Image Field Inspector
- Table Caption Inspector

The content listed here has table tag in the body but has no caption tag. Captions need to be added to the tables **The content will only be removed from th table and the content has been set to a workbench moderation status of published**

		POST DATE	
1	Edit	3 months 1 week	DOT Memo on Reimbursement Procedures during a Cash Shortfall of the Highway Trust Fund
2	Edit	5 months 1 week	GROW AMERICA: Creating more efficient project delivery
3	Edit	5 months 1 week	GROW AMERICA: Empowering local decision makers
4	Edit	1 year 1 month	TIGER 2013 Award Fact Sheets

The Document page DOT Memo on Reimbursement –Attachment 1: State-by-State Shares of Cash Allocation for each Semi-monthly period is gone from the list. This confirms that the table caption was added to all Tables this page.