Frequently Asked Questions

What is Section 508?
Section 508 refers to a section in the Rehabilitation Act of 1973 and was strengthened in 1998 by Congress in the Workforce Investment Act. Its primary goal is to help provide access to and use of electronic and information technology (EIT) by individuals with disabilities. Being 508 compliant means that you have met this standard. As of January 2018 you must meet the WCAG 2.0 Level Success Criteria to meet the updated 508 Standards.

Who has to have 508 compliant documents?
Since 2001 the law has required that all content on the web that has been created using federal money must be 508 compliant. This includes government and contractor hosted websites and intranet sites and content hosted by services like YouTube. Examples of companies that must comply include US Federal websites, health care companies, banks, and universities, just to name a few.

Why should a company comply?
Creating documents that are 508 compliant helps those who are hard of sight access important information. So, providing a 508 compliant website is the best business practice to help these individuals. If a website is found to not be compliant a person with disabilities can file a complaint or bring a civil action in Federal Court. A company can face costly fines for not following the law. 13.2 million people in the United States have at least one disability that Section 508 is meant to help. Being compliant means you are helping a lot of people.

Can't you just click a button and make a document compliant?
No. All documents require manual manipulation of the document structure to pass 508 checkpoints and accessibility standards. On the backside of this document is a list of many of the requirements to make a document 508 compliant. Many programs have a selection to tag a document when saving to a PDF, but this does not create documents that are properly tagged, in logical reading order with all the necessary elements to pass accessibility checkers.

How can I tell if a document is 508 compliant?
The person who provides you with a 508 compliant document must also provide you with an Accessibility Report. This report will tell you if the document has passed all inspection points including adding tags, bookmarks, verifying logical reading order.

How is the WCAG 2.0 Standard different?
The WCAG 2.0 Success Criteria are more explicit than the previous 508 Standards. Careful attention has been given to ensure that the Success Criteria are written as objectively testable requirements. In addition, unlike the existing 508 Standards, WCAG 2.0 is written in a way that is technology neutral and is therefore directly applicable to a wide range of content types and formats.

How can I manually check to make sure a PDF document is remediated correctly?
Do a quick check of your document in Adobe Acrobat after it is remediated. Does the bookmark navigation area open automatically when you open the document? Does it have bookmarks throughout the document? Adobe Acrobat will read the document to you. Go to a page with images. Are there words added that describe the pertinent images or icons when you listen to the reader? Go to a page with a table, does the reader read you the table in a logical manner that you could understand if you can't see it? All the criteria on the follow pages must be met to be fully compliant.

How will Splash Box Marketing help my company meet 508 requirements?
Since 2012 Splash Box Marketing has been meeting the 508 remediation needs for a national list of clients. We have a team of trained individuals whose only job is making documents compliant. We will provide your company with properly remediated documents, and Accessibility Reports using software recommended by HHS. All of our documents conform to the WCAG 2.0 Success Criteria.

We are proud to be able to offer this valuable service to our clients at cost effective prices. We charge the same price regardless of document language or difficulty.

Contact us for a quote or document review:
Splash Box Marketing
www.splashboxmarketing.com
email: info@splashboxmarketing.com
phone: (615) 537-1318

PDF 508 Checklist:

WCAG 2.0 REFRESH

1. Is the PDF tagged?

2. Is the Document Title filled out in the Document Properties?

3. Is the correct language of the document set?

4. Did the PDF fully pass the Adobe Accessibility Checker?

5. Is the document free from content that flashes more than 3 times per second?

6. Are accurate bookmarks provided for documents greater than 9 pages?

7. Is the document free from review-related content carried over from Office or other editing tools such as comments, track changes, embedded Speaker Notes?

8. Is the order in the tag structure accurate and logical? Do the tags match the order they should be read in?

9. Is all informational content contained in the tag structure?

10. Are all non-standard tags appropriately mapped to standard Adobe tags?

11. Is all the text within the tags correctly formatted? (Free from line breaks and split words) Learn more about finding and fixing backend text errors.

12. Do paragraph tags accurately represent visual paragraphs?

13. Can text be resized and considered readable when magnified to 200%?

14. Is information conveyed by methods other than color alone?

15. Does all text (with the exception of logos) have a contrast ratio of 4.5:1 or greater no matter the size?

16. Are links tagged correctly in the tag structure? (Contain visual link text and link OBJR within the Link tag)

17. Are links distinguished by a method other than color?

18. Can all link text be understood out of context? If not, does generic link have sufficient context?

19. Are all images conveying information tagged as figures and included in the tag structure?

20. Do all images conveying information have alt text that provides the same level of understanding a visual user would gain?

21. Are all decorative images tagged as artifact/background?

22. Do complex images have an alternate accessible means of understanding?

23. Is the document free from images of text? (Picture of an informational table, screenshot of text from another source, etc.)

24. Are groups of related images tagged in a way assistive technology users would understand?

25. Does the document use table tags only for data tables?

26. Does the table structure in the tag tree match the visual table layout?

27. Are all header cells tagged with the TH tag? Are all data cells tagged with the TD tag?

28. Do all Header cells contain text?

29. Are merged cells correctly spanned with Colspan and/or Rowspan?

30. Do data tables with 1 set of both column and row headers appropriately use scope to associate to data cells?

31. Do data tables with more than 1 set of column and/or row headers appropriately use id/headers to associate to data cells?

32. Are all visual lists tagged correctly with the List, List Item (LI), and LBody tags?

33. Does the number of items in the tag structure match the number of items in the visual list?

34. Are nested lists appropriately nested in the tag structure?

35. Is text intended to act as a visual heading tagged with the heading tags (H1 through H6)?

36. Do heading tags follow a logical hierarchical progression? (Do not skip heading levels)

37. Are heading tags used only on text that defines a section of content?

38. Does the Heading text accurately describe the sectional content?

39. Are all form fields correctly tagged?

40. Do all form fields contain understandable labels and tooltips?

41. Do tooltips contain all formatting requirements that will be automatically flagged as an error?

42. Are required fields programmatically set?

43. Is the tab order of the form fields logical?

44. Is any nonstandard text (glyph) tagged in an accessible manner?

45. Was OCR successfully performed on a scanned image document?

46. Was the language appropriately set for all foreign words or phrases?

47. Is the table of contents tagged with appropriate tags? (TOC, TOC Item (TOCI))

48. Are all internal links/TOC entries functioning correctly (if linked)?

49. Are citations and footnotes/endnotes tagged with appropriate tags? (Reference, Note)

HTML 508 Checklist:
WCAG 2.0 REFRESH

1. Is site free from content that flashes more than 3 times per second?

2. Can all text be resized up to 200% without degrading quality/understandability?

3. Is there more than one way to locate a web page?

4. Is the order of navigational elements consistent across the site?

5. Can auto updating, moving, blinking, and scrolling content be paused or adjusted?

6. Are all site controlled documents (PDF, Word, etc) fully accessible or have conforming alternate version?

7. If there are any time limits on interacting with content, can they be turned off, adjusted, or extended?

8. Are operational instructions that rely on sensory characteristics avoided? (Ex. Click the square, blue button to continue)

9. Is the site free from pages that re-direct after a timeout?

10. Are elements with the same functionality consistently identified across pages?

11. Do headings accurately describe the content they visually define?

12. Is the default language set?

13. Has the language been properly set for foreign words or phrases?

14. Is the page free from major errors defined in W3 Failure #70 when run against an HTML validator?

15. Are duplicate ID values on the same page avoided?

16. With styles disabled, is the reading order of the content logical?

17. Do all frames have a title attribute that accurately defines the content?

18. Does the page have a title attribute that accurately defines the content?

19. Does content intended to be accessible by assistive technology refrain from using display:none or aria-hidden=true?

20. If ARIA is present, does the ARIA coding both meet ARIA specifications and give an accurate representation of the content?

21. Are Fieldset tags only used for form fields?

22. Are all elements that can be operated by a mouse also able to be operated by keyboard?

23. When tabbing the page, are keyboard traps avoided?

24. tabbing through the page, are changes of context avoided when an element receives focus?

25. Is there a method to bypass blocks of repetitive content like navigation?

26. information conveyed by methods other than color alone?

27. Does all text (with the exception of logos) have a contrast ratio of 4.5:1 or greater no matter the font size?

28. Are links distinguished by a method other than color?

29. Can all link text be understood out of context? If not, does generic link have sufficient content?

30. Do linked images either have an empty alt tag and link text, or no link text and appropriate alt text?

31. Do all images have an alt attribute?

32. Do all images conveying information have alt text that provides the same level of understanding a visual user would gain?

33. Do all decorative images have an empty alt tag (alt="") or are included via the CSS?

34. Is the CSS free from any images conveying information that do not have a text alternative?

35. Do complex images have an alternate accessible means of understanding?

36. Is the page free from images of text? (Picture of an informational table, screenshot of text from another source, etc)

37. Do all audio only or video only files have an accurate transcript?

38. Do all videos have accurate and synchronized captions?

39. Are there any informational parts of the video that require audio description to be understood by users with limited sight and if so, is a second version with audio description available

40. Is there a way to turn off sound that automatically plays for more than 3 seconds?

41. If layout tables are used, is data table markup (Summary, TH, ID, Headers) avoided?

42. If layout tables are used, is the intended order of the content intact?

43. Are data tables implemented with data table coding?

44. Do all header cells utilize the TH tag? Do all data cells utilize the TD tag?

45. Do all Header cells contain text?

46. Do data tables with 1 set of both column and row headers appropriately use scope to associate to data cells?

47. Do data tables with more than 1 set of column and/or row headers appropriately use id/headers to associate to data cells?

48. Are all visual bulleted and numbered lists correctly coded with HTML list tags?

49. Are visual headings correctly coded with HTML heading tags? (<h1>, <h2>, etc)

50. Do heading tags follow a logical hierarchical progression?

51. Are heading tags only used on text that defines a section of content?

52. Is emphasized or special text correctly coded with HTML heading tags? (<em>, <strong>, <sup>, etc)

53. Are all form fields correctly coded with descriptive labels?

54. Do grouped form fields have correct coded fieldset and legend tags?

HTML 508 Checklist
continued

55. Are form validation errors clear and accurately identified in text?

56. Is the form free of making a selection when attempting to navigate the options? (only submits when user makes a selection)

57. Are Orphan label tags avoided?

58. Is the role of an element (eg Button) properly defined , accurate, and communicated to assistive technology?

59. Is the state of an element expanded or collapsed properly defined , accurate, and communicated to assistive technology?

60. Are modal dialogues able to be used with keyboard alone and assistive technology?

61. Are carousels able to be used with keyboard alone and assistive technology? Ability to pause, navigate to individual items, etc.

62. Are menus able to be used with keyboard alone and assistive technology? Ability to expand and navigate subitems

63. Are expandable/collapsible accordian elements able to be used with keyboard alone and assistive technology? Ability to expand and navigate subitems

64. Are Tabbed Interfaces able to be used with keyboard alone and assistive technology? Ability to tell active tab and navigate to appropriate content

65. Are CAPTCHA interfaces able to be used with keyboard alone and assistive technology? Ability to tell the clue and successfully enter and authenticate

66. If a user selection creates an unexpected change on the page, was the change communicated to the user?

Microsoft 508 Checklist:
WCAG 2.0 REFRESH

1. Is the title in the Document Properties filled out properly?

2. Is the language of the document properly set?

3. Did the document fully pass the Accessibility Checker?

4. Is the document free from content that flashes more than 3 times per second?

5. Is the document free from content carried over from Office such as comments, track changes, etc?

6. Is the order of the content accurate and logical?

7. Can text be resized and considered readable when magnified to 200%?

8. Is the document free from electronically fillable forms?

9. Does any information conveyed with color have a non-color method for understanding?

10. Does all text (with the exception of logos) have a contrast ratio of 4.5:1 or greater no matter the font size?

11. Are links distinguished by a method other than color?

12. Can all link text be understood out of context? (If generic text is used, see next item)

13. Does generic link text have sufficient context?

14. Do all informational images have alt text that provides the same level of understanding a visual user would gain?

15. Do all decorative images have " " in the alt text field?

16. Have all multilayered objects been flattened into one image and does that image use one alternative text description for the image?

17. Do complex informational images have an alternate accessible means of understanding?

18. Is the document free from any content that should not be included as an image? (Picture of an informational table, text)

19. Was the table created with the built in table styles?

20. Does the table structure in the tag tree match the visual table layout?

21. Do all Header cells contain text?

22. Is the document free from table styles for any content that is not a data table?

23. Is the document free from data tables with merged cells, both column and row header cells, and multiple column or row cells?

24. Are all visual lists created with the built in list styles?

25. Are multiple lists in the same document properly grouped / separated?

26. Is text intended to act as a visual heading styled with the built in heading tags (H1 through H6)?

27. Do heading styles follow a logical hierarchical progression? (Do not skip)

28. Are heading styles refrained from being used on text that has been visually altered purely for decoration?

29. Does the Heading text accurately describe the sectional content?

30. Is the table of contents created with the built in office styles? (TOC, TOC Item)

31. Is the language properly set for foreign words or phrases?

32. Is information in the header, footer, watermark, speaker notes, etc. available in the main body of the document?