Accessibility is Mandatory

Section 508 of the Rehabilitation Act of 1973 was added in 1998 to require government agencies to make their electronic and information technology (EIT) accessible to people with disabilities. In 2017, Section 508 was revised with the requirement that by January 2018, all federal agencies and contractors must, among other revisions, comply with WCAG 2.0 A/AA. In June 2018, the WCAG 2.1 update was released.

Broward Top Accessibility Tips for Documents

1. Use Broward standard fonts size twelve and above.
2. When adding an image, an Alt Tag (Title) or Alt Text that is as descriptive as possible.
3. Keep images in line with the text and left justified. (No text wrap or centering)
4. When adding a hyperlink, the hyperlink should make sense in the sentence. The hyperlink should have a tooltip. The "ToolTip" or Alt Tag will show when they are moused over.
5. When using color in text or in graphics, use a color contrast tool to check the color contrast. You need a minimum of PASS on WGAG AA. You will learn about the WAVE tool which has a color contrast checker for web content later in this course.
6. Use the Format Styles to add page subheadings using built-in H2-H4 Headings. Also use the format styles in the place of bold, italics, or underlining to emphasize words or paragraphs.
7. When using a table, use a simple table format (one row of column headers and no nested rows or columns) and use the Table Properties to identify the heading row.
8. Write in short sentences (5-7 words) at a middle school level.