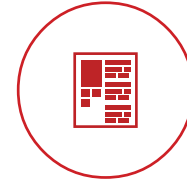


KnowledgeWorks Global Ltd. (KGL) is a full-service publishing partner that combines technology, experience, and end-to-end support. We provide integrated content production and management services to publishers and content-centric organizations.



Books



Journals



Digital

Section 508 Compliance

Section 508 of the U.S. Code is the law that requires federal agencies and their contractors to adhere to a minimal level of accessibility. KGL helps publishers, federal agencies, healthcare providers, and media-centric organizations comply with federal guidelines and ensure content is accessible and adheres to the 508 standards. In 2018, the United States Access Board revised the Section 508 accessibility requirements. Is your content compliant?

Accessible PDF Checklist

Sr. No.	PDF Accessibility features as per 508 Standards (HHS) and WCAG	Feature covered under 508/WCAG process	Comments
1	Document Metadata (Title, Author, Subject, Keywords, Language etc.)	✓	
2	Bookmarks (Document contains at least 10 pages)	✓	
3	Document Security: Allowed (Best practices: Content Copying for Accessibility)	✓	
4	Remove comments/tracked changes etc. in file/PDF (Best practices)	✓	
5	Headings (Appropriate tagging, nesting, levels and structure, not for decorative text etc.)	✓	
6	Tab order set for all pages	✓	
7	Logical Reading Order (Tag structure to reflect the logical reading order, tagged all informational content, recommendation of using standard tags, tagged text match with visual text etc.)	✓	
8	Table of Contents (TOC) tagged properly (description, leader, page number etc.)	✓	
9	Color contrast in document (Contrast ratio of at least 4.5:1 exists between text (and images of text) and background behind the text)	✓	
10	Footnotes/endnotes tagged properly	✓	
11	List tagging (Visual list tagged properly, multiple list items, nested lists etc.)	✓	

12	Table tagged properly (Tabular data tagged using table tags, use of colspan/rowspan settings, header cells in table headers, association to data cells, set id field of all header cells and correctly associate, proper scope defined etc.)	✓	
13	Links are tagged correctly (Link tag, Link-OBJR tagged correctly, links should have a visual indicator other than color (i.e. underline) or adjust the color so there is sufficient contrast)	✓	
14	Header and footer tagged	✓	
15	Specified language for all foreign words/phrases	✓	
16	Alt-text description for images, graphs, formula etc. (Add appropriate alt-text description that is equivalent to the information conveyed by the image)	✓	
17	Decorative images (Tagged all non-informative images as artifacts or background)	✓	
18	Providing definitions for abbreviations/acronym	✓	
19	Annotations tagged/placed correctly in tag tree structure	✓	
20	Empty tags (Best practices: All empty tags should be removed)	✓	
21	Scanned page image/text converted to Searchable text using OCR technology	✓	
22	Verify content reading using Acrobat "Read out Loud" option	✓	
23	Specifying consistent page numbering for PDF documents	✓	

FORM DOCUMENT

24	Add all form fields to the tag structure (Tab order to match logical reading order)	✓	
25	Form fields have tool tip, Labels conveying the purpose of each form control (name, role, value information for form fields)	✓	
26	Indicating required form controls in PDF forms	✓	"Enhanced Remediation" - Script based validation for functionality and user input
27	Providing submit buttons with the submit-form action in PDF forms	✓	
28	Indicating when user input falls outside the required format or values in PDF forms	✓	
29	Providing controls through Keyboard	✓	

Your 508 and WCAG Solution Partner

KGL combines people, process, and technology to ensure desired outcomes are achieved in a timely and budget-friendly manner. A comprehensive and stringent workflow process is followed for 508 and WCAG conversions. Documents are certified for the highest level of quality and compliance to the standards.

Standard Workflow Checklist	Quality Assurance Checklist
Review and repair source input for 508-WCAG treatment	Accurate reading order
Identify and semantically tag content in a logical reading order	Content verified through read aloud
Tag information conveyed by contrast, color, format or layout to reflect the intended meaning	Passed through accessibility validations
Distinguish the "real" and "artifact" content	Accessibility report for all documents
Define language for non-English content	
Include description for image, links, tables, etc.	
Forms tagged, validations, and description included as needed for reading through assistive technology	

Case Study

Background

Healthcare service providers are legally required to provide content that is accessible to people with disabilities. To meet the federal mandate of Section 508 as well as ensure WCAG (Web Content Accessibility Guidelines) standards, our customer partnered with KGL to ensure its member handbooks, brochures, forms, newsletters, and provider directories met the highest level of accessibility and compliance.

Solution

Source PDF files, Word files, and image files were provided to a team of 508-WCAG experts at KGL. Each document was carefully reviewed and itemized in terms of content structure. Documents contained high-design content, including extensive tables and forms. Content was provided in English, Spanish, Russian, Korean, Chinese, and Vietnamese.

The KGL team conducted a review and inventory across all content. The following are just some of the accessibility features that were necessary to identify:

- defined reading order
- capture or creation of alt-text and tool tips content with accurate details for images, tables, forms
- structural tagging and hierarchy
- identification of artifacts, acronyms, specific non-English terms, links
- font embedding issues

Results

Each document type required a content specific processing path to structure 508- and WCAG compliant output. With validation checkpoints built into KGL's publishing technology as well as its internal editorial processes, new output was generated for the healthcare customer. The result was high quality 508-WCAG compliant PDF products that were distributed across multiple channels.

