
Common Elements for ALL Documents

Layout & Formatting

- Use recommended fonts i.e., Times New Roman, Verdana, Arial, Tahoma, and Helvetica
- Document Properties (Subject, Author, Title, Keywords, and Language) must be properly filled out. Note: Author name should be a government organization name (i.e., IHS).
Hint: File > Properties
- Table of Contents (TOC) or Bookmarks must be created using the TOC features available in the application. TOC entries and bookmark links must be functioning correctly.
- If there is no other way to make the content accessible (e.g., organizational chart), a separate accessible version must be provided.
- All URL's must contain the correct hyperlink and display the full qualified URL
Example: <http://www.samhsa.gov> not www.samhsa.gov
- Underlines are reserved for hyperlinks only.
- Comments must be removed. Track changes must be accepted or rejected and turned off.
- Clear hierarchical structure must be utilized with Styles in the Styles and Formatting task pane.
- WingDings are not acceptable bullets.
- Utilize paragraph spacing instead of hard returns or tabs spacing.
Hint: Format > Paragraph
- Utilize Page Breaks instead of hard returns to move text to the next page.
Hint: Insert > Break > Page Break

File Name

- The file name must not contain spaces and/or special characters.
Example: CommonElements.doc
- The file name must be concise and clear generally limited to 20-30 characters.
Example: 508CompliancyJobAid.doc

Images

- Separate images/object/graphics that are meant to be one graphic image on a page must be grouped.
- All images, graphics, grouped images and non-text elements that convey information must have alternative text descriptions (ALT text).
Hint: Right click > Format picture > Web Tab > fill out Alternative Text
- Document content must refrain from flashing/flickering/animated text.

Tables

- Data tables must identify row and column headers starting with the first left hand column.
- Merged cells should be avoided
- Tables must have a logical reading order from left to right, top to bottom.
- Tables must be used to create a table-like structure without the use of tabs or spaces.
- All tables should be described and labeled. Note: In some cases labeling a table may not be appropriate, such as; a small data table in a presentation may not need a label.

.xls documents (Microsoft Excel)

Layout & Formatting

- Each worksheet must have an appropriate name in the tab at the bottom on the workbook.
- Column and row headings must be labeled.

Chart & Graphs

- Charts and graphs must include axis information.

Images

- All images in the worksheets with informational value must include alternative text.
Hint: Right click > Format picture > Web Tab > fill out Alternative Text
- Decorative or background images must "Not" have alternative text added.
- Ensure that tables spanning multiple pages have headings that associate with each page.

.pdf documents (Adobe Acrobat)

Accessibility

- Run a full Accessibility Report on the document in Adobe Acrobat professional 8 or higher. Correct any errors reported, run the report, and repeat until the report shows no errors.
Hint: Advanced > Accessibility > Full Check
- Spot check document using the Adobe Acrobat Reader, Read Aloud function. Focus on multi-column text and tables.

- Perform a visual check on the document to ensure that no hidden data is present in the .pdf file.

Images

- The document should not contain scanned signature images.
- Document should not contained scanned images of text.

.doc documents (Microsoft Word)

Layout & Formatting

- Use Style element (i.e., Heading 1, Heading 2) or outline in a hierarchical manner.
- Use automatic page numbering fields.
- Create Footnotes using the Footnotes linking tool.
- If color is used to emphasize the importance of selected text, is there an alternate method?
- Provide an alternative method of emphasizing text, do not use color alone.
Example: Color + Section 1.0
- Use the automatic bullet lists available in the application. Do not manually type lists preceded by special characters, such as hyphens or asterisks.
- View the document in Print Preview and check to see if it flows correctly from page to page. Look out for image placement, table format and stray/orphaned lines and characters.

- Convert documents to pdf by using the Adobe PDF plug-in. Do NOT use File > Print!

Images

- Complex images (i.e., charts and graphs) must have descriptive text immediately after the image.
- Document must not have background images or watermarks.
- Image Layout must be set "In Line with Text" for all images
- Do not use text boxes for graphics or floating text.

Tables

- Tables that span multiple pages should have heading rows that repeat for each page.
- In the Table Properties under the Row tab "Allow row to break across pages" must be unchecked

.ppt documents (Microsoft PowerPoint)

Layout & Formatting

- All slide text must be viewable in the Outline View.

Tables

- Create all tables within the PowerPoint application

Images

- Avoid using text boxes for special graphics or text.
- Decorative images (i.e., slide layout decorations) should have a blank Alternative text (i.e. "").
- All charts must have a Title, Legend, and XY axis labels.
- Complex images must have descriptive text available.

More Information

U.S. Department of Health & Human Services –
Section 508 website -

<http://www.hhs.gov/web/508/index.html>

This Job Aid was originally developed by Indian Health Services

Section 508 - HTML Code

The following are interpretations of the Section 508 standards for Web-based internet and intranet websites and how the Indian Health Service will address each via code example or explanation.

(NOTE: Spacing inserted into the code examples are for display purposes only, spacing should be removed if you copy and paste this code into your web pages.)

Graphics & Images

Meaningful text descriptions must accompany non-text elements and convey the same information that is communicated by the associated element. A non-text element is an image, graphic, audio clip, or other feature that conveys meaning through a picture or sound. Examples include: elements that provide information required for comprehension of content or those used to facilitate navigation, buttons, check boxes, pictures and embedded or streaming audio or video.

Code Example:

```

```

If a non-text element conveys no relevant information, i.e., a transparent graphic for spacing or a very small decorative image, the "alt" attribute must be present and can either contain a short text description or be empty/null."

Code Example:

```

```

Multimedia Equivalents

Equivalent alternative for any multimedia presentation shall be synchronized with the presentation. For IHS.gov this means we will caption our videos and for our flash animations we will have a textual version in the code and for the users who may not have flash.

Color

Color will not be used solely to represent anything on IHS.gov; a textual reference is also required. If something is noted as being a color it must also have be noted via a textual method. For instance, form fields that are required must have an asterisk (*) used as an indicator rather than just have text saying "form fields in red are required to be filled out".

Example:

- * indicates a required field
- * First Name: [Form Field]

Reading Order / Information Flow

Websites need to have correct information flow. What this means is that if you were to look at the code of a page the content should go from top to bottom left to right as though you were reading a newspaper. If using CSS, make sure page content appears in correct order with CSS disabled. Use linked style sheets vs. embedded or inline styles, especially for font size. Use style sheets over the FONT tag.

Server-side Image Maps

When using server side image maps provide an overarching alt tag to the image describing what entirely is shown. On each mapped out piece of the image you need a unique alt tag that describes what that pieces is representing/showing.

Code Example:

```
< IMG src="images/botbar.jpg" alt="Site Navigation" usemap="#botbarMap39" >
  < MAP NAME="botbarMap39" >
    < AREA SHAPE="RECT" COORDS="1,22,50,45" HREF="about/about.html" alt="[About CIS]" >
    < AREA SHAPE="RECT" COORDS="50,21,100,50" HREF="news/new.html" alt="[Cancer News]" >
    < AREA SHAPE="RECT" COORDS="100,22,155,46" HREF="resources/resources.html" alt="[CIS
Resources]" >
    < AREA SHAPE="RECT" COORDS="155,22,218,47" HREF="http://www.cancer.gov/publications/"
alt="[Publications Ordering]" >
    < AREA SHAPE="RECT" COORDS="218,22,287,49" HREF="community/community.html" alt="[CIS
Regional Programs]" >
    < AREA SHAPE="RECT" COORDS="287,23,340,50" HREF="research/research.html" alt="[Cancer
Research]" >
    < AREA SHAPE="RECT" COORDS="340,23,375,48" HREF="maint/map/map.htm" alt="[Site Map]" >
    < AREA SHAPE="RECT" COORDS="375,23,430,47" HREF="contact/contact.html" alt="[Contact Us]" >
    < AREA SHAPE="CIRCLE" COORDS="445,21,22" HREF="index.html" alt="[Home]" >
  < /MAP >
```

Data Tables

Data tables are tables used to present any information in a tabular format that isn't purely for formatting. Additionally, there must be a relationship with the column headings and row headings to the information in the table TDs. Use TH tags for data table headers. Include the ABBR attribute to provide a one word identifier the screen reader will announce as the header for each associated data cell. Use Summary attribute and CAPTION tag for all data tables.

Code Example:

```
< table summary = "Patient Registration Data" >
  < tr>
    < th scope="col">Clothing< /th>
    < th scope="col">Size< /th>
    < th scope="col">Cost in Dollars< /th>
  < /tr>
  < tr>
    < th scope="row">Shirt< /th>
    < td>Large< /td>
    < td>1< /td>
  < /tr>
  < tr>
    < th scope="row">Pants< /th>
    < td>Medium< /td>
    < td>6< /td>
  < /tr>
< /table>
```

Frames

Frames are not permitted on IHS.gov except for special circumstances. If a business need requires the use of frames it can be requested by contacting Web Services Management.

Flickering

IHS.gov web pages are not permitted to flicker or flash.

Text-only Pages

In situations where it is technically impossible to make something section 508 compliant a text-only version of a page may be created. Web Services Management should be consulted prior to creating a text-only page.

Scripting Languages

Scripting languages, such as JavaScript, must have < noscript> text implemented. This text should be representative of what the scripts function is.

Plug-in Applications

When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to the respective plug-in or applet that is section 508 compliant. IHS.gov has built in template code that must be used to show the required plug-in(s). Additionally, only approved plug-in and applets may be used. These include:

- Adobe Acrobat
- Adobe Flash
- Microsoft Office Suite (Word, Excel and PowerPoint)
- Zip Files

[Note: We do provide legacy plug-ins for files that were posted prior to this standardization of content formats because older sites may still have these files available to download.](#)

Electronic Forms

Form fields are required to have unique labels to be compliant. This allows for a relationship to be established as to what the form field is and what is required of the user.

Code Example:

```
< LABEL for="Duration" id="Durantion">How often do you visit this Web site?< /LABEL>
< select name="Duration" id="Duration">
  < option value="">
  < option value="301">This is my first visit< /option>
  < option value="302">Daily< /option>
  < option value="303">Weekly< /option>
  < option value="304">Monthly< /option>
< /select>
```

Skip Navigation

Provide users a way to skip repetitive navigation links. In the standard IHS.gov template there are built in skip navigation locations. Our skip navigation is invisible to the general user but allows for screen reader users to skip over our header navigation and primary site navigation to the body content.

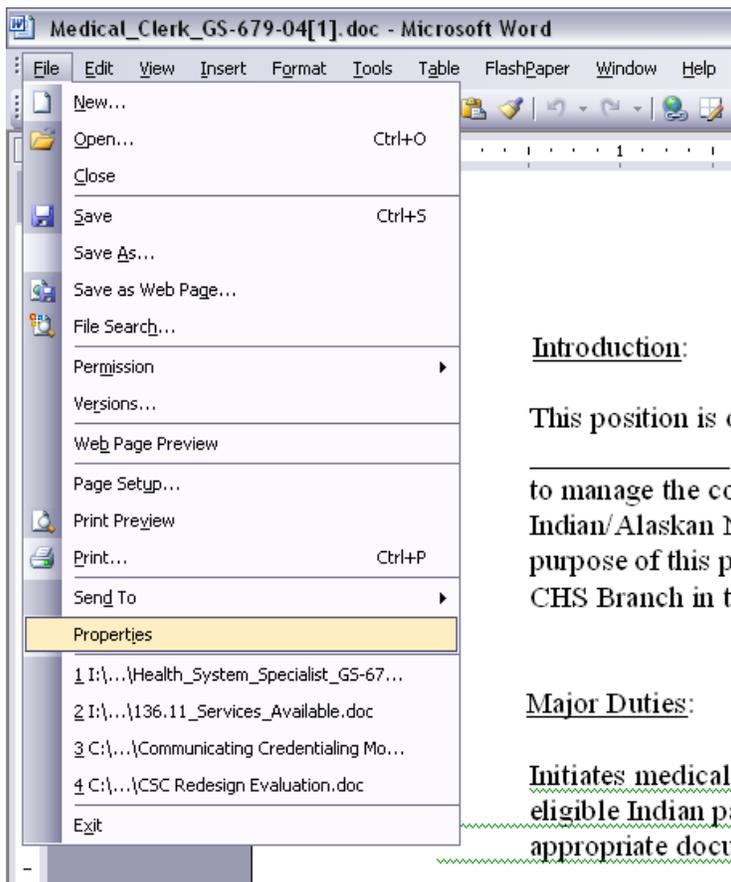
Code Example:

```
< a name="skipIHSfooter" href="#skipIHSheader" title="Skip IHS header, go to content">< /a>
< a name="skipIHSheader" href="#">< /a>
```

Time Responses

If a timed response is programmatically determined there must be an option for more time. Auto forwarding after X seconds is not permissible on IHS.gov.

Properly filling out the Document Properties in a Word Document

<p>Select File > Properties</p>	 <p>The screenshot shows the Microsoft Word interface with the File menu open. The 'Properties' option is highlighted. The document content is partially visible on the right side of the window.</p> <p>Introduction:</p> <p>This position is c</p> <p>to manage the co</p> <p>Indian/Alaskan N</p> <p>purpose of this p</p> <p>CHS Branch in tl</p> <p>Major Duties:</p> <p><u>Initiates medical</u></p> <p><u>eligible Indian pa</u></p> <p><u>appropriate docu</u></p>
---	---

In the Properties window, click on the **SUMMARY** tab, fill in:

- **Title** (Title of document not the file name)
- **Subject** (document subject)
- **Author** (Should be an IHS agency name)
- **Company** (IHS)
- **Category** (subject categorization)
- **Keywords** (basic words you would use if you were searching for the document via Google)

(don't select OK yet)

The screenshot shows the 'Medical_Clerk_GS-679-04[1].doc Properties' dialog box with the 'Summary' tab selected. The fields are filled with the following information:

Title:	Medical Clerk (O/A) GS-679-4
Subject:	Position Descriptions
Author:	CHS
Manager:	
Company:	IHS
Category:	Positions
Keywords:	IHS, HHS, CHS
Comments:	
Hyperlink base:	
Template:	Normal.dot

There is an unchecked checkbox for 'Save preview picture' and 'OK' and 'Cancel' buttons at the bottom.

Then, select the **CUSTOM** tab:

1. Scroll and select **Language** from the list
2. Type field should be **Text**
3. Value field type in **English**

Select **ADD**. Language with the correct properties will appear on the list

Select **OK**

Save document.

The screenshot shows the 'Medical_Clerk_GS-679-04[1].doc Properties' dialog box with the 'Custom' tab selected. The 'Name' list contains: Language, Document number, Editor, Forward to, Group, Language (selected), and Mailstop. The 'Type' is set to 'Text' and the 'Value' is 'English'. There is an unchecked checkbox for 'Link to content' and 'Add' and 'Delete' buttons. Below the list is a table for properties:

Name	Value	Type
------	-------	------

'OK' and 'Cancel' buttons are at the bottom.