



United States Department of the Interior

BUREAU OF LAND MANAGEMENT

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August 8, 2006

In Reply Refer To:
1120/1261 (NV912) P

EMS TRANSMISSION 08/08/2006
Instruction Memorandum 2006-064
Expires: 09/30/2007

To: Field Managers, Nevada
Deputy State Directors and Staff Chiefs, NSO
Attn: Webmasters

From: Associate State Director, Nevada

Subject: Implementation of Section 508 Regulations for the Internet: Accessibility for
Individuals with Disabilities

Section 508 of the Rehabilitation Act (29 U.S.C. 794d), as amended by the Workforce Investment Act of 1998 (P.L. 105-22), states Federal agencies must adhere to the section on electronic and information technology requirements. Any document, picture, diagram or table posted to the external web site (Internet) must adhere to 508 compliance regulations. These 508 regulations refer to the section within the Rehabilitation Act that requires Federal agencies' electronic and information technology be accessible to people with disabilities – both employees and the public.

These regulations apply to all documents that are posted to the Internet. This includes planning documents (environmental assessments, environmental impact statements, resource management plans, etc.) that will be posted to the Internet. If a contractor prepares a document for posting to a Bureau of Land Management (BLM) Internet site, BLM must develop a Statement of Work that includes language on providing an electronic version of the document that meets the 508 regulations. Any staff who prepares the contract must coordinate with the appropriate procurement officer to assure 508 guidelines are stated in the Statement of Work and contract.

The originator of any document is responsible for assuring that all notes, edit marks, etc., have been deleted before a document is sent to a Nevada webmaster (see attachment). Create or convert all documents to Word or a format that is acceptable in Acrobat. The originator is responsible for keeping a copy of the original document.

Nevada webmasters will perform the following four tasks, at a minimum, when posting any information to the Internet: www.nv.blm.gov. All documents with pictures or diagrams must contain alternative text briefly describing the picture or object. (In Word, right click, then click on Format Picture – Web and type a short paragraph of what the picture or object depicts.)

1. Convert any document that is too long to be easily viewed using a HTML browser to Adobe Portable Document Format (PDF). Adobe Acrobat 7.0 Professional helps perform more of the conversion process for you.
2. After conversion, check the document for accessibility in Acrobat. Go to Accessibility – Full check and follow the step-by-step procedures.
3. Any errors detected in the PDF document must be corrected. Follow the procedures given in the pop-up help menu. Save your corrections. Run Accessibility - Full check until you receive a pop-up note stating, “no problems detected.”
4. The PDF document now adheres to Section 508 regulations and can be posted to the Internet.

The attachment contains detailed instructions on how to convert a document to meet 508 compliance regulations.

If you have questions on converting documents to meet 508 regulations, please contact Debra Kolkman, Office of Communications at (775) 289-1946.

Signed By:
Amy Lueders
Associate State Director, Nevada

Authenticated By:
Lisa Rout
Staff Assistant

1 Attachment
1 – Section 508 Guidance (2 pp)

Section 508 of the Rehabilitation Act Guidance for Nevada Webmasters Implementing 508 Regulations

Guidance

Any document, picture, diagram or table that will be posted to any of BLM's external web sites (Internet) must adhere to 508 compliance regulations. These 508 regulations refer to the section within the Rehabilitation Act requiring that Federal agencies' electronic and information technology be accessible to people with disabilities – both employees and the public.

Tip

Although it is the originator's responsibility to retain a copy of the original document, it is highly recommended that you keep a copy of your posted document in WORD for later editing.

Directions

For the best results possible, each field office should have at least one copy of Adobe Acrobat 7.0 Professional or other software that performs similar functions. This software converts text into PDF format more easily than other available software.

- Documents must be composed in Word or a format that is acceptable in Acrobat. Any document that ONLY contains text is ready to convert to PDF. In Word, click on Adobe PDF in the main menu, then click on “convert to PDF.” Acrobat will inform you when the process is completed and bring up the PDF document.
- While in Acrobat 7.0, go to Advanced – Accessibility – Full Check. If your document only contains text—no tabs, bullets, etc.—you should receive a pop-up notice that all elements of the document meet the accessibility requirements programmed into Acrobat Professional. (This is the software that the National Information Resource Management Center {NIRMC} uses to check to see if documents are 508 compliant before pushing the information to the Internet.)
 - However, there is one main error Acrobat finds: Acrobat will inform you that there is a problem with the standard language. Click on the Pages tab in the left-hand column, go to the Main Menu and click File - Document Properties – Language - English, U.S.
 - Save your corrections. Select Accessibility - Full Check to ensure all errors have been remedied. Any problem not remedied will prevent the document from meeting 508 compliance regulations.
 - If the checker finds a problem(s), this will prevent the document from being fully accessible.
 - If the document contains tabs, you will receive the error message, “All of the pages in this document have tab order that may be inconsistent with the structure order.” Click on the Pages tab, press the Control key plus “A” to select all pages, right click, select Page Properties - Tab Order - Use Document Structure.

- All graphics (logos, charts, tables, diagrams, photos, maps, etc.) must be accompanied by descriptive text (caption) AND alternate text which describes what the graphics show or depict. According to NIRMC, alternate text must still be contained within a picture or object even if you have a caption below the picture. This does not mean that every single detail contained in a graphic must be described. It does mean that the alternate text description must contain comparable information.
- Tables that contain text and numbers MAY or MAY NOT be compliant depending upon the order in which the words and numbers are read by Acrobat Reader software. (The only way to determine this is to run the software to see if the text reader's description makes sense. If not, the order needs to be changed. If you need help changing the order, Information Resource Management staff or other in-house experts may be able to assist you.)

How Do We Listen to The Text Reader?

In the PDF document, click on View - Read Out Loud to hear how the document sounds to a person that is using the Acrobat Reader. If you encounter text out of sequence, search in the Acrobat Help folder for assistance on correcting the sequence. Listen to document again to ensure the error has been corrected.