

# GENERAL 508 GUIDANCE FOR PUBLICATIONS AND VIDEOS

## Publication Guidance

The following is **general guidance** on developing and making documents that are 508 compliant. The 508 process is complex, and this document does not cover all aspects of 508 compliance.

### General

- Become familiar with the 508 guidance (<https://www.section508.gov/>).
- Obtain training on 508 compliance.
- Select appropriate 508 accessibility compliance software.
- Create documents with the 508 guidelines in mind.
- Simply saving a Word file as a PDF will not necessarily make it 508 compliant. After the file is saved as a PDF, it must go through the accessibility check in PDF to determine compliance and fix any issues.
- Understand the capabilities and limits of the document's source software (e.g., Microsoft Word, Adobe InDesign, Adobe Acrobat) as it relates to 508 conversion and accessibility.

### Common Issues

The following are some of the items that can cause problems with 508 compliance. Please note that this is not an exhaustive list; it represents some of the more common issues you may encounter.

- Missing or inaccurate alternate text for images.
- Hyperlinks without alternate text.
- Insufficient color contrast.
- Information is conveyed/represented in visual form only (e.g., using color-coding to differentiate items in a table).
- Nonsubstantive images, headers, footers, bullets, or other content are not tagged correctly (i.e., as background/artifact).



- Charts, graphs, and tables are not tagged correctly (e.g., irregular, missing, or inaccurate table row, table header, and table data cell tags).
- Inaccurate heading structure (i.e., H1, H2, H3 headings should be properly nested).
- Document metadata (Document Properties) is incomplete.

## Video/Audio Guidance

This guidance covers video, audio, or webinar recordings.

- You must deliver BJA-funded video and audio products for posting on the BJA YouTube channel in the correct specifications, and they must be made 508 compliant for web WCAG 2.0 accessibility. Information on media 508 compliance and captioning can be found at <https://www.w3.org/TR/2014/NOTE-UNDERSTANDINGWCAG20-20140916/media-equiv.html>.
  - Video product submission guidelines:
    - o Video products that are to be posted to the BJA website and YouTube channel must include a video file, 508 PDF transcription file, 508 PDF of the PowerPoint (if applicable), and closed-captioned file (.srt) as detailed below.
  - Video files and formats:
    - o Format them for YouTube HD posting.
    - o The file format should be .MP4 with H.264 encoding.
    - o The video resolution should be:
      - HD 1920 x 1080 pixels (preferred) or
      - HD 1280 x 720 pixels.
  - Closed-caption files and formats:
    - o Closed captions are in a separate file that runs concurrently with the video, is accurately timed to the spoken audio, and does not take up more than two sentence lines when displayed over top of the video.
    - o The .srt file will be used for adding captions to the video, which makes the video 508 compliant. The auto-generated captions that YouTube provides should not be used.
    - o Closed captions for BJA must identify speakers by first and last name when they first appear on screen and each time speakers change. They must also note any audio content not relayed in the video. If the speaker's full name is not known, they will be identified as Male 1, 2 or Female 1, 2, etc.
      - .srt caption examples
- ```
1
00:00:11,632 --> 00:00:14,456
[INTRODUCTION VIDEO PLAYS]
```

2

00:00:14,456 --> 00:00:16,690

SPEAKER 1: Speaker 1 audio.

3

00:00:16,690 --> 00:00:18,270

SPEAKER 2: Speaker 2 audio.

4

00:00:18,270 --> 00:00:21,920

SPEAKER 1: Speaker 1 audio again.

- Transcription files:
  - o A verbatim transcript (must include names of presenters) of the presentation that has been edited per the [BJA Style Guide](#) should be posted along with the audio recording.
  - o Once edited, the transcript needs to be made into a 508-compliant PDF for posting.
- PowerPoint presentations should be created in widescreen format and converted to a 508-compliant PDF for posting.