

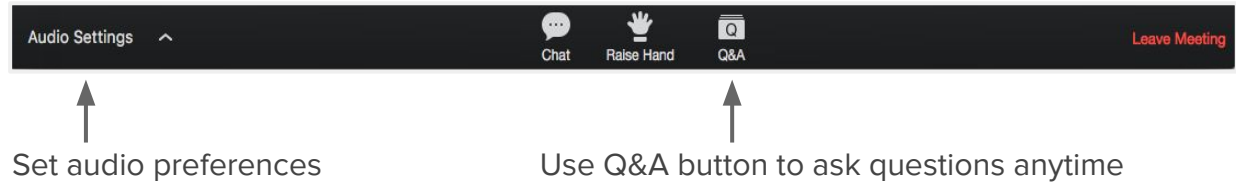
WEEK 3



STREAMLINE

How Streamline can help with website accessibility

Please acquaint yourself with the Zoom toolbar while we wait for additional attendees to join:



Don't worry about taking notes, we'll send the recording later today.

Who we are

Streamline: 3 years, 270+ special district websites, 500+ local government agencies using our free compliance tools.

Digital Deployment: 15 years, 300+ websites for associations, nonprofits, and institutions.



Mac Clemmens



Sloane Dell'Orto



STREAMLINE



WED
AUG 21

WEEK

1

History and
Legal Basis

WEEK

2

Requirements
and Testing

WEEK

3

Documents
and Videos



STREAMLINE



Video: closed captions



Option: YouTube

Use automatic captioning

Note: This feature isn't available in YouTube Studio beta yet. If you're in YouTube Studio beta (studio.youtube.com), select **Creator Studio Classic** in the left menu to follow these steps.

Captions are a great way to make content accessible for viewers. YouTube can use speech recognition technology to automatically create captions for your videos. These automatic captions are generated by machine learning algorithms, so the quality of the captions may vary.

[Automatic captions on videos-on-demand](#)



[Automatic captions on livestream videos](#)



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Option: YouTube

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Automatic captions on videos-on-demand



Automatic captions on livestream videos



Automatic captions for livestreams are available in English only.

Automatic captions for livestreams are currently being rolled out to English channels with over 1,000 subscribers, streaming at "normal latency," when professional captions are not available. We encourage creators to provide professional captions first; to learn how, follow the steps [here](#).



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CREATOR STUDIO

TRY STUDIO BETA

DASHBOARD

VIDEO MANAGER

Videos

Playlists

LIVE STREAMING

COMMUNITY

CHANNEL

ANALYTICS

TRANSLATIONS & TRANSCRIPTIONS

CREATE

YOUR CONTRIBUTIONS

Help and feedback

Videos 42

Search videos

<input type="checkbox"/>	Actions	Add to		View: Newest
<input type="checkbox"/>	<input type="button" value="Edit"/>		<p>Updating your SB272 Enterprise System Catalog HD ⓘ</p> <p>Jul 8, 2019 8:48 AM</p> <p>0:52</p>	<p>78 views</p> <p>0 comments</p> <p>0 likes</p> <p>0 dislikes</p>
<input type="checkbox"/>	<input type="button" value="Edit"/>		<p>Streamline Intro & Demo HD ⓘ</p> <p>Jun 14, 2019 11:41 AM</p> <p>54:48</p>	<p>6 views</p> <p>0 comments</p> <p>0 likes</p> <p>0 dislikes</p>
<input type="checkbox"/>	<input type="button" value="Edit"/>		<p>Streamline client update May 2019 HD ⓘ</p> <p>May 8, 2019 2:56 PM</p> <p>4:52</p>	<p>39 views</p> <p>2 likes</p> <p>0 comments</p> <p>0 dislikes</p>
<input type="checkbox"/>	<input type="button" value="Edit"/>		<p>Intro to California website requirements and SB929 HD ⓘ</p> <p>Apr 30, 2019 9:49 AM</p> <p>21:27</p>	<p>3 views</p> <p>0 comments</p> <p>0 likes</p> <p>0 dislikes</p>
<input type="checkbox"/>	<input type="button" value="Edit"/>		<p>Adding, viewing and downloading forms HD ⓘ</p> <p>Feb 1, 2019 12:31 PM</p> <p>2:01</p>	<p>49 views</p> <p>0 comments</p> <p>0 likes</p> <p>0 dislikes</p>
<input type="checkbox"/>	<input type="button" value="Edit"/>		<p>Adding Alternative Text to your images HD ⓘ</p> <p>Feb 1, 2019 10:47 AM</p> <p>0:51</p>	<p>13 views</p> <p>0 comments</p> <p>0 likes</p> <p>0 dislikes</p>



Streamline: making local government Internet compliance easy

Mar 28, 2016 2:02 PM

Edit ▼

Info & Settings

Enhancements

Audio

End screen

Cards

Subtitles/CC

Download MP4

Promote

Delete

« Previous

1

2



Language: English ▼

Location: United States

Off ▼



History



Help

[About](#) [Press](#) [Copyright](#) [Creators](#) [Advertise](#) [Developers](#)

[Terms](#) [Privacy](#) [Policy & Safety](#) [Send feedback](#) [Test new features](#)

Manage subtitles and closed captions

Streamline: making local government Internet compliance easy

Add new subtitles or CC ▾

PUBLISHED

 English (Automatic)

Set video language ✕

What language is spoken most in this video?

You must select a video language before adding subtitles or CC.

English ▾

Default for new uploads

Cancel

Set language

Contributions: Off [Turn on](#)
[Change language](#)

▶ 🔊 0:00 / 4:41

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Cards

Subtitles/CC



View published subtitles and CC: English (Automatic)

Subtitles/CC source: Automatic

Edit

Unpublish

Actions

0:05.4 carrot River Pines we have no secretary
0:10.2 you don't have an office manager I'm

0:10.2 pretty much it our district only has one
0:16.0 income source and that is whatever we

0:16.0 receive from the customers of river
0:20.5 pines for water and sewer it's that's

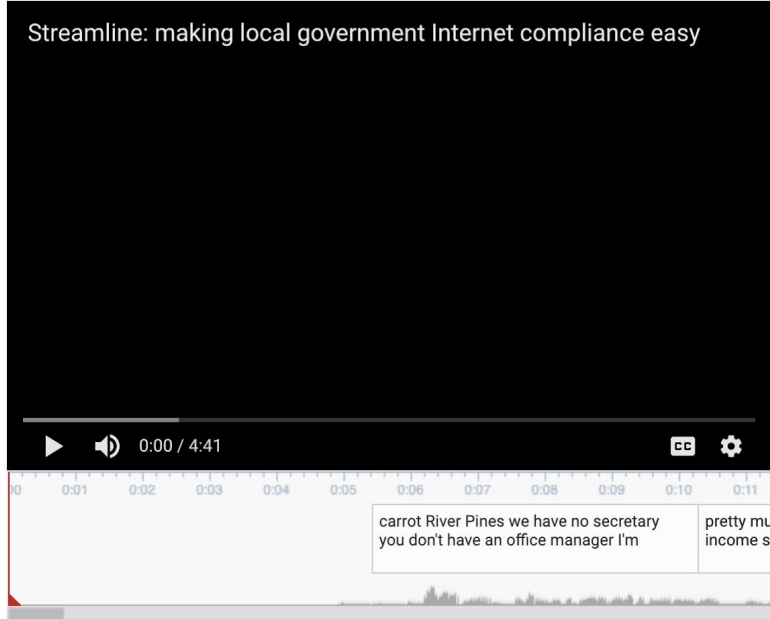
0:20.5 not a lot of money to run a district on
0:24.5

0:27.2 we created streamlined out of a need by
0:31.8 special districts floor website

0:31.8 technologies that they couldn't afford
0:35.1 when we started brainstorming like how

0:35.1 could we serve this market in a way that
0:39.6 would be affordable for them but that we

Streamline: making local government Internet compliance easy



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Help and feedback

- Info & Settings
- Enhancements
- Audio
- End screen
- Cards
- Subtitles/CC**



Transcribe and set timings: English

All changes saved in Drafts

Delete draft

Publish edits

Actions

Keyboard shortcuts | Help

Type subtitle here then press Enter



4:06.7 convoluted and difficult for districts
 4:11.2 to get through, break it down into

4:11.2 pieces by subject, and make it really
 4:18.5 simple to complete. That's been fun. It's

4:18.5 easy to use and so it's easy
 4:22.6 to take something that you envision and

4:22.6 actually put it onto the screen. They
 4:27.9 keep adding more and more to it and they

4:27.9 make it easier and easier. It's awesome.
 4:34.0 It's just awesome

4:36.0
 4:38.1

Pause video while typing



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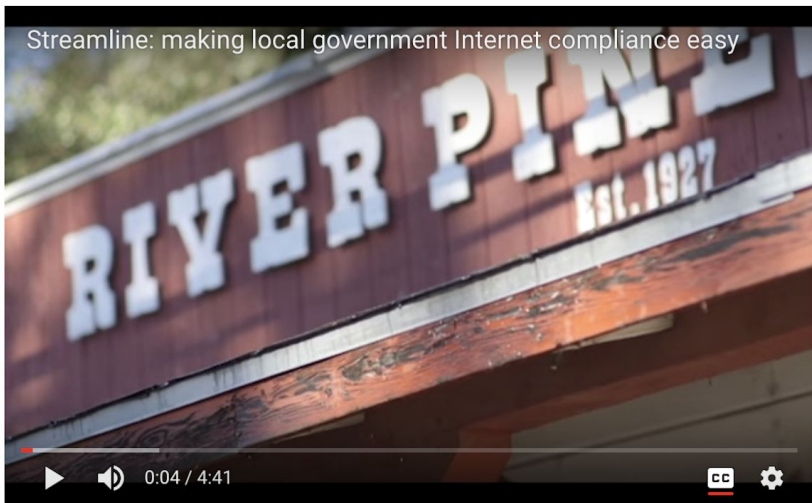
Audio

End screen

Cards

Subtitles/CC

Manage subtitles and closed captions



Subtitles published.

Add new subtitles or CC

PUBLISHED

- English (Automatic)
- English

Community contributions: Off Turn on
Video language: English Change language

Option: Open.media



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Civic Engagement Made Easy

[Get in Touch](#)

Upload, timestamp and archive meeting videos with automated transcriptions. Constituents can engage from any device, sharing excerpts and helping you meet citizens where they're at!



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Open.media

- Live stream videos, annotate agendas
- Closed captioning
- Free for governments serving less than 5,000 citizens (optional paid training)



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Option: paid service

Google phrases like “closed caption service for audio (or video) files”

Lots of paid options out there



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Accessible documents

Part 1: Using Google Docs



Using Google Docs

- Google Docs is an alternative to Microsoft Office that features great collaborative features
- It's slightly different, but worth considering (we use it!)
- Has a list of accessibility tips
- ***Acrobat not required!***



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Google Docs

- Free and available with any Gmail account
 - (don't use your personal email!)
- We recommend using G-Suite, which is \$5/mo/user, and has all the features of Office365, including email, to get @yourdistrict.org email addresses.



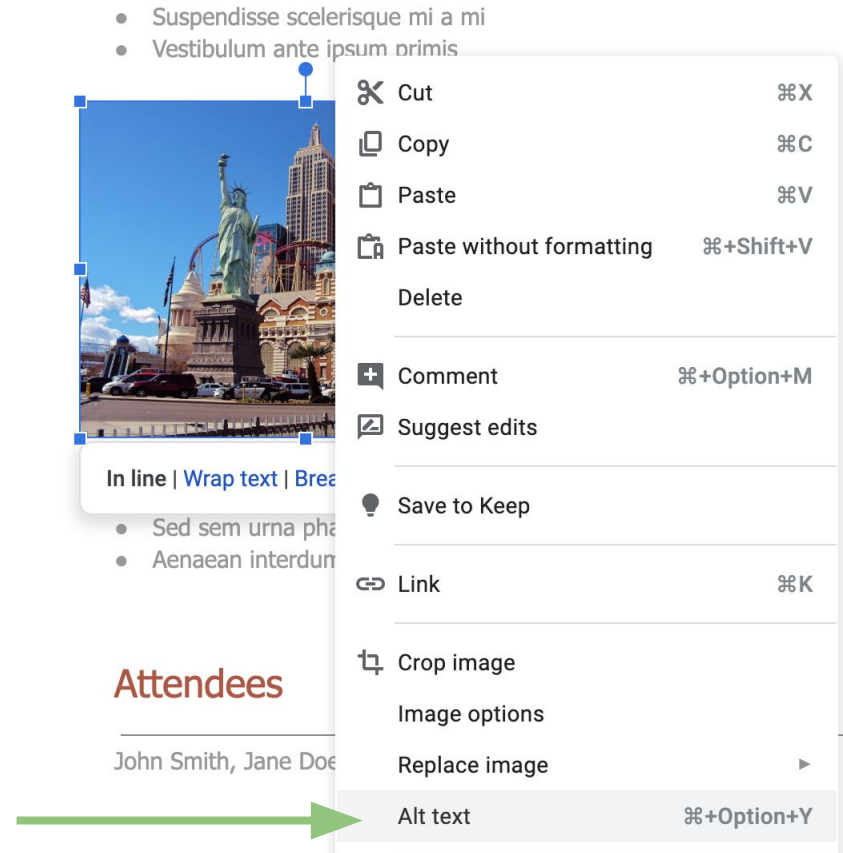
STREAMLINE

1. Include alt text

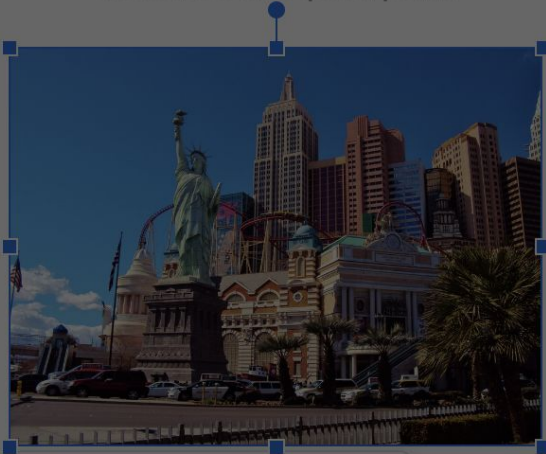
Include alternative text for images, drawings, and other graphics. Otherwise, screen reader users just hear "image."

Add or edit alt text

1. Select an image, drawing, or graphic.
2. Right click and then Alt text.
3. Enter a title and description.
4. Click Ok.



- Vestibulum ante ipsum primis
- Lorem ipsum dolor sit amet
- Suspendisse scelerisque mi a mi
- Vestibulum ante ipsum primis



In line | [Wrap text](#) | [Break text](#)

- Sed sem urna pharetra nec
- Aenean interdum turpis

Attendees

John Smith, Jane Doe, Mark Johnson, Anne Miller, Lance Simpson

Alt Text



Alt text is accessed by screen readers for people who might have trouble seeing your content.

Title

The statue of liberty stands out among the new york skyline

Description

OK

Cancel

2. Use tables for data

Use tables for presenting data, not for changing the visual layout of the page. In the table, include a heading row (rather than starting with data in the first row) because screen readers automatically read the first row as a heading row.

Budget Deadlines and Responsible Persons

Budget component	Deadline	Responsible person
Operations budget	Wed 8/21/2019	Sloane
Investment report	Thurs 8/22/2019	Mac

Other tips

Use comments and suggestions

Use the [commenting](#) and [suggesting](#) features instead of writing notes within the text of your document or presentation. Screen reader users can jump to comments using keyboard shortcuts rather than hunting through your file. The file owner can also receive email notifications or review comment threads.

Check for high color contrast

High color contrast makes text and images easier to read and comprehend. [Web Content Accessibility Guidelines \(WCAG\) 2.0](#) recommend a minimum ratio of 4.5:1 for large text and 7:1 for other text and images. For example, avoid light gray text on a white background.

To check contrast, use the [WebAIM contrast checker](#).

Use informative link text

Screen readers can scan for links, so informative link text is helpful. It's best to use the title of the page as the linked text. For example, if you're linking to your profile page, the link text should say "my profile," not "click here" or the full URL.

Other tips

Check text size and alignment

To make your document or presentation easy to read, use large, left-aligned text when possible. Justified text is more difficult to read because of extra space between the words. To change the alignment, press Ctrl + Shift + L (Windows or Chrome OS) or ⌘ + Shift + L (Mac).

Use text to support formatting

It's best not to rely on visual formatting alone to communicate meaning. Screen readers might not announce formatting changes, such as boldface or highlighting.

For example, to mark an important section of text, add the word "Important."

Other tips

Use numbered and bulleted lists

While the program will automatically detect and format some lists for accessibility, you need to make sure to use it. If you start a new line in your document by typing the number 1 followed by a period, the new line automatically becomes the first item in a numbered list. [Learn how to format bulleted and numbered lists.](#)

Use headings to organize your document

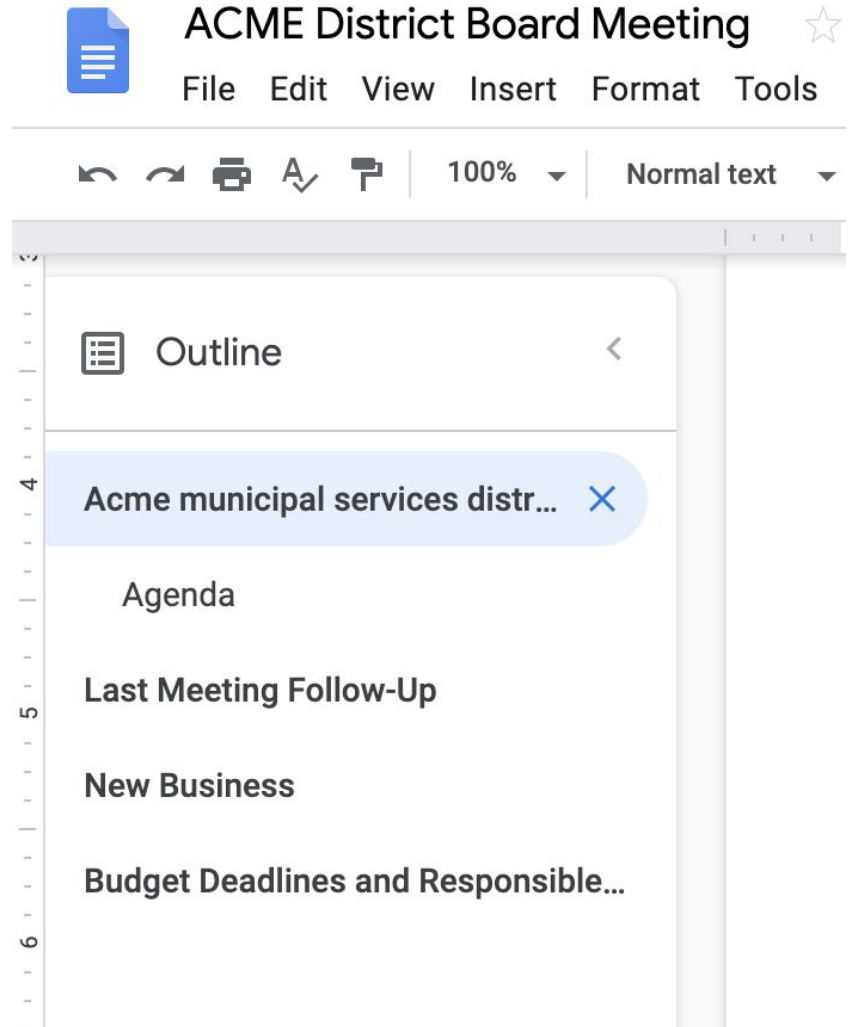
Headings divide your document into sections, making it easier for people to jump to a section (especially if they're using keyboard shortcuts). You can use the default heading styles or create your own. [Learn how to add and customize headings.](#)

Include navigation landmarks in your document

Landmarks like [headers, footers, page numbers, and page counts](#) help your readers find where they are in your document. To maximize accessibility, especially in long documents, include one or more of these landmarks (available in the Insert menu).

Landmarks

The document outline is the centerpiece of an accessible document

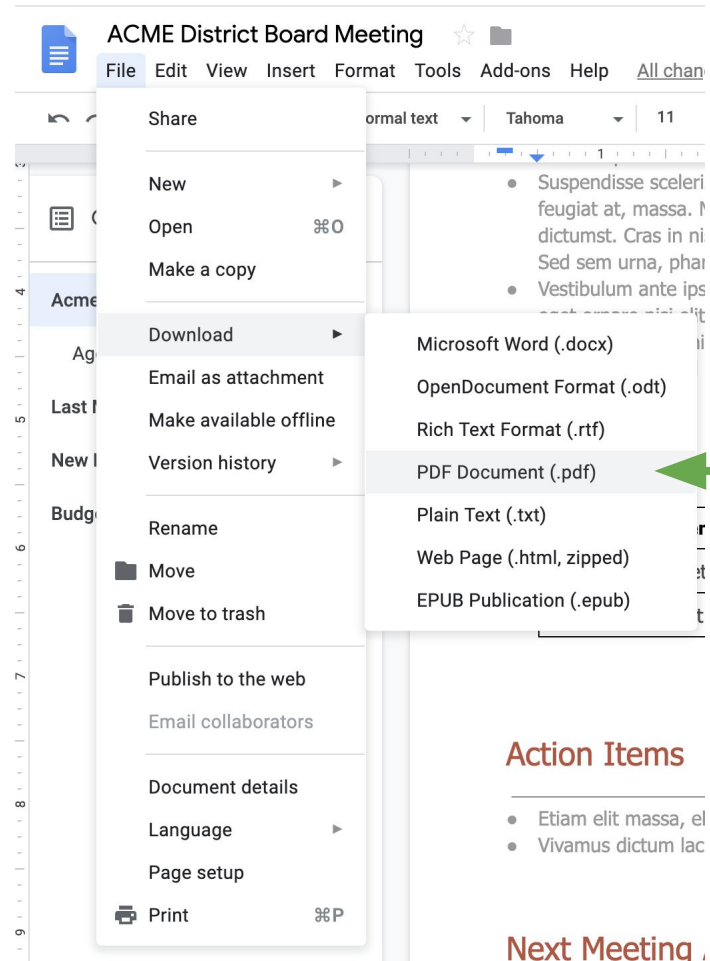


The image shows a screenshot of a document editor interface. At the top, the document title is "ACME District Board Meeting" with a star icon to its right. Below the title is a menu bar with options: File, Edit, View, Insert, Format, and Tools. Underneath the menu bar is a toolbar with icons for undo, redo, print, text color, and text background color, followed by a zoom level of 100% and a text style dropdown set to "Normal text". The main content area shows a document outline panel on the left side. The panel has a title "Outline" with a list icon and a back arrow. Below the title, there is a list of document sections. The first section is "Acme municipal services distr..." which is highlighted in light blue and has a close button (X) to its right. Below it are "Agenda", "Last Meeting Follow-Up", "New Business", and "Budget Deadlines and Responsible...". The left edge of the document area has a vertical ruler with markings for lines 3, 4, 5, and 6.

All set!

You can now download an accessible PDF.

(P.S. It's never a bad idea to double-check in Acrobat)



Action Items

- Etiam elit massa, el
- Vivamus dictum lac

Next Meeting ,



Accessible documents

Part 2: Using Microsoft Word



Making accessible PDFs

- Start with an accessible Office template
- Create agenda or other document
- Export to PDF
- Use Acrobat to test / add an other required accessibility functions



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How to get Acrobat

- You'll need Acrobat Pro (not to be confused with Acrobat Reader)



STREAMLINE



Making accessible PDFs

- Start with an accessible Office template
- Create agenda or other document
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STREAMLINE

ACME MUNICIPAL UTILITY DISTRICT

123 Main Street, Acmeville CA 95816

Meeting notice and agenda

The regular meeting of the Board of Directors of the Acme Municipal Utility District will convene on Thursday, May 16, 2019, at 6:30 pm. The meeting will be held at the Acme Municipal Utility District office board room located at 123 Main Street, Acmeville CA.

Persons requiring special accommodation with respect to disability are directed to make such requests to the district at least 48 hours in advance by calling (916) 900-6600 and asking for the Board Secretary.

- A) Call to order and roll call
- B) Public comments / questions

The Board cannot act on any public comment unless it is on the agenda, but will take any comment under consideration at a later date. If you wish to speak to items on the agenda, please hold your comments until that item comes up for discussion.

C) Consent calendar

- a. Item 1
- b. Item 2
- c. Item 3
- d. Recommendation: approval and adoption of all items on the Consent Calendar

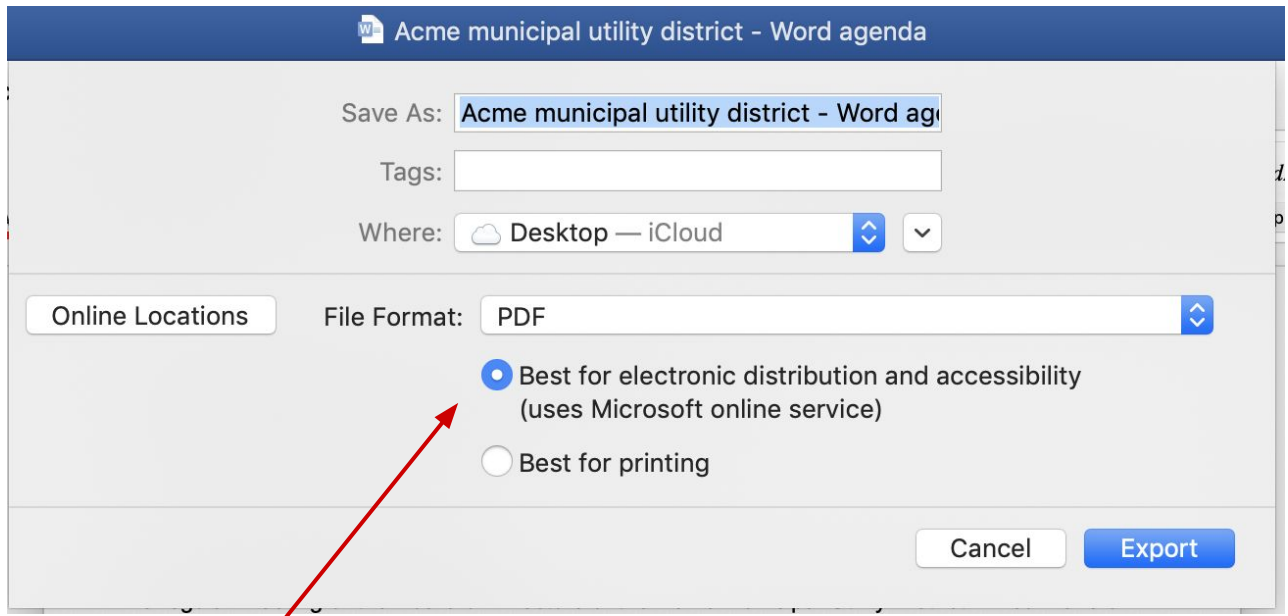
D) Discussion of new business

- a. Item 1
- b. Item 2
- c. Item 3

E) Reports



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Save as PDF, best for accessibility

ACME MUNICIPAL UTILITY DISTRICT

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Search tools

- Create PDF
- Combine Files
- Edit PDF
- Export PDF
- Organize Pages
- Send for Review NEW
- Comment
- Fill & Sign
- Send for Signature
- Enhance Scans
- Protect
- More Tools



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Prepare Form

Add ▾

Send for Signature

Open ▾

Certificates

Add ▾

Protect & Standardize



Protect

Open ▾



Redact

Add ▾



PDF Standards

Add ▾



Optimize PDF

Add ▾



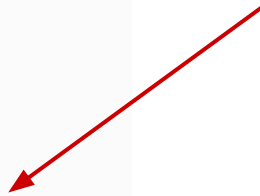
Print Production

Add ▾



Accessibility

Add ▾



Customize



Create Custom Tool

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Action Wizard

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Index

Add ▾



JavaScript

Add ▾

ACME MUNICIPAL UTILITY DISTRICT

123 Main Street, Acmeville CA 95816

Meeting notice and agenda

The regular meeting of the Board of Directors of the Acme Municipal Utility District will convene on Thursday, May 16, 2019, at 6:30 pm. The meeting will be held at the Acme Municipal Utility District office board room located at 123 Main Street, Acmeville CA.

Persons requiring special accommodation with respect to disability are directed to make such requests to the district at least 48 hours in advance by calling (916) 900-6600 and asking for the Board Secretary.

- A) Call to order and roll call
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The Board cannot act on any public comment unless it is on the agenda, but will take any

 Autotag Document Autotag Form Fields Reading Options Full Check Accessibility Report Identify Form Fields Set Alternate Text Setup Assistant Reading Order

Accessibility

Accessibility Checker

Document (3 issues)

- Accessibility permission flag - Passed
- Image-only PDF - Passed
- Tagged PDF - Passed
- Logical Reading Order - Needs manual
- Primary language - Passed
- Title - Failed**
- Bookmarks - Passed
- Color contrast - Needs manual

Page Content

Forms

Alternate Text

Tables

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Headings

Right mouse click on any failures to correct

ACME MUNICIPAL UTILITY DISTRICT

123 Main Street

Meeting notice

The regular meeting will be held on Thursday, May 2nd, 2019 at the office board room.

Persons requiring special accommodations should contact the Board Secretary at least 10 business days in advance.

- A) Call to order
- B) Public comment
- C) Consent calendar
 - a. Item 1
 - b. Item 2
 - c. Item 3

Description

Title:

Leave As Is

Subject:

Leave As Is

Author:

Leave As Is

Keywords:

Leave As Is

Cancel OK

convene on
Utility District

such
for the

The Board will consider any agenda items submitted by the public. The Board will take any comment under consideration at a later date. If you wish to speak to items on the agenda, please hold your comments until that item comes up for discussion.



Using Acrobat Pro

- Open the PDF you exported from Word
- Right sidebar, under Tools, choose *More Tools > Accessibility*
- Choose *Full check*
- Right mouse click on anything on the left that shows as failed, and “fix”
- Save PDF



Questions?

www.getstreamline.com
sloane@getstreamline.com
(916) 900-6619

Resources:

engage.getstreamline.com/accessibility-series



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