

HUB Reporting: Supplemental Letter- 508 Accessibility Webinar:

Presented by
Statewide HUB Program
4/2/2025



GLENN HEGAR, TEXAS COMPTROLLER OF PUBLIC ACCOUNTS



Housekeeping Items:

- All microphones muted
- All cameras disabled
- Chat or Q&A features
- Recording of training
- Copy of slides provided (via email)
- Switching back and forth
 - Between slides & examples

Linda Rogers

Statewide HUB Program Manager



Nusrat Khan

Asset Management & Accessibility Testing Division

Supplemental Letters

- **Encouraged but not required.**
- 1-Single page:
 - Outlining the good faith effort made for procurement opportunities to HUBs
 - Address any unique purchasing situations not reflected in the expenditure totals and percentages.
 - Explanation of any specific circumstances that affected agency/university data.
- Submitted in HIGH RESOLUTION PDF format to HUB.HUBReportData@cpa.texas.gov with email subject:

Example: 304 FY2025 Semi-Annual HUB Report Supplemental Letter
- Should NOT be locked so that CPA can import them into the HUB report file.
- ❖ Reminder: FY25 Semi-Annual Supplement Letters due Friday, April 18th, 2025 (5 pm in 508 compliance)

Agenda

Seven Requirements to make a Word document accessible

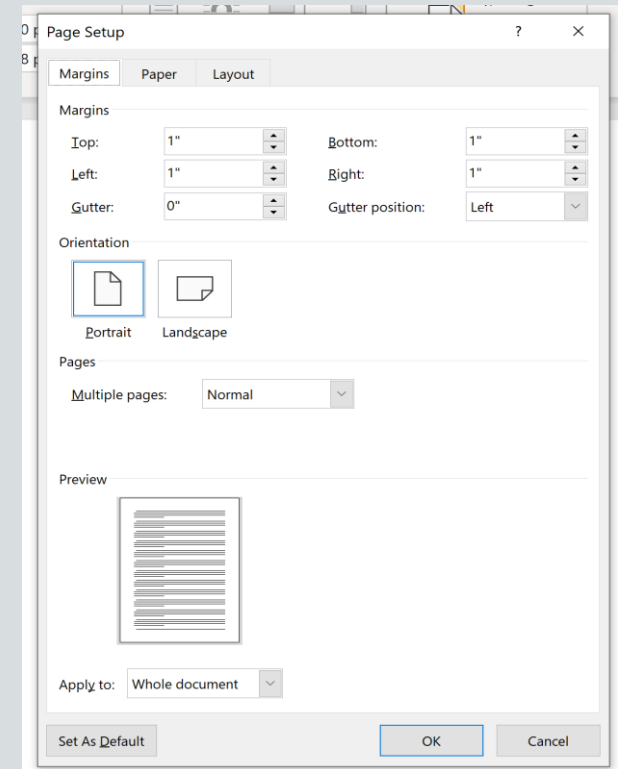
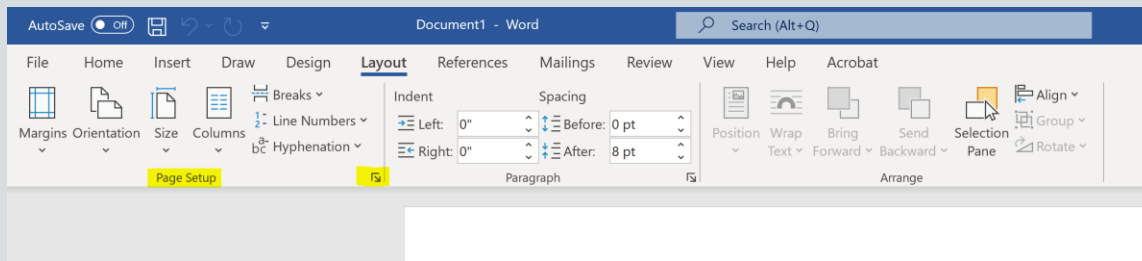
- Document Structure
- Figures
- Hyperlinks
- Lists
- Columns
- Color and Contrast
- Tables

The Basics - Styles

- The size and orientation of the page
- The margins
- Type face
- Font size
- Line spacing

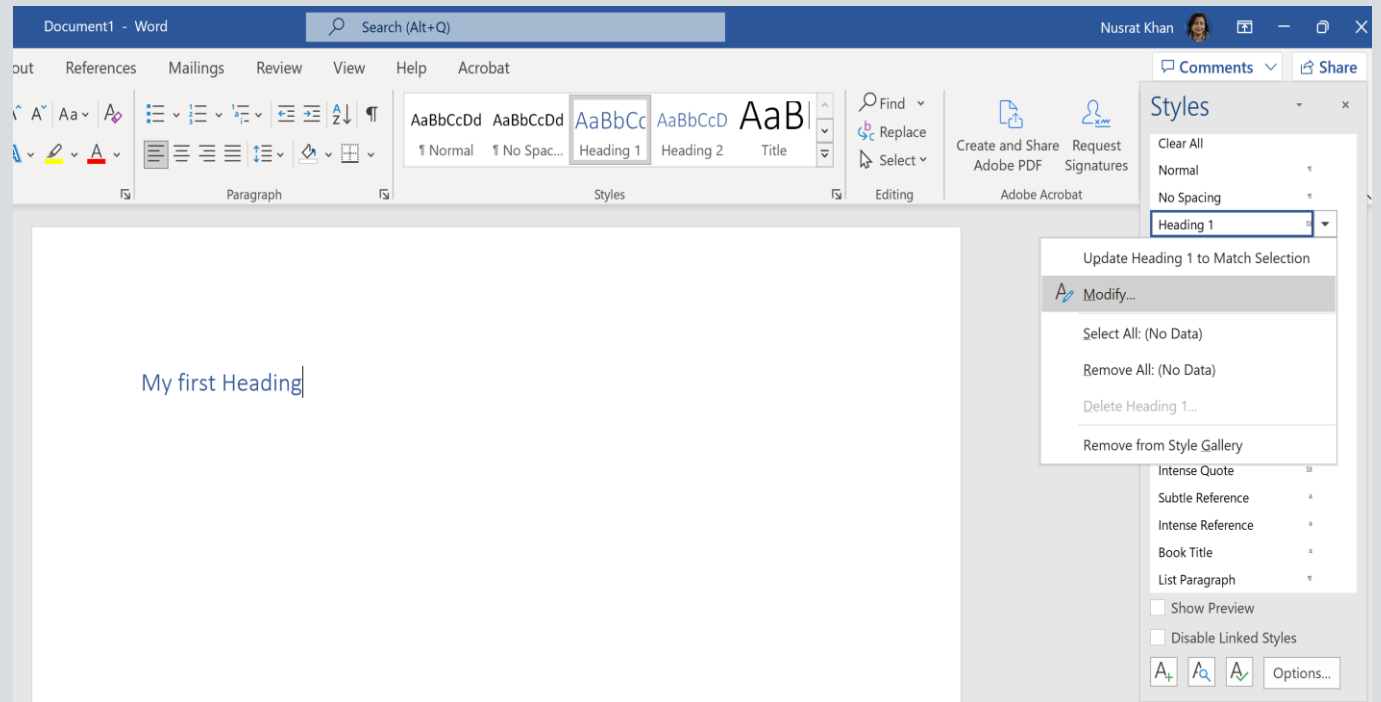
The Basics- Styles

Continue...



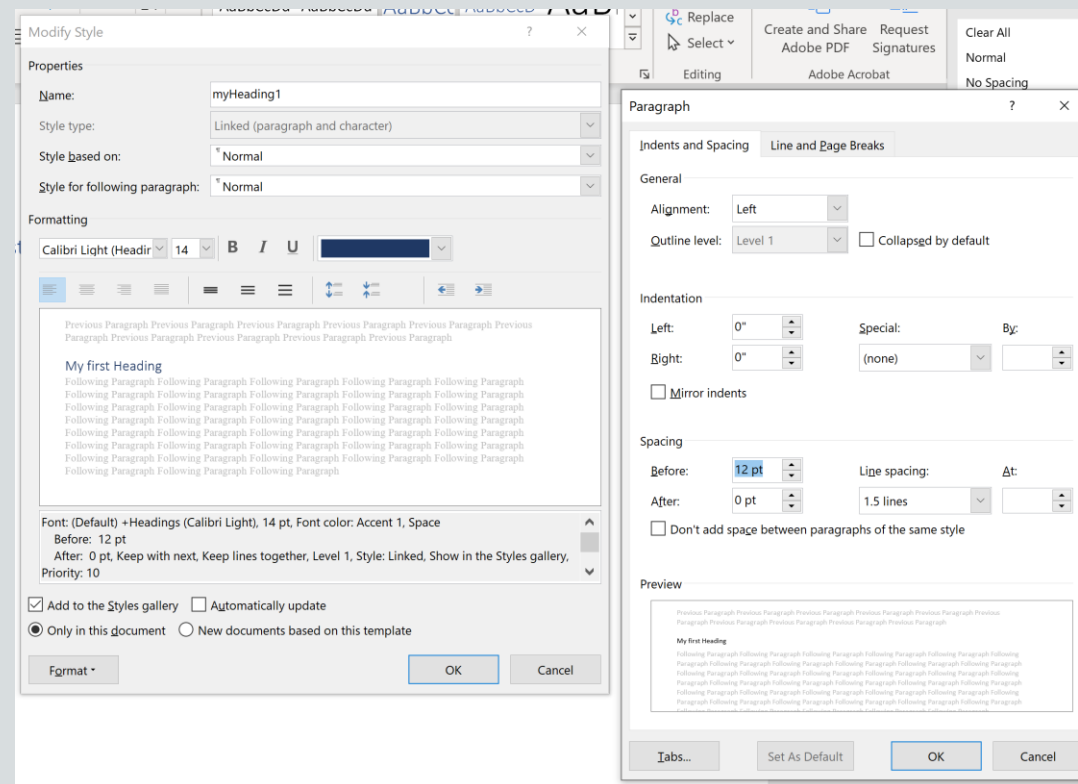
Document Structure

- Creating Heading Level



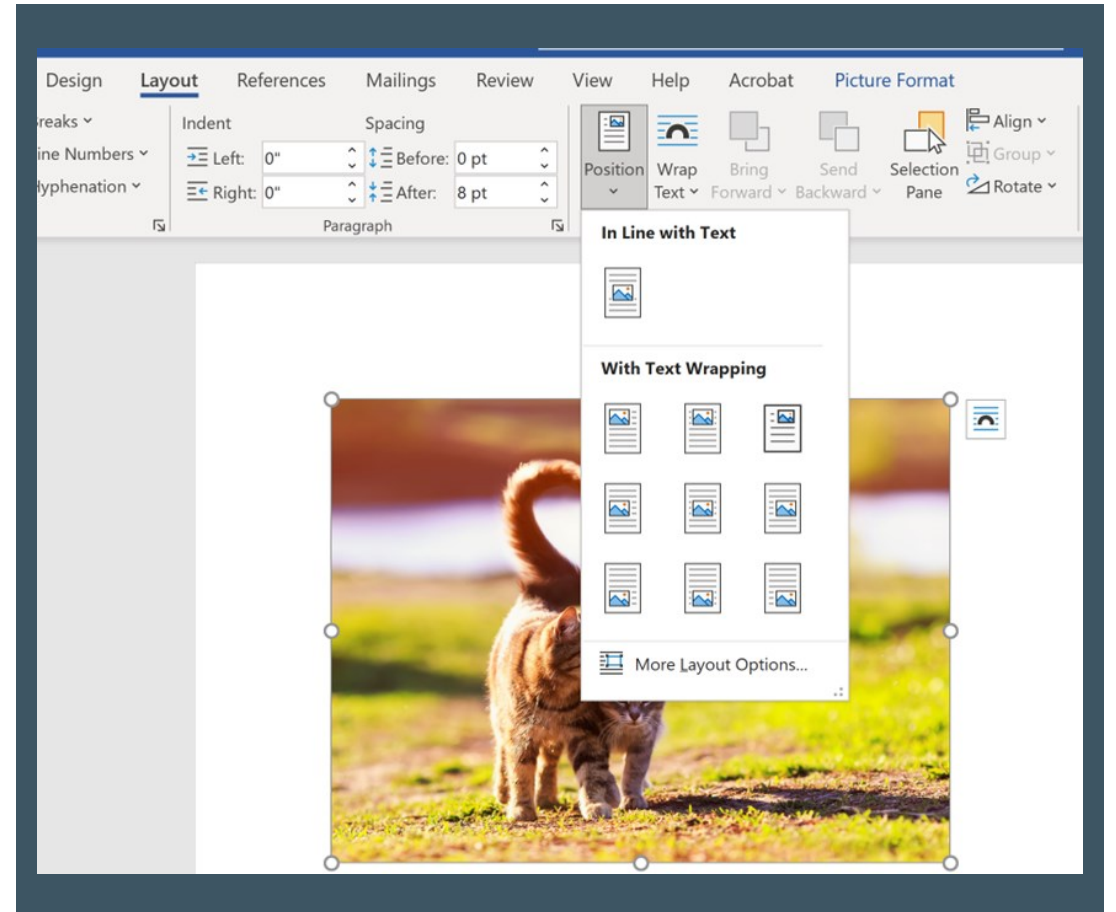
Document Structure

Continue...



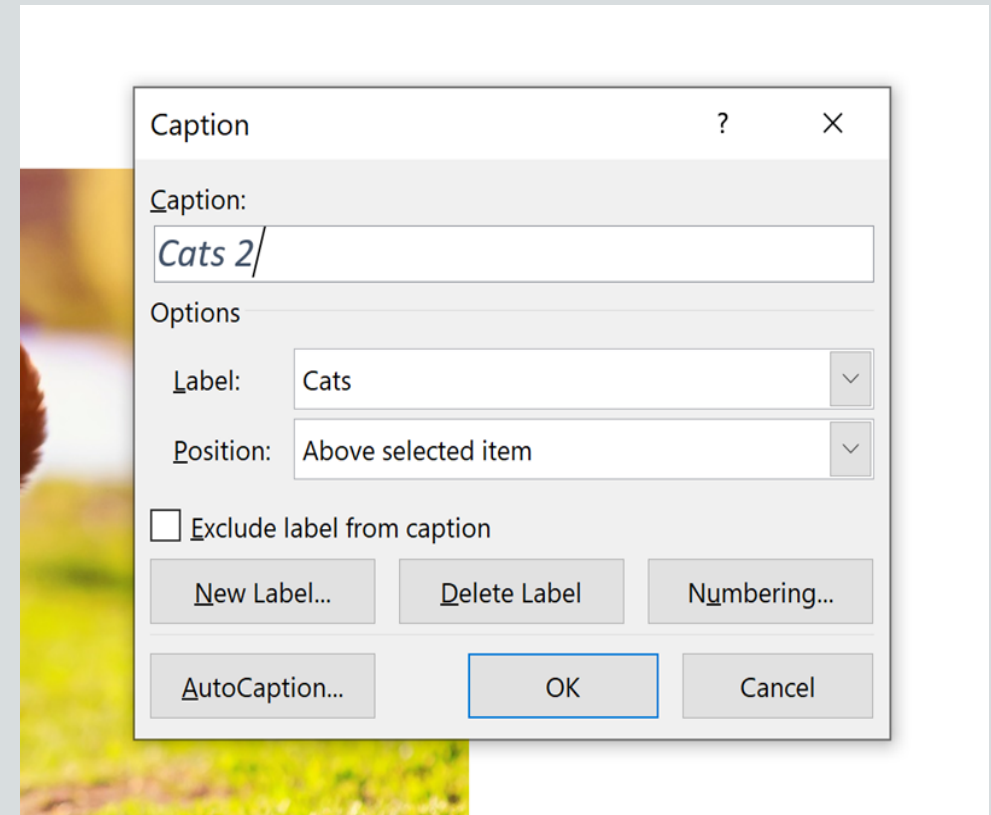
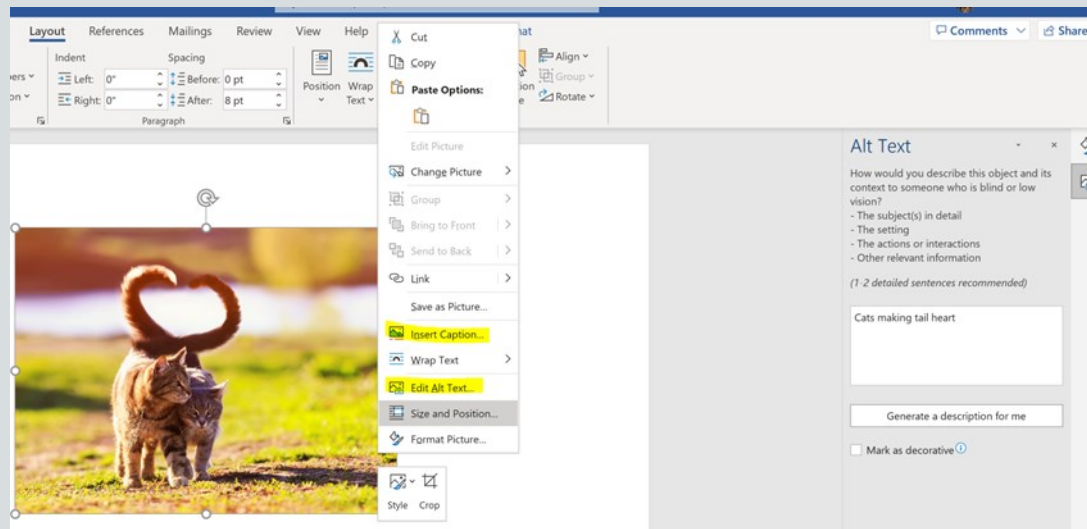
Making Figures Accessible

- Position the figure properly
- Add alt text
- Include a caption (Optional)



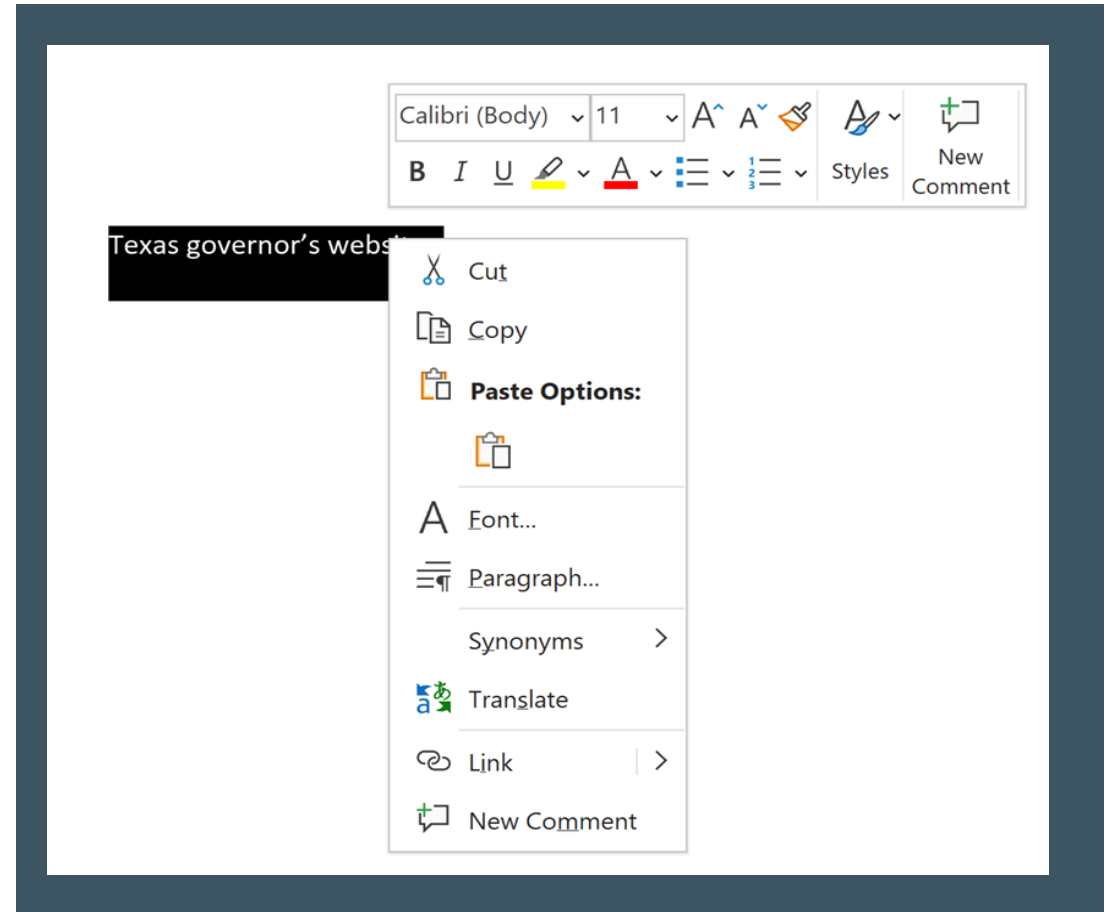
Making Figures Accessible

Continue...



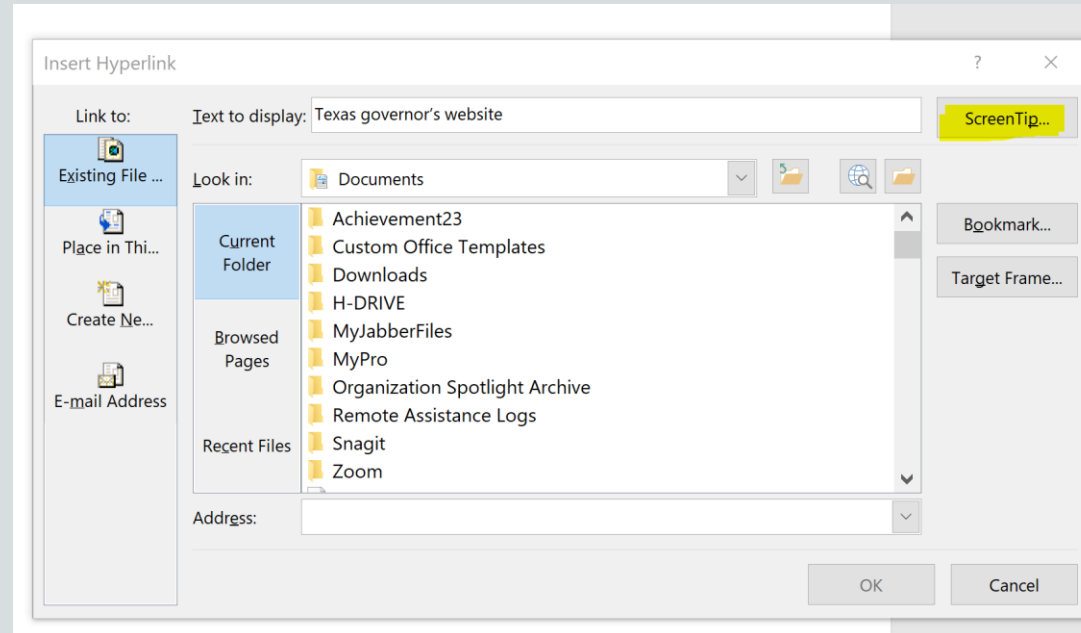
Hyperlinks

- Use meaningful words that describe the hyperlink
- Never use `http://www.gov.Texas.gov` as a linked wording; better to write “Texas Governor’s website”



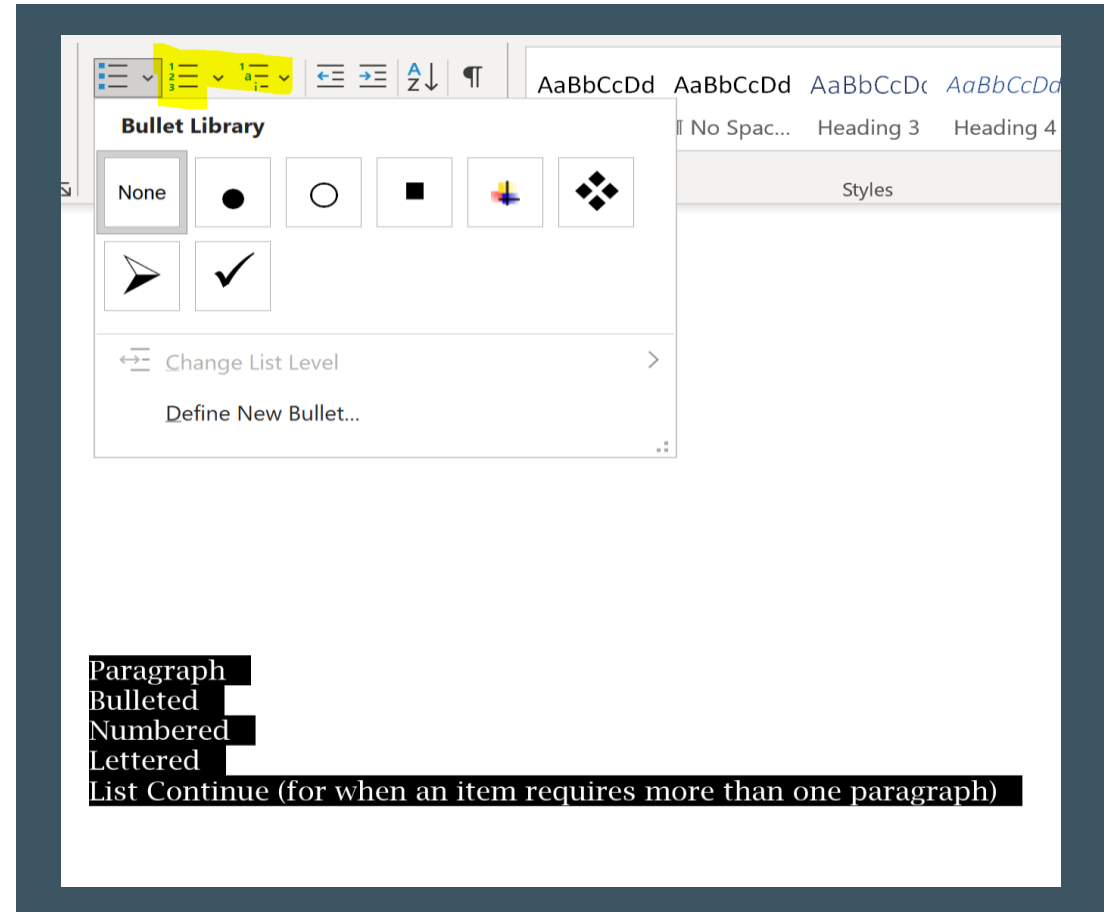
Hyperlinks

Continue...



Lists

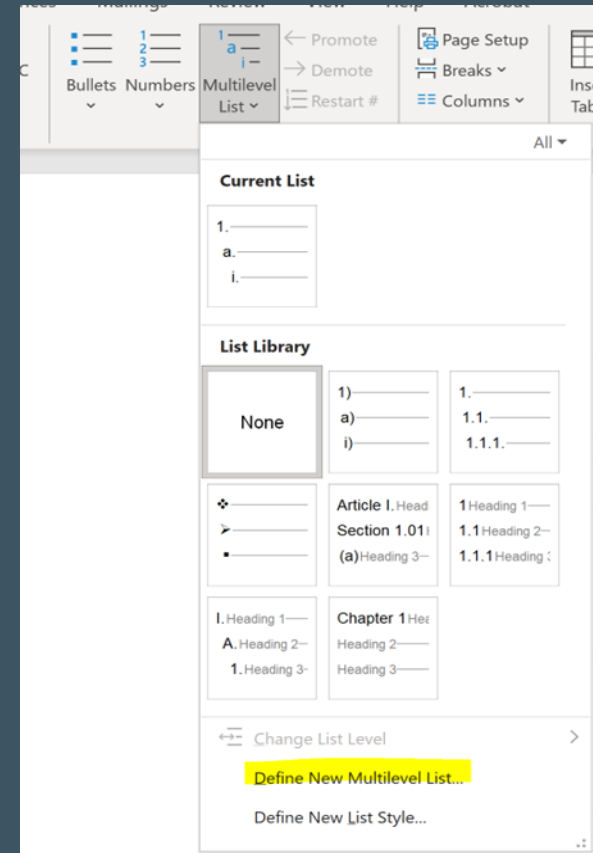
- 1.Paragraph
- 2.Bulleted
- 3.Numbered
- 4.Lettered
- 5.List Continue (for when an item requires more than one paragraph)



List

Continue...

- Multilevel List



Columns

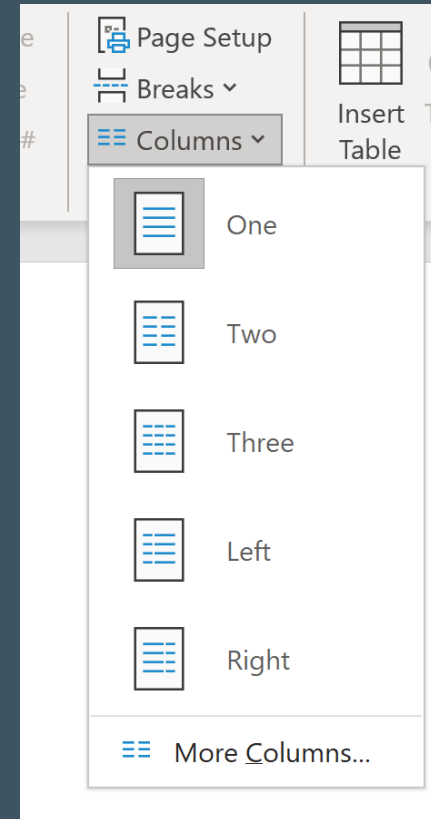
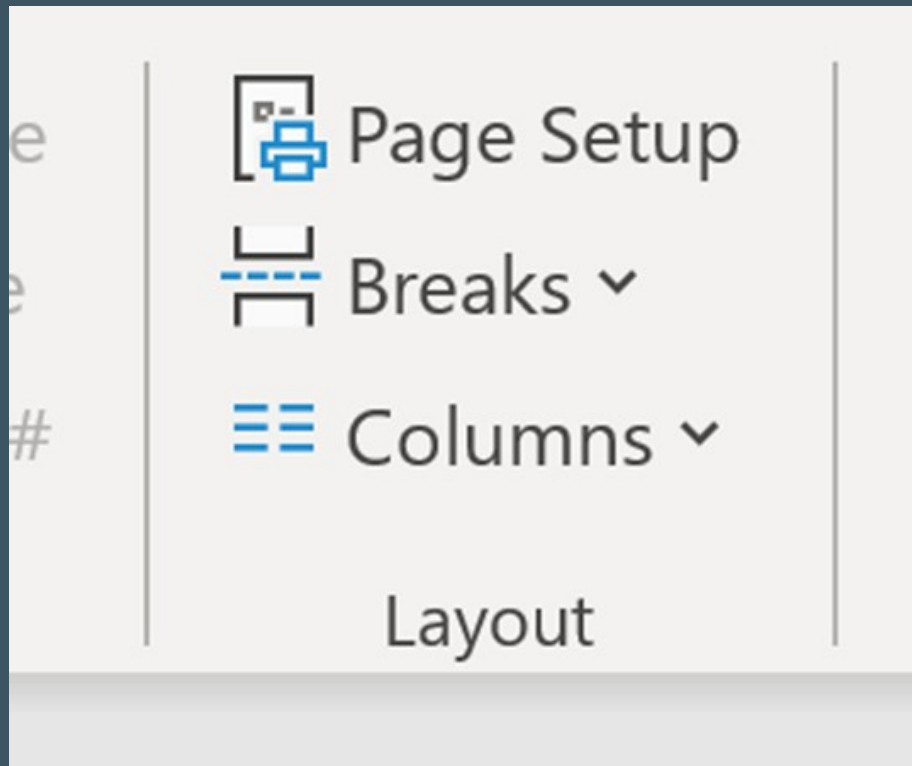
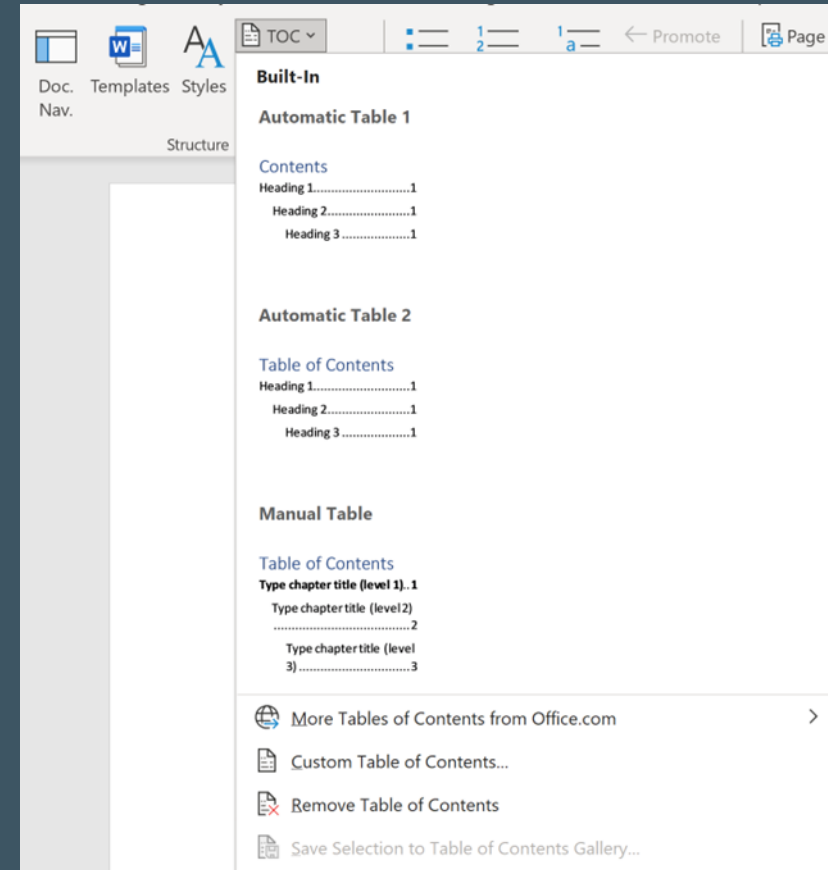
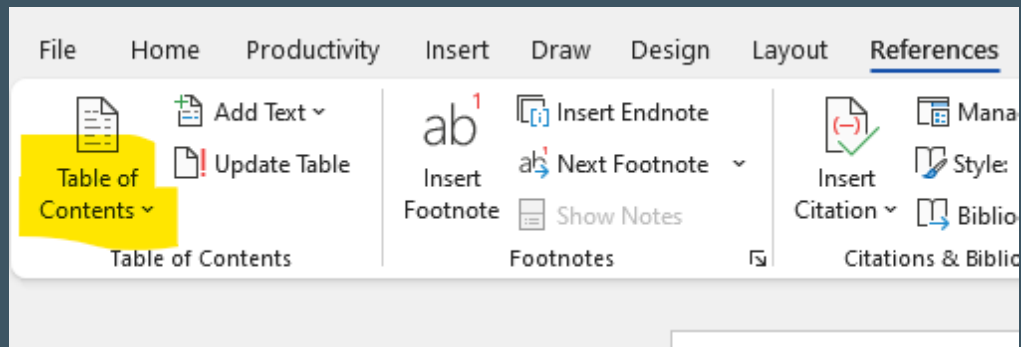


Table of Contents

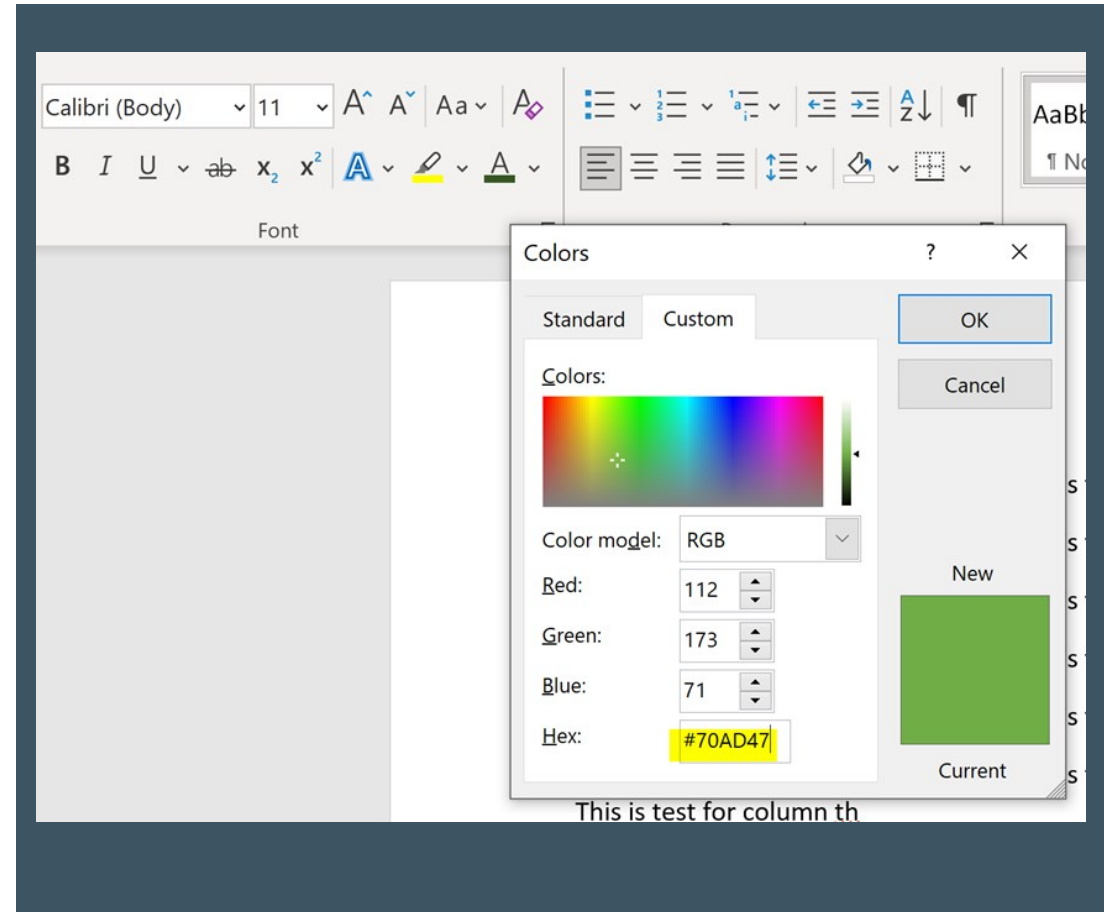


Colors and Contrast

- Do not convey message based on color alone
- Use sufficient contrast (min 4.5:1)

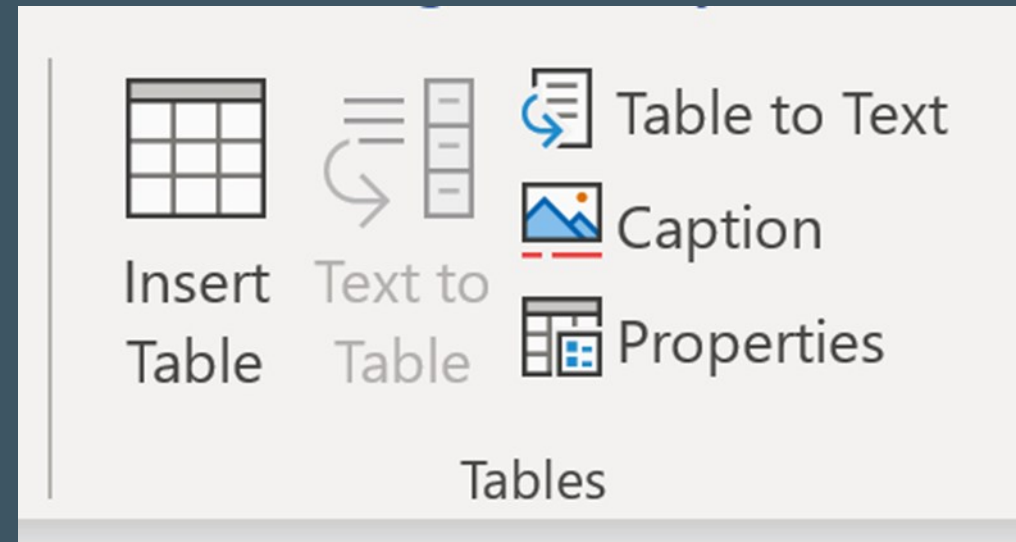
Resources:

- [WebAIM](#)
- [RGB to HEX](#)



Accessible Table

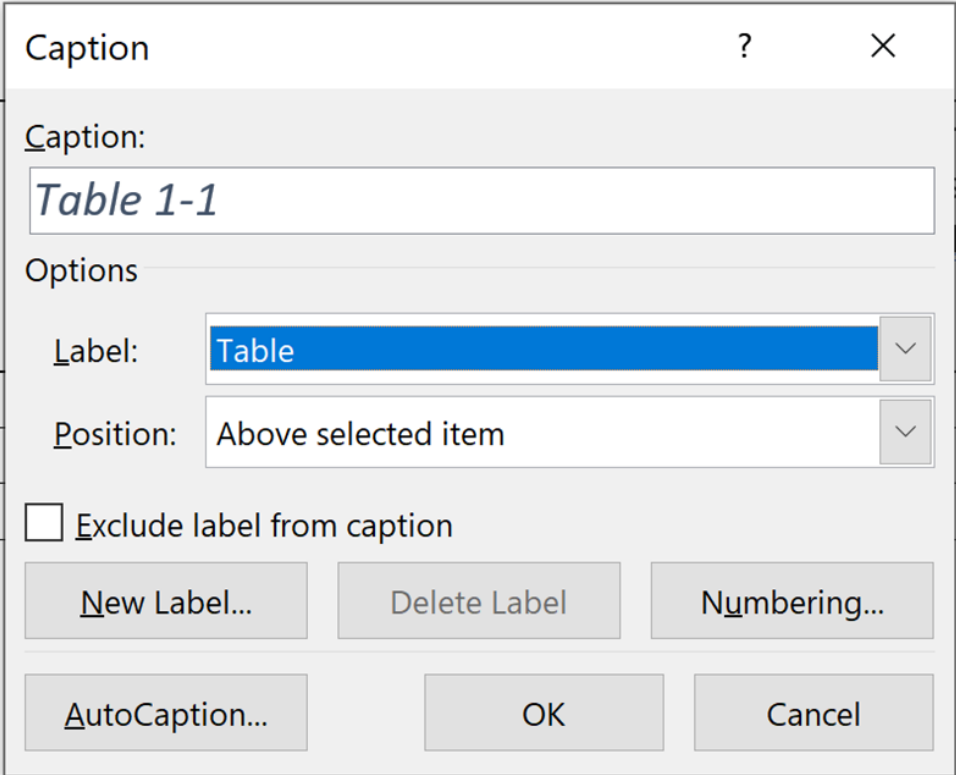
- Create Table when absolutely needed i.e to present data
- Do not use table for presentation
- Try to avoid creating complex table



Accessible Table

Continue...

- Provide a title for the table
- Identify the Header row
- Prevent splitting rows across pages

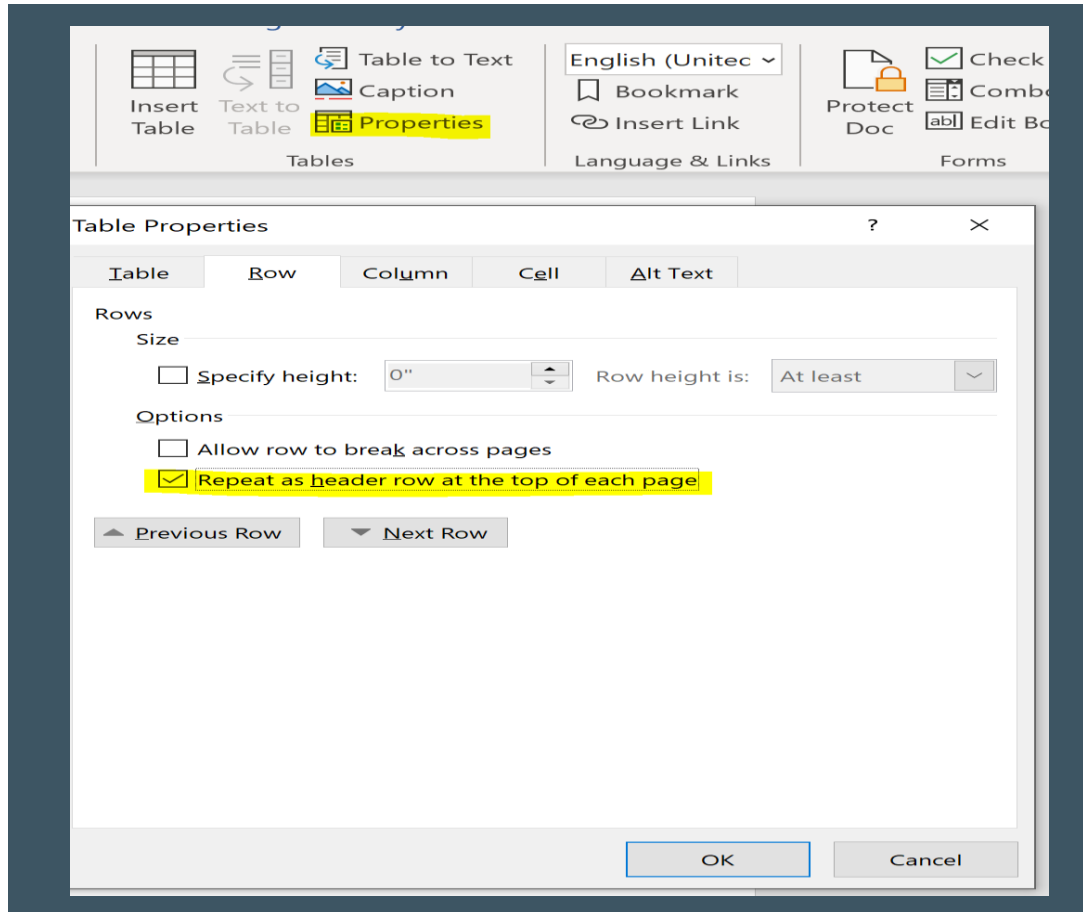


The image shows a 'Caption' dialog box with the following fields and options:

- Caption:** A text field containing 'Table 1-1'.
- Options:**
 - Label:** A dropdown menu showing 'Table'.
 - Position:** A dropdown menu showing 'Above selected item'.
 - ☐ **Exclude label from caption**
- Buttons:** 'New Label...', 'Delete Label', 'Numbering...', 'AutoCaption...', 'OK', and 'Cancel'.

Accessible Table

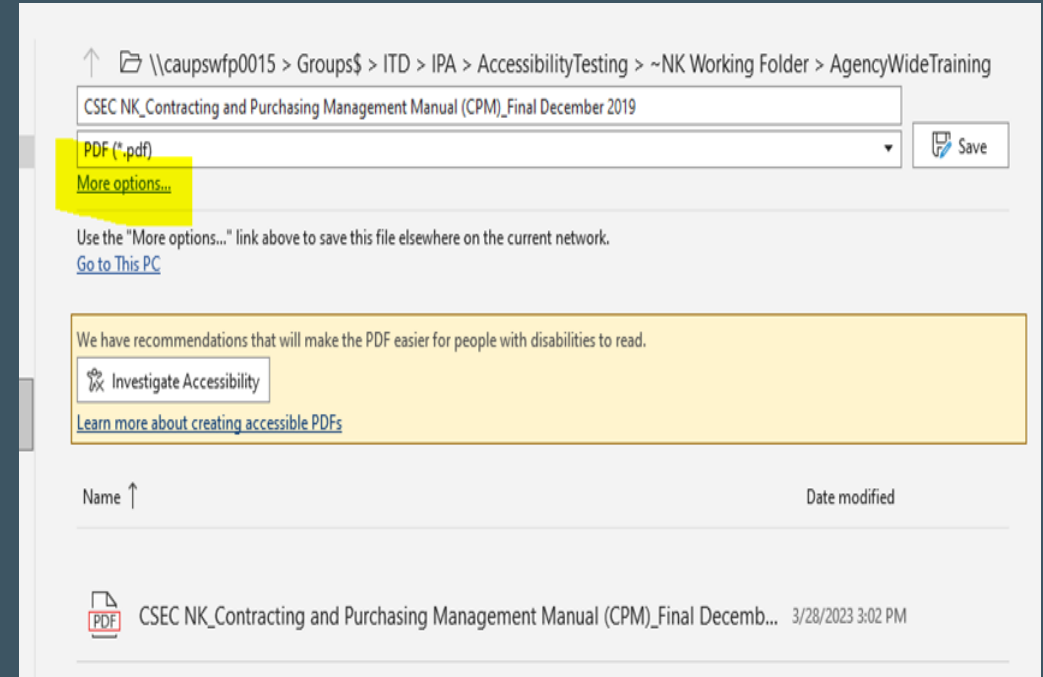
Continue...



- Do not create table using Draw Table tool
- Do not create page layouts with tables.
- Do not control spacing using blank rows and columns

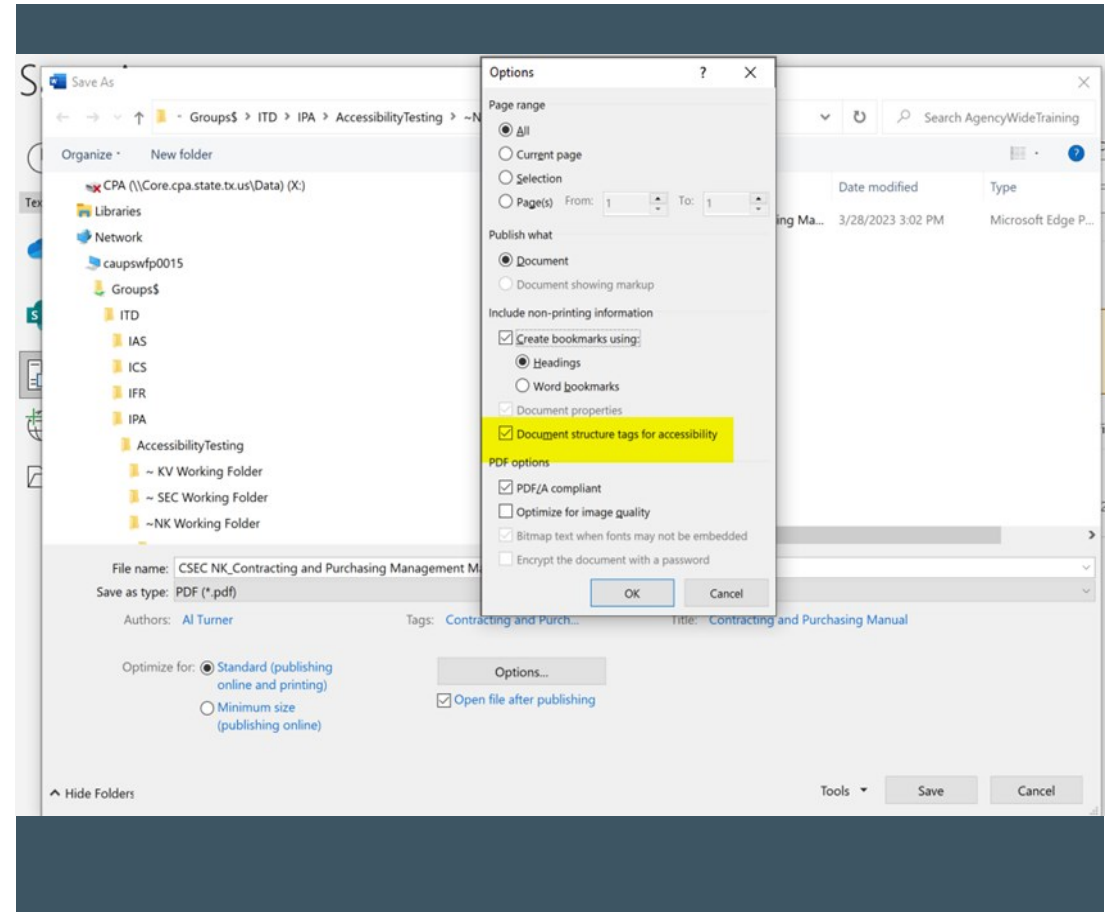
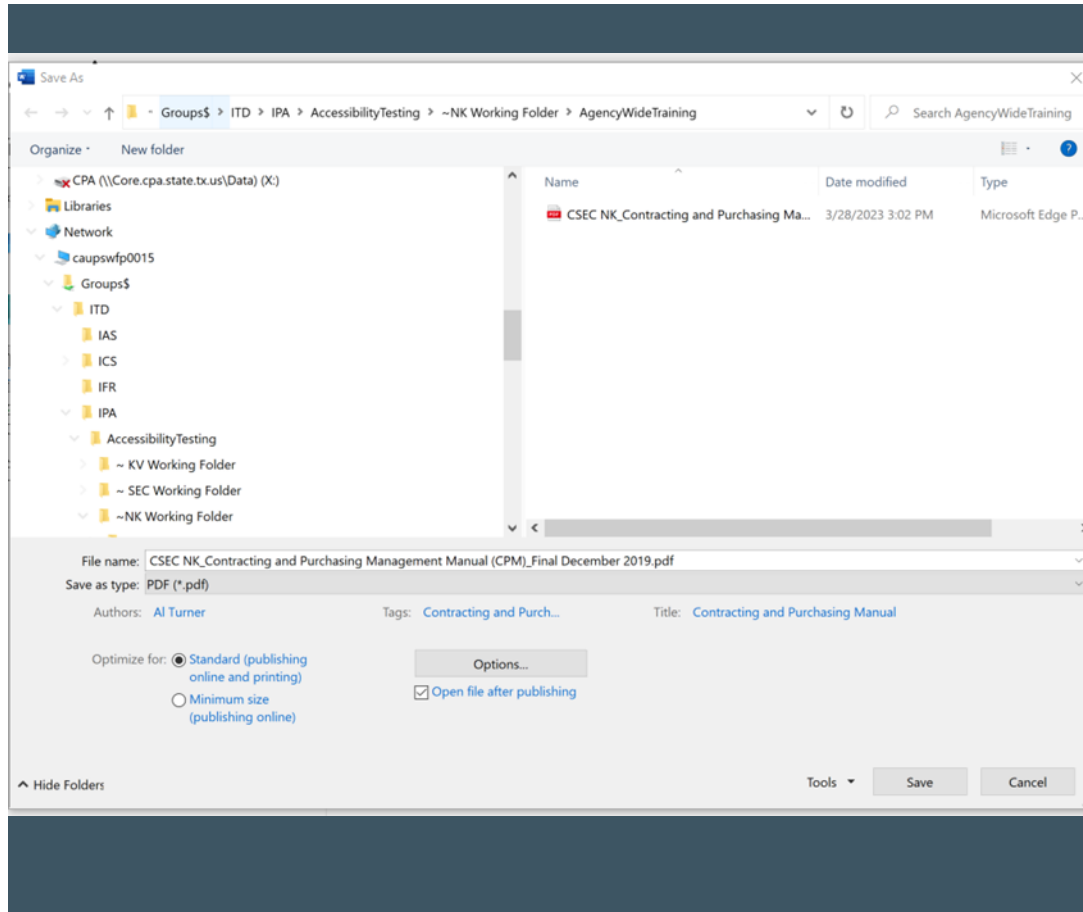
Converting to PDF

- Before converting check Accessibility under **Productivity** tab
- File < Save as the form drop down choose PDF



Converting to PDF

Continue...



Thank you

Questions and Comments...



StatewideHUBProgram@cpa.texas.gov