



FileNet Document Publisher

Enabling Section 508 Compliance

Release 7.5.0

October 2005

FileNet is a registered trademark of FileNet Corporation.
All other product and brand names are trademarks or
registered trademarks of their respective companies.
Due to continuing product development, product
specifications and capabilities are subject to change
without notice.
Copyright © 2001, 2005 FileNet Corporation. All rights
reserved.

FileNet Corporation
3565 Harbor Boulevard
Costa Mesa, California 92626
800.FILENET (345.3638)
Outside the U.S. call:
1.714.327.3400
www.filenet.com

Copyright

© 1996–2005 Stellent, Inc. All rights reserved. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system without written permission from the owner, Stellent, Inc., 7500 Flying Cloud Drive, Suite 500, Eden Prairie, Minnesota 55344 USA. The copyrighted software that accompanies this manual is licensed to the Licensee for use only in strict accordance with the Software License Agreement, which the Licensee should read carefully before commencing use of this software.

Stellent is a registered trademark, and the Stellent logo, Stellent Content Server, Stellent Content Management, Stellent Site Studio, Stellent Content Integration Suite, Stellent Content Portlet Suite, Stellent Desktop Integration Suite, Stellent Dynamic Converter, Stellent Content Publisher, Stellent Inbound Refinery, and Stellent Image Server are trademarks of Stellent, Inc. in the USA and other countries.

Adobe, Acrobat, the Acrobat Logo, Acrobat Capture, Distiller, Frame, the Frame logo, and FrameMaker are registered trademarks of Adobe Systems Incorporated.

Apache is a registered trademark of the Apache Software Foundation. Stellent Content Integration Suite includes software developed by the Apache Software Foundation (<http://www.apache.org/>).

BEA is a registered trademark, and WebLogic is a trademark of BEA Systems, Inc.

HP-UX is a registered trademark of Hewlett-Packard Company.

IBM, Informix, and WebSphere are registered trademarks of IBM Corporation.

Kofax is a registered trademark, and Ascent and Ascent Capture are trademarks of Kofax Image Products.

Linux is a registered trademark of Linus Torvalds.

Microsoft is a registered trademark, and Windows, Word, and Access are trademarks of Microsoft Corporation.

Oracle is a registered trademark of Oracle Corporation.

Plumtree is a registered trademark of Plumtree Software, Inc.

Portions Copyright © 1991-1997 LEAD Technologies, Inc. All rights reserved.

Red Hat is a registered trademark of Red Hat, Inc.

Sun is a registered trademark, and Solaris, Sun ONE, iPlanet, Java, and all Java-based trademarks are trademarks of Sun Microsystems, Inc.

Sybase is a trademark of Sybase, Inc.

UNIX is a registered trademark of The Open Group.

Verity is a registered trademark of Verity, Incorporated.

All other trade names are the property of their respective owners.

Contents

| | |
|---|----------|
| Enabling Section 508 compliance..... | 5 |
| Keyboard accessibility in FileNet Document Publisher | 5 |
| Creating web publications with accessibility features | 7 |
| Alternative text | 7 |
| Table row and column headers | 9 |
| Frame titles | 10 |
| The LANG attribute | 10 |
| No Script support | 10 |

Enabling Section 508 compliance

Section 508 is a government initiative designed to help disabled individuals operate and consume electronic and information technologies. The initiative contains a number of requirements that pertain to using technology applications and building web pages.

Section 508 encourages accessibility by disabled individuals both to using content management tools as well as consuming the business content information produced by those tools. FileNet products contain various features that enable disabled users to operate the products as well as consume the web pages published through FileNet Document Publisher.

FileNet Document Publisher assists the web developer in creating web sites that comply with the other requirements in Section 508.

This guide provides an overview of how:

- Disabled users can make use of keyboard actions throughout FileNet Document Publisher to build web publications without the use of a mouse.
- Web authors can build features into the web publications they create so that the content of their web sites will be accessible to disabled individuals who are using an HTML screen reader.

Keyboard accessibility in FileNet Document Publisher

All of the features in Document Publisher Station are accessible by using the keyboard instead of the mouse.

Beginning on the main window of Document Publisher Station, to gain access to any menu you can press the Alt key so that a letter in each of the menus is underscored. You can then press the appropriate letter on the keyboard to open the desired menu. When the menu opens, you will see that each command has an underscored letter, too. You can press that letter on the keyboard to execute the command.

Example: On the main window of Document Publisher Station, press **Alt** and then **A** to open the **Add** menu, and then press **R** to open the **Add Reference Page** dialog box.

Notes

- The menu bar provides complete access to all of the commands you need in order to gain access to all of the features in Document Publisher Station. (The standard and large toolbars, which provide a subset of these commands, are accessible only by means of a mouse.)
- The commands in Document Publisher Scheduler (and the Document Publisher Server dialog box) can be navigated from the keyboard in the same way as in Document Publisher Station.

Once you open a dialog box, you can use the Tab, Return, and arrow keys to navigate through the dialog box and set options. For example, when the Add Reference Page dialog box first opens (see Figure 1-1), the focus is on the **Name** drop-down list. To change the reference page name from the default Table of

Contents, you can use the Up and Down arrows to move through the available options.

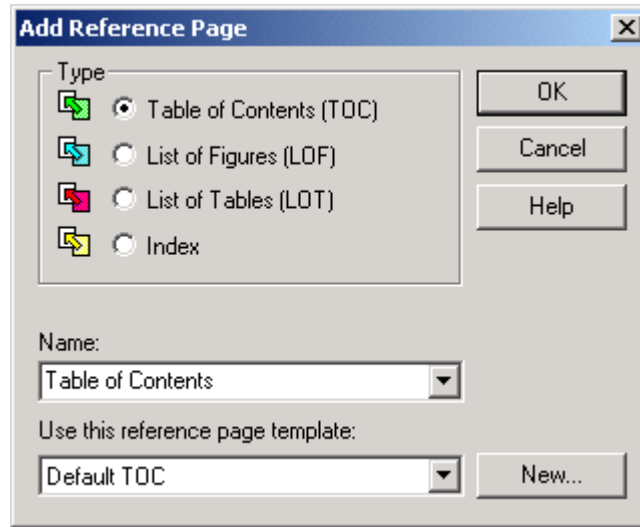


Figure 1-1 The Name drop-down list is selected by default when you open the Add Reference Page dialog box. You can use the Up and Down arrows to move through the options in this list, and the tab key to change the focus.

Once you have selected an option and are ready to change the focus to another feature or button, press the Tab key. The first tab will take you to the **Use this reference page template** drop-down list, and again you can use the Up and Down arrows to scroll through the options available.

With further tabbing, you can select each button, in turn, to change the focus. You will know when each button has the focus because it will have a thin rule around the button label.

Once a button is selected, you can use the Return key to execute that command. (In some dialog boxes, button labels may have an underscored letter, in which case you would use Alt + <the underscored letter> to execute the command.)

Example: Let us say that you have just started a new project and want to create a frameset layout.

1. On the main window of Document Publisher Station, press **Alt + P + L** to open the Layout dialog box (see Figure 1-2).
2. The focus initially is on the **Publication Hierarchy** box, where the name of your project is highlighted. Tab once so that the focus switches to the **Active Layout** box, with **None** selected (notice that the label “None” now has a thin rule around it).
3. Press the **Down arrow** to select **Frameset Layout**.
4. Press the **Tab key** until the **New Vertical** button is selected. Notice that not only does the button have a thin rule around the label, but it also has (like the other buttons) an underscored letter to denote its accessibility by use of the Alt key.
5. Press **Alt + V** to create a frameset with two frames.

You can open other dialog boxes in Document Publisher Station and use keyboard commands in the same way to select the options and settings available.

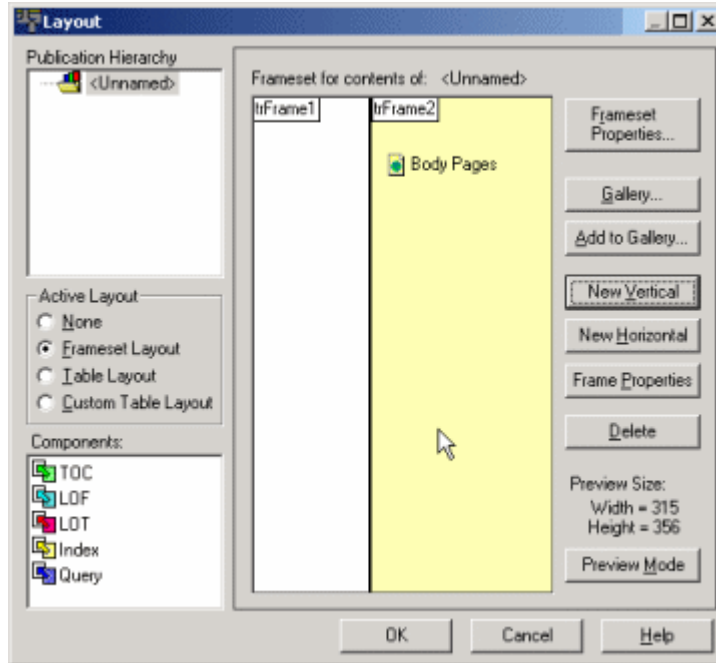


Figure 1-2 Notice that in this dialog box button labels have an underscored letter. Once you have changed the focus to a particular button (by tabbing through the dialog box elements), you can execute the command by pressing Alt + <the underscored letter> on your keyboard.

Creating web publications with accessibility features

A web author can use a number of features in Document Publisher Station to create web publications that are accessible to disabled users by means of an HTML screen reader. Among them:

- Alternative text
- Table row and column headers
- Frame titles
- The LANG attribute
- No Script support

Alternative text

Alternative text can be inserted throughout your web publications so that visually impaired visitors to your web site will be able to understand any images and graphics that are part of your web site.

Alternative text is text that you see in a screentip when you pass the mouse over the image or object in the browser. This text takes the place of the image or object in the event that (a) a user's browser is text only, (b) a user chooses to disable the browser's graphics functionality, or (c) a visually impaired user is viewing web pages with an HTML screen reader.

Alternative text is automatically built into your web publications for the template graphics that are used for navigation in your web publications (for example, the TOC, Next, Previous icons). Alternative text can be added for other images that display in your web publications. As a result, the tag in your HTML output will be modified to include the Alt attribute.

Template graphics

The navigation icons that appear on your web pages (as added in the Navigation property sheet) automatically have alternative text associated with them. Thus, if you add a TOC icon to your web pages, then the alternative text “Table of Contents” will automatically be associated with it. (The text will be visible in a screentip as you pass your mouse over the icon on the web page and will take the place of the icon in the event that the icon doesn’t display in the browser.)

You can also associate alternative text with other graphical devices that you may add to your templates: separators, icons, and list bullets. Since no default alternative text is automatically associated with these graphical elements, you may want to make a point of adding this text.

Figure 1-3 shows the tab dialog for globally formatting separators associated with a page TOC. Notice the Alternative Text fields.

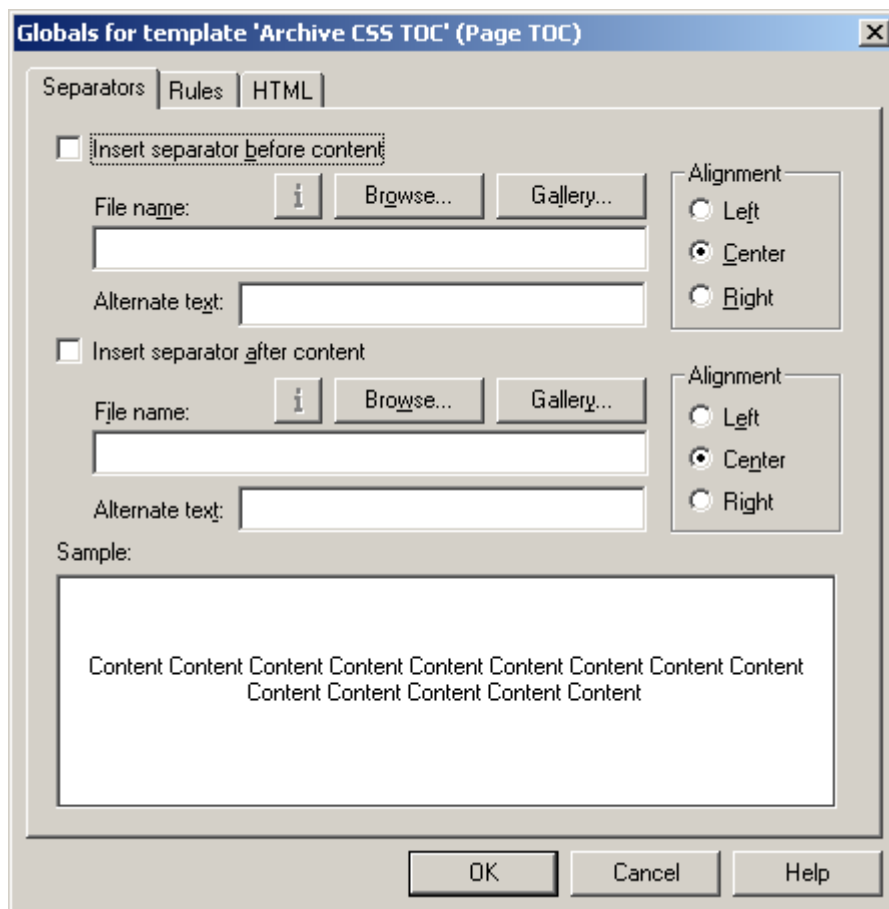


Figure 1-3 The Alternative Text fields shown in the above dialog box can be found in several tab dialogs throughout the Formatting and Globals property sheets and can be used for adding alternative text to separators, icons, and bullets in your web pages.

Source graphics

If you have images or graphics in your source documents, any alternative text entered in those files at source can be inherited by Document Publisher Station and be made available in output web pages. For example, if you right-click an embedded graphic in Word and click Picture Format to open that dialog box, you can then open the Web tab dialog to enter alternative text for that graphic.

To be sure that this text is used, you must go to the Graphics tab dialog of Formatting and be sure to select the element associated with the graphics in your source documents and then click the **Use alternative text from source document if available** check box (under Alternative Text).

Alternatively, also in the Graphics tab dialog, you can use “caption text.” With this method, the source of the alternative text is the text that appears immediately before or after your graphics (which may, or may not, be a caption).

A third way, again in the Graphics tab dialog of the Formatting property sheet, is to enter alternative text in the Alternative Text field. In this instance, the same text will be applied to all graphics associated with the selected element, so this would not be an ideal approach if you have many graphics.

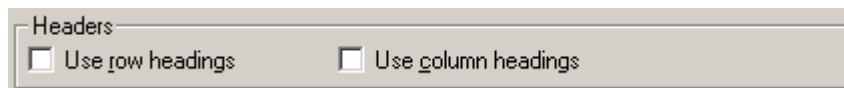
Note: Document Publisher Station will use only one piece of alternative text for placing in the web output files. The order of priority is (a) text inherited from source, (b) text as specified in the Captions dialog box (available from the Graphics tab dialog), and (c) text as entered in the Alternative Text field of the Graphics tab dialog.

You may want to use the first option (inherited text) along with one of the others. In that event, if a particular graphic in the source documents does not have alternative text associated with it, your output pages will contain alternative text as specified for captions or text entered in the Alternative Text field.

Table row and column headers

You can treat the first row or column of a table as headings and thus ensure that the contents of the table cells are handled to best advantage for the benefit of visually impaired users.

This is done in the Tables tab dialog of the Formatting property sheet, where the following options are available:



By selecting one or both options, the content of these cells will be associated with the <TH> tag instead of the <TD> tag. As a result, the content associated with the first row and/or column of table cells will be treated differently. The treatment will depend on how the user’s browser interprets the <TH> tag. Most likely, the text in these cells will display bold and may also be centered or set in a larger font size.

Another advantage of creating table row and/or table column headings is that the <TH> tag will enable screen readers to intelligently read table content on behalf of disabled users.

Note: Whenever you format the appearance of a table in any way, you must be sure to select the element immediately preceding the table for the formatting to take effect.

Frame titles

Frame titles are another feature available to web authors to allow disabled individuals to gain access to the content of web sites. These can be added when you create a frameset layout in the Layout dialog box of Document Publisher Station.

Frame titles will be viewable when you view source for the framesets of your web site (in the Windows Explorer browser, for example, by pressing **Alt+V+C**).

Assuming you use descriptive text for frame titles, users will be able to view source for the frameset and thus be able to identify individual frames of the frameset and navigate to those frames that contain information of interest.

The LANG attribute

Yet another feature in Document Publisher Station that can be used to allow disabled individuals access to web site content is the LANG attribute.

When added to the <HTML> tag, the LANG attribute can flag the language used on your web site. The inclusion of the attribute in the <HTML> tag can be used by a user agent in different ways, including assisting search engines and speech synthesizers.

In Document Publisher Station, the attribute is applied globally (in the Tags tab dialog of the Globals property sheet) to the content associated with the template being edited. For example, entering LANG="it" (to denote the use of Italian) in the Tags tab dialog would result in that attribute being included in the <HTML> tag for all of the output pages associated with the selected template.

No Script support

Finally, in Document Publisher Station you can add a "No Script support" to your web output. This is done in the General tab dialog of the Project Options dialog box.

This is not, in fact, generally required, because web publications built with Document Publisher Station will still function when scripting is turned off. The only time you might want to use this feature is when you have created a web publication that includes the Print button and you are not certain that all users will be able to use this functionality successfully.