

Budget Narratives Accessibility Instructions

The budget document must be produced in an accessible format. Instructions on steps you must take to make your budget narratives accessible are provided below, including an accessibility checklist. Your agency’s accessibility officer should also review your budget narratives before submitting them to MMB. Once we receive your completed narratives we will evaluate them using an accessibility checker. If accessibility errors are found, the documents will be returned to you for correction.

Use the following links to access the MINNESOTA STATE DOCUMENT ACCESSIBILITY REFERENCE GUIDE for both Office 2010 and Office 2013:

[Minnesota State Document Accessibility Reference Guide for Office 2010](http://mn.gov/mnit/assets/Minnesota-State-Accessible-Documents-Reference-Guide_tcm38-62559.pdf)

[http://mn.gov/mnit/assets/Minnesota-State-Accessible-Documents-Reference-Guide_tcm38-62559.pdf]

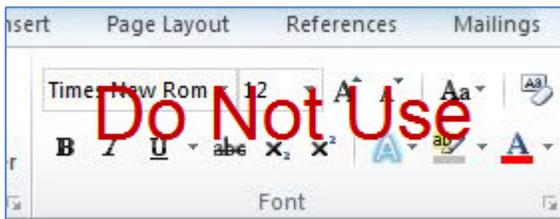
[Minnesota State Document Accessibility Reference Guide for Office 2013](http://mn.gov/mnit/assets/MinnesotaStateAccessibleDocumentReferenceGuide2013_tcm38-223313.pdf)

[http://mn.gov/mnit/assets/MinnesotaStateAccessibleDocumentReferenceGuide2013_tcm38-223313.pdf]

I. Instructions

Formatting Text

- Do not give styles new names. Screen readers ONLY recognize existing MSWord style names. For example, do not change “Heading 2” into “Budget 2”.
- Do not use the tools in the Font group to make text look like headings or other styles.



- If you need to format text, do so using the styles menu



- Below are a few common styles that should be for text formatting instead of using the edit ribbon:

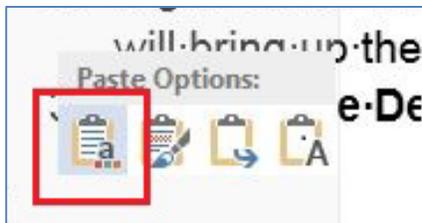
Font group name	Styles name
Bold	Strong
<i>Italics</i>	<i>Emphasis</i>
<u>Underline</u>	Generally not used except for hyperlinks. Do not underline anything with blue except a hyperlink. Available in Font Settings*
Font and Size	Please do not edit font and size, as the templates have been set with the font and size for consistent budget pages across agencies.

How to Copy and Paste information into the template

There are some changes to this year’s template. It is ok to copy and paste information into the template.

Follow these instructions to maintain the document format:

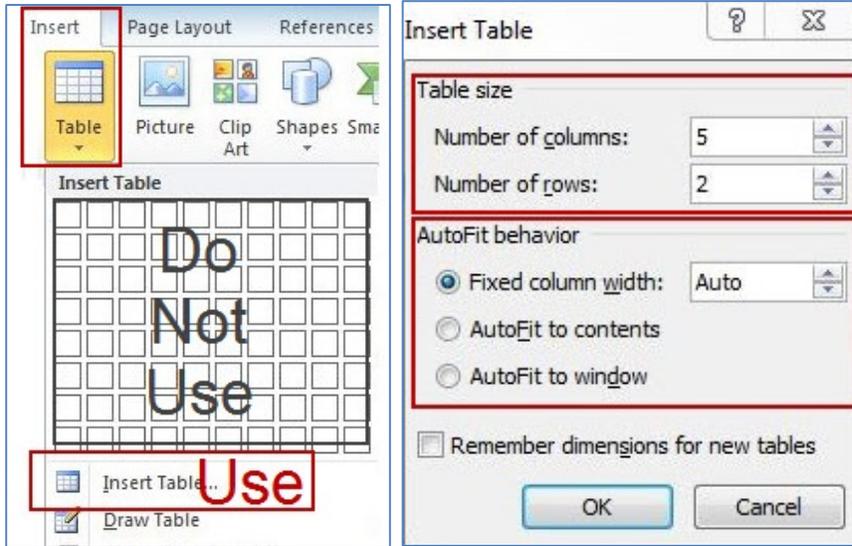
1. Copy the information from the source.
2. Right-click on the document where you want the information to be placed. This opens the Paste Options menu.
3. Choose **Use Destination Theme**.
Do **not** use Ctrl + v to paste the content.



Inserting a Table

1. On the **Insert** tab, select the **Table** button
2. Select **Insert Table**
3. Enter the number of columns and rows you want, choose the AutoFit behavior, and click OK

Please do not be tempted to use the Draw Table tool. Although it is convenient, this tool does not create an accessible table. You have to click on Insert Table instead.



Charts

There are two ways of adding a chart that is **not** part of the template.

- Import the chart from the originating program (Excel or other program)
- As an image

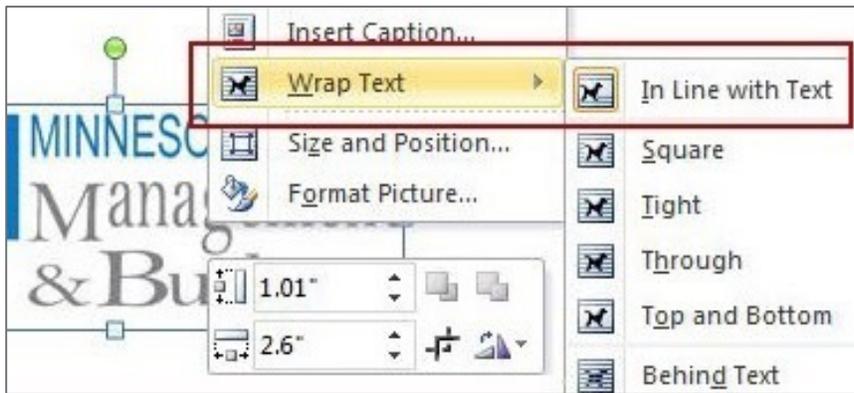
Please follow these guidelines for good accessibility:

- Make sure the colors have good contrast in both color and black and white (print the chart to check contrast in grayscale). If using Microsoft Office, **do not** use the default colors. For ease of accessibility, use a built-in monochromatic color scheme. These documents are viewed both online and in print, so good contrast in both formats is important.
- If using an image of a chart:
 - Make sure the image is very clean. Images that are pixelated or blurry are difficult to read and look unprofessional.
 - Use the built in Snipping Tool to get a clean screen shot of the original chart.
- Images of charts must be placed **In Line** (see next section)
- Add good **Alternate Text** to the chart (see next section)

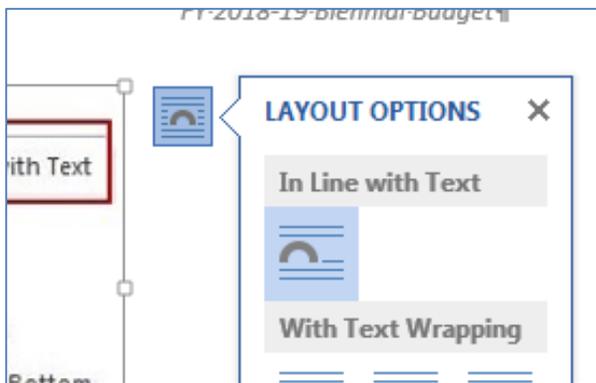
Images

1. Use **In Line** with Text
 - a. Right click on the image
 - b. Hover over the **Wrap Text** selection
 - c. Click on **In Line with Text**

Office 2010:



Office 2013:

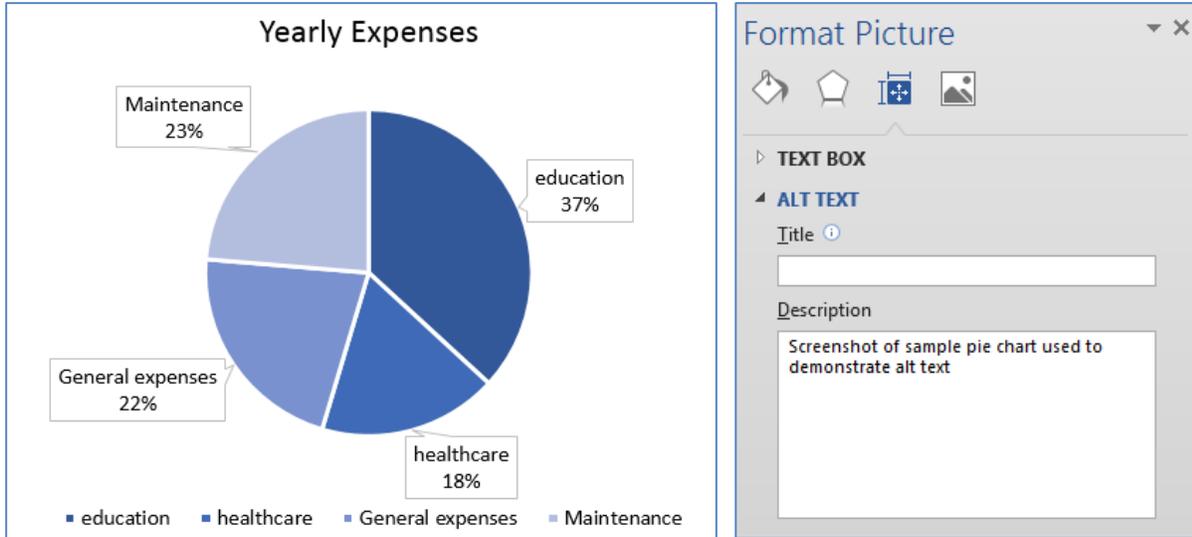


2. Add Alt Text to your image/chart

Alt text is used by people who are blind or deaf/blind who use screen or braille readers. Because they are unable to see the image, we must fully describe it to them.

General guidelines for alt text:

- Use clear, concise language. Try to not type more than 180 characters (not always possible)
- If the image is a chart, start description with the type of chart. If the image is not a chart, do not start your alt text with “image of” or “picture of”
- If you have a full description of the image in your text, refer to the text
- For graphs and charts, put the tabular information into the alt text. Use punctuation to separate groups of items and values (see “Good alt text” below). One option for large charts with multiple data points is to place a link to the original table in the text of the document. The alt text can then summarize the chart in one sentence and refer to the link in the body text.



Examples:

Poor Alt Text:

Pie chart of yearly expenses

OR:

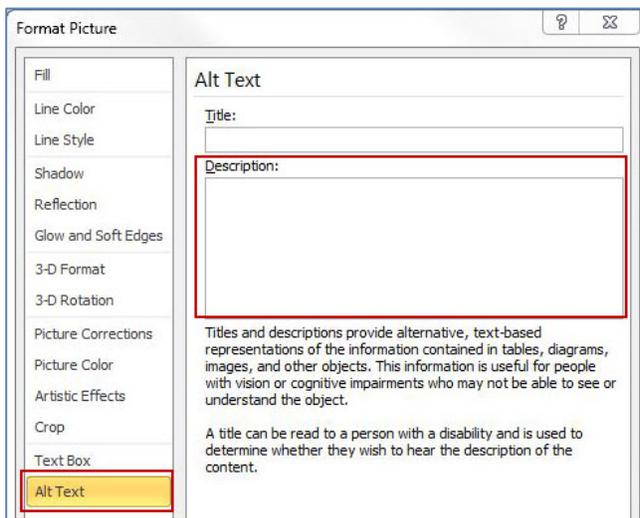
This is a picture of a chart that has all of the yearly expenses we expect to pay every year. It has education, healthcare, general expenses, and maintenance costs.

Good Alt Text:

Pie chart, 2016 Yearly expenses: Education 37%, Healthcare 18%, Maintenance 23%, General expenses 22%.

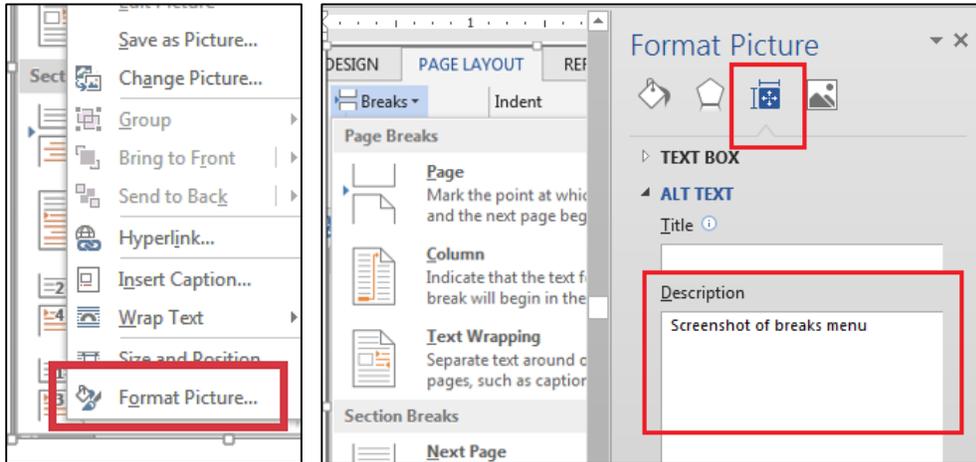
For Microsoft Office 2010:

1. Right click on the image
2. Click on format picture
3. Select Alt Text



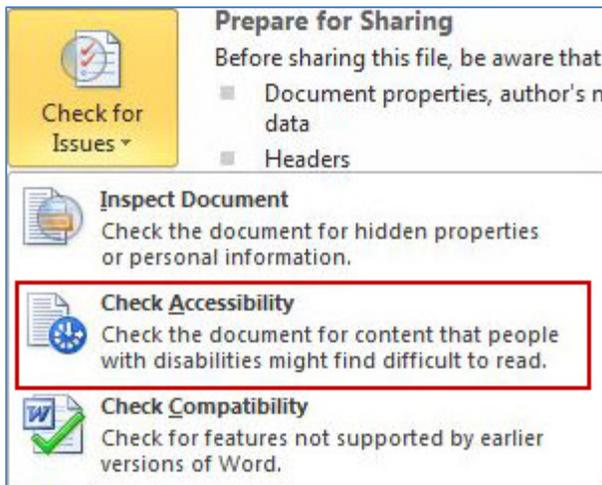
For Microsoft Office 2013:

1. After inserting your image, right-click on it, and choose **Format Picture** to open the **Format Picture Pane** (Alt + JP + O).
2. Click on the **Layout & Properties** icon and then select **Alt Text**.

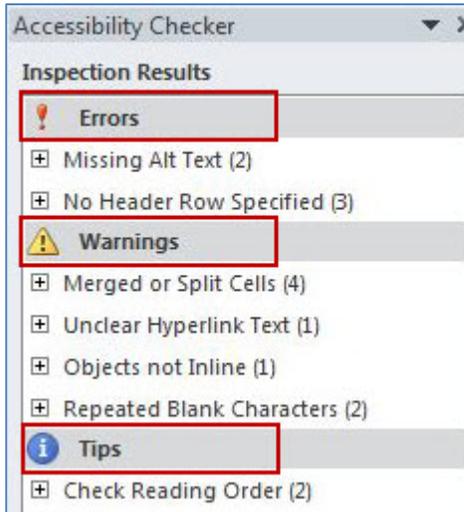


Using the Accessibility Checker

On the **File** tab, select the **Check for Issues** button and then on **Check Accessibility**. Your document opens up with the **Accessibility Checker** dialog box.



1. The **Additional Information** dialog box is located at the bottom of the **Accessibility Checker**. This box explains why a problem exists and how to fix it.



- All Errors must be corrected in order to create an accessible document
 - Exceptions:
 - Tables do not need alt text
 - Single cell tables used in place of a text box does not need a header row specified
- Warnings show content that may pose a problem for people with disabilities. Fix all warnings that create potential problems for users.

II. Checklists

Agency Profile

- Update the alt text title and description for both charts. Ensure the description you provide describes the data within the charts for your agency.
- Run accessibility checker. Fix any errors.
- Send document to your agency’s accessibility officer for review.

Small Agency Profile

- Update the alt text title and description for both charts. Ensure the description you provide describes the data within the charts for your agency.
- If you are following Option 1 for the Results section, did you follow the instructions above for “Importing information from other sources (Copy and Paste),” and “Using Images”?
- If you are following Option 1, be sure to add an alt text to graphic.
- If you are following Option 2 for the Results section, update the alt text title and description for the table. Ensure the description you provide describes the data within the performance measurement table.
- Run accessibility checker. Fix any errors.

- Send document to your agency's accessibility officer for review.

Program/Budget Activity Narrative

- If you are following Option 1 for the Results section, did you follow the instructions above for "Importing information from other sources (Copy and Paste)," and "Using Images"?
- If you are following Option 1, be sure to add an alt text to graphic.
- If you are following Option 2 for the Results section, update the alt text title and description for the table. Ensure the description you provide describes the data within the performance measurement table.
- Run accessibility checker. Fix any errors.
- Send document to your agency's accessibility officer for review.

Agency Change Item

- Update the alt text title and description for the Fiscal Impact table.
- If you are using your own charts or graphics for the Result section, did you follow the instructions above for "Importing information from other sources (Copy and Paste)," and "Using Images"?
- Be sure to add an alt text to the chart or graphic that you've imported.
- Run accessibility checker. Fix any errors.
- Send document to your agency's accessibility officer for review.