

The EmpowerTech website has been designed to incorporate the highest level of accessibility for people with disabilities. We have taken extensive measures to ensure that our site is accessible and usable to everyone no matter what, if any, electronic or assistive technologies are used.

We have made every reasonable effort to implement the guidelines set forth by the World Wide Web Consortium (W3C) and the Section 508 Web Accessibility Standards developed by the United States Access Board. The EmpowerTech website meets most of the W3C Web Accessibility Guidelines and all of the Section 508 standards.

Our webmaster has designed this site to allow visitors the freedom to navigate independently and effectively. Every visitor shall have the option to use her own style preferences as an alternative to the styles selected by our Webmaster. Visitors may adjust the font size, contrast, and customize other elements to meet their particular viewing needs.

Information regarding the access features showcased throughout our website are described below.

### **Online Forms**

Online forms appearing within the EmpowerTech website have been designed to be filled out and submitted with ease, accuracy, and security. These forms are best rendered through Jaws, version 4.5 or newer, and Window-Eyes, version 4.5 or newer. We recommend the use of Windows 2000 operating system or newer and Internet Explorer version 6.0 or newer browser.

### **Alternative Text Tag (ALT attribute)**

Screen reader technologies, such as Jaws and Window Eyes, are limited to reading text only and are unable to read graphics. When the reader encounters a picture or graphic, the device may only indicate "graphic" and give no further information, unless there is an alternative text tag ("ALT attribute").

ALT tags assists users without graphic display terminals, users whose browsers don't support forms, visually impaired users who use speech synthesizers, and those who have configured their web browsers not to display images. When the device encounters a graphic, the user will hear a short description of what it is, such as, "EmpowerTech logo banner", rather than the generic "graphic."

In the event that a graphical image is used purely for architectural reasons within this website and has no other purpose and is not designed to convey information to the user, then that graphical image may be identified with an empty ALT-attribute ("").

## Contrast

High contrast is necessary for many users. EmpowerTech's website makes every attempt to use an effective contrast combination. Below are guidelines on how you can customize your own web browser to better view all web pages.

### Internet Explorer

Click on the "Tools" menu. Select "Internet Options". Under the "General" tab, select "Accessibility". Place a check mark in the box to "Ignore colors specified on Web pages" and select the "OK" box. This will return you to the "General" tab. Select the "Colors" box and un-check the "use Windows colors" box. Use the "Text" and "Background" boxes to select the colors desired (i.e. white text and black background). Select the "OK" box and then the "OK" box on the "General" tab and the colors should change on the browser.

### Netscape 4.0

Click on the "Edit" menu. Select "Preferences". Double click on "Appearance" to expand the menu. Click on "Colors". In the field "Sometimes a document will provide its own colors and backgrounds" check "Always use my colors, overriding document." Use the "Text" and "Background" boxes to select the colors desired (i.e. white text and black background). Select the "OK" box.

### Netscape 6.0

Click on the "Edit" menu. Select "Preferences". Double click on "Appearance" to expand the menu. Click on "Colors". In the field "When a web page provides its own color and background" select "Use my own chosen colors, ignoring the colors specified." Use the "Text" and "Background" boxes to select the colors desired (i.e. white text and black background). Select the "OK" box.

### **Skip Navigation**

A "Skip to" navigation feature appears at the top left side of each page. Clicking on the hyperlinks will take a screen reader to the beginning of the content, to the Accessibility Help page, or to the footer in order to skip over redundant navigation items.

### **D Link**

A hidden lower case "d link" may appear next to some images that require an extensive description. Clicking on the link will display an in-depth text description of the image, providing more detailed information than their ALT-attributes.

### **Fonts**

The fonts used on this site are set to a to a minimum 12 point font size, which allows you to make adjustments according to your preference. All text incorporates relative font sizing to allow non-distorted magnification. The following instructions provide an easy way to change the font size for the most common web browsers.

#### **Internet Explorer**

Click on the "View" menu. Highlight "Text Size". Default setting will be medium. By changing the settings between largest and smallest; the text displayed on the page will be modified.

#### **Netscape 4.0**

Click on the "View" menu. Select either "Increase Font" or "Decrease font".

#### **Netscape 6.0**

Click on the "View" menu. Highlight "Text Size". Default setting will be 100%. Selecting one of the percentage sizes will change the size of the displayed text.

If you use a mouse with a scroll wheel to navigate, you may adjust the size of the font by pointing your cursor on a space within the Web page that is not a hyperlink, and then holding down the CTL key on your keypad while slowly scrolling the mouse wheel in either direction until the desired font size is obtained. Please note that this approach may cause images and content to appear significantly different than from the original coded Web page.

### **Cascading Style Sheets**

Another way to change the font size is with Cascading Style Sheets (CSS). However, this may require a greater technical knowledge from the user than most average individuals possess.

### **Microsoft Windows XP Screen Magnifier**

This basic magnification tool is available within Microsoft Windows XP and provides low vision users with the opportunity to magnify the screen 1 to 9 power magnification and the ability to invert color. To select this feature, go to the Start Menu, select the option to view "all programs". Select "accessories", then select "accessibility", and finally, select "magnifier".

### **Using Your Mouse-Wheel to Magnify Content**

Another fast and easy way to magnify the content of a web page is to click the "CTL" key while scrolling your mouse wheel forward or backwards.

### **Graphics**

EmpowerTech has limited the use of graphics throughout the site to ease navigation, limit clutter, increase load speed of the site, and eliminate confusion for screen readers and other assistive technology devices that may be used.

To report a broken link, state an accessibility concern, or to request the Web content in an alternative format - please send your request by E-mail to the Webmaster.