

10 Tips for Creating Accessible Course Content

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Note: These tips are a starting point for creating accessible course content; for additional information or if questions arise, please contact: accessibility@csusm.edu.

1. **Accessibility Statement** added to Syllabus. Include: 1) Accessibility 508 Compliance statement; 2) Disability Accommodations statement; 3) Links to vendor accessibility information for specialty products used in your course.
2. **Semantic Structure (or Styles)** always use to create structure in Word, Open Office, HTML, etc. Heading 1 for Document Title; Heading 2 for all Section Titles; Heading 3 for all Sub-section Titles. Also, Strong (structural equivalent of bold); Emphasis (structural equivalent of italics). Other Style types are available, as needed. Table of Contents should be provided based on the Heading structure; Table of Figures, if needed.
3. **True Bulleted or Numbered Lists, True Columns, True Tables** always created instead of using spacebar or tab to create faux structure.
4. **Ensure Readability** divide large blocks of text into smaller more manageable sections, avoid complex sentences, use sans-serif font at approximately 12 points.
5. **Text Equivalents (ALT Text)** for every non-text element such as image, chart or graph. A clear, concise description 100 characters or less that is provided via Format Picture. If ALT text alone is insufficient, provide Long Description in surrounding text or as separate document.
6. Avoid Color Coding color alone is not sole means of conveying important information.
7. **Sufficient Color Contrast** between foreground and background elements. Also, background does not overpower text (e.g. PowerPoint, Web page, etc.)
8. **Descriptive Hyperlinks** must make sense out of context; avoid vague descriptions like "Click Here" or "Email Me". Avoid using the URL. Instead, hyperlink text should describe the destination: website name, document name, or other resource.
9. **Accessibility Checkers:** always use the software's built-in Accessibility Checker (Word, Open Office, Adobe Acrobat, Excel, PowerPoint, etc.). Follow the Repair recommendations provided by the Accessibility Checker to fix errors.
10. **Multimedia** a) Audio-only: provide Text Transcript; b) Video-only provide Video Description (text description of key visual elements); c) Audio+Video provide Closed Captions, Text Transcript, and Video Description. Note: Combine Text Transcript and Video Description into one file.