

CREATING ACCESSIBLE CONTENT

Creating accessible content benefits ALL viewers who access your content not just DSS students! Many different learning styles benefit from having accessible documents and content and all users will greatly appreciate having multiple ways of accessing your content's information.

Accessible content also is beneficial for mobile devices that might not completely load the original form. Redundancy of information within content helps stress points that might be missed when accessing information posted on the web. Creating highly-accessible and universal designs that can be viewed in as many ways as possible is critical to the success of a website.

Creating accessible content is easy!

There are a few major points to consider when creating an accessible document. These quick extra steps are more than worth the time investment for all viewers!

HEADERS

provide assistive technology users reference points throughout the content. All readers will also appreciate header use within documents as it provides a clear visual hierarchy.

ALT. TEXT

help readers who can't see an image understand the message and also helps drive the point home for viewers who can. Alt. Text should be used for any image that is online and explain the idea in a few lines.

TABLES

are extremely useful ways of conveying information, but do not always provide context for users with assistive programs. Tagging the categories of a table will depict this info in a more meaningful way.

LAYOUT

using careful design choices and organizing a document to read from left-to-right will help all viewers understand the information. Make sure design choices are meaningful and that it is an intuitive read.

COLORS

Providing a high color contrast ratio will help viewers with disabilities as well as viewers who access your content on a mobile device. The higher the color contrast, the better it will read on a tablet or cell phone!

CAPTIONS

on videos not only help users who are hard of hearing or deaf, but also help many users improve literacy skills and understanding. Captioning is also be extremely helpful for non-native English speakers.

Want hands-on practice?

The "Creating Accessible Office Documents" workshops are here to help!

You can access the workshop schedule at: <http://lynx.csusm.edu/courses/workshops/> or contact accessibility@csusm.edu for one on one help.

