# Accessibility FAQ

**Do I need to make my content accessible if I do not have a DSS Student in my class?**

Yes, ALL content needs to be made accessible. Not all students self-identify as having a disability/needing DSS assistance and ALL viewers will benefit from having multiple ways of navigating your information.

**How long do I have to make changes to my content?**

Fall of 2013 is the baseline measure, ideally in Spring/Fall 2014 all documents will be compliant.

**Is there a place with information/a person to contact if I have questions or need help?**

There are many different methods to try, depending on your preferences:

* If you would like an easy to reference Accessibility guide (with videos and text tutorials) the **“*Accessible Technology Initiative at CSUSM”* on Community**
* If you would like one-on-one help, contact me at: [**web.accessibility@csusm.edu**](web.accessibility@csusm.edu)

**Workshop dates:**

* Wednesday, October 16, 2013 from 2:30 pm to 4:00 pm at ACD 209
* Thursday, November 14, 2013 from 9:00 am to 10:30 am at ACD 209
* Wednesday, December 18, 2013 from 1:00 pm to 2:30 pm at ACD 209

# Creating Accessible Documents in Microsoft Word

The first step to creating accessible documents is tagging headings. Headings should be tagged in a logical reading order and should not exceed three levels.

Example of how this would look:

Title – Heading 1

Chapter – heading 2

Section – heading 3  
 Section – heading 3

Chapter – heading 2

Section – heading 3

## Lesson 1: Creating and Modifying Headings

Heading 1

Content content content

Heading 2

Content content content

Heading 3

Content content content

Can’t find a heading? Selecting the  icon in the “Styles” section will bring up all of the preset styles or create your own.

## Lesson 2: Creating a Linked Table of Contents

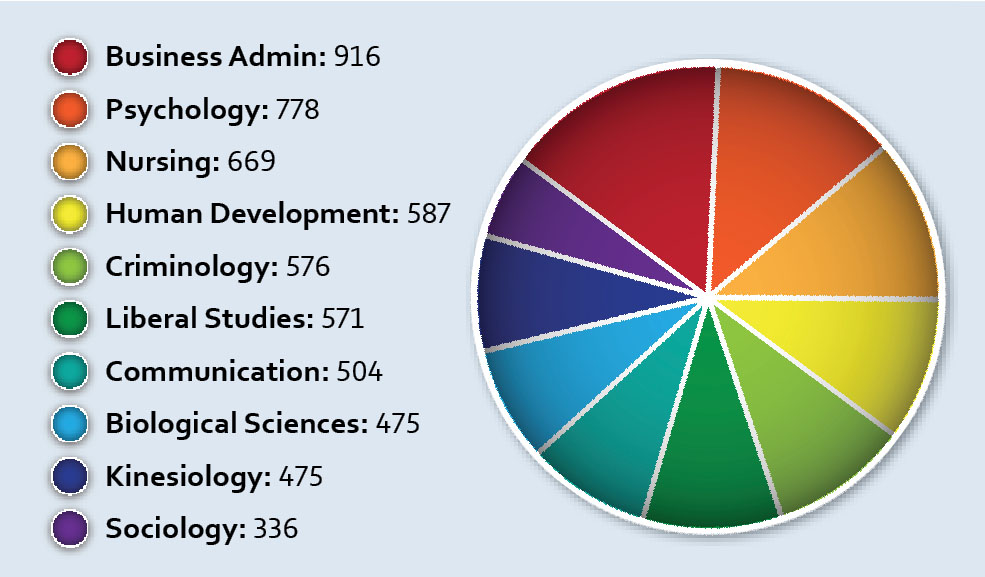
Put table of contents below:

## Lesson 3: Alternative text

The following is an image/graph of the ten most popular undergraduate majors on CSUSM’s campus. Give the image an Alt. Text tag that explains the idea being represented.

Example 1: Image of graphs

**CSUSM’s Top 10 Most Popular Majors**



Example 2: Decorative images

|  |
| --- |
| Join us for a Bridal Shower for  Ms. Jane Doe  August the 7th, at 3pm  Hosted by Mother Hubbard  123 Strawberry Lane |

Example 3: Logo use

|  |
| --- |
| CSUSM Dean’s List 2055  Congratulations for your achievement of being on the Dean’s List for the Spring 2055 term! Please accept this awesome certificate and print it out to show off to all of your friends and family. |

Example 4: Image use within content

|  |
| --- |
| **Welcome to Mrs. Frizzle’s Science Class – Bio102**  Week 1:  Introductions  Cell Structures  Week 2:  Photosynthesis lab |

## Lesson 4: Labeling Tables

**Data tables:** explains data in a visually organized way.

Table 1: Sport Preferences Based on Gender

|  |  |  |
| --- | --- | --- |
| **Sports preference** | **Males** | **Females** |
| Football | 82 | 13 |
| Soccer | 34 | 59 |
| Baseball | 14 | 6 |
| Tennis | 3 | 15 |
| Cross Country | 25 | 48 |

1. Mark the header rows
2. Insert caption above table

**Layout tables:** require an explanation of the idea behind the table, such as “Male Facial Expressions”

Table 2: male facial expressions ranging from surprise, anger, sadness, and contempt

|  |  |
| --- | --- |
| http://persuasive.net/wp-content/uploads/2009/6/microexpressions-suprise.jpg | http://persuasive.net/wp-content/uploads/2009/6/microexpressions-anger.jpg |
| http://www.employmentking.co.uk/wp-content/uploads/2011/11/Sadness.png | http://www.hobotraveler.com/savvy-traveler-with-common-sense/contempt-face-on-actor-lie-to-me.jpg |

## Lesson 5: Design and Links

* Pay attention to white spaces on the page. Do not use Enter Keystrokes, instead use page breaks
* Use a high level of color contrast for all materials!

Links: Which one is easier to understand at a glance?

|  |  |
| --- | --- |
| To learn more, visit the [Accessible Technology Initiative at CSUSM](http://community.csusm.edu/course/view.php?id=7)  on Community. | To learn more about the Accessible Technology Initiative at CSUSM click [here](http://community.csusm.edu/course/view.php?id=7). |

Add in your own descriptive hyperlink below:

## Lesson 6: Saving as a PDF

All of the edits made to this document will be saved to the PDF.

Congratulations, you now have accessible Word and PDF documents!