

ACCESSIBILITY

Accessibility is used to describe the degree to which information technology resources and services are available in a usable format (with reasonable accommodation) to all students, employees, guests and the general public regardless of disability.

DID YOU KNOW?

- There are 1.2 billion disabled people worldwide¹
- 49.7 million people in the U.S. age 5 and over have a disability (nearly 1 in 5, or 19%)
- If you put the deaf and hard of hearing community together, that's half of the U.S. disability population¹
- 7-10 million Americans are color blind²
- Approximately 1,100 (3%) of CSULB students have a disability requiring alternative media or other accommodation
- About 1 in 5 classes will have a disabled student, while other students' needs may go unreported

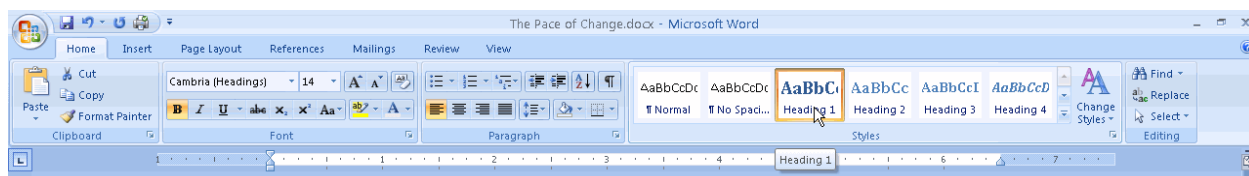
CREATING ACCESSIBLE DOCUMENTS IN WORD AND POWERPOINT

Five basic elements to consider when creating an accessible Word or PowerPoint document:

- Styles (or Slide Layouts in PPT)
- Font Selection
- Color and Meaning
- Images
- Tables

USING STYLES

A style is a saved set of formatting options. In Word, it is recommended that you use Word styles to provide the document structure. To apply a style, simply select the text that you want to change and click the appropriate style from the Quick Style gallery.



FONT SELECTION

- use real text (no text within graphics)
- select simple fonts
- avoid small font sizes
- limit the use of font variation (bold, italics, all capital letters)
- don't rely on the appearance of the font to convey the meaning,
- avoid animated text (blinking, moving)
- suggested fonts: Calibri, Times New Roman, Arial and Helvetica

¹ 2000 Census, 2000

² Howard Hughes Medical Institute, 2009

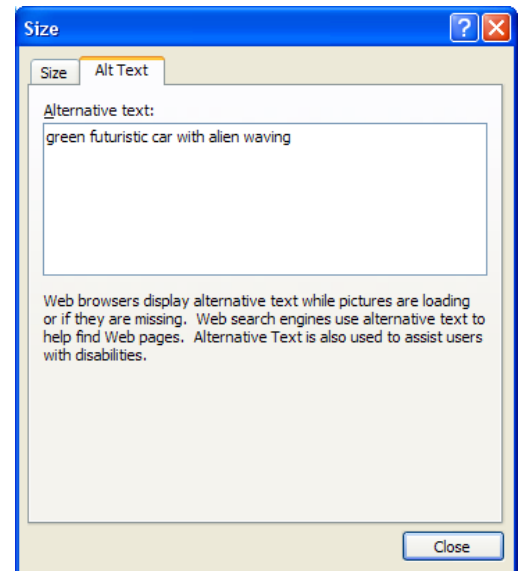
COLOR AND MEANING

The use of color can enhance comprehension, but do not use color alone to convey information.

IMAGES

All images require alternate text; this text will be read by the screen readers.

To add alternative text in Word or PowerPoint 2007, right-click on the image. On the sub menu, go to Size (Word 2007) or Size and Position (PPT 2007). Under the Alt Text tab, type a short description in the Alternative Text box. Click Close.



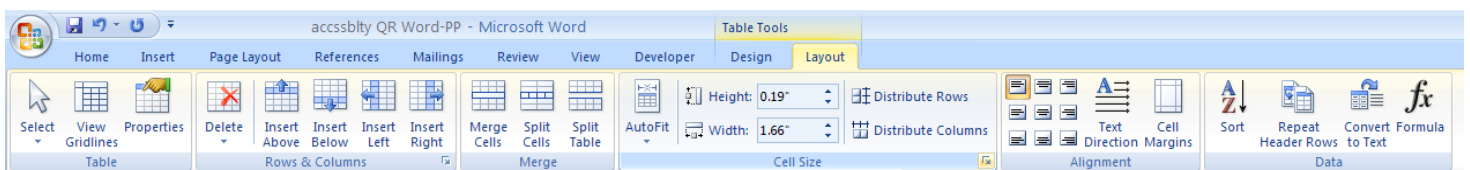
TABLES

Tables can oftentimes be problematic for screen readers.

If tables are absolutely necessary, use simple tables as opposed to complex. Avoid using merged cells or other complicated formatting. Include one row and/or column header arranging data from left to right. The table that follows is an accessible table.

Last Name	First Name	Address	City
Presley	Elvis	4321 Blue Suede St.	Graceland
Monroe	Marilyn	134 Blonde Way	Hollywood
Mouse	Mickey	358 Matterhorn Dr.	Toontown

Table header tags are required for a screen reader to appropriately decipher data in a table. In Word 2007, you can automatically add header tags by using Repeat Rows. To set your table up with header tags, go to your Table Tools ribbon > Layout Tab and click the options button on the Cell Size chunk. Check the box next to "Repeat as header row at the top of each page."



RESOURCES

Chancellor's Office Accessibility

<http://www.calstate.edu/accessibility/>

CSULB Training

<http://training.csulb.edu>

ITSS

<http://www.csulb.edu/lats/ts/software/lecshare>

WCAG 2.0 at the W3C

<http://www.w3.org/TR/WCAG20/>

508 Compliance

<http://www.section508.gov>