COASTLINE COLLEGE

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ACCESSIBILITY GUIDE

When starting a project think accessible

Our goal is to ensure equal access for everyone to the content we produce. To achieve this, we need to remove any barriers that may prevent people from accessing our material. Accessibility is vital, as it ensures that all users can interact with and benefit from the content we publish. By making our material accessible, we can reach our entire audience.

Utilize software applications that aid in enhancing the accessibility of your project.

Great accessibility starts with the design

FONT
When selecting a font, it is important to choose one that is common and easy to read, and to use an appropriate font size.

COLOR & CONTRAST
To ensure your content is easily readable, it's important to use appropriate color and contrast.

HEADINGS & LAYOUT
Arrange your layout in a manner that is easy for users to navigate.

ALT-TEXT
Provide a brief and appropriate description of the image.

LINKS
Use descriptive link text that is easily recognizable and clickable. Avoid generic phrases like "click here" or "more".

VIDEO
It is important to include captions and transcripts for videos.

Checking your project for accessibility

MICROSOFT PROGRAMS
- Open the document in the Microsoft program.
- Click on the "Review" tab in the top menu bar.
- Select "Check Accessibility"
- The Accessibility Checker panel will open on the right-hand side of the screen, displaying any accessibility issues found in the document.
- Click on each item in the list to see more details about the problem and how to fix it.
- To make changes, navigate to the location in the document where the issue is located.
- Once you have resolved all the issues, click on "Recheck" to ensure that the document is now accessible.

ADOBE ACROBAT
- Open the document in Adobe Acrobat.
- Click on the "Tools" tab in the top menu bar.
- Select "Accessibility" and then "Accessibility Checker" from the dropdown menu.
- In the Accessibility Checker panel that opens click on "Start Checking".
- The Accessibility Checker will scan the document and highlight any accessibility issues it finds.
- Click on each item in the "Issues" list to see more details about the problem and how to fix it.
- Once you have resolved all the issues, click on "Recheck" to ensure that the document is now accessible.

Training
Our team conducts monthly Zoom training sessions that focus on improving accessibility practices for various programs.

Support
Make sure to attend our weekly Accessibility and Usability Open Lab on Zoom, where you can get one-on-one assistance.

Resources
Coastline College offers accessibility resources on its website, which can be found on the Accessibility and Usability page.