

SPOON RIVER COLLEGE

QUICK GUIDE FOR ACCESSIBILITY

POLICY

Spoon River College is committed to ensuring accessibility of its website and other digital content, so that students, parents, and members of the public with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as those without disabilities, with substantially equivalent ease of use; and that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any Spoon River College programs, services, and activities delivered online or in any digital format.

DOCUMENTS

- **Headings and Outline Structure:** Use correct built-in headings styles to create proper outline structure, beginning with H1. Use hierarchical order and do not skip numbers. Use Normal style for paragraph text.
- **Spacing and Positioning Text—**
 - DO NOT:
 - **Use text boxes for positioning text.** (In Word, or other MS Office programs.)
 - Create space by inserting additional paragraph breaks. (*Use columns and paragraph spacing instead.*)
 - **Include any relevant content in headers or footers.** Avoid using headers or footers except for purely decorative purposes or for page numbers.
 - Create text columns or indents with tabs or tables.
- **Images:** Use ONLY in-line wrapping settings with images. Add descriptive alt-text to all images.
- **Lists:** Use built-in list options to create ordered (numbered) and unordered (bulleted) lists.
- **Tables:** Create tables using the Insert Table function.
 - Use tables ONLY for tabulating data.
 - Avoid complex tables: merged cells, nested tables, etc.
 - Insert descriptive alt-text with the purpose of the table.
 - Create a caption for the table.
 - Define the table's header row and be sure rows won't break across pages.
- **Hyperlinks:** Use descriptive anchor text for all links. Do not use generic terms like "click here" or "read more". Do not use URL's/addresses as anchor text.
- **Check Accessibility:** Use the accessibility checker in Word/Office programs to discover and correct issues.
- **Convert to PDF:** Convert using Adobe Acrobat Pro. If you do not have Acrobat Pro, make your document fully accessible in Word (or other originating program) and send to someone with Acrobat Pro to do the conversion. (If no one in your office has Acrobat Pro, or you don't know who does, contact the [Coordinator of Online Services](#) for help.) After conversion to PDF in Acrobat Pro, run "Make Accessible" function to ensure full compliance.

- **Other programs:** documents or web page content created in programs or formats other than Word (such as Excel, Powerpoint, Outlook, InDesign, html, etc.) require adherence to all the same basic rules, but in many cases a few additional steps are necessary. For questions or help designing content in alternative formats, contact the [Coordinator of Online Services](#).
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IMAGES

- **Alt Text:** all non-text content must have alternative text that serves an equivalent purpose and describes the visual content for screen readers.
 - **Avoid using text** as part of an image when possible—it can become “fuzzy” and difficult to read when enlarged with a screen magnifier.
 - **If an image of text is used**, equivalent copy must be used as alt text.
 - **DO NOT use blinking**, flashing, or auto-refreshing graphics or animations.
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VIDEO

- **Captions:** all pre-recorded videos must have captions or transcripts provided. According to FCC regulations, video captions must reflect the speaker’s exact words with *99% accuracy*.
 - **Captions or alternate text** must also be provided for live video.
 - **If multiple videos are used**, an order or meaningful sequence must be preset if it effects the meaning.
 - **Keyboard accessibility:** video and other interactive content needs to be able to be accessed without a mouse, using only keyboard shortcuts.
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AUDIO

- **All audio content** must include captions or alternate text.
 - **Audio must have a control for volume** or pausing if longer than 3 seconds.
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COLOR

- **Using color to convey meaning should be avoided.** Example: *“Items in red are no longer valid.”* People with color blindness can have difficulty discerning the context in such cases. If color is used, additional notations should be included to convey the same meaning.
 - **Color contrast:** text with insufficient color contrast between text and background may be illegible to those with low vision. All text must have a contrast ratio of at least 4.5 to 1.
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NEED HELP?

For additional information or assistance with digital accessibility issues, contact Mitch Williams, Coordinator of Online Services, by [email](#) or at 309-649-6342.