

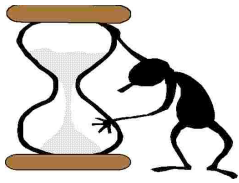
# Accessible Instructional Materials



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## Accessible Technology Initiative

ATI is the CSU's commitment to ensuring that all campus resources are fully accessible to persons with disabilities, to provide an effective learning environment for all students, and to make all instructional materials accessible.



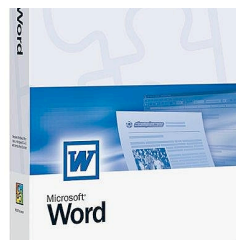
### WHY SHOULD YOU BE LEARNING ABOUT ATI NOW?

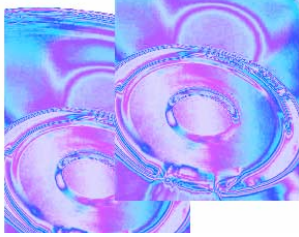
1. Accessible materials will improve student learning in your classes.
2. If you are going to create new materials anyway, making them accessible now will save you time later on.
3. You will create better materials for all.
4. It's the right thing to do.

### ACCESSIBLE WORD DOCUMENTS

1. Keep lots of white space between columns.
2. Make hyperlinks descriptive.
3. Format documents with high contrast.
4. Make font size 10 points or larger.

5. Use fonts consistently.
6. Avoid decorative fonts.
7. Use bulleted or numbered lists.
8. Use heading styles.
9. Don't skip heading levels.
10. Avoid lots of graphics on one page.
11. Convey information about graphics in the text of the document.
12. Add descriptive text to images known as "alt text."
13. Add captions below images.





## CREATING ACCESSIBLE INSTRUCTIONAL MATERIALS

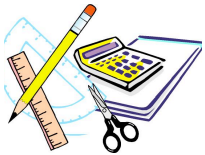
1. Distribute materials in digital format, either by sending them electronically as email attachments, or by posting them on the web.

2. Provide course material in editable format so that assistive technology can be used.

3. Write descriptions for images in documents so that screen reader software will recognize them.

4. Format texts with hierarchical headings, such as title, subtitle, chapter, etc.

### MATERIALS THAT HAVE TO BE MADE ACCESSIBLE



★ Course Syllabus

★ Readings/ Coursepacks

★ Handouts

★ Electronic Reserves

★ Videos/DVDs

★ Audiotapes

★ PowerPoint presentations

### RESOURCES

1. eLearning Programs and Support: <http://www.calstatela.edu/academic/aa/ess/elps/>

2. Best Practices for Creating Accessible Microsoft Office Documents: <http://www.calstatela.edu/academic/aa/ess/elps/accessible%20pdf%20files%20handout.pdf>

[academic/aa/ess/elps/accessible%20pdf%20files%20handout.pdf](http://www.calstatela.edu/academic/aa/ess/elps/accessible%20pdf%20files%20handout.pdf)

3. Web Accessibility Training: <http://www.calstate.edu/accessibility/tutorials/lynda/>

4. Quick Reference Card - Create an Accessible Word Document: <http://office.microsoft.com/training/training.aspx?AssetID=RP063800471033&CTT=6&Origin=RP063800491033>

5. Creating an Interactive Syllabus: [http://www.calstatela.edu/academic/aa/ess/elps/ToolsForTeaching/interactive\\_syllabus\\_handout.pdf](http://www.calstatela.edu/academic/aa/ess/elps/ToolsForTeaching/interactive_syllabus_handout.pdf)

6. Tips for Creating Accessible Word Documents: [http://www.sjsu.edu/cfd/docs/Word\\_tips.pdf](http://www.sjsu.edu/cfd/docs/Word_tips.pdf)

7. Tips for Creating Accessible PowerPoint Documents: [http://www.sjsu.edu/cfd/docs/PowerPoint\\_tips.pdf](http://www.sjsu.edu/cfd/docs/PowerPoint_tips.pdf)

8. Toolkit for Creating Accessible Instructional Materials: [http://www.sjsu.edu/cfd/docs/accessibility\\_toolkit.pdf](http://www.sjsu.edu/cfd/docs/accessibility_toolkit.pdf)

9. How to Create Accessible PDF Files: [http://www.adobe.com/products/acrobat/access\\_booklet.html](http://www.adobe.com/products/acrobat/access_booklet.html)

10. Equal Access: Universal Design of Instruction: [http://www.washington.edu/doi/Video/ea\\_udi.html](http://www.washington.edu/doi/Video/ea_udi.html)

