

To make a document accessible, do the following:

Images:

1. Make sure that all images have alternate text:

- a. Don't use the words "image of", "picture of", "photo of", "clipart of", "poster of", "painting of", "_____ logo", etc. in the alternate text because it is considered a medium description. These words describe the kind of image rather than what is in the image itself. Instead, describe what is in the image. Make sure alternate text is more than 8 characters but less than 80 characters.

For example, in the image below, "Franco the Falcon Mascot walking down the field at graduation, in a cap and gown." should be the appropriate alternate text.



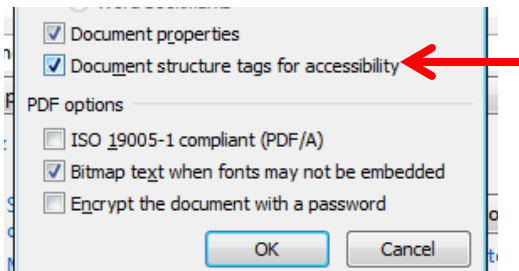
Franco the Falcon Mascot walking down the field at graduation, in a cap and gown.

- b. For images/logos with text, the text should be the alternate text. For example, the image of the Cerritos College logo should just be "Cerritos College". Do not use the word "logo".



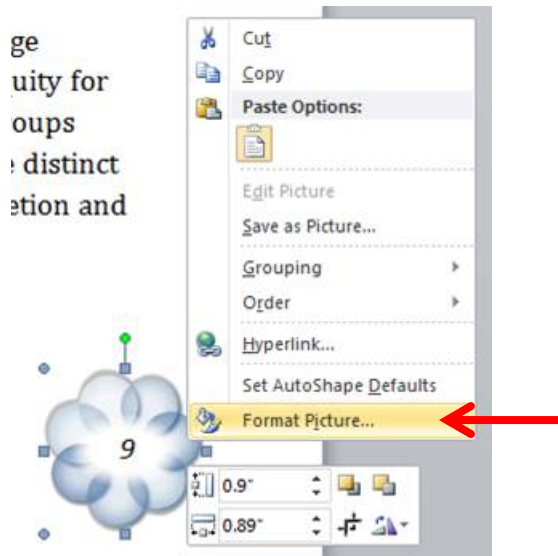
- c. Spell out acronyms. So, for example, the image that shows the "IEW" logo should have alternate text that reads, "International Education Week 2015".
- d. For images that act as a decoration and have no real functionality to the content of the document, the alternate text should be empty double quotations marks, "". Here is a link for reference:
<http://webaim.org/techniques/alttext/#decorative>

2. Make sure that all layers are in order of importance. For example, background image should be at the back or first layer (if working in Illustrator/InDesign), then images then text at the top most layer.
3. Delete any extra images or layers that are not going to be visible after the flyer is saved. This reduces the chance that Acrobat will find these hidden layers and consider it an image with missing alternate text.
4. In most programs, you can click "File" then "Save As" then choose "PDF" then click the "Options" button to see that the option, "Document structure tags for accessibility" is checked. Or you can check your PDF saving options to make sure that "Document structure tags for accessibility" is checked.

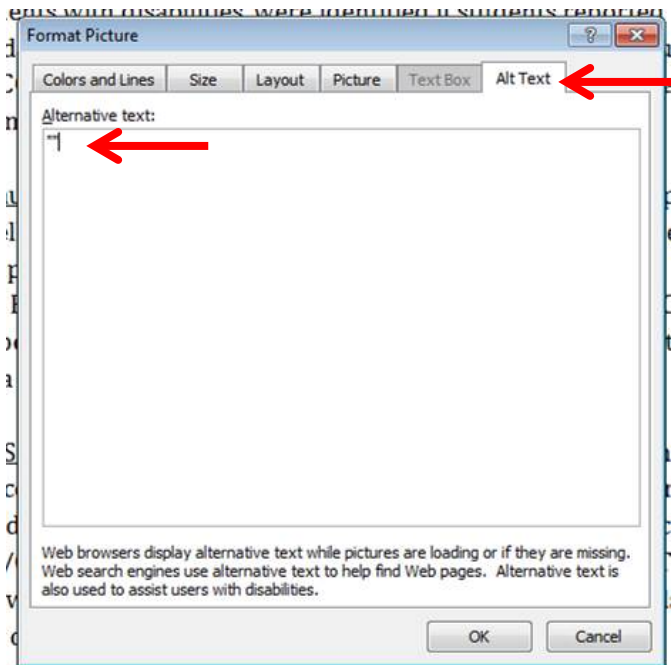


Below is how to add alternate text to the images in MS Word 2010. These instructions should be applicable to other Microsoft programs such as Excel, PowerPoint and Publisher:

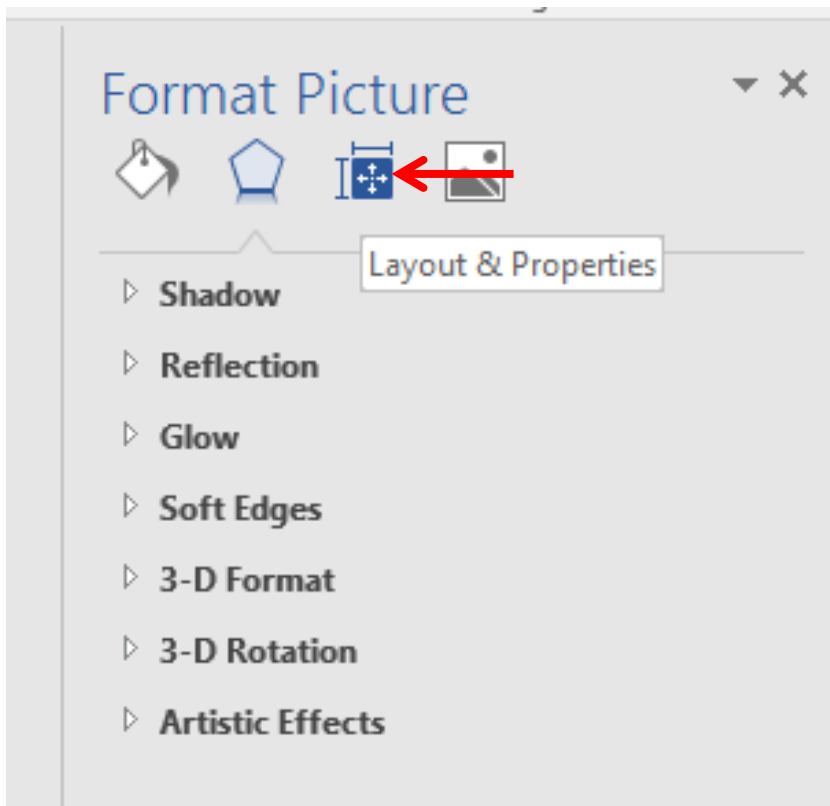
1. Right click the image to open the short-cut menu. Click on "Format Picture...":



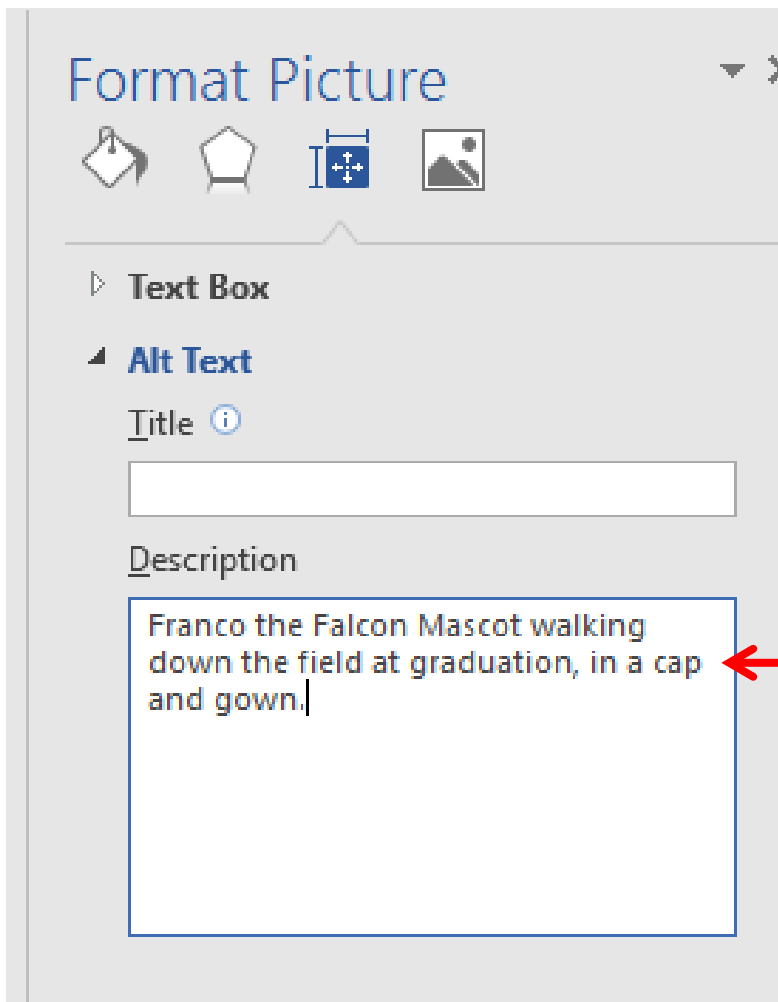
2. Click the "Alt Text" tab and type the appropriate alternate text for that image (see below for 2016 instruction). In this example, since the image is a decorative image, a "" was typed in the alternative text field. Click the "OK" button and repeat step 1 and 2 for each image:



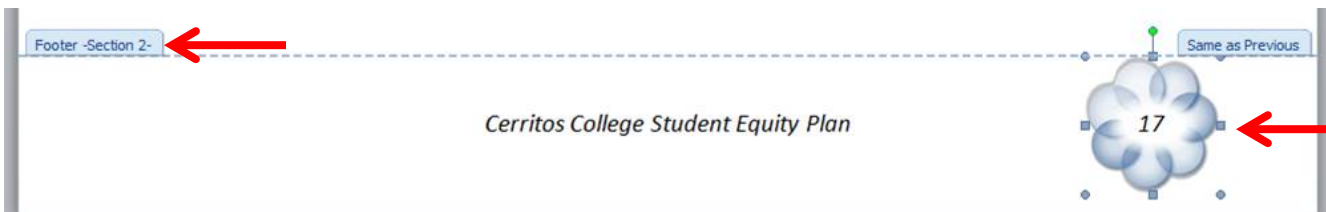
For users of MS Word 2016, click the "Layout & Properties" button on the upper right corner:



Click "Alt text" and provide a description:



Please note, if the image is in the footer area of the file, this step may not need to be repeated for each image. Once you insert the alternate text for one image in the footer area, the alternate text may be inserted for every image in the footer area.



In example below, the alternate text for this image can say something such as, "Cerritos College Student Equity Plan Signature Page"





Tables:

Generally speaking, tables should be simple and only be used to show data-type information rather than layout purposes.

Below is an example of a good table setup. Every column should have column header information:

First name:	Last name:	Student number:	Date of birth:
John	Jackson	0415636	01/26/75
Mary	Wright	0789010	02/18/82
Mark	Garrett	0135891	06/12/68

Below is an example of a bad table setup:

Cerritos College academic calendar			
	Spring semester starts	Jan. 11	
	Spring semester ends	May 20	

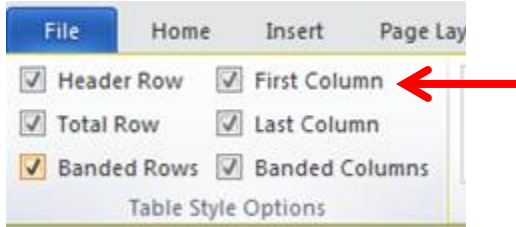
Below is how to add table header row information to the tables in MS Word 2010:

To make sure each table has header rows:

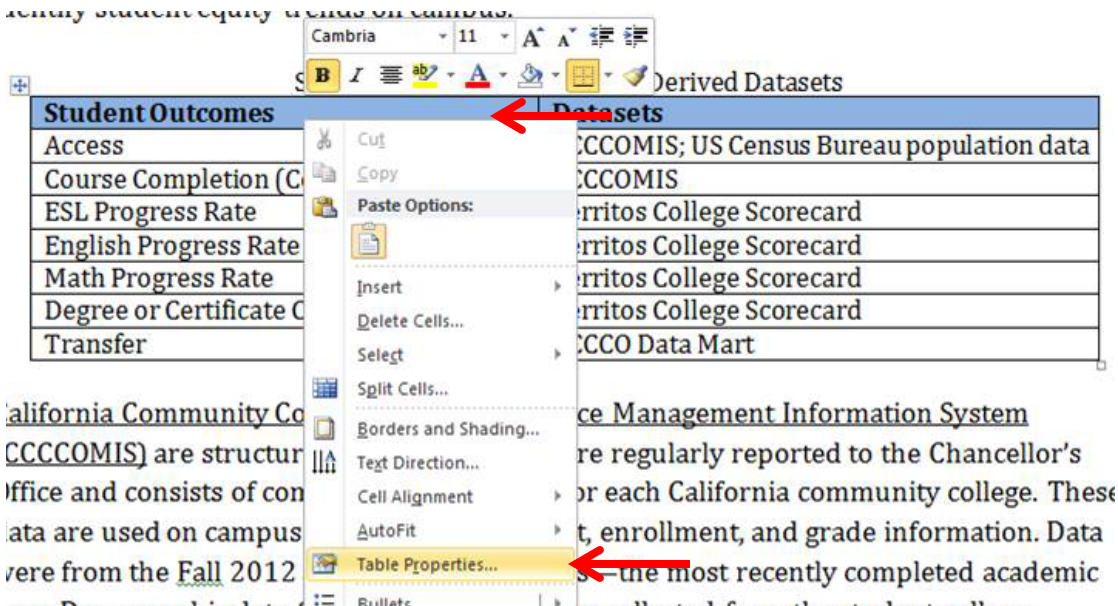
1. Click the "Design" tab under "Table Tools" on the far right:



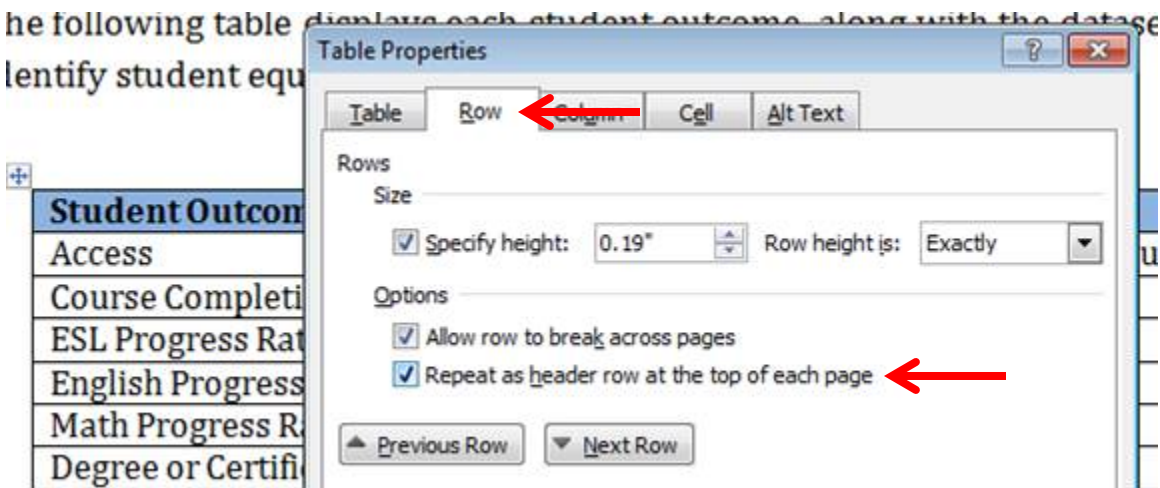
2. Make sure that "Header" and "First Column" are checked on the far left:



3. Right-click in top row of each table and click "Table Properties":



4. Click the "Row" tab and make sure that the option, "Repeat as header row at the top of each page" is checked:



5. Click the "OK" button.

Please note: Some tables may not have the header text row as in the example above (“Student Outcomes” and “Datasets”). In this case, it would be best to add a table row for the header information. See below:

Table with no header row text:

1.	Vice President of Academic Affairs	JoAnna Schilling	jschilling@cerritos.edu
2.	Vice President of Student Services	Stephen Johnson	sjohnson@cerritos.edu
3.	ASCC Representative	Eduardo Santos	
4.	ASCC Representative	Joseph Frausto	
5.	ASCC Representative	Ivy Dang	
6.	Faculty Representative	Michelle Lewellen	rlewellen@cerritos.edu
7.	Faculty Representative (CCFF)	Terrance Mullins	tmullins@cerritos.edu

Table modified to have header row text:

No.	Title	Name	E-mail address
1.	Vice President of Academic Affairs	JoAnna Schilling	jschilling@cerritos.edu
2.	Vice President of Student Services	Stephen Johnson	sjohnson@cerritos.edu
3.	ASCC Representative	Eduardo Santos	
4.	ASCC Representative	Joseph Frausto	
5.	ASCC Representative	Ivy Dang	
6.	Faculty Representative	Michelle Lewellen	rlewellen@cerritos.edu
7.	Faculty Representative (CCFF)	Terrance Mullins	tmullins@cerritos.edu
8.	Classified Representative	Danylle Williams-Manser	dmanser@cerritos.edu
9.	Classified Representative	Roxanne Mitchell	rmitchell@cerritos.edu
10.	Management Representative	Rachel Mason	rmason@cerritos.edu
11.	Management Representative	Lucinda Aborn	labornc@cerritos.edu
12.	Management Representative	Norma Rodriguez	nrodriguez@cerritos.edu

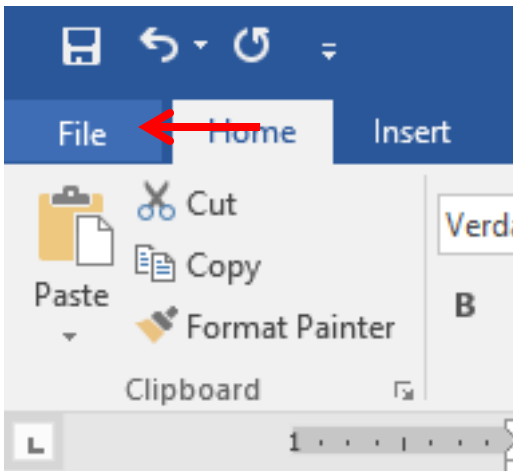


District: Cerritos Community College District College: Cerritos College

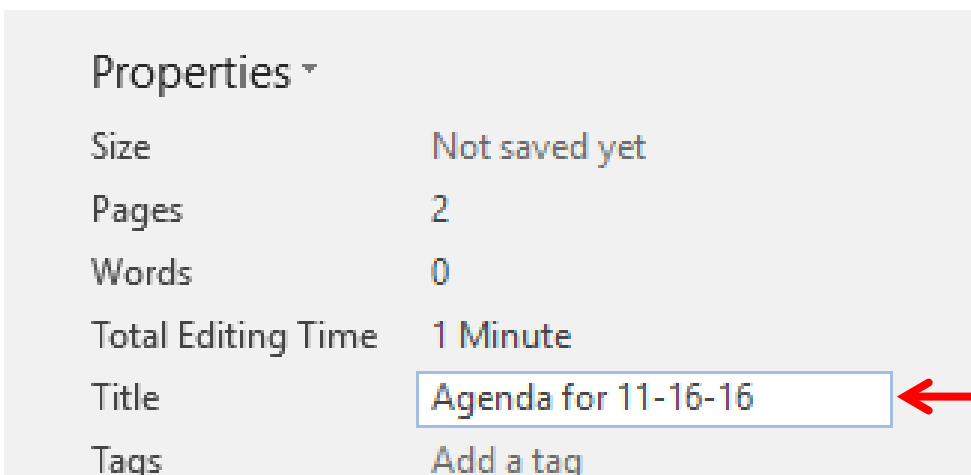
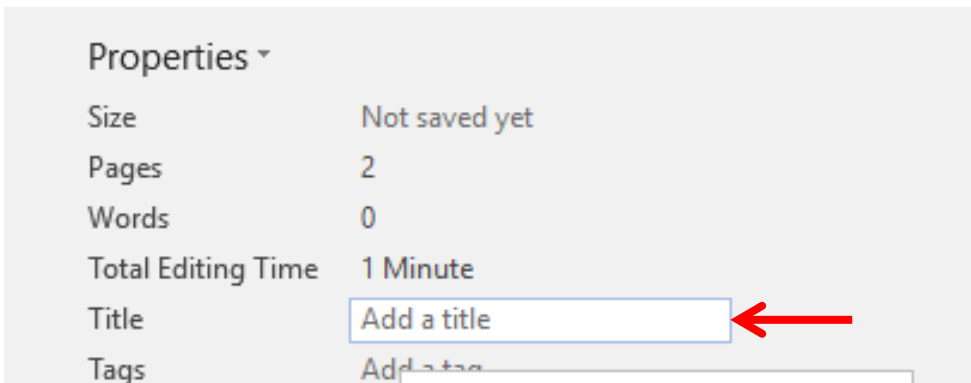
No.	Title	Name	E-mail address
1.	Vice President of Academic Affairs	JoAnna Schilling	jschilling@cerritos.edu
13.	iFALCON Coordinator	Damon Cagnolatti	dcagnolatti@cerritos.edu

Page title:

Always provide a title for the document. To do this, click on “File”



Under properties, click inside the “Title” field and type a title for the document.



Save the file.

When these instructions are followed, the PDF should be saved as a tagged and accessible PDF file and allows me to make any changes necessary.