# State Council on Developmental Disabilities Document Accessibility Guidelines

Pursuant to Government Code Section 11546.7, the following guidelines must be followed when submitting hardcopy handouts and/or electronic files to SCDD for website posting or distribution at meetings.

## Handouts

All handouts must be made available in various accessible formats. This includes using a Sans Serif font (e.g., Arial, Verdana) size of 14 or larger for documents (24 or larger for PowerPoint Presentations) with basic design elements that are well structured and logically organized so that they can be easily read and navigated by individual who use Assistive Technology.

## Electronic Documents

Most documents created in Word or WordPerfect are accessible for screen readers if they only contain text without photos, graphs, tables or clip art. If you use any items other than plain text, make sure they pass the accessibility test. Use your software's accessibility checker to find and solve issues before submission.

## Color Contrast

When using color, make sure to use high contrast and never use color alone to convey information. For your convenience, we have provided under resources.

## PDFs

Documents converted to PDF format from Microsoft Word may or may not be accessible. To check whether a PDF document is accessible, click on the "Select Text" icon. If you can select the text with your mouse, then the document is more than likely accessible. If you are unable to do so, the document is not accessible.

## Pictures and Non-Text Media

If you use pictures or graphics, add alternative text using one of the three options:

1. Manually add text that explains the image, such as a descriptive caption under a photo; or
2. Insert an "alt text" tag that is not visible on the printed page but can be read by a screen reader.
3. If an image is decorative, an alternative text description is not necessary. Check the "Mark as decorative" box under the alt text window.

## Tables and Graphs

To the extent possible, please avoid the use of tables and graphs. Graphs are similar to photos and must be accompanied by a text description and/or an alternative text tag.

## Italics, Bullets, Justification

Please do not use italics, as they can be hard for persons with low vision to read. Use left-justified text with a ragged right edge which is better for screen readers. Bullets and numbering may be hard for a Braille reader to follow if indented. Please used indentations sparingly.

## Scanned Documents

Scanning a text document to create an electronic version of the document typically results in a photo of the document, and therefore it is not accessible because it cannot be read using a screen reader.

## Accessibility Checklist

1. Use appropriate font style and size.
2. Use appropriate color contrast.
3. Use alternative text (alt text) on all tables and graphics.
4. Create and indicate header rows when you must use tables.
5. Create meaningful hyperlinks.
6. Use built-in styles and designs whenever possible.
7. Test your document using your software's built-in accessibility checker before submitting your document to SCDD. All documents not meeting accessibility standards will be returned.

## Web Pages

Web pages must meet the same accessibility standards as electronic documents. The same rules apply for images on web pages. Special care should be taken to provide description tags with the html document for any graphic objects, such as images, tables, graphs, etc. There are several guides regarding web accessibility on the World Wide Web Consortium's website.

## Resources

Below are a few online resources to assist you in making accessible documents and checking color contrast.

[Department of Rehabilitation - Resources for Creating Accessible Content](#)

(dor.ca.gov/Home/WebAccessibilityToolkit)

[WebAIM – Color Contrast Checker](#)

(webaim.org/resources/contrastchecker/)

[Color Contrast Analyser](#)

(developer.paciellogroup.com/resources/contrastanalyser/)