

ACCESSIBILITY TIPS FOR TRAINERS AND PRESENTERS

A Brief Guide to Developing Accessible Documents and Communications

California Department of Rehabilitation

The best approach is to make content accessible when the document or file is first created. Properly prepared content accessible to persons with disabilities communicates more clearly, converts better to other formats (such as PDFs), and is more findable through search engines.

Some General Guidelines:

1. Recognize the diversity of your audience and understand their accessibility needs.
2. Use an appropriate font type and size for communication (for example, a sans-serif font no smaller than 12 points for general correspondence, 24 points or larger for PowerPoint).
3. Caption videos and multimedia.
4. Use Alternative Texts, Captions or Notes to describe images, graphics, and text boxes.
5. Use good color contrast, but never use color alone to convey important information (for example, do not use "The required meetings are marked in red.>").
6. Avoid flashing or blinking text, objects, or other elements.
7. Create documents, such as Word and PowerPoint documents, using built-in formatting styles (i.e. headings, subheadings, etc.) to provide a logical reading order that serves as a navigation guide within the document, to other software including creation of accessible PDFs, and to assistive technology such as screen readers.
8. Use simple table structure and specify column header rows in tables.
9. Use hyperlink text that is meaningful.
10. Provide information on how to request an alternate format if a downloadable document cannot be provided in an accessible electronic format.

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More Information:

- "Accessible Content Creation" in the IT Accessibility Resource Guide (State Information Management Manual 25) [SIMM 25](#)
- "How to Make Presentations Accessible to All," Web Accessibility Initiative, World Wide Web Consortium ([W3C](#))
- Professional Development for Accessible Technology in the CSU - [Documents and Multimedia](#)
- Sacramento State University – [Instructional Materials Accessibility Guides](#)
- "Alternative Formats," State Administrative Manual ([SAM 03-08](#))
- How To Implement an Accessible Website - [Web tools](#)

Sources:

- [State Information Management Manual 25 - IT Accessibility Resource Guide](#)
- [Section 508 Standards 1194.22 Web-based intranet and internet information and applications](#)
- [Web Accessibility Initiative, World Wide Web Consortium](#)

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