

Cardozo School of Law Website Accessibility Policy

November 2020

I. Overview

Yeshiva University and Cardozo School of Law are working toward ensuring that its websites are accessible to persons with disabilities.

Federal laws, including the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973, require universities to have an accessible website. Universities that receive federal financial aid are required by law to make reasonable accommodations to ensure their web content is accessible to everyone, including people who are blind, deaf or have learning disabilities or limited mobility. Screen readers are used to help navigate a website's copy and images so that the information is accessible to all. [Learn more about screen readers here.](#)

II. Procedure

Cardozo Web editors who are responsible for editing content on their pages must follow the guidelines outlined below. The majority of accessibility requirements can be accomplished within the website editor itself, except in the case of uploading documents, including PDFs. All new PDFs being added to the website after November 1, 2020 must be emailed to Director of Marketing and Digital Communications, Rachel Peifer, at Rachel.peifer@yu.edu. PDFs currently on the website are in the process of being remediated. Please read the section below on PDFs for more information.

III. Required Practices

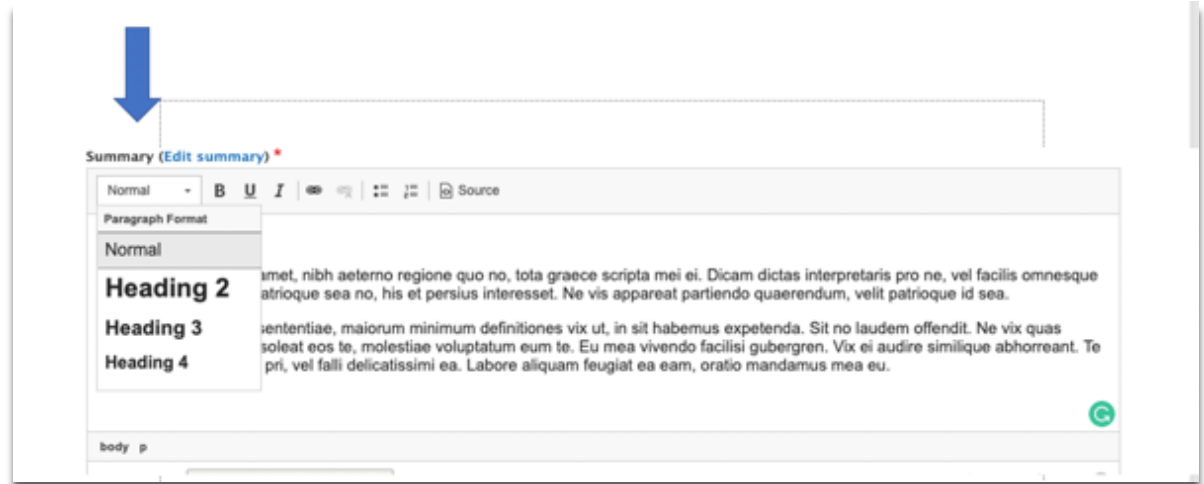
A. Headings

Using the Headings tool benefits visually impaired people who use screen readers. Screen reader users can navigate a page according to its headings, listen to a list of all headings, and skip to a desired heading to begin reading. Visually, headings are presented as larger and more distinct than surrounding text. Please watch [this video](#) for a demonstration of how a screen reader works. This will be a useful frame of reference as you learn to make your content accessible.

Do not use bold text instead of selecting the Heading tool. One of the most common accessibility mistakes is making text bold when a heading is needed. Though the text

may look like a heading, the underlying code is not set correctly, and screen reader users will not be able to properly navigate through your text.

When using the **text with image** and **rich text modules** on the website, create Headings and Subheadings using the following procedure.



Type the text you want to emphasize as a heading or subheading, highlight it with your mouse, and select the heading size from the dropdown menu pictured above (again, do not select bold where a true heading is required)

In most cases, content editors will not need more than Heading 2 or occasional Heading 3. Only for exceptionally long or complex pages would Heading 4 be necessary.

B. Images

Web editors should consider accessibility when using images. Screen reader users include people who are blind, have low vision, or have cognitive disabilities. When a screen reader encounters an image, it will attempt to read the “alternative text”. The alternative text field is now required when adding photos to a web page on the Cardozo website. It should be a brief description of the image (less than 250 characters), and should not include the phrases such as “picture of” or “image of”, nor include copyright or source information for the image.



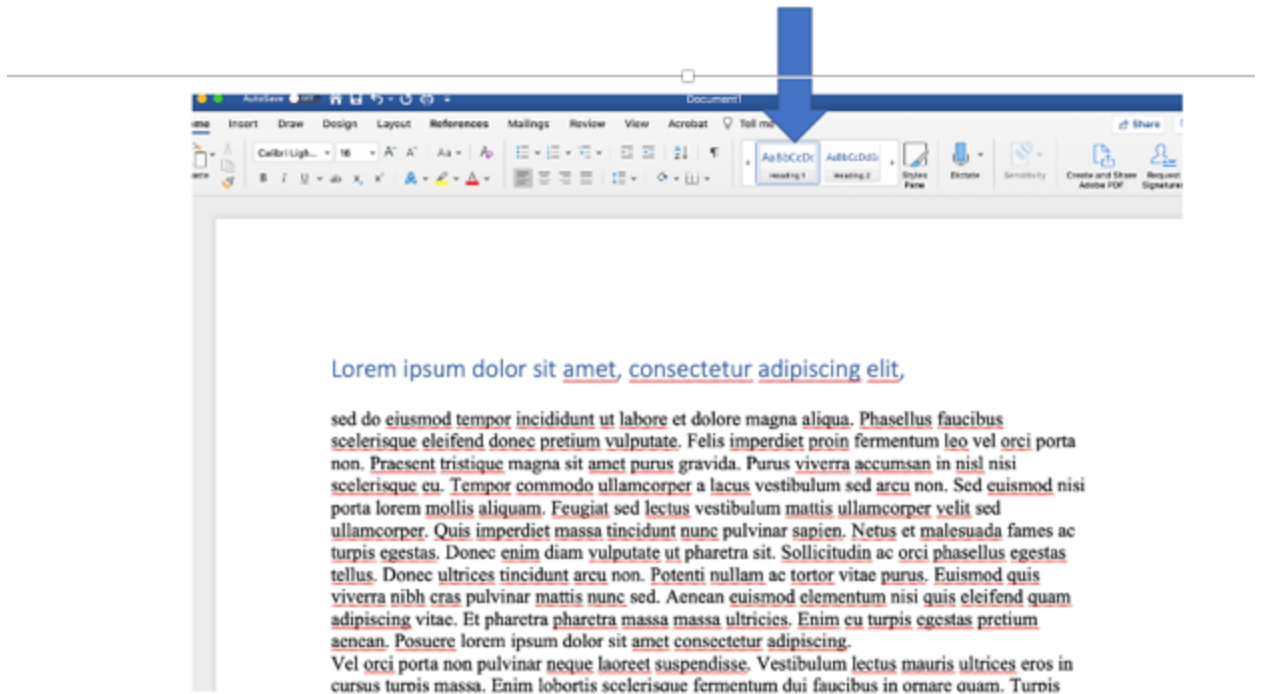
If an image is simply a graphic image, color or shape, or is not relevant to the content of the page, you can mark it as “decorative” in the original Adobe file.

[Learn more about images and alt text here.](#)

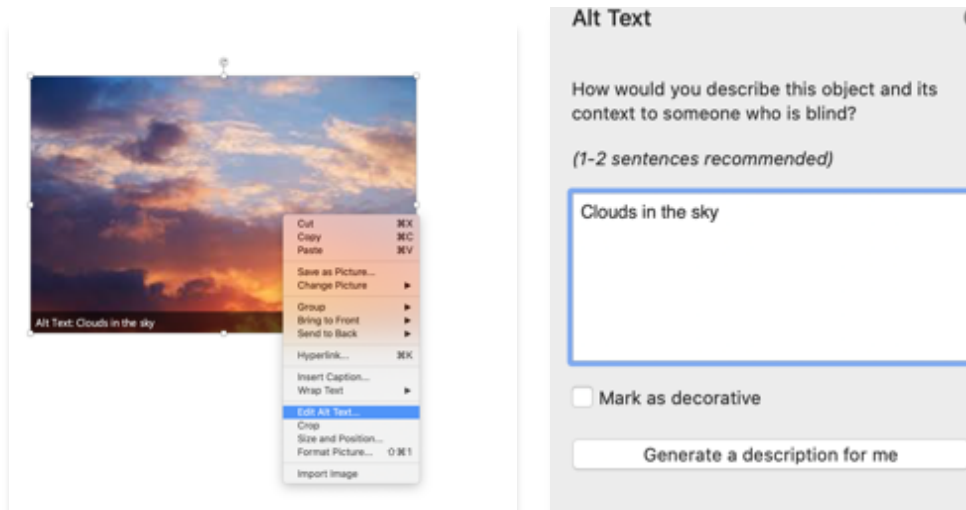
IV. PDFS

Requirements for New PDFs:

- Start with an accessible source document created in Microsoft Word or Adobe InDesign. Ensure the PDF file has the alt text included for images. Follow instructions below.
- Include Header texts in your original Word document for sections that you create. Do not use Bold Text. Follow image below.



- Include alt text for all images and charts within the PDF. This can only be done in the source Word Document by following the images below.



Right click the image in your source Word Document. Scroll to Edit Alt Text. Type your alt text in the box that pops up. Uncheck Mark as Decorative if it is checked.

- After you convert your source Word Document to a PDF, use the Accessibility Checker in Adobe Acrobat Pro before uploading your PDF file. Correct any accessibility issues it finds.
- DON'T: Use a PDF document if there's no essential reason for doing so.

V. References:

- [Accessibility in Microsoft Word](#)
- [Accessibility in Microsoft Excel](#)
- [Accessibility in PowerPoint](#)
- [Accessibility in Adobe Acrobat](#)

VI. Beyond the Cardozo Website

Accessibility is required by law for all websites, but as an institution of higher education, particularly one with a focus on social justice, we must begin to incorporate accessibility into ALL of our digital documents. This will include email blasts, PDFs and any documents sent to students or faculty peers. We recognize this will take time, but we intend to begin the learning and transition process now. Please reach out to the Office of Communications with any questions or concerns. Thank you for your attention to this important matter.