# Chancellor's Office Report Template Instructions

Prepared By

California Community Colleges Chancellor's Office
Communications and Marketing Division

Getting Started: Letter and Title Page

- **Open** the Chancellor's Office report template **CCCCO-Report-Template-rev2021.docx**

- Page 1 is the letter to the governor. **Replace** the RE: line with text appropriate to your report.

- **Highlight** the paragraphs between "dear" and "sincerely" and then **right-click** and choose **Keep Text Only** to insert your content.
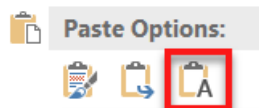
- **Replace** the "Report Title" text with the title of your report on the title page.

- **List** your division in the "prepared by" section of the title page.

Note: If the prepared by area drops off the title page you will need to adjust the line spacing. To do this:

- Place the cursor in the "prepared by" text

- Select the **Layout** tab in the ribbon

- Under **Spacing** reduce the **Before** spacing until the text shows at the bottom of the page
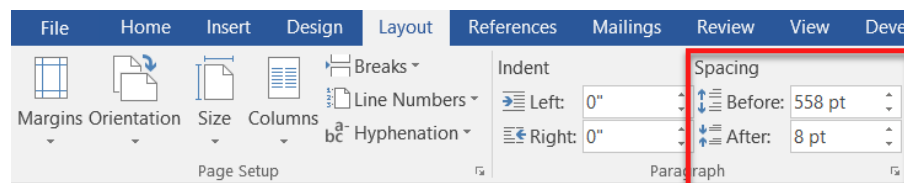
Report Body

Go to the page with the heading "Start Report Here." Delete the sample text and insert your text by **right-clicking** and choosing **Keep Text Only**.

BODY TEXT

The body text of the document should have the **Normal** style applied. This style is set create a space between paragraphs so that additional returns can be eliminated as these are not ADA compliant. If you wish to increase or decrease the space between paragraphs, use the **Spacing** function as shown above. Add bold or italics to emphasize text. Reserve underlines for hyperlinks.
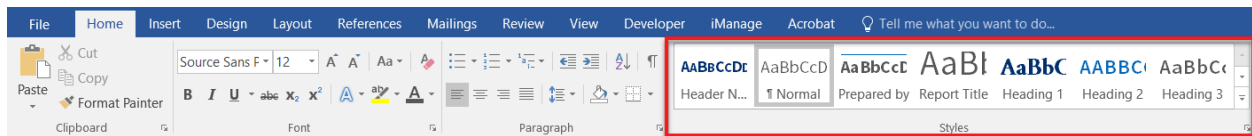
HEADINGS

Using paragraph styles correctly and consistently is one of THE MOST important steps you can take to create an accessible document. A well-organized and clearly structured document is easier for everyone to read and understand, and it is crucial for visually impaired readers since screen readers recognize styles and use them to organize content.

The headings in the styles panel are compliant with the Chancellor's Office brand and contain the correct tags to meet ADA standards. **It is imperative that you use the styles panel to change the look of the text in order to maintain ADA compliance.**

To apply headings:

- Place the cursor anywhere in the paragraph that needs the heading style applied

- Select the **Home** tab and select the heading style you want from the **Styles** gallery

There are several heading styles within the Styles gallery. Be sure to use them in the correct hierarchical order.

Heading 1 - Main document sections

HEADING 2 – SUBSECTIONS FURTHER ORGANIZING HEADING 1 MATERIAL

Heading 3 - Subsections further organizing Heading 2 material

Heading 4 - Subsections further organizing Heading 3 material

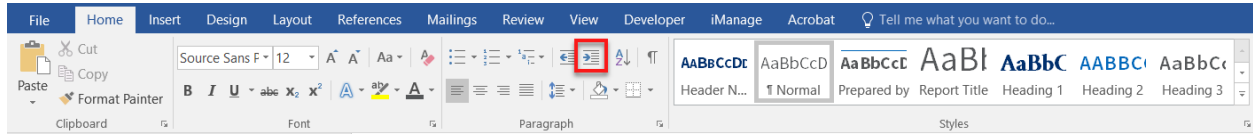##### Heading 5 - Subsections further organizing Heading 4 material

Heading 6 - Subsections further organizing Heading 5 material

BULLETS

The gallery also contains the following bullet styles:

1. List Number

- List Bullet

For multi-level lists use **increase indent** in the paragraph menu of the **Home** tab.
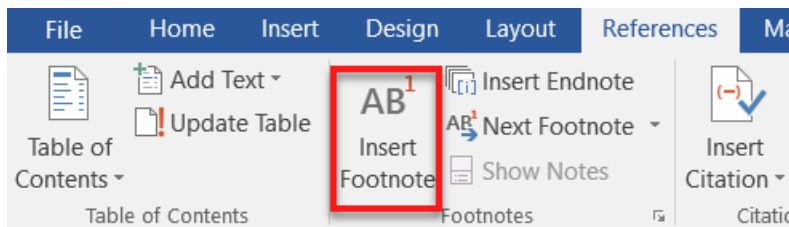

1. Level 1

   a. Level 2

      i. There are a total of nine levels

FOOTNOTES

Make sure you use the "Insert Footnote" tool to create footnotes that are accessible to those using a screen reader.[1] **Insert Footnote** is in the **Reference** tab of the ribbon.

QUOTES

Use either of the two quote styles provided in the **Styles** gallery for pull quotes.

Quote

"This is another type of quote available. Select the Quote style to use it."
— Author Name

Intense Quote

"This is the Intense Quote style for quotes or accent text.
Hit Shift + Return to add a second line."
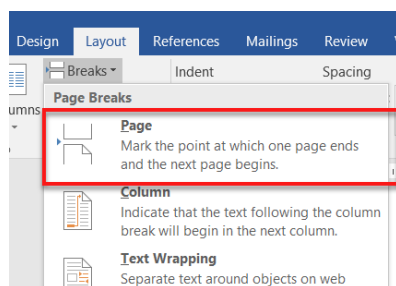— Author Name

---

[1] Footnote

PAGE BREAKS

If you want to end a page before reaching the bottom of the page use a page break. **Do not use the return key to reach the next page it is not accessible!**

To break the page:

- Go to the **Layout** tab

- Select the drop-down menu in **Breaks**

- Choose **Page**

HYPERLINKS

People who use screen readers will sometimes scan a list of a document's links, looking for the content they need. Out of context, this can make for a very confusing list if the links aren't created with accessibility in mind. Links should convey clear and accurate information about the destination. For example, instead of linking to the text "click here," which offers no clue about the destination, include the full title of the destination page.

Incorrect Links:

Visit the Office of Communications and Marketing https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/Communications-and-Marketing for more information.

[Click here](#) to visit the Office of Communications and Marketing.

Correct Link:

Visit the [Office of Communications and Marketing](#) for more information.

Note: If you want to include the full email address, use one of the following methods to reduce confusion.

- *Place the link in parenthesis after the hyperlinked text. Do not hyperlink the address, as it will be redundant.*

- *Make the full address a footnote at the bottom of the page.*

- *Include a list of document links at the end of the document to list the website name and address.*

TABLES

- Use the **Table Title** style from the **Styles** gallery to title your table. Do not make the title part of the table as that will make the table inaccessible.

- Use the **Insert** tab of the ribbon to insert a table in your document.

- In the **Table Tools**, select the blue and white **CCCCO Table Style**.

- Make sure to check **Header Row** in **Table Style Options**.

- Check **Total Row** if your table will have one.
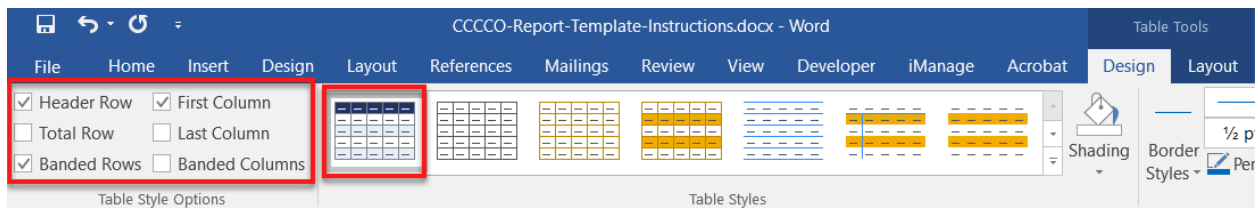
This Is the Table Title Style

Table Header	Table Header	Table Header	Table Header
Table Row	Table Row	Table Row	Table Row
Table Row	Table Row	Table Row	Table Row
Table Row	Table Row	Table Row	Table Row
Total Row	**Total Row**	**Total Row**	**Total Row**

COLUMNS

Shorter columns are easier to read for people with low vision who sometimes have to magnify the screen, and thus can only see a small section of the document at a time. To convert your copy to two columns, simply select the paragraphs you want to change (e.g., the section after a heading) and go to **Layout > Columns > Two**.

Do not use a table to organize the text into columns; this will cause an error when you run your accessibility check. If you need to break a column at a specific place, put your cursor where you want it to break and choose **Layout > Breaks > Column Break** or choose **Layout > Columns > More Columns** for additional editing options.

Charts, Graphs and Pictures

Any visual images in your report **must have alternative text (alt-text)**. Alt-text is used by screen readers to explain the information contained in an image which otherwise would not be known to individuals with visual impairments. The amount of detail provided in the alt-text varies depending on the context.

IMAGE TYPES

Decorative Images

Decorative images contain no information necessary for the comprehension of the document's content. These images do not need alt-text and "" should be entered into the alt. text field. This tells the screen reader to skip the item entirely as if it does not exist.

Redundant images

Redundant images contain information that is repeated/duplicated in adjacent text or added as a caption associated with the image. Use judgment to determine if the image needs. Avoid alt-text if the meaning and purpose of an image is contained within the surrounding text, there is no need to make screen reader users listen to the same information twice. For example when graphed results are explained in a text section proceeding or following the image of the graph the alt-text can state "graph of survey results" or similar. It may also be appropriate to use "" in the alt-text to skip the image entirely.

Informational images

These images convey important information not contained in the adjacent text. Informational images definitely need alt-text, as there is no other method for providing the information.

- **Pictures** – Alt-text should give the purpose and/or function of the picture within the context of the surrounding information.

- **Text contained in an image** - Give the purpose and function of the picture within the context of the surrounding information. Provide any text shown in the image, verbatim.

- **Portraits/Headshots** - Describe the picture as a portrait and any other pertinent information that stands out. Provide any text shown in the image, verbatim.

- **Charts, diagrams and illustrations** - Give the purpose and function of the chart, diagram or illustration within the context of the surrounding information. Be sure to supply any major trends or highlighted data points. Be sure to provide any information that is essential to understanding the image.

- **Logos** - Give the text in the logo verbatim, along with any pertinent visual features that convey meaning. Do not abbreviate organization names.

ADDING ALT-TEXT

To add alt-text:

- **Right-click** on the image to display the drop-down menu and select "**Format Picture**".

- The **Format Picture** pane will appear on the left. Select the **Layout & Properties** icon.

- Type the alt-text in the **Description**. You do not have to add a title.
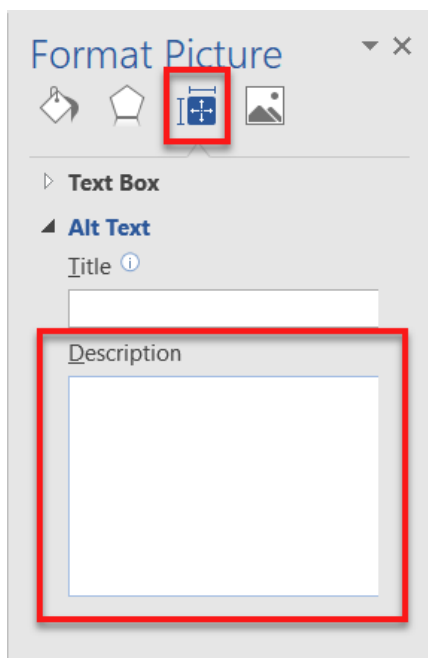
Questions

Please contact Andrea Schlatter at aschlatter@cccco.edu if you have any issues using the report template. Thanks!

Report Checklist

- Report uses heading styles and headings are applied in sequence

- Table titles are not placed in the table they precede the table and are part of the text

- Tables have a header row

- Tables have not been used to create columns

- Any charts, graphs or images used have alt-text applied as applicable

- Hyperlinks have been applied to meaningful text

- Report has been reviewed and approved by Government Relations