



## College Website

### Six steps before you publish.

At Cuyamaca, accessibility is everyone's responsibility. These six steps help ensure our website content is accessible to all.

#### 1 Use Proper Headings (Not Just Bold Text)

Structure pages using **Heading 1**, **Heading 2**, etc., in the CMS.

Avoid bolding or resizing text to "look" like a heading (screen readers rely on true heading structure).

Headings should be used for structure, not spacing. If a heading has no content, remove it instead of leaving it blank.

#### 2 Write Clear, Descriptive Links & Labels

Link text should explain the destination (e.g., **Apply for Fall 2026 Classes**). Avoid vague phrases like "click here" and avoid pasting long URLs directly into pages.

Clearly label all accordions (dropdowns); do not leave them blank. Add a note inside the accordion if no content is currently available.

Ensure all linked PDFs are fully accessible before adding to the College website.

#### 3 Add Alt Text to Images

For every image, add concise alt text that conveys the purpose of the image. If an image is decorative, mark it as decorative so it's skipped by screen readers.

Avoid adding images that have detailed information (instead, manually enter the information and/or add a link to an accessible PDF).

#### 4 Keep Content Scannable & Simple

Use short paragraphs and plain language, avoid large blocks of centered or all-caps text, and break up content with bulleted or numbered lists.

#### 5 Check Color Contrast & Multimedia

Use sufficient color contrast between text and background, and don't rely on color alone to convey meaning.

Ensure videos include captions and audio content has transcripts.

#### 6 Review Before You Publish

Use built-in accessibility checks in the CMS and preview pages on mobile. When in doubt, contact [rocky.rose@gcccd.edu](mailto:rocky.rose@gcccd.edu). We're here to help!

*When we design for accessibility,  
we design for everyone.*



C U Y A M A C A  
· C O L L E G E ·



To take a deeper dive on this subject, visit: [cccaccessibility.org/](http://cccaccessibility.org/)