If you need digital accessibility assistance, submit a request at drcog.org/access *or call 303-455-1000. Please expect a response within 72 hours (three business days).*

Accessibility and copyright tips

Accessibility

State law prohibits the Denver Regional Council of Governments, as a government entity, from excluding individuals with disabilities from participation in or being denied the benefits of services and programs. Civic Academy program managers have prepared these tips for participants to ensure the Individual Action Plan PowerPoints they submit are as accessible as possible.

Use Microsoft Accessibility Checker to check or fix the following:

- Images have alt text.
- Color contrast is sufficient. The ratio between text and background should be 4.5:1. The ratio between non-text and background should be 3:1.
- Document structure is created using built-in headings and styles.
- Lists and columns are created using built-in bulleted or numbered list options.
- Data tables do not contain symbols or graphics; blank rows or columns; or merged, split or nested cells.
- Tables have alt text and a table header.
- If the document language is other than English, Set Proofing Language is used to define the language.
- Each slide has a unique title.
- Accessibility Checker indicates no errors.

Then conduct the following manual checks:

- There are no flashing objects.
- Reading order is correct on each slide.
- Embedded audio-only files have a transcript.
- Embedded video-only files have a text description.
- Embedded multimedia files (audio and visual) have synchronized captions and audio descriptions.
- Font can be magnified to 200% without loss in readability.
- Line spacing for body text is set to 1.5 times the font size.
- Sentence case is used. Text is not in all caps.
- Acronyms are spelled out, in most cases.

- Underlines are used sparingly.
- Content is written using simple language.
- Color, size, shape and position are not used as the sole way to convey information.
- Alt text for images, tables and charts is meaningful and consistent.
- Images that do not convey information are marked as decorative.
- Links are described with meaningful text.

Images and copyright

When creating PowerPoints for Civic Academy, all participants must comply with intellectual property rights. All text and images must be created by DRCOG staff or used with the express, written permission of the copyright owner. Work created for Civic Academy is not covered by academic or other fair use doctrines. Not abiding by intellectual property law risks legal exposure.

For every image you use, one of the following must apply:
- I have written permission to use it (an email or web release from the copyright holder).
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Don't:
- Use watermarked images or images with copyright marks.
- Accept verbal permission to use an image.
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- Obtain written permission to use an image via email or a web release from the copyright holder.
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(Adapted from DRCOG's digital accessibility policy.)