

# **Accessibility**

We aim to ensure that the website is always accessible to all, and we are constantly monitoring the accessibility of the site.

## **Accessibility tools**

Click the Accessibility tools link in the site header to access multiple tools for accessibility needs. For example if you want to change the colour and contrast of the website to make it easier to read or if you want more control over the text size and zoom level. These tools are supplied by Recite Me, if you would like to find out more, please visit the [Recite Me website](#).

## **Accessibility training**

Everyone who adds content to the PCS website will be given accessibility training to help them understand the issues surrounding accessibility.

However there are lots of people in lots of different departments adding content to the PCS website, and sometimes there may be occasions when accessibility guidelines are not adhered to as they should be.

If you spot any content on the site that you feel could be presented in a more accessible way or find that any of the following information is incorrect or outdated please [contact us](#).

## **Images and photography**

All images and photography on the website should have supporting "alternative text" for screen reading software and/or a caption field to describe the image and give any copyright or accreditation. If you find that this is not the case, or the description is unclear please do [contact us](#) and we will endeavour to make the appropriate updates.

## **Downloads, Word documents and PDFs**

In order to ensure that material on the PCS website is as accessible as possible we aim to limit the use of downloadable documents such as Word documents and PDFs.

The reason for this is that sometimes these documents can cause problems for disabled users. Where information is to be published on the website we will always endeavour to ensure it is published as an accessible HTML webpage, as this is the most accessible option.

There are some exceptions to this policy.

These usually apply to downloadable documents that are intended for use in isolation from the website. An example of this would be a poster that is intended to be downloaded and printed and put up in the workplace, or conference forms that have to be downloaded and completed.