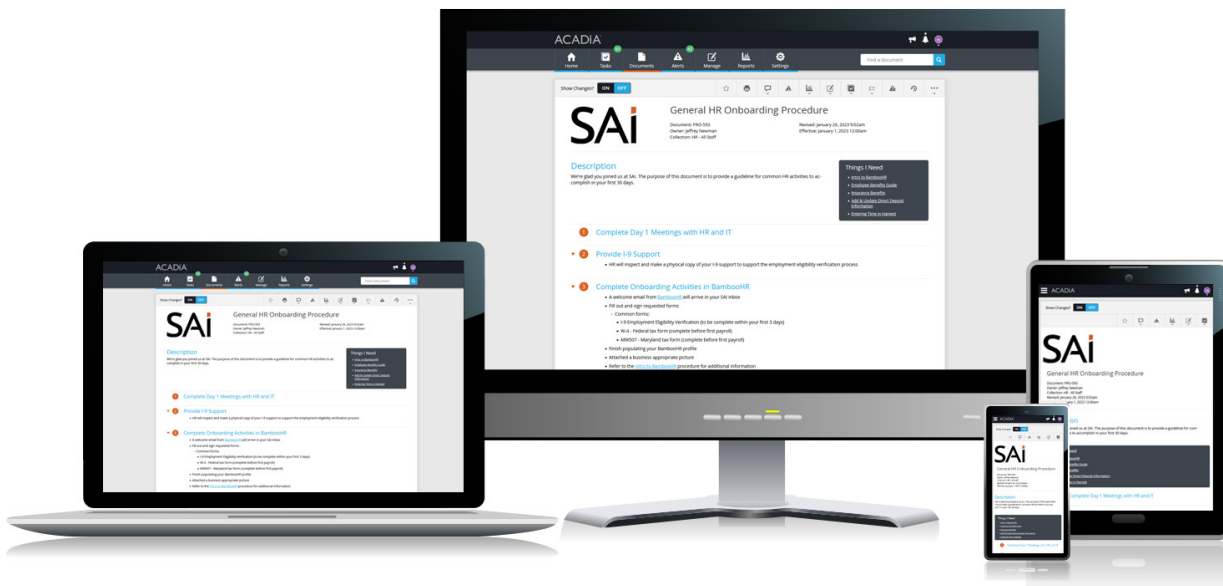




## Make your content mobile friendly

Acadia was developed with responsive design for optimal viewing on any device.

Responsive design adjusts website content and layout automatically to fit your screen size, platform, and orientation. So, whether you're viewing it from a laptop, tablet, phone, picking scanner, or any other internet enabled device, Acadia will be easy to read and use.



## Benefits of a Responsive Website vs a Mobile App

Responsive web applications like Acadia are faster and easier to update. Updates to the system are made seamlessly without the need to update mobile app software.

### Responsive Website

- All devices with internet access, and a browser
- Doesn't require download and installation
- Updates and bug fixes made seamlessly

### Mobile App

- Only smartphones and tablets and dependent on operating system
- Requires downloading and installation
- Updates and bug fixes are only fixed when updates are applied locally

# Best practices to optimize for mobile devices

When creating documents, think about how your team members will access Acadia. Knowing how your users will consume content is critical. If they're accessing Acadia on a phone or picker device, scrolling will be a lot more difficult. If you know they'll be on a tablet or laptop, you may be able to get away with more.

In most cases, if you create content with mobile-first in mind, your content will also be easy to use on a desktop device.

## Dos 👍

### Write short titles

Five words in a title should suffice. And because of the way we scan content, people end up reading the first and last three words. So, most of your headline ends up being read.

### Test it first

It's easy to consider what a document will look like if accessed on the same device you're using to create it. Always, always preview on a small screen before going live with content. If you're working on a laptop, you can preview mobile by resizing your browser to the size of a phone.

### Chunk

Present related content together in small chunks. Headlines, summary/description, steps, multimedia can all help with this.

### Be sensitive to file size

Mobile users may have a weak internet connection. When possible, convert attachments to native Acadia documents for optimal sizing and viewability.

### Avoid uploaded files

Consider that users will have to pinch and zoom native Word and PDF files. Warn users if an attachment couldn't be converted.

## Don'ts 👎

### Don't use complex words

It's all about economy when creating content for mobile devices. The fewer and simpler the words, the smoother the reading experience. For example:

- requires – needs
- request – ask for
- discontinue – stop
- due to the fact that – because
- reach out - contact

### Don't go on and on

If a document is too long, mobile users won't be able to find the information they need. Breaking up content into multiple documents or introducing white space can help.

### Don't add horizontal scrolling

Creating multi-level lists can require horizontal scrolling on mobile devices and smaller screens. Break up the content into more bite-sized chunks.

Also, avoid tables wider than three columns.

### Don't put *too much* text on images

Annotated images can be helpful for many purposes, but too much text on an image makes it harder to use. Consider that people will have to pinch and zoom content on images.

**You're not alone! Contact your Client Success Manager for support on any of the concepts you've read about in this quick guide.**