

BC Open Textbook Accessibility Toolkit

BC Open Textbook Accessibility Toolkit

Amanda Coolidge, Sue Doner, and Tara Robertson

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Appendix: Checklist for Accessibility Toolkit

Organizing Content

?	Content is organized under headings and subheadings
?	Headings and subheadings are used sequentially (e.g. Heading 1, heading 2, etc)

Images

?	Images that convey information include Alternative Text (alt-text) descriptions of the image's content or function
?	Graphs, Charts, and Maps also include contextual or supporting details in the text surrounding the image.
?	Images do not rely on colour to convey information.
?	Images that are purely decorative contain empty alternative text descriptions. (Descriptive text is unnecessary if the image doesn't convey contextual content information).

Tables

?	Tables include row and column headers.
?	Table includes title or caption.
?	Table does not have merged or split cells.
?	Table has adequate cell padding.

Weblinks

?	The weblink is meaningful in context, does not use generic text such as “click here” or “read more”.
?	Weblinks do not open new windows or tabs.
?	If weblink must open in a new window, a textual reference is included in the link information.

Multimedia

?	<p>A transcript has been made available for a multimedia resource that includes audio narration or instruction. Transcript includes:</p> <ul style="list-style-type: none"> • Speaker’s name • All speech content • Relevant descriptions of speech • Descriptions of relevant non-speech audio • Headings and subheadings
?	Captions of all speech content and relevant non-speech content are included in the multimedia resource that includes audio synchronized with a video presentation.
?	Audio descriptions of contextual visuals (graphs, charts, etc) are included in the multimedia resource.

Formulas

?	Formulas have been created using MathML.
?	Formulas are images with alternative text descriptions, if MathML is not an option.

Font Size

?	Font size is 12 point or higher for body text.
?	Font size is 9 point for footnotes or end notes.
?	Font size can be zoomed to 200%.

Appendix: Redesign or Accommodation Activity Guidelines

Attached are the assorted “Redesign or Accommodation?” activity materials.

[Redesign or Accommodation Activity Guidelines](#)

[Redesign or Accommodation Scenarios for handouts or onscreen](#)

[Personas cards for printing](#)

[Scenarios cards for printing](#)