

BCcampus OER Accessibility Criteria

Colour

- Images and text do not rely on colour to convey information.
- When colour is used, there is a minimum colour contrast of 4.5:1 for regular font and 3:1 for large font between the foreground and background.

Resources

- [“Using Colour” in the Accessibility Toolkit](#)
- [“Colour Contrast” in the Accessibility Toolkit](#)
- Tool: [Contrast Checker](#)

Images

- Images that convey information include alternative text descriptions that provide equivalent information. These descriptions are provided in the alt text field, in the surrounding text, or linked to as a long description.
- Images that are purely decorative or are already described in the surrounding text have empty alternative text fields.

Resources

- [“Images” in the Accessibility Toolkit](#)

Links

- The link text describes the destination of the link.
- In webbooks, links do not open new windows or tabs. If they do, that is specified in the link text (e.g., [BCcampus website \[new tab\]](#)).
- Links to files include the file type in the link text.
- For citations and references, the title of the resource is hyperlinked, and the full URL is not hyperlinked.

Resources

- [“Links” in the Accessibility Toolkit](#)

Math and Symbols

- Equations written in plain text use proper symbols (i.e., $-$, \times , \div).¹
- For complex equations, one of the following is true:
 - They were written using LaTeX and are rendered with MathJax (Pressbooks).
 - They were written using Microsoft Word’s equation editor.

¹ For example, a hyphen (-) may look like a minus sign ($-$), but it will not be read out correctly by text-to-speech tools.

- They are presented as images with alternative text descriptions.
- Written equations are properly interpreted by text-to-speech tools.²

Resources

- [“Formulas” in the Accessibility Toolkit](#)
- [Creating Accessible Math Documents – Microsoft Word \[PDF\]](#)
- [“LaTeX Support” in the Pressbooks Guide](#)

Multimedia

- All audio content includes a transcript. The transcript includes all speech content and relevant descriptions of non-speech audio and speaker names/headings where necessary.
- All videos include captions of all speech content and relevant non-speech content that has been edited by a human for accuracy.
- All videos with contextual visuals (graphs, charts, etc.) are described audibly in the video.
- All H5P activities have been marked as “accessible” by the team at H5P.
- All H5P activities that include images, videos, and/or audio content meet the accessibility requirements for those media types.

Resources

- [“Multimedia” in the Accessibility Toolkit](#)
- [OER Accessibility Series: Captioning and Transcripts \[PDF\]](#)
- [Accessibility of H5P Content Types](#)

Tables

- Tables are used to structure information and not for layout.
- Tables include a title or caption.
- Tables include row and/or column headers that have the correct scope assigned.
- Tables do not have merged or split cells.

Resources

- Watch: [How To Create Tables in Pressbooks](#)
- [“Tables” in the Accessibility Toolkit](#)

Text and Headings

- Content is organized under headings and subheadings.³

² Written equations should prioritize semantic markup over visual markup so text-to-speech tools will read out an equation in a way that makes sense to auditory learners. This applies to both equations written in LaTeX and equations written in Microsoft Word’s equation editor.

³ In Microsoft Word, headings are located under “Styles.”

- Headings are used sequentially.
- Lists are structured as proper lists (bullets, numbers, and/or letters) and are not written in plain text.
- Font size in Word and PDF formats is 12 point or higher for body text and 9 point for footnotes or endnotes.⁴
- Font size can be enlarged by 200 per cent in webbook or ebook formats without needing to scroll side to side.

Resources

- [“Organizing Content” in the Accessibility Toolkit](#)
- [“Font Size” in the Accessibility Toolkit](#)

Accessibility Requirements for Specific Platforms

The following are accessibility requirements for specific platforms. These are in addition to the accessibility requirements described previously. Note that all Microsoft Office 365 products have built-in accessibility checkers.

Microsoft Word

- Textboxes are not used.
- Images are inserted in-line with text.

Resources

- [Make your Word documents accessible to people with disabilities](#)
- [Microsoft Word Accessibility \[PDF\]](#)

PowerPoint

- Slides use “Slide Layouts” that have content placeholders (not text boxes).
- Each slide has a unique heading.
- Slide content is presented in the correct order.
- Font size is 24 point or higher for body text.
- There are few-to-no slide animations, and any animations are simple.

Resources

- [Make your PowerPoint presentation accessible to people with disabilities](#)
- Watch: [Inclusive Design Webinar Series: Presentations](#)

PDF

- The document has document structure tags and follows a proper reading order.
- The document uses navigational aids, including a linked table of contents and bookmarks.
- The document includes a document title.

⁴ Most Pressbooks themes meet this standard by default, but it can be verified in PDF theme options.

- The document language is specified.

Resources

- [PDF Accessibility Overview](#)

Attributions

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