

Project Ref: 2018-1-DE01-KA203-004218: LTA Quality Training in real time subtitling across EU and EU languages

ACCESSIBILITY PROTOCOL: TRAINING MATERIALS

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Dissemination level

Abbreviation	Level	X
PU	Public	X
PP	Restricted to other programme participants (including the Commission Services)	
RE	Restricted to a group specified by the consortium (including the Commission Services)	
CO	Confidential, only for members of the consortium	

History Chart

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Validation

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1 Purpose of the accessibility protocol

This protocol aims to provide partners with a checklist and examples about how to create accessible training materials.

- The recommendations made in this document are based on current:
[Web Content Accessibility Guidelines](#),
- [Section 508 of the Rehabilitation Act \(29 U.S.C. § 794d\) of the United States](#)
- [Barrierefreie-Informationstechnik-Verordnung](#), Gemany
- [Accessible PDF documents](#), University of California, USA

Important!

The public version of the protocol does not include personal data or links to internal documents of the project. However, you can download the documents we have created at:
www.Ltaproject.eu. These documents are compliant with the requirements described here.

2 Accessible LTA templates: Word, PDF, and PowerPoint

The LTA templates have a threefold function:

- 1 to enable us to present LTA with a common design
- 2 to provide the basis for creating accessible PDFs
- 3 to be compliant with ECQA's requirements.

2.1 Checklist for Word documents

Users of assistive technology (e.g. screen readers) or those who use the keyboard to access and browse through documents need us to provide them with these minimum accessibility features. Please, always check your documents.

Table 1. Checklist for LTA Word documents

Item	Y/N	Check your work
Run Accessibility checker in Word		<p>Mac: Tools > Accessibility checker</p> <p>Windows: File > Info > Check for Issues > Check Accessibility</p>
The Properties of the document are updated		<ul style="list-style-type: none"> • Check that the Name of the file follows the LTA naming rules. • Author name is correct. • Subject field has been filled in. <p>How to update the Properties of your file</p>
The LTA styles have been used		<ul style="list-style-type: none"> • Use the style pane • Launch the Style pane > Use the style inspector. <p>OR</p> <ul style="list-style-type: none"> • Create a table of contents using the LTA styles. <p>Video: Style inspector - Word</p>
The Word function for creating Tables of contents has been used and the LTA styles have been used.		<ul style="list-style-type: none"> • The table of contents has not been created by hand, links work, styles are correct. <p>• How to create a table of contents</p>
Lists have been created with LTA styles		<ul style="list-style-type: none"> • Check that one of the built-in list features is highlighted. • Check in the Style pane that you have used the LTA_List_Symbol or other LTA style for lists.

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Item	Y/N	Check your work
The documents does not contain Tex boxes		<ul style="list-style-type: none"> • Check that there are no text boxes.
All images and objects are placed “ In line ” Floating/wrapping text or objects are not accessible via keyboard/assistive technology (Screen reader)		<ul style="list-style-type: none"> • Click on the image or object. • Select Page Layout>Position>In Line with Text.
Alt-Text properties of images have been set properly.		<ul style="list-style-type: none"> • The Alt-Text describes the purpose and/or function for meaningful objects. • The Alt-Text is verbatim and matches the text in the image. • The Alt-Text has a space or “double-quote, space, double-quote” for decorative images.
Links have unambiguous names.		<p>Check to ensure your link has an unambiguous name that describes the destination, function, and/or purpose OR that this is determinable within context.</p> <p>For example: ...additional details are available on OPM.gov</p>
All images and tables have a caption and the LTA caption style has been used.		<ul style="list-style-type: none"> • Go to the caption. • Open the Style pane. • Check that the Style: LTA_Caption has been used.
Contrast is correct with Colour Contrast Analyser		<ul style="list-style-type: none"> • Download Colour Contrast Analyser here: ColourContratAnalyser-Homepage • Doublecheck contrast
When colour has been used to convey meaning, a text alternative has also been provided.		<ul style="list-style-type: none"> • Check that colours are not the only way of conveying information.
Is the Metadata table correct?		
Does the document include the Email of the author?		

2.2 Checklist for our PDF documents

Create your PDF file:

- 4 Run the Accessibility Check in your Word document.
- 5 Make sure all accessibility requirements concerning LTA Word documents (Section 2.2) are met.
- 6 Create the PDF file.
- 7 Doublecheck that your PDF has all these elements:

Table 2. Checklist for LTA PDF documents¹

Requirement	Yes
The text in the text file and the text in the PDF file match.	
The filename identifies the document or its purpose.	
Content copying for accessibility is allowed.	
The Language setting matches the main language of the document.	
The document contains tags .	
The headings , lists, etc. are tagged as such.	
Images: the Alt-Text conveys the purpose and/or function of the image or object.	
For images of text, the descriptive text matches verbatim .	
The content in the header and footer in the Word and the PDF file.	

Use [TingTun](#) or [PAVE - PDF checker](#) to check the accessibility of the PDF document.

¹ Adapted from Section 508 checklist

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Background facts concerning PDF accessibility²:

- The information can be read by an assistive device such as screen reader
- Has hierarchy of headings – for clarity and understanding
- Lists, tables, and paragraphs marked – so visual information is pragmatically available
- Important images have informative Alt tags – so they are understandable when not seen
- Unimportant images and graphics have empty Alt tags – so they can be skipped
- Correct Tab order – keyboard-only user can follow the correct order
- Meta Data - Title, author, keywords etc. for discoverability

2.3 Checklist for our PPT documents

The following table gives an overview of the main requirements.

Table 3. Checklist for LTA PPT documents³

Requirement	Yes
The file Properties have been updated with the necessary information.	
The correct language is set.	
All slides have a visible and unique title.	
All text and images meet the minimum contrast ratio for large text: 3.5:1	
Alternative texts (Alt-Texts) are meaningful	
The reading order is correct.	
No additional Placeholders have been used. If so, the reading order and type needs to be checked	

² <https://digitalaccess.ucsf.edu/guidelines/pdf>

³ Adapted from Section 508 checklist

2.4 Checklist for quality of videos

The following table gives an overview of the main requirements.

Table 4. Checklist for LTA Videos

Item	Y/N	Check your work
properties		Check that the name of the file follows the LTA naming rules. Good and detailed description (add additional meaning for content to description)
quality		Minimum: HD (or 4K) Framerate 30
format		Mpeg or mov (depends on mobile device) 16x9 (no vertical videos)
light		Good light source (no noise) illuminate homogeneously → best with two light sources from both sides. By golden ratio more/stronger light from the side in the picture
audio		Make sure the microphone is positioned closely No background noises → no open window, air conditioning, Ventilation or other noise sources
microphone		Cameras mic that records in stereo From one meter distance it is better to use a external microphone (for example a clip-on)
Clothes of person		wear clothes in colours that are different from the background without pattern
background		white, not shiny, plain background One meter distance to the background → no shadows
positioning		One meter distance to the background Centred or golden ratio (look in camera) One hand width distance to the upper edge of the image Uniform distance of person to camera
perspective		head on, maybe a little sideward (take care of golden ratio and look “in” the picture, not out of it) neither birds-eye nor worms-eye view camera on head-height
cameras		Use a tripod
Screen recording		Software OBS (alternative: Windows screen recorder)

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Item	Y/N	Check your work
Intro & Outro		LTA Opener & Disclaimer
Goals/content		What you want to achieve/convey should be clear Does the video answer the questions? (who, what, why)
music		Make sure to use the permitted song
post editing		Is there anything you can cut? Does every shot serve a purpose?

2.5 How to create accessible Tables of content

Always insert a table of contents at the beginning of documents. For those documents with many tables, images or both, it is recommended to create tables of images or of tables as we have done in this document.

To create a **Table of contents** for a document:

- 1 Select menu **References**
- 2 Click on **Table of contents** (on the left-hand side)
- 3 Select **Insert table of contents**

Our templates have already been design to provide a certain style.

To update a Table of contents:

- 4 Select the whole document with the keys **Ctrl + a**
- 5 **Press F9** on your keyboard.

This will create a table of content based on the headings in the document. If you have changed headings, you can always go to the table of content and select: Update table.

To create a **Table of Figures** for the images in your document:

- 6 Select menu **References**
- 7 Click on **Table of Figures** (on the right-hand side)

More information here: [How to create Tables of Figures.](#)

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2.6 Audio descriptions

Videopresentation of the Unit: make sure to briefly describe yourself. (example, “My name is Rocío Bernabé, I am Spanish, I am 50 years old, I have short brown hair and I wear a pair of glasses)

Video lectures: If you are using PPT slides, read aloud the relevant visual information. If you are using bullet points, read each one before you discuss it.

If you have visuals in your PPT that convey part of the message, make sure to describe them. Visuals include photographs, diagrams, drawings, graphs, and charts. Remember that some viewers may have vision impairments that require clarification of what they are seeing.

If you have any questions, please contact: rocio.bernabe@sdi-muenchen.de