

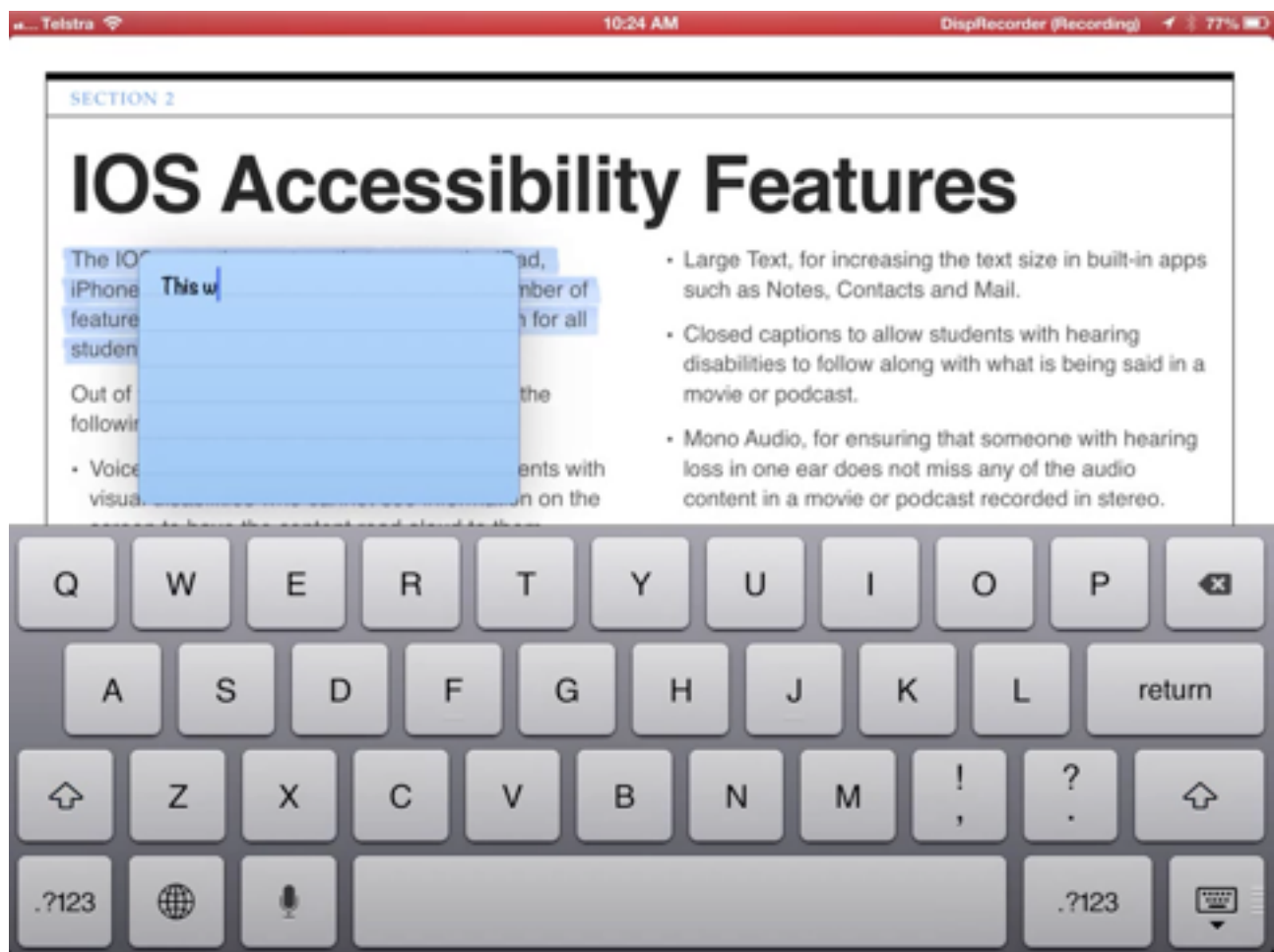
# iBooks Author

Creating Accessible Content

## Overview

The benefits of making resources accessible are not limited to students with sensory or mobility disabilities. They are especially important for students with reading difficulties. This encompasses students with Dyslexia, Autism, Learning Difficulties etc. For typically developing students it can make reading more enjoyable. By including multimedia you can also cater for a variety of learning styles.

iBooks Author also has the capability of being able to quickly locate Chapters or Sections, place bookmarks for future reference, include a Glossary of Terms, Practice Questions all of which will assist **all** students.



# How to Make your Content Accessible

## Adding Alternate Text

Every image should have a brief description. This allows the VoiceOver screen reader to describe the image to someone with a visual disability. If you don't, VoiceOver will read the image's file name, which may be confusing to the person listening to the content.

### To add a description to an object:

1. Select the object
2. Open Inspector
3. Select the Widget Inspector
4. Select the Layout Tab
5. Type your Alternate Text in the Accessibility Description Window

### Guidelines (the three C's)

Lots of websites offer suggestions on how to write Alternate Text but here's a summary of best advice:

1. **Content:** Focus on the content of the image rather than its visual appearance. eg your iBook is about Star Gazing and your image is of a person viewing stars through a telescope. The alternate text should be the fact a person is using a telescope to view the stars NOT a physical description of the person, that is irrelevant in this particular scenario.
2. **Context:** In our Star Gazing example, you might be providing information about a famous Astronomer and have inserted an image of that person. In this case typing information about that person is redundant information as it is in the surrounding text, so in this scenario just typing the person's name is sufficient. You could also reference the image in your text eg See Figure A. In this case the Alternate Text could be 'Figure A'.
3. **Conciseness:** Keep the description to under 100 characters if possible.

### Tips:

- Don't use the words 'Image' or 'Picture' in your description as VoiceOver always says 'Image' after speaking the description.
- For decorative images which will have no importance to the content, add the word 'Background' or 'Decorative' as Alternate Text. VoiceOver will now read 'Background Image' or 'Decorative Image'. Remember leaving text out will cause VoiceOver to speak the entire file name.

## Closed Captions

Generally speaking Closed Captions are used to support people with a hearing impairment but can also benefit ESL. Can also be used if you are in an environment where you would like to watch a video but you can't turn on the audio (and you have no headphones).

### Tip:

- To turn on Closed Captions globally on an iPad, tap Settings > Video > Turn on Closed Captions. This will display Closed Captions on any video (if the creator has inserted Closed Captions of course).

### How to Caption

MovieCaptioner is very easy to use and can be purchased here <http://www.synchrmedia.com>. YouTube also has the ability to caption however it is still in beta stage.

### Tips:

- Try to limit captions to two lines to prevent the captions from interfering with the action shown in the video.
- Left align captions that are two or more lines of text.
- Caption as much of what is said in the video as possible.

## Reading

Much can be done to make the reading of your text more accessible and enjoyable to your readers.

1. Use Font Size of at least 18
2. Use Sans-Serif Fonts (fonts without the extra ornamentation at the end of strokes. These Fonts are easier to read for students with Dyslexia and some Vision Impairments. Choose the Font from the Format Bar rather than the Fonts window to make sure your Font is iPad compatible
3. Avoid the colours red and green. Many people are not able to see these colours (more males than females)
4. Use Left Justification for text. This is by default in iBooks Author and is best left that way. Full Justification can add extra gaps between the words and these gaps can cause problems for students with Dyslexia
5. Limit the use of Italics. Again students with Dyslexia will have difficulty making out the letters in the word (Bold instead)
6. Include a Glossary of Terms to assist students with a Learning Disability

## Structure

Always use iBooks Author Styles menu rather than selecting text and making style changes. Using Styles, split long documents into manageable sections with headings and subheadings.

Links: Avoid using phrases such as 'Click Here' or 'More Info Here'. These phrases give no information about where the link will take them when read by VoiceOver. Better to use descriptive phrases such as 'Read more about famous Astronomers' gives the student information as to what will happen when activating that link. As with images, the word 'Link' is spoken by VoiceOver at the end of speaking the link.

### **Tip:**

- Using iBooks Author Styles you can quickly make changes to your whole book eg if you decide to change the Colour, Font etc of your Chapter Headings:
- From the Sidebar, drag the title bar called Book down
- This reveals the Style templates
- Select Chapter Heading
- Change the appearance in the body of the text
- Click 'Apply Changes'
- All Chapter Headings in your book will now be changed to the new style

# Making the Most of using your Accessible iBook

## Built in Accessibility

1. **Speak Selected Text:** press and hold at beginning of text and drag over the piece of text, text will now be highlighted, tap over highlighted text and tap Speak (this button will then change to Pause)  
**Note:** Needs to be turned on in Settings > General > Accessibility > Speak Selection (Choose Australian Dialect and turn on Highlight Words)
2. **VoiceOver:** if a student requires most of text to be read, consider turning on VoiceOver (requires minimal training to 'just read a piece of text')
3. **Dictionary:** Double tap a word and select Define from the popup menu
4. **Highlighting:** Tap and hold and then drag over a piece of text, highlight to reinforce a piece of important text

## iBooks Accessibility

1. **Increase Font Size:** Viewing in Portrait Mode allows user to increase Font Size/Brightness
2. **Study Cards:** Highlight desired text, select Notes from popup Menu, give the note a name (this becomes the prompt for the highlighted text). If you now tap the screen and choose the Note icon from top left of screen, you'll be able to view your Study Cards
3. **Copy, Search and Share:** After you have selected text you can also select other options to assist in learning the content of the iBook
4. **Note Taking:** Tap and hold and then drag over a piece of text, choose the note button in the popup menu

# Testing your iBook with VoiceOver

## Prepare VoiceOver

1. On iPad, tap Settings > General > Accessibility > Triple Click
2. Select VoiceOver (tap other accessibility options as desired)
3. Now, where ever you are on the iPad you can Triple Click the Home button and turn on VoiceOver

## Navigate to your new iBook

1. Triple Click Home button
2. Select VoiceOver
3. You should now hear VoiceOver orientate you to the top of the page and then cease to speak
4. When finished with VoiceOver:
  - Triple Click the Home button
  - Slide finger over VoiceOver option
  - Double tap anywhere on the screen

**Note:** If you have no other options in Triple Click Options then the Triple Click function becomes a toggle on and off action

## Basic VoiceOver Gestures

### **2 Finger flick up:**

VoiceOver will read from top of page

### **2 Finger Tap:**

VoiceOver will pause reading

### **2 Finger Tap:**

VoiceOver will continue reading

### **1 Finger move screen:**

VoiceOver will speak whatever is under your finger

### **3 Finger swipe right or left:**

Turn page forward or backwards

### **3 Finger triple tap:**

Will turn screen curtain on or off (an excellent way to simulate being blind). Zoom needs to be turned off for this feature to work.