

OSIER project - requirements for usable and accessible resource documents

Version 1.1 Julian Priddle 13 April 2011

This document sets out the accessibility and usability requirements for resources submitted to the OSIER project repository. These requirements are a summary based on a more exhaustive document on accessibility and usability, also available from the OSIER site.

Word processor documents

| Must have | Should have |
|--|--|
| Sans-serif font | No italic text |
| No background images, watermarks | No text boxes |
| Page numbers and other repeated information in headers and footers | Headings set by document styles, with a consistent hierarchy |
| | Consistent list styles |

PDF documents

Must be saved as tagged PDF

If created from word processor documents, the parent files should satisfy the conditions set out here

Presentations

| Must have | Should have |
|--|-------------|
| Very few, or ideally no, animated effects on slides and transitions between slides | Slide notes |
| Consistent layout templates, with accessible colour schemes | |
| Sans-serif fonts for all text | |
| Be understandable as self-contained objects, or supplied with explanatory text | |

Spreadsheets

| Must have | Should have |
|---|--|
| Sans-serif font | Complex calculations broken into explicit elements |
| Column and row titles, with freeze pane used to ensure that these remain visible if it is necessary to scroll | |
| Charts located in separate worksheets, rather than floated alongside data | |
| Worksheets used to contain individual data tables, and clearly indexed | |

This resource has been released as part of the OSIER project, which is promoting the use of resources to support the training of practitioners in Education for Sustainable Development and Global Citizenship within the curricula of all of the home nations of the United Kingdom. You can find out more about the project on the 'About' page of the project repository site.

OSIER is part of the second round of the UK OER (Open Educational Resources) programme, funded by HEFCE and administered by the Higher Education Academy (HEA) and the Joint Information Systems Committee (JISC).

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April 2011

