## General Points

* For alt text where students need to count and determine an answer from an image, I would do something like this: “Ten, ten, ten, ten, and one, one, one.
* To indicate blanks, I use underline instead of a bunch of underscores (underlines are ignored by a screen reader, underscores are not.) And then I go into html and add aria-label=”blank” to the span tag that is creating the underline. This will cause a screen reader to read it as “Blank.”

Text, letter

Description automatically generated

* If you need to change a numbered list to a lettered list in Pressbooks, at type=”a” to the <ol> tag in the html.
* To circle text, add <span style="border: px solid; border-radius: 25px; padding: 2px 2px 2px 2px;">  
    
  

## Headings

* Heading 1 is always the first heading level in every chapter
* Heading 1 and 2 use title case
* Heading 3 uses sentence case

## Images

* When inserting images, always insert full size first and then scale them down after if needed (If you insert medium/small and then scale up, they will look blurry).
* If the images have text/details that students need to be able to read, the images should be inserted as large as they need to be to be legible.
* Images that convey information need alt text. If they don’t convey information, the alt text field can be left blank.
* Images are labelled as followed: Figure #.#
  + The first number is the chapter, the second number is image number. This number resets in each chapter.

## Links

* Use descriptive link text.

## Lists

* Begin lists with a capital letter.
* If there is content (a word or short sentence) at the beginning of the list to emphasise, that content can be bolded.

## Parts

* Parts are left empty.

## Tables

### Data Tables

* Tables that have column/and or row headers are data tables. These tables need to have column headers (and sometimes row headers) assigned to be read correctly by a screen reader. This video goes through the steps: [Create a Table](https://video.bccampus.ca/media/How+to+Create+Tables/0_p62p6k1b)
* Caption:
  + Name of Table in Title Case (If the table doesn’t have a name, you can make one up).
* Width set to 100%
* Column headers (and row headers when appropriate) set with the appropriate scope assigned

### Layout Tables

* Layout tables are tables that are used to display information rather than structure information. If a screen reader could read the table left to right, top to bottom and it would all make sense, it’s a layout table.
* Layout tables do not need captions or column/row headers.
* Width set to 100%.

## Textboxes

### Tip/Note

* Note that you will have to recreate all of the shaded textboxes. The ones in there now use an old style.
* Remove heading designation from “Tip” and style as follows:

Text, letter

Description automatically generated

### Exercise

* Put Exercises in the “Exercises” textbox.
* Title:
  + Exercise #
  + When numbering Exercise textboxes, they are numbered Exercise 1, Exercise 2, etc. Numbering restarts every new topic.
* Answers are provided at the end of the textbox with the text “Answers to Exercise #” bolded.

Graphical user interface

Description automatically generatedGraphical user interface

Description automatically generated with low confidence

### Emotions Check/Thought bubbles

* Put this kind of content in the “Examples” textbox
* Change title to whatever the thought bubble title is

Graphical user interface, text, application

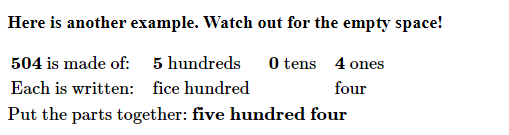
Description automatically generated

### Other (with a heading)

* Use the “Learning Objectives” textbox
* Title case

### Other (with no heading)

##### Examples

* Provided in text, not in textbox
* Title/Intro sentence in bold 

## Chapter/Part Titles

* All Parts and Chapters use title case.
* Units are added as “Parts” and are numbered – Unit #: Title of Unit
* Topics are added as “Chapters” and are lettered – Topic A: Title of Topic
* There is a review at the end of each unit titled as follows: Unit # Review: Name of Unit