You must ensure that all documents adhere to the Oracle Manufacturing Specifications, available at

http://doctools.us.oracle.com/manu_specs.html

Oracle Manufacturing and Development (M&D) developed these specifications for printed and online documentation in conjunction with Oracle Legal and Oracle Accessibility Program Management. If you have any questions about the Oracle Manufacturing Specifications, contact prginfo_us@oracle.com.

The Oracle Documentation Archiving Checklist is maintained by the Oracle Documentation Tools group (DocTools). The Checklist contains a list of all requirements to archive documents. It is available at:

http://doctools.us.oracle.com/archrel/checklist.htm

If you have any questions about the *Oracle Documentation Archiving Checklist*, contact the DocTools archiving support alias at archhelp_us@oracle.com.

If you are creating documentation using Javadoc, this documentation must adhere to certain standards as well. The Oracle Javadoc Production Requirements are available

http://st-doc.us.oracle.com/projects/javadoc/

Javadoc is a tool that formats documentation. Oracle uses the Javadoc doclet that formats documentation into HTML. The HTML produced by Javadoc is held to the same Oracle requirements as HTML produced by any other formatting tool, and the documentation formatted with this tool is held to the same standards as any other Oracle documentation.

If you have any questions about the Oracle Javadoc Production requirements, send e-mail to ST-Doc Help at stcdochelp_us@oracle.com.

1.2 Accessibility

Oracle products have been required to be built to US Section 508 standards since 2001. International accessibility standards have subsequently been adopted in South America, Asia Pacific, and Europe based upon the World Wide Web Consortium (W3C) Web Accessibility Initiative (WAI). All documentation must be accessible to readers with disabilities, including readers with low or no vision. When discussing accessibility, there are two words that you must know: accessible and equivalent.

According to *Webster's Dictionary*, the word *accessible* means:

- Easy of access or approach; approachable;
- Obtainable; to be got at;
- Capable of being read with comprehension.

According to Webster's Dictionary, the word equivalent means:

- That which is equal in value, weight, or force;
- Of the same import or meaning;
- Essentially equal.

To be accessible, documentation must be equivalent to people with and without disabilities, including people with visual impairments. These rules are set by the United States Federal Government, the W3C, and international governments.

When discussing accessibility, there is often some confusion, as words and phrases may be used incorrectly. This section defines some commonly used terms and puts them in their proper context.

ADA text

There is no item called *ADA text*, unless you are referring to the text of the Americans with Disabilities Act. The term ADA must not be used to pertain to documentation. Instead, use "alternate text (aka alt text)" or "text equivalent file".

alternate text (aka alt text)

Alt text and alternate text are the same item. Alt text is an abbreviation for alternate text. Alt text refers to the text that appears in the HTML alt attribute, for example: <img src="otters.gif" alt="4 otters swimming".</pre>

All images require alternate text according to accessibility guidelines. FrameMaker 7.0 limits the alternate text to 255 characters, and HTML guidelines further limit alternate text to 60 characters. Some images may be easy to explain in 60 characters or less. For these images, you can use the AltText attribute to provide appropriate explanatory alternate text.

When using the DARB XML Templates, the Graphic element contains an AltText attribute. If an image can be described in 60 characters or less, use the AltText attribute to do so. If an image cannot be described in 60 characters or less, use the GraphicDesc element. In the latter case, the DARB XHTML Converter supplies alt text in the form "Description for filename.gif follows." and a link to the file appears below the image.

Related terms: "GraphicDesc element", "text equivalent file"

For more information: Oracle DARB XML Templates User's Guide, Oracle DARB XHTML Converter User's Guide

equivalent text

See text equivalent file

graphic text

See text equivalent file

GraphicDesc element

The GraphicDesc element is available in the DARB XML Templates, and enables an author to include text equivalents for images directly in the FrameMaker 7.0 source file. By conditionalizing the element (usually using the HTML condition) the element does not print, but the DARB XHTML Converter does take the text in the GraphicDesc element and create a text equivalent file, properly named and linked, for the image.

Related term: "text equivalent file"

For more information: Oracle DARB XML Templates User's Guide

image file description

See text equivalent file

image text files

See text equivalent file

img_text

There are two possible definitions for img_text:

- The directory in which all text equivalent files must be located.
- Another name for text equivalent files

summary

The Summary attribute is required for Informal Table and Table elements. It appears as the summary attribute of the table tag in HTML; for example <table ... title="File Naming Conventions for Multivolume Books" summary="Lists file naming conventions for archiving, including file type, file name, and examples" ...>.

Table summaries must describe the topic and usefulness of the table data. Imagine that the reader has the option of whether or not to read the table. The table summary that you provide should convince the reader to read the table.

You enter the table summary when you insert an InformalTable or Table element in the DARB XML Templates.

For more information: Oracle DARB XML Templates User's Guide

text equivalent file

A text equivalent file is a file that describes an image. As the name implies, the description must be equivalent: If a reader were unable to see the image, he or she must be able to have a clear picture of the image in mind. The text equivalent file must pass the "mental picture test." If an image is a "the item looks like the picture in Figure 2" illustration, then the text must describe the illustration so you (and the reader) can picture it in your mind. If the image is a clarifying illustration, "a picture is worth 1,000 words" illustration, then the concepts clarified by the image must be written as prose in the description.

Dialog boxes must be described in tab order (the order in which a user tabs through them) and diagrams must be explained including words, relationships, and important concepts.

If the text within the document itself describes the image, such that the reader can picture the image clearly in his or her mind, then use the Graphic element AltText attribute to include basic information, such as "The Build Information Pane, described in the surrounding text."

The GraphicDesc element can be used to create text equivalent files automatically. If you choose to create text equivalent files manually using a text editor, know that the files may be plain text or accessible HTML. Either way, all text equivalent files must have the .htm extension (for example, otters.htm).

Examples of satisfactory text equivalent files can be found in the Oracle Documentation Processes Manual (look in the list of examples), available at:

```
http://doctools.us.oracle.com/archrel/processes/toc.htm
```

Other commonly misused names for text equivalent files include: ADA text, graphic text, image file description, image text, image text file, and img_text.

For more information about accessibility, see the following resources:

- Oracle DARB XML Templates User's Guide at
- Documenting Accessibility FAQ

http://toolsweb.us.oracle.com/pls/tools/docs/FOLDER/ ROOTFOLDER/IASTOOLS/APOLLO/ACCESSIBILITY PM/ DOCUMENTING+ACCESSIBILITY+AT+ORACLE-+FAQ.HTM

Oracle Global HTML Accessibility Guidelines (OGHAG)

http://www-apps.us.oracle.com:1100/atg/accessibility/html/ Generic%20HTML%20Checklist.htm