

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 at

<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 stdochelp_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:

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

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

1. That which is equal in value, weight, or force;
2. Of the same import or meaning;
3. 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: ``.

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>