

Appendix C:

Best Practices for Audio Resources

Audio information

Audio can be a helpful format for information. It can be used on its own. It can be used together with written text. Audio is helpful for many groups of people. This includes people with low literacy, people who are blind or have low vision, or people who find it hard to focus. Many people also prefer to listen rather than read.

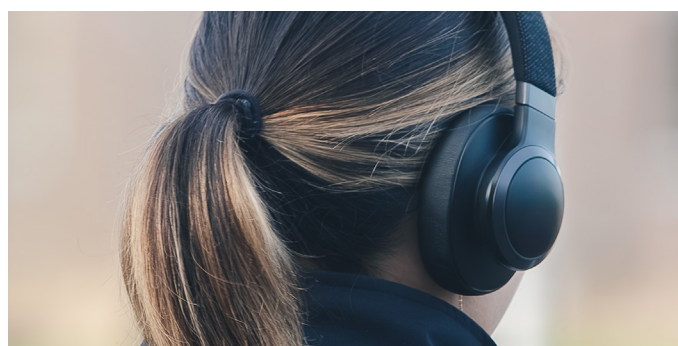
“It’s hard to read and it takes effort because of my tics. With videos I had to concentrate all the time. When I hear it read at my own pace, I have to make less effort to understand.”

– *Self Advocate*

Key audio elements

These are some of the main elements that make audio accessible.

- The audio speed can be changed. The audience can make it go faster or slower.
- The narrator speaks clearly. The speaking pace is slow.
- Control buttons for the audio are easy to find and use. This applies across different sources like webpages or PDFs or other places.



- A transcript is available. This is a copy of the audio written out in words. Some people want to use the audio and transcript together. This can help them further understand the information.
- The audio is created in an inclusive way. The intended audience is involved. Our test audios were developed this way. Self advocates and family members were involved. They helped to create the script. They were audio narrators.

IMPORTANT NOTES

Audio formats should be tested in many ways. They need to be tested for accessibility. They need to be tested with screen readers. They need to be tested with other assistive technology.

Plain language principles apply to audio formats too. Use short, everyday words. Explain any technical words or ideas.