## Accessible Graphics Format Decision Forest – text version

Decision forest with eight main questions leading to recommended formats and further considerations. Note that the best strategy is often to provide multiple formats, beginning with a description.

1. Is the graphic purely for visual interest?

If YES, OMIT or give a very brief worded description.

If NO, Provide a verbal or written DESCRIPTION. Provide the description as alt text on a website or in an electronic document, OR as part of an audio guide, OR written in hard copy braille.

AND

2. Is the real object available and able to be touched?

If YES, use the REAL OBJECT. For artworks and museum items usually unable to be touched, consider allowing access only for blind and low vision visitors, under supervision, and/or using gloves.

AND

3. Is a 3D model or kit available?

If YES, use a 3D MODEL or kit, e.g. education kit, tourist shop model, taxidermy animals, etc.

AND

4. Is a tactile graphic suitable?

If YES, provide a TACTILE GRAPHIC. For very young learners, use collage with real objects and realistic textures/materials. For manipulation by the user, add moving parts, e.g. slider (bead on a string), spinner, flaps, etc. OR use multiple pieces, combined using connectors, grids, magnets, Velcro, etc.

4a. Can the user be provided with physical materials?

If YES, provide a TACTILE GRAPHIC (as described above).

4b. Can the graphic be represented in 2D without the need for 3D?

If YES, provide a TACTILE GRAPHIC (as described above).

If NO, use or make a 3D MODEL or kit, e.g. using 3D PRINTING or craft materials. For manipulation by the user, add moving parts, e.g. slider (bead on a string), spinner, flaps, etc. OR use multiple pieces, combined using connectors, grids, magnets, Velcro, etc.

4c. Does the graphic have important spatial components?

If YES, Provide a TACTILE GRAPHIC (as described above)

AND

5. Is the graphic based on data?

If YES, 5b. What level of information is required?

If DETAIL, provide a DATA TABLE or LIST.

If OVERVIEW, use SONIFICATION.

AND

6. Would the user benefit from manipulating or generating the graphic themselves?

If YES, use sonification OR provide a DATA TABLE or LIST OR enable manipulation by the user on a TACTILE GRAPHIC or 3D MODEL.

AND

7. Are there any important aspects of the graphic that have not been conveyed by the description and chosen format?

If YES, Provide ASSOCIATED OBJECTS or EXPERIENCES, OR Provide MUSIC or a SOUNDSCAPE.

Labelling for REAL OBJECTS, TACTILE GRAPHICS, 3D MODELS and ASSOCIATED OBJECTS:

8a. Will the item be used by both blind and sighted users?

If YES, add print labels AND use high contrast.

8b. Will some users have low vision?

If YES, use high contrast.

8c. Are some touch readers unlikely to know braille?

If YES, add audio labels.

8d. Are lengthy labels required?

If YES, add audio labels AND/OR use a key.