

Learning to Use Bloom's Accessibility Tools



English

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Written by Paul Frank and Chris Weber

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Website: www.sil-lead.org

Facebook: www.facebook.com/sillead/

YouTube: www.youtube.com/silleadinc

Email: bloomhelp@sil-lead.org

Learning to Use Bloom's Accessibility Tools

Written by Paul Frank and Chris Weber

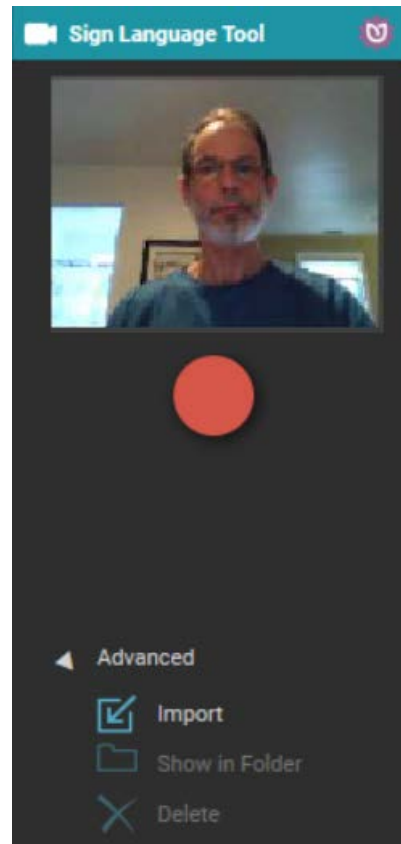
This manual matches Bloom 4.4

English

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Language, Education, and Development

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Introducing Bloom Enterprise



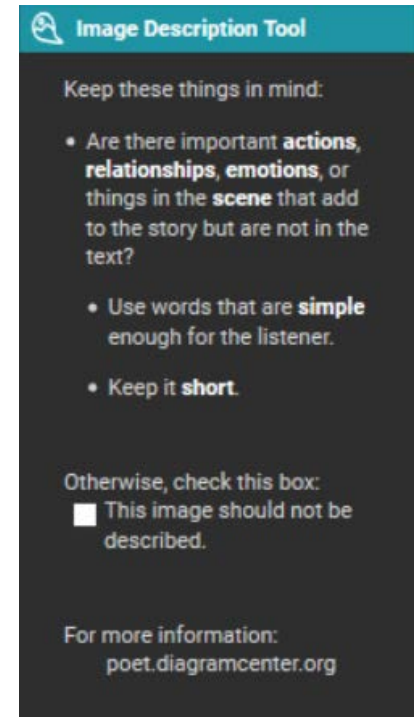
Bloom Enterprise Service

Bloom Enterprise Service is a paid service offered by SIL LEAD which adds some additional features and services that are particularly important to international organizations. By subscribing to this service, international projects can meet some of their unique needs while also supporting the development and user support of Bloom, which helps everybody.

Currently, this service includes access to additional Bloom sign language videos, custom branding, custom BloomLibrary.org bookshelves, comprehension questions (Quiz), and the analytics dashboard.

Custom Branding

In projects that are creating a set of Bloom books, it is nice to have a consistent set of logos on each book. This is easily done once you have a Custom Branding registered with Bloom and selected for the collection. Bloom automatically displays your logo(s) in one or more locations in printed and electronic books. You can also preset the Copyright and License of each book.



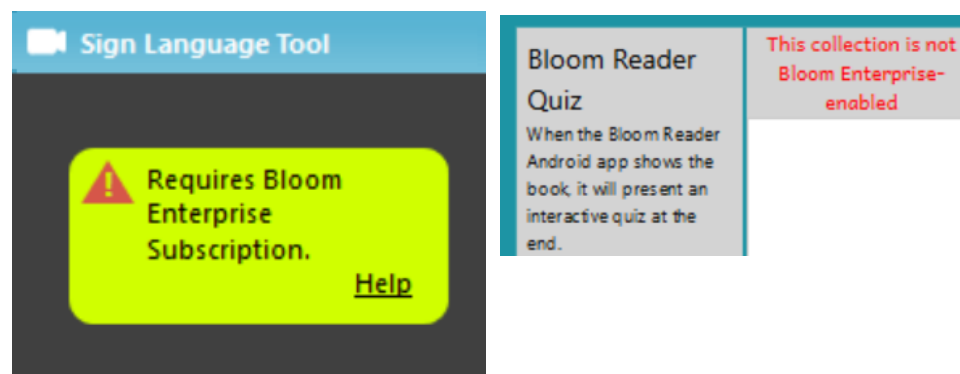
What is Bloom Enterprise?

Bloom is free software from SIL International. Bloom Enterprise is a paid service offered by SIL LEAD which adds some additional features and services that are important to international organizations. By subscribing to this service, international projects can meet some of their unique needs while also supporting the development and user support of Bloom, which helps everybody.

These materials assume that you already have a subscription. If you don't, please visit <https://www.sil-lead.org/bloom-enterprise/>

If you have not selected your Bloom Enterprise subscription in the Collection Settings, you will see a notice if you try to use the **Sign Language Tool** or **Bloom Reader Quiz** Page. Once you select or enter your subscription information in the Collection Settings, these tools will be activated. In this training course you will learn how to use each of these tools.

The **Image Description Tool** and the **Impairment Visualizer** can now be used by all without a Bloom Enterprise subscription!

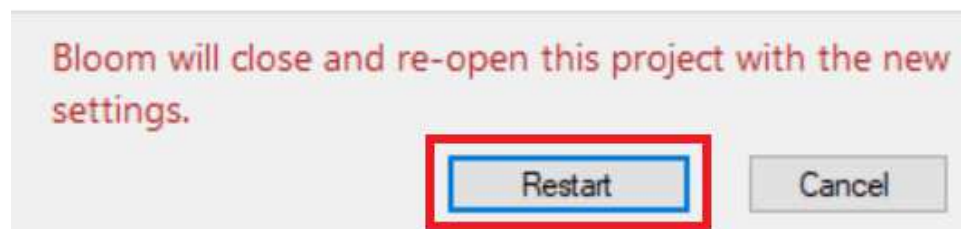
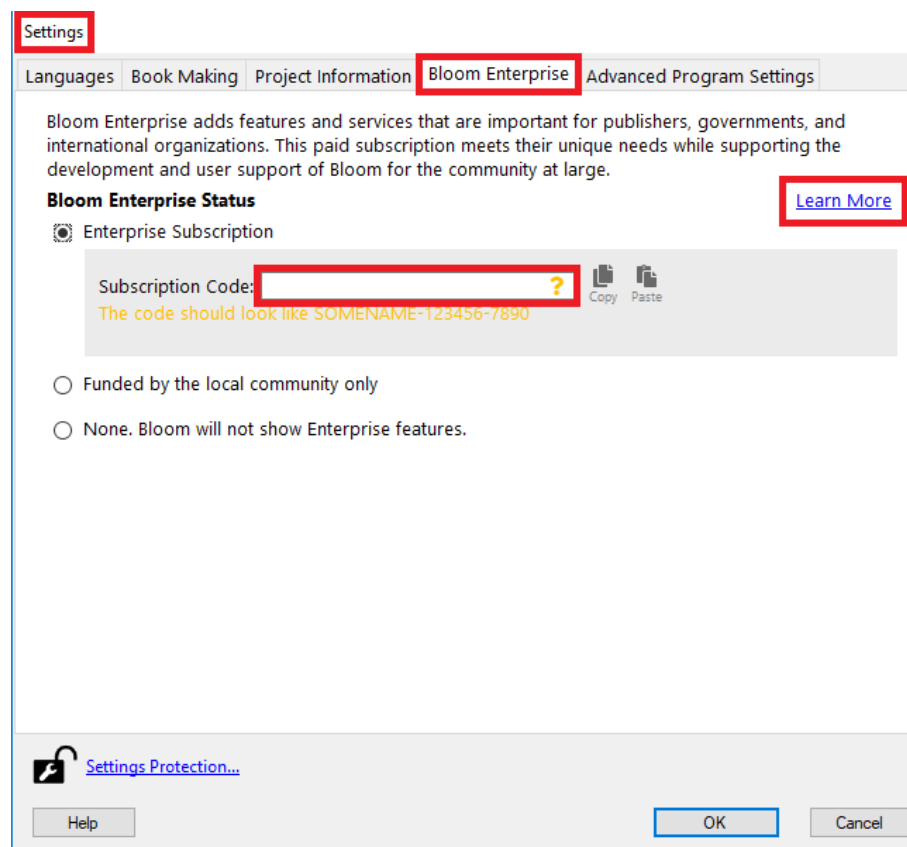


How do I select my Bloom Enterprise subscription?


To activate your Bloom Enterprise subscription, go to **Settings** and click on the **Bloom Enterprise** tab. Select the **Enterprise Subscription** button and type or paste in your **Subscription Code**.

Bloom will need to restart after you make this change.

After Bloom restarts, the features that were “locked” will be available to you to use.



Creating Accessible Books

 **Image Description Tool**

Learn to make effective image descriptions:
poet.diagramcenter.org


Write your image description on the left, in the box next to the picture.

Check your image description against each of these reminders:

- Context is Key
- Consider your Audience
- Be Concise
- Be Objective
- General to Specific


[Help](#)












Black and white illustration of the Sherlock Holmes short story *The Red-Headed League*, which appeared in *The Strand Magazine* in August, 1891. Original caption was "HE CONGRATULATED ME WARMLY."

Three formally dressed men are shown. One man is standing in the background. Another man, holding a top hat in his left hand is shaking the hand of the third man who is leaning in to greet him.

 **Talking Book Tool**

device and that these levels are showing blue:

- 
- 2) Look at the highlighted sentence
-  3) Speak
-  4) Check
-  5) Next
-  Back
-  Clear
-  Listen to the whole page

Creating Accessible Books in Bloom

Accessible books are electronic books that have features to make their content more readily accessible or available to people with visual disabilities. Such features include audio recording of the text, descriptions of images, and text size that can be changed by the person reading the book. Bloom can help you create books with these features and that meet technical accessibility standards.

What to expect in this module

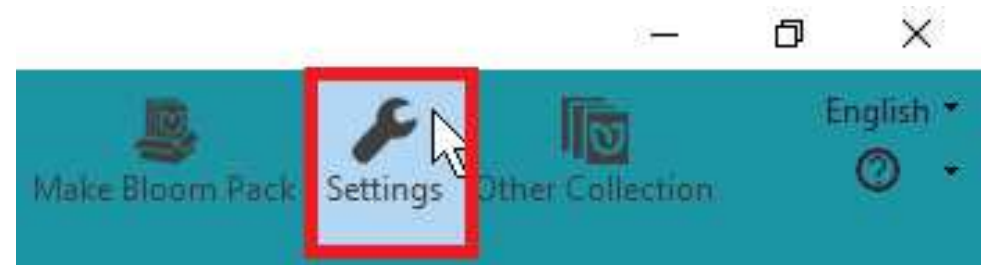
In this training module, you will learn how to:

1. Gain access to accessible book tools in Bloom,
2. Create image descriptions,
3. Record audio of the text in the book and in image descriptions,
4. Evaluate whether images need adjustment for visual impairment, and
5. Choose images that are going to be easier to perceive.

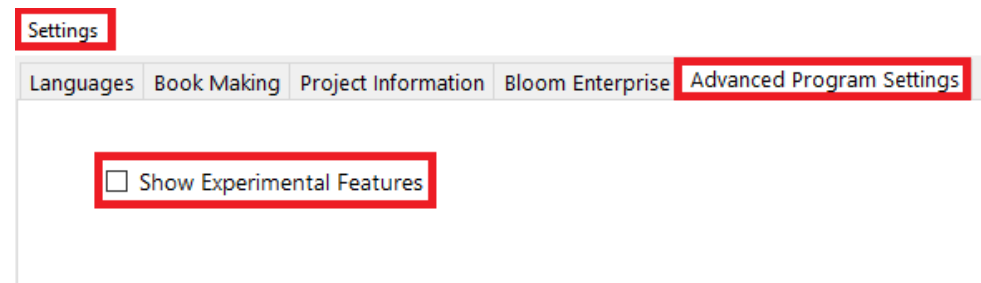
Gaining Access to Accessible Book Tools

Users of Bloom Enterprise have access to various tools and features that others do not. Here is how to activate those features.

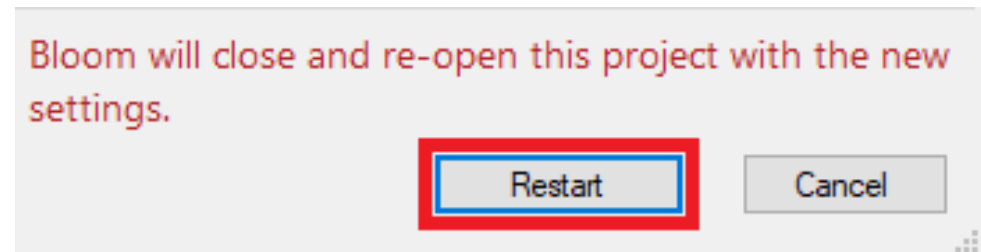
From within the Collections tab, click on the **Settings icon** at the upper right of the screen.



Open the **Advanced Program Settings** tab and then click on **Show Experimental Features**.



In order to activate the tools and advanced features, Bloom will now need to close and re-open. Please click on **Restart** to proceed.

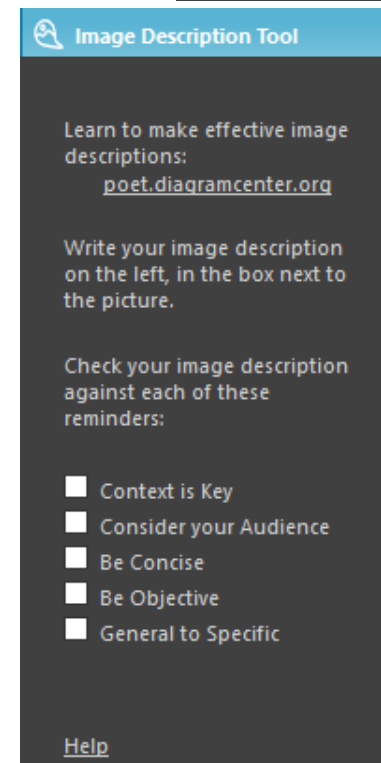
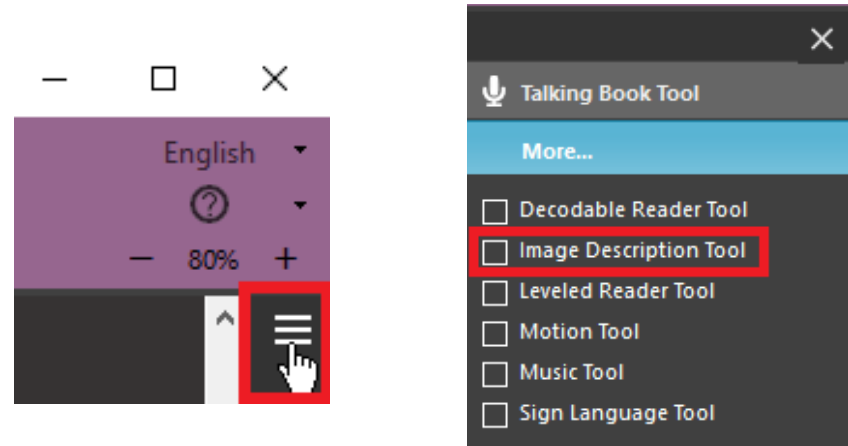


Activating the Image Description Tool

In order to access the Image Description Tool click on the menu icon at the top right of the screen. A list of available tools will appear.

Activate the **Image Description Tool** by clicking in the check box.

The Image Description Tool will now appear indicating that you now have access to it.

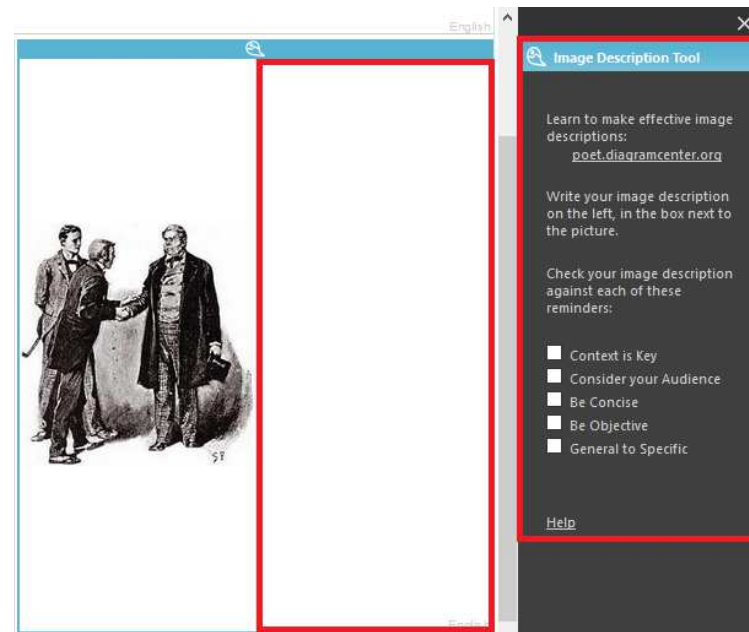


Create Image Descriptions

Now that the Image Description Tool has been activated, the **Image Description Tool icon** will appear at the lower left of each image.



If you click on the Image Description Tool icon, a space will be created next to the image for adding a text description and the Image Description Tool will open on the right-hand side of the screen.



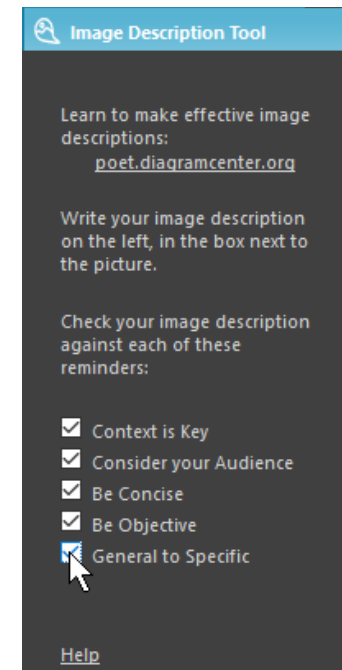
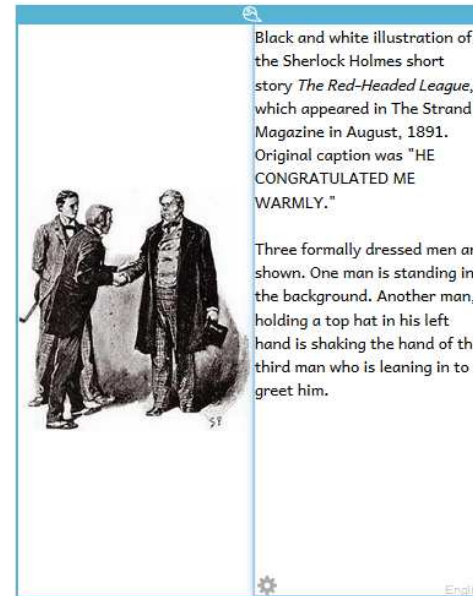
Create Image Descriptions

You may now type in the text which describes the image.

If you are not familiar with how to write image descriptions, you may want to visit:
poet.diagramcenter.org

A checklist is also provided to help guide you as you write the description. You can check the boxes after you have thought about each issue.

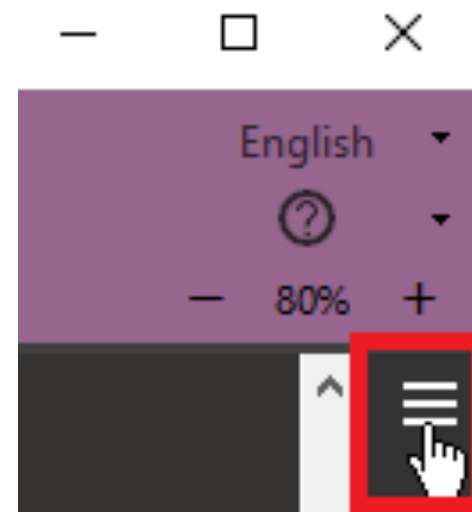
Once you are satisfied with the image description, you can close the Image Description Tool by clicking on the **X** above the Image Description Tool window. Alternatively, you can click anywhere outside of the image on the page. Repeat this process for each image in the book.



Recording Audio of Text and Image Descriptions

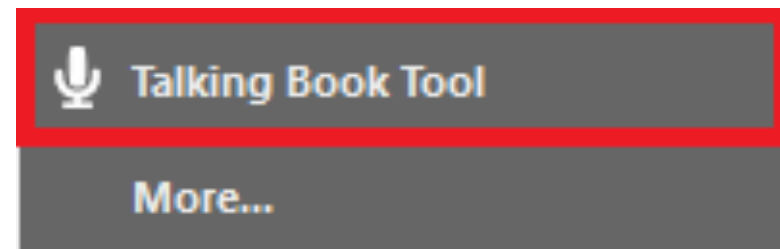
Learning to Use Bloom tells how to record audio of the text in a book. Those instructions start on page 149. If you are not familiar with this process, please review that chapter before proceeding. The process is the same for recording the audio of image description text. To make a book accessible, you need to record all of the text as well as all of the image descriptions. Here we will show you how to record the image descriptions.

To begin, click on the **menu icon** at the top right of the screen.



Then select the **Talking Book Tool**.

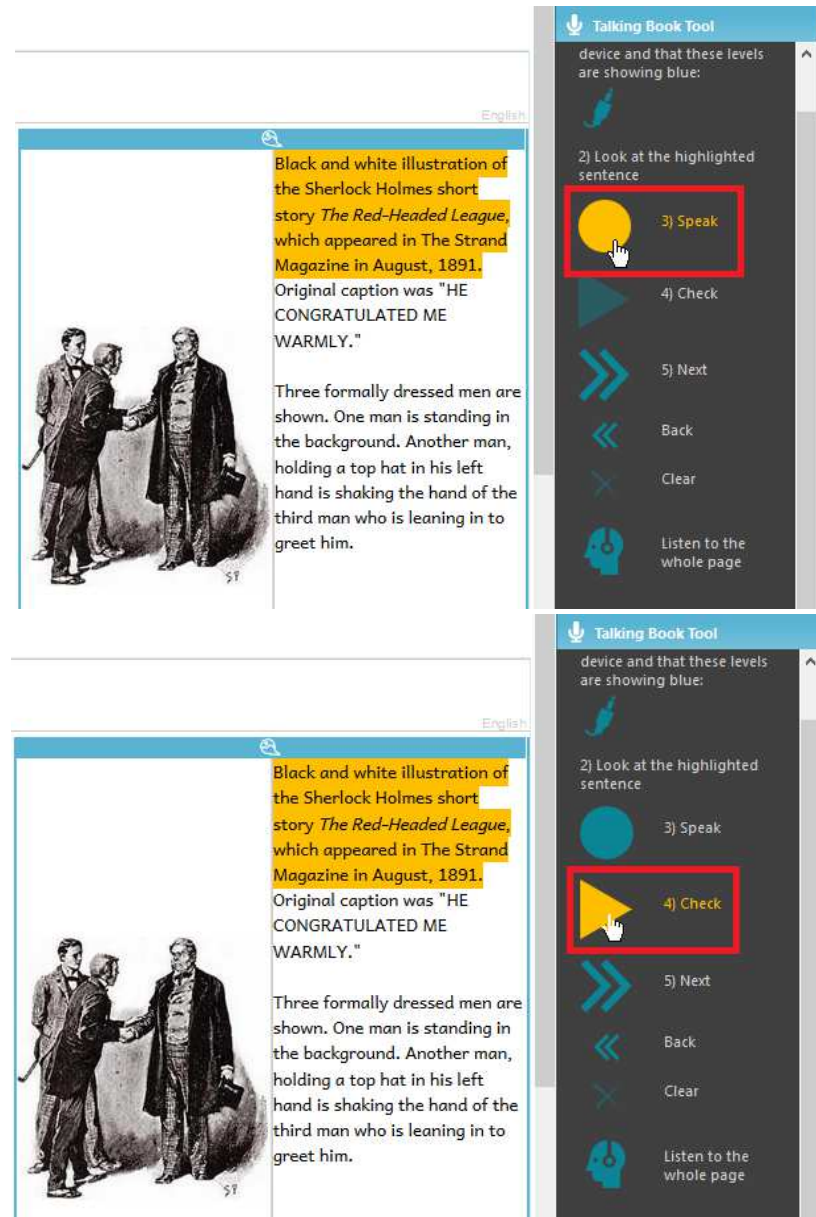
The Talking Book Tool will then open.



Recording Image Descriptions

Look at the highlighted sentence and then click on and hold down the **Speak** button while reading the highlighted text. As soon as you release the Speak button Bloom will stop recording.

Once you have finished recording a sentence, click on on the **Check** button. The recording of the sentence will be played.



Recording Image Descriptions

If you are satisfied with the recording of the sentence, click on the **Next** button.

The next sentence will be highlighted so that you can repeat the process for this sentence.

The image displays two sequential screenshots of the Talking Book Tool interface. Each screenshot shows a page with a black and white illustration of three men in formal attire. The text on the page is as follows:

Black and white illustration of the Sherlock Holmes short story *The Red-Headed League*, which appeared in *The Strand Magazine* in August, 1891. Original caption was "HE CONGRATULATED ME WARMLY."

Three formally dressed men are shown. One man is standing in the background. Another man, holding a top hat in his left hand is shaking the hand of the third man who is leaning in to greet him.

In the first screenshot, the first sentence is highlighted in yellow, and the 'Next' button (represented by a yellow double arrow icon) in the right-hand menu is highlighted with a red box. In the second screenshot, the second sentence is highlighted in yellow, and the 'Next' button is again highlighted with a red box.

The right-hand menu in both screenshots includes the following options:

- 2) Look at the highlighted sentence
- 3) Speak
- 4) Check
- 5) Next
- Back
- Clear
- Listen to the whole page

Recording Image Descriptions

If you are satisfied with the recording of the sentence, click on the **Next** button.

Once you have completed recording all of the sentences in the image description, click on **Listen to the whole page** to hear the sentences read consecutively.

You will need to repeat this process for each image in your book.

The image displays two screenshots of the 'Talking Book Tool' interface. The top screenshot shows a page with a black and white illustration of three men. The text on the page reads: 'Black and white illustration of the Sherlock Holmes short story *The Red-Headed League*, which appeared in *The Strand Magazine* in August, 1891. Original caption was "HE CONGRATULATED ME WARMLY." Three formally dressed men are shown. One man is standing in the background. Another man, holding a top hat in his left hand is shaking the hand of the third man who is leaning in to greet him.' A red box highlights the original caption. The right sidebar shows a list of actions: '2) Look at the highlighted sentence', '3) Speak', '4) Check', '5) Next', 'Back', 'Clear', and 'Listen to the whole page'. The bottom screenshot shows the same page, but with the 'Listen to the whole page' button highlighted by a red box, indicating the next step in the process.

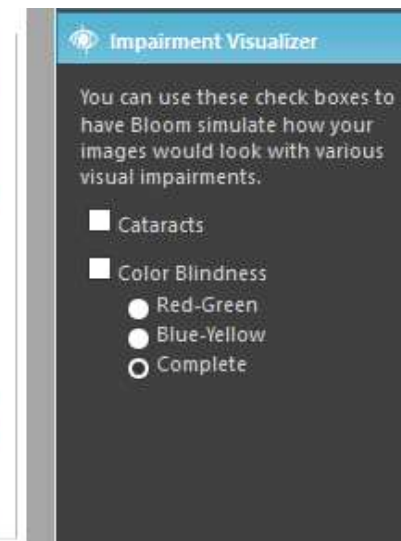
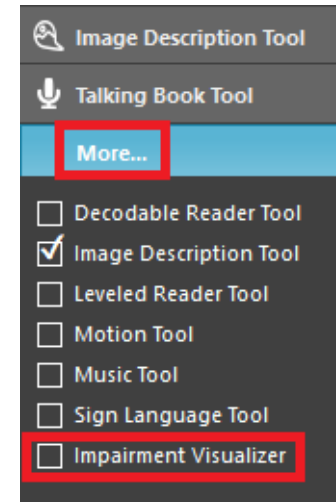
Activating the Image Visualizer

The Impairment Visualizer is another tool for creating accessible books. Activate this tool by clicking on **More...** in the Tool Panel and selecting **Impairment Visualizer**.

This tool allows you to select several filters that will show you what the image might look like to someone with several different kinds of visual impairment.

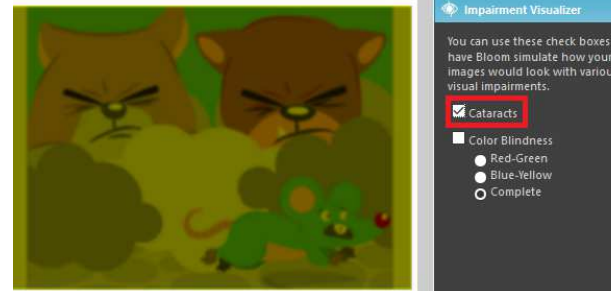
Using this tool, you can evaluate whether an image should be modified so that it is easier to interpret for people with these sorts of visual impairments.

Bloom does not have a tool for editing images. If an image needs to be edited, you will have to use another program to do that.

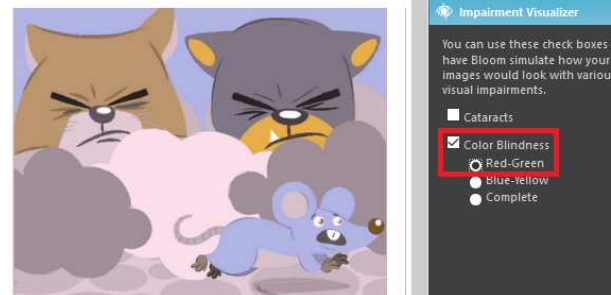


Using the Image Visualizer

The first choice shows what the image might look like to someone with **cataracts**.



For color blindness, there are three possibilities. The first shows what the image might look like to someone with **red-green color blindness**.



The second option shows what the image might look like to someone with **blue-yellow color blindness**.



The third option shows what the image might look like to someone with **complete color blindness**.



General considerations for choosing images

Choosing images that are appropriate for readers with low vision is a complex subject, but we can consider some general principles.

In general, simple images are preferable.

Graphics should be relatively large to make them easier to see.

It is helpful for objects and key features to have a black outline.

Black and white line drawings (such as come with the Art of Reading) serve well, but even then some have more details than others.

If color is used, they should be colors that contrast well with one another.

In line drawings, the lines should be thick and solid black. Use black and white images rather than grayscale.

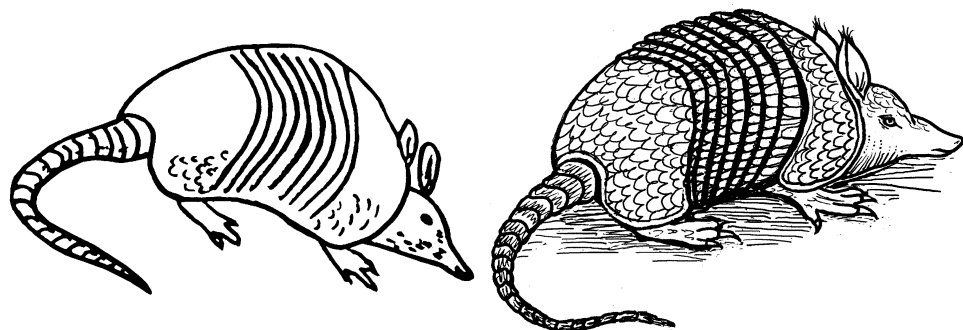
Photographs often have many details that can be hard to distinguish. Only use them if they are simple and not too detailed.

Now we will compare some images to provide some examples of these principles.

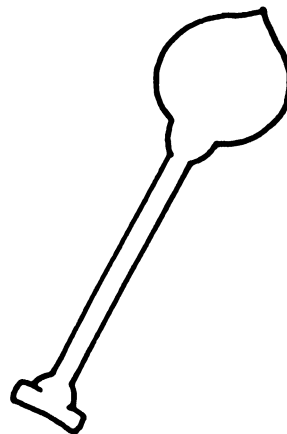
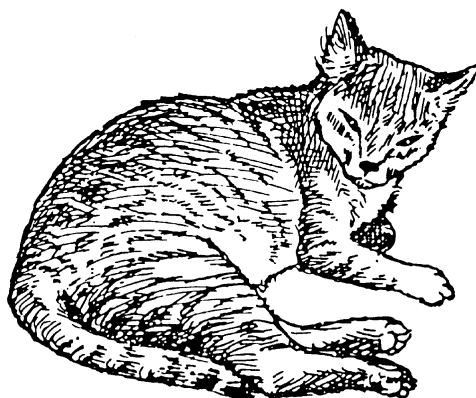
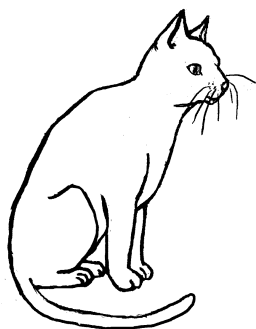
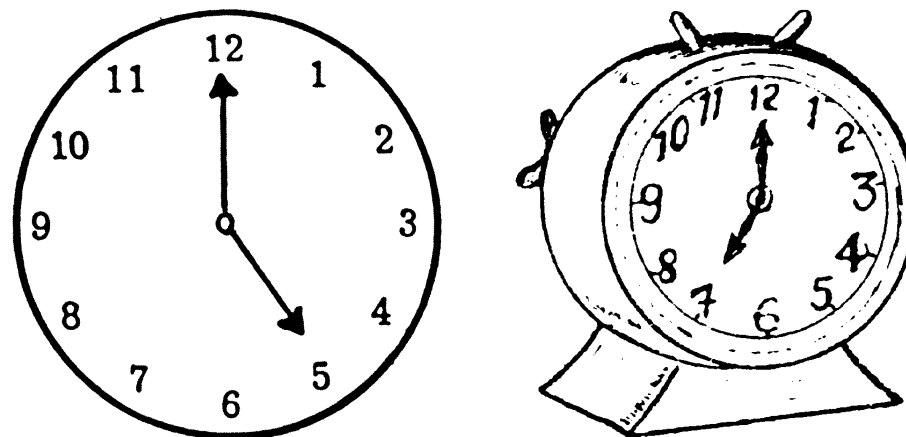
Considerations for choosing images: Amount of detail

Here are some examples of images with more detail compared with images with less detail. All of these images are from the Art of Reading. It will be better to use the images with less detail.

Images with less detail on the left and more detail on the right



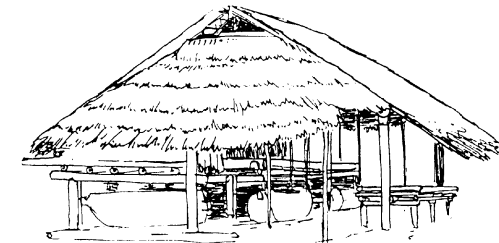
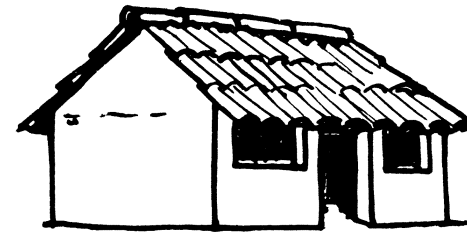
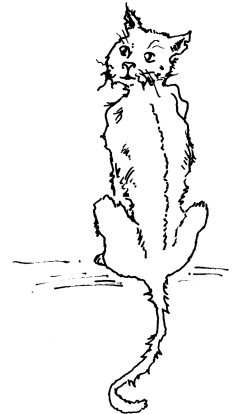
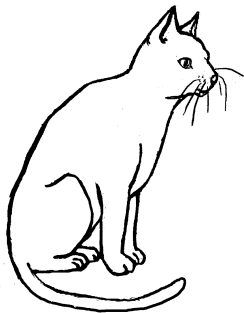
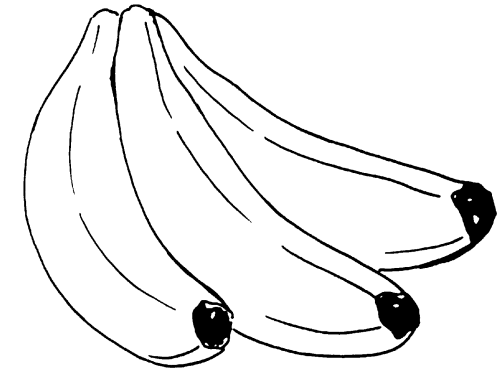
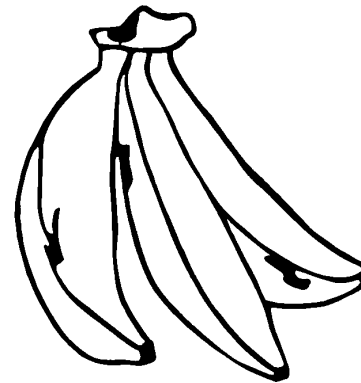
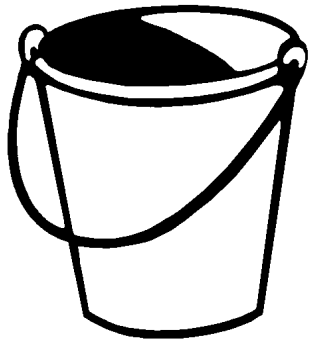
Images with less detail on the left and more detail on the right



Considerations for choosing images: Thick black lines

These images from the Art of Reading illustrate images that have thick, solid black lines compared to images with thinner, less distinct lines. It will be better to use images with thick, solid lines.

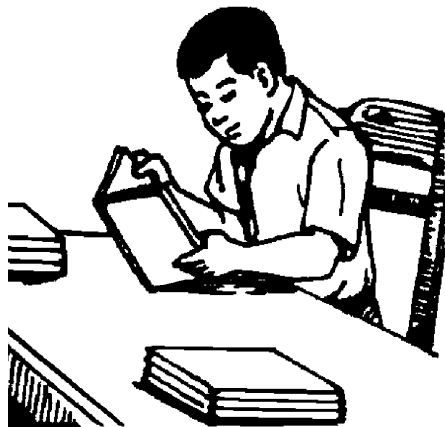
Images with thicker, solid lines on the left and thinner, less distinct lines on the right



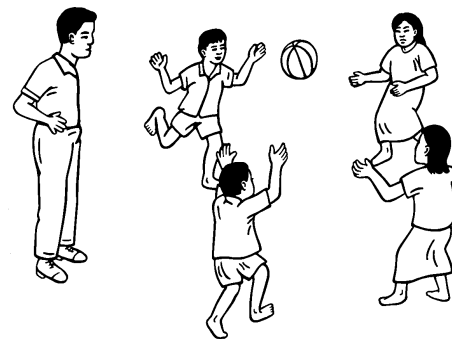
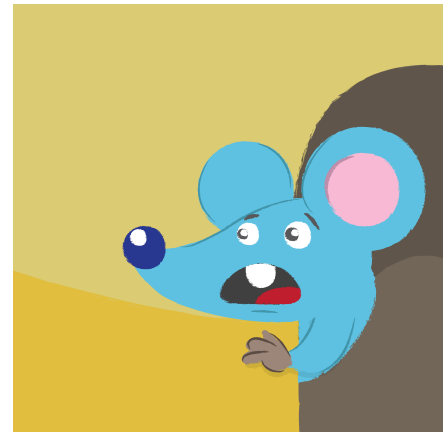
Considerations for choosing images: Color and photos

We all like photos and color illustrations, but they are visually more complex. Below you can compare line drawings to a photo or a color illustration or a simpler color illustration to a more complex one. It will generally be better to use simpler images.

Images that are simpler on the left and more complex on the right



Images that are simpler on the left and more complex on the right

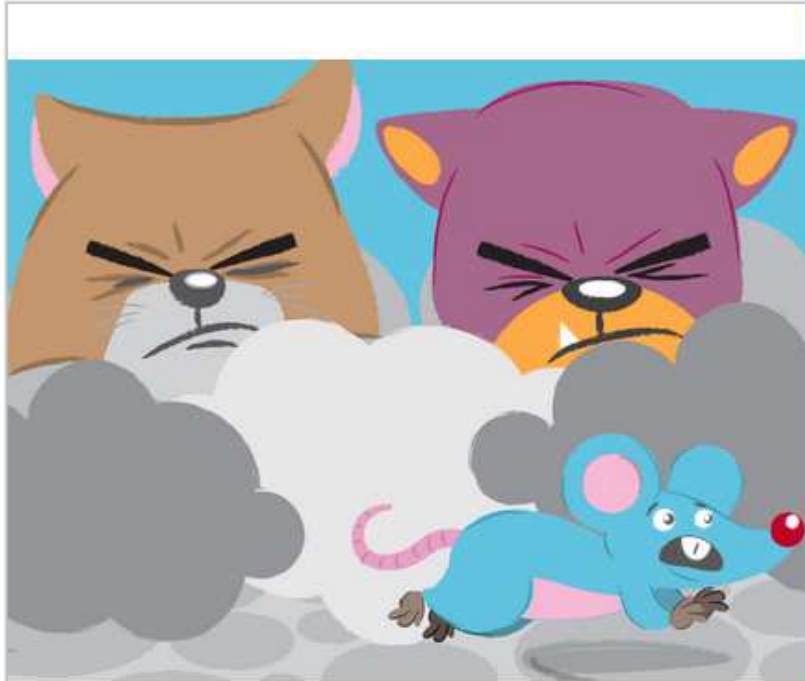


Summary

In this training module, you learned how to:

1. Gain access to accessible book tools in Bloom,
2. Create image descriptions,
3. Record audio of the text in the book and in image descriptions,
4. Evaluate whether images need adjustment for visual impairment, and
5. Choose images that are going to be easier to perceive.

Creating Sign Language Books



El ratoncito escuchó el mensaje del otro ratón y limpiándose las lágrimas decidió correr a un agujero en la pared.

English



Creating Sign Language Books

People who are Deaf* communicate using sign language. Video is one medium that is commonly used for recording sign language communication. One advanced feature available to Bloom Enterprise subscribers is the ability to add sign language video to the pages of Bloom books. A page can contain only a sign language video or a sign language video combined with images, text, and/or audio.

What to expect in this module

In this training module, you will learn how to:

1. Choose a page design that contains a place for video,
2. Record video using your computer's camera, and
3. Import video that has already been recorded using some other software or device.

*When “deaf” is spelled with a lower case “d”, it refers to the fact that someone cannot hear. When it is spelled with a capital “D”, it refers to Deaf culture and community. In this module we are referring to those who identify themselves as Deaf and communicate using sign language.

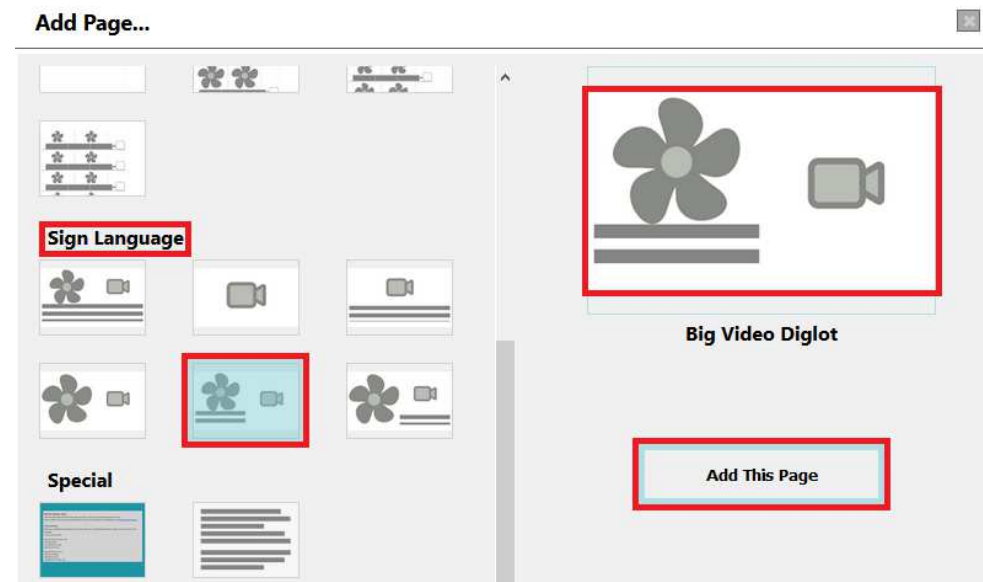
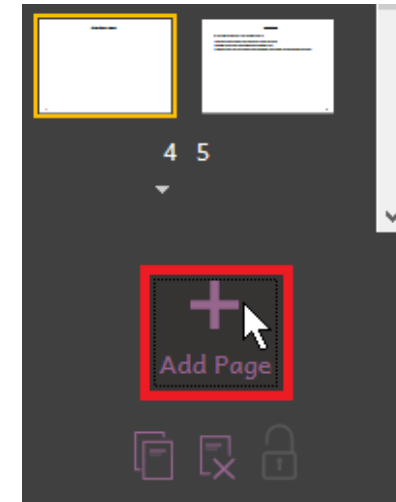
Choosing a Page Design that Contains a Place for Video

Click on **Add Page** in order to select from several page templates that contain a place for video.

Scroll down the page template list to the **Sign Language** section. You can recognize the sign language page templates because they contain the icon of a camera. Click on the thumbnail of the page template that you would like to use.

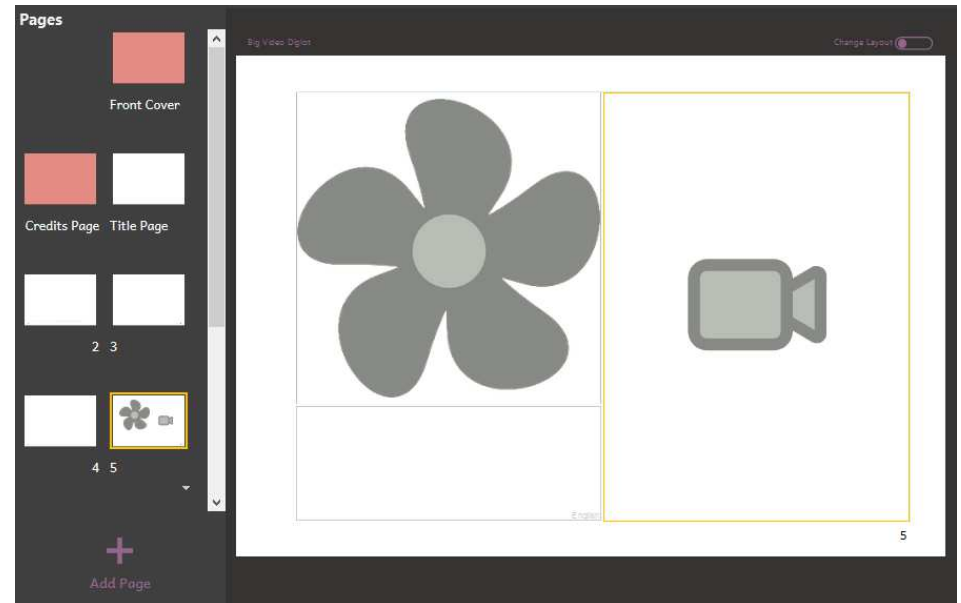
A larger thumbnail of this template will then appear at the right.

To confirm that you want to use this template, click on **Add This Page**.



Using a Page Design that Contains a Place for Video

A blank page will be added to your book.



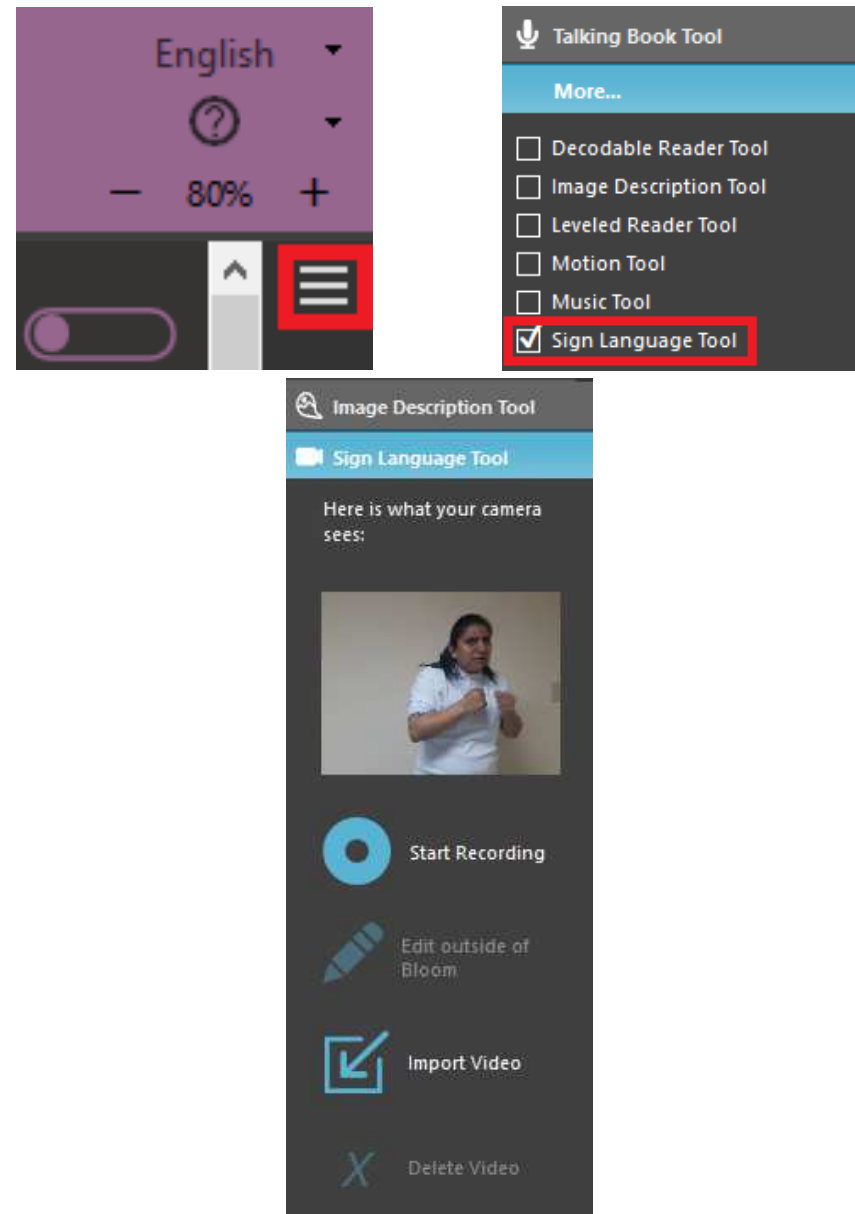
Insert a picture and type in the text in the appropriate sections of the page.



Using the Sign Language Tool

If the Sign Language Tool does not automatically open on the far right side, click on the menu icon at the top right of the page and then click the checkbox next to **Sign Language Tool**.

The Sign Language Tool will open on the far right-hand side of the screen and what is being captured by the video camera device your computer is using will appear in the tool window.



Recording Video Using the Sign Language Tool

To begin recording video of you or the individual signing, click on the **round record icon**.

A 3-2-1 countdown will begin. When the countdown finishes, recording will begin.

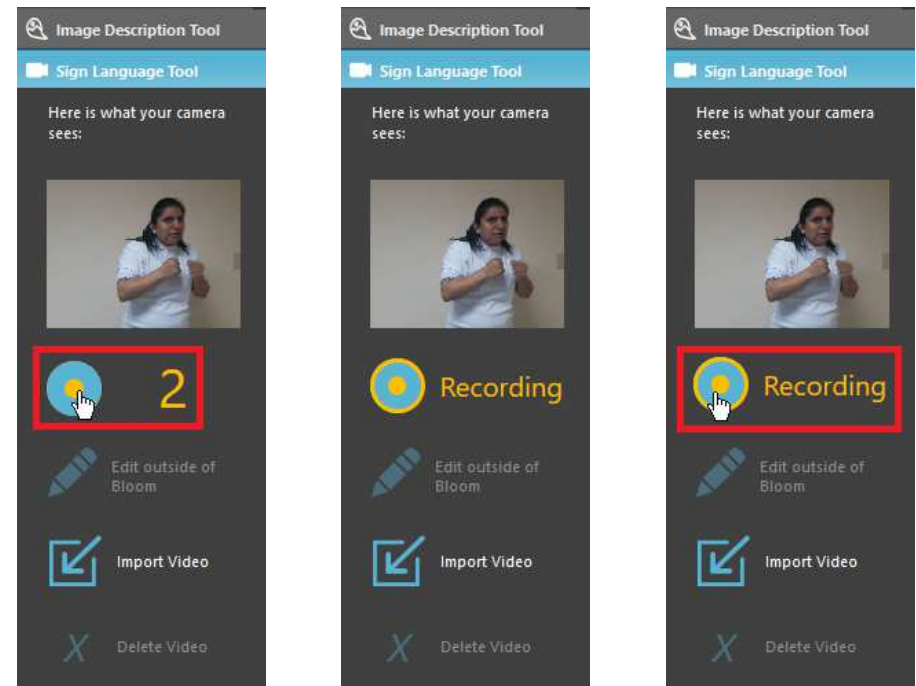
When you are finished recording, click the record icon again to stop recording.

Note: The Sign Language Tool does not record audio.

A thumbnail of the video you have recorded will now appear in the video section of this page.

If you hover your mouse over the video thumbnail on the page, a play icon will appear.

This indicates that a video file has been successfully inserted into this page.

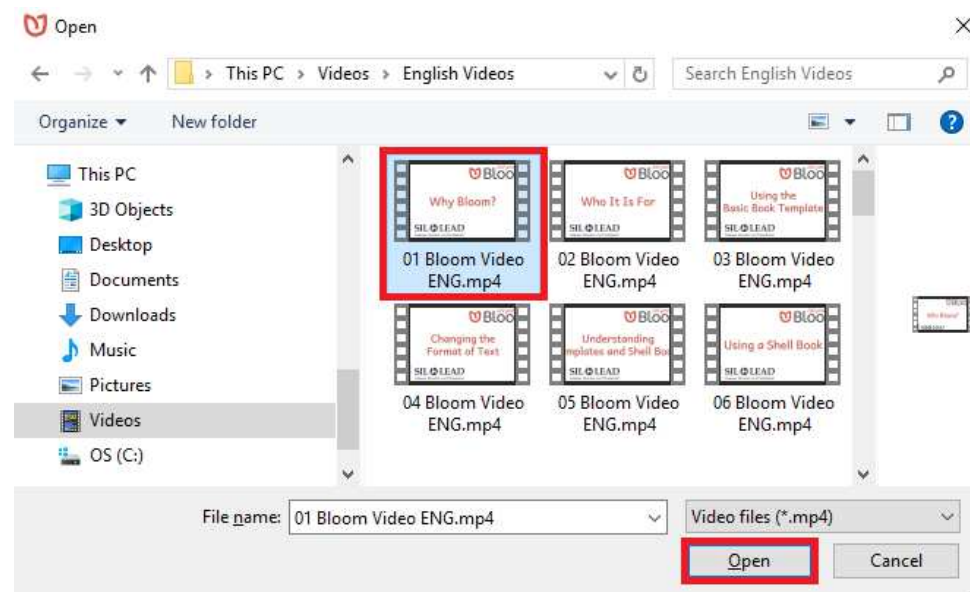
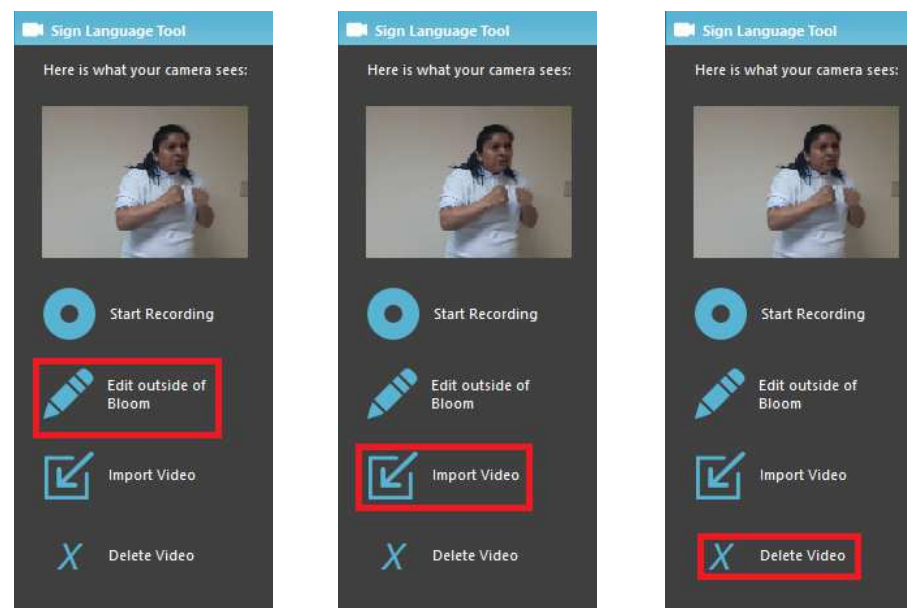


Importing Video Using the Sign Language Tool

You can also choose to **edit** your video recording outside of Bloom, **import** video from another source, and/or **delete** the video you recorded in Bloom.

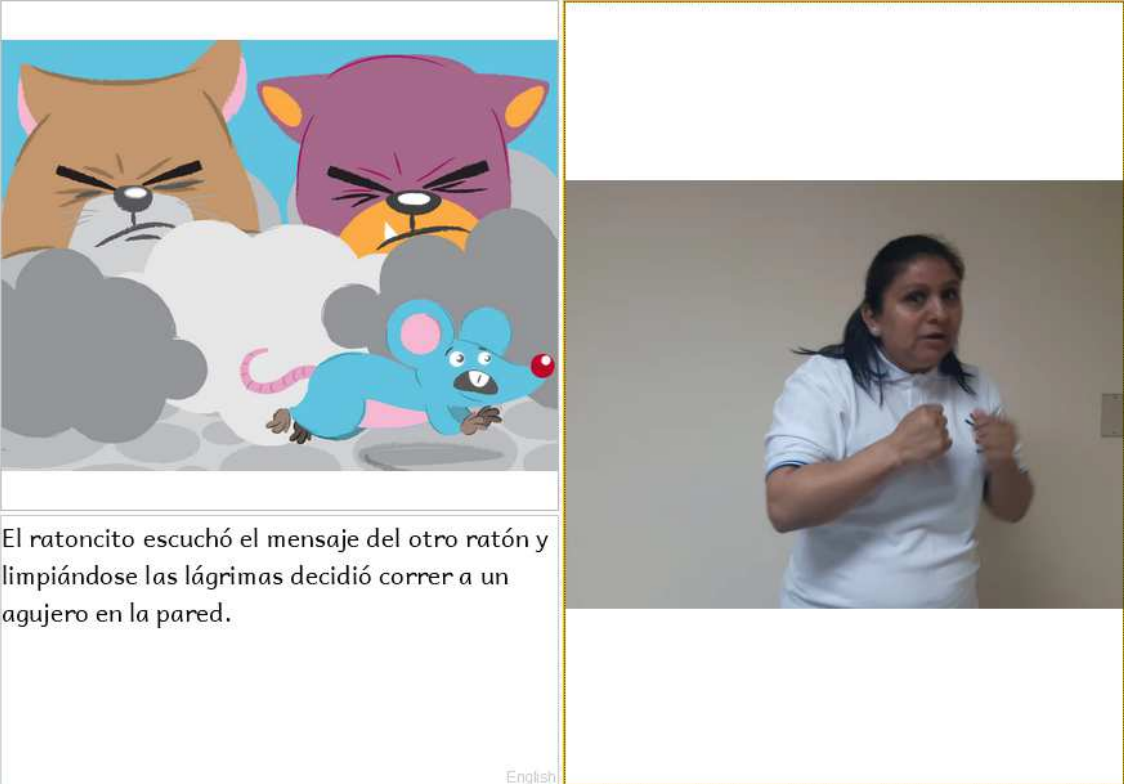
To import video from another source, click on **Import Video**.

Your file browser will open. Use the browser to navigate to the video that you would like to import, click on it, and then click Open.



Importing Video Using the Sign Language Tool

A thumbnail of the imported video will now appear in the video section of the page.



El ratoncito escuchó el mensaje del otro ratón y limpiándose las lágrimas decidió correr a un agujero en la pared.

English

Use the Sign Language Tool to add video on every page where you would like it to appear.

Although the Sign Language Tool is still in the early stages of its development, we hope that this tool can be useful even now to help make books accessible to the Deaf community.

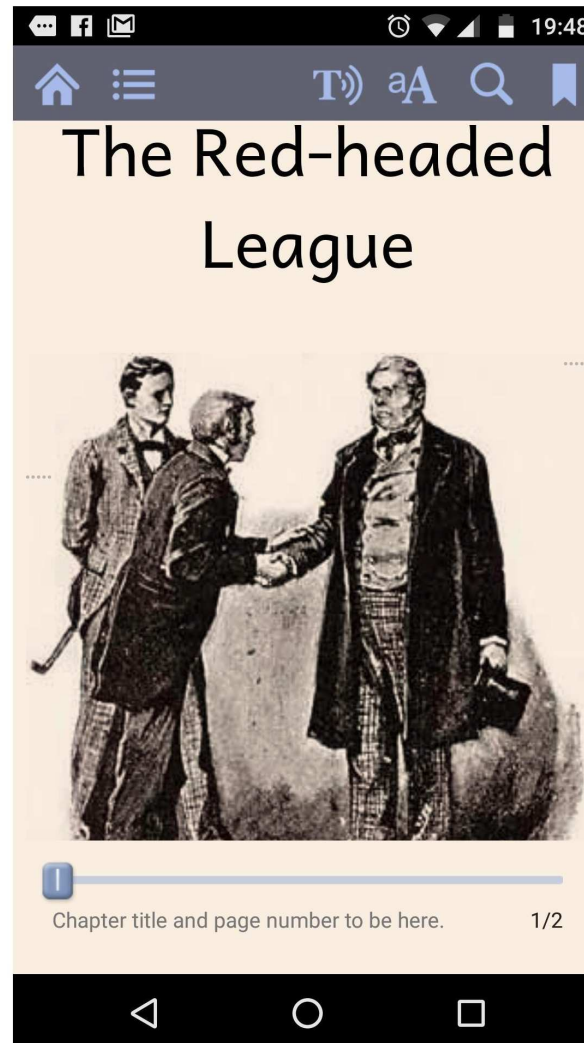
Summary

In this training module, you learned how to:

1. Choose a page design that contains a place for video,
2. Record video using your computer's camera, and
3. Import video that has already been recorded using some other software or device.

Publishing Accessible Books

Publishing Accessible Books



Publishing Accessible Books

In a previous training module you learned how to create accessible books. In this module you will learn how to publish them. Accessible books are in the ePUB format. When you publish a Bloom book as an ePUB, there are special tools to help you check your book for accessibility and to choose some features of the ePUB file that Bloom will create.

What to expect in this module

In this training module, you will learn how to:

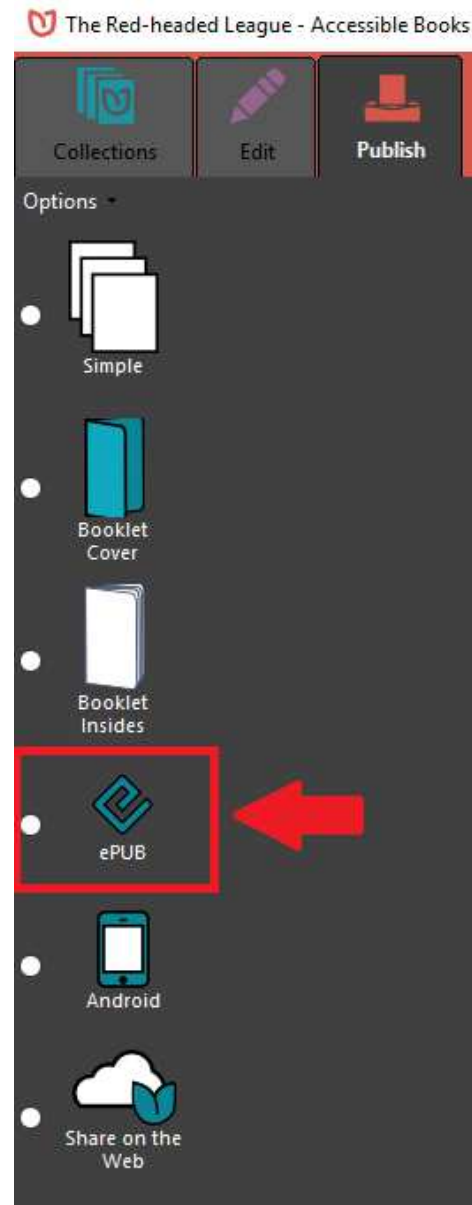
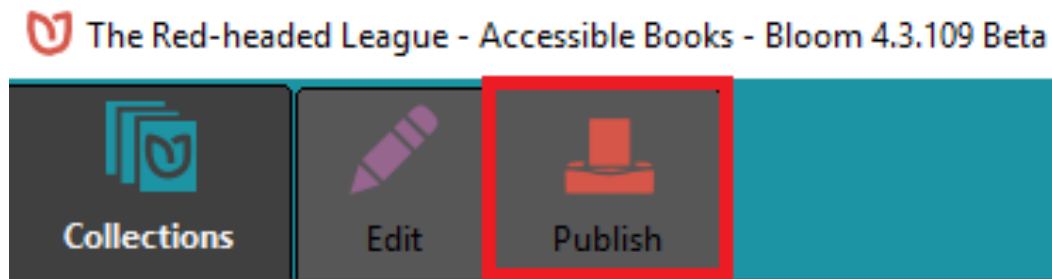
1. Publish a Bloom book as an accessible ePUB file,
2. Use Bloom's accessibility checking tools to determine how well your book meets accessibility standard:
3. Select publishing options, and
4. Save your ePUB file.

Publish a Bloom Book as an Accessible ePUB File

Once you have created your accessible Bloom book, you will need to publish and save it as an ePUB file.

Click on the **Publish** tab.

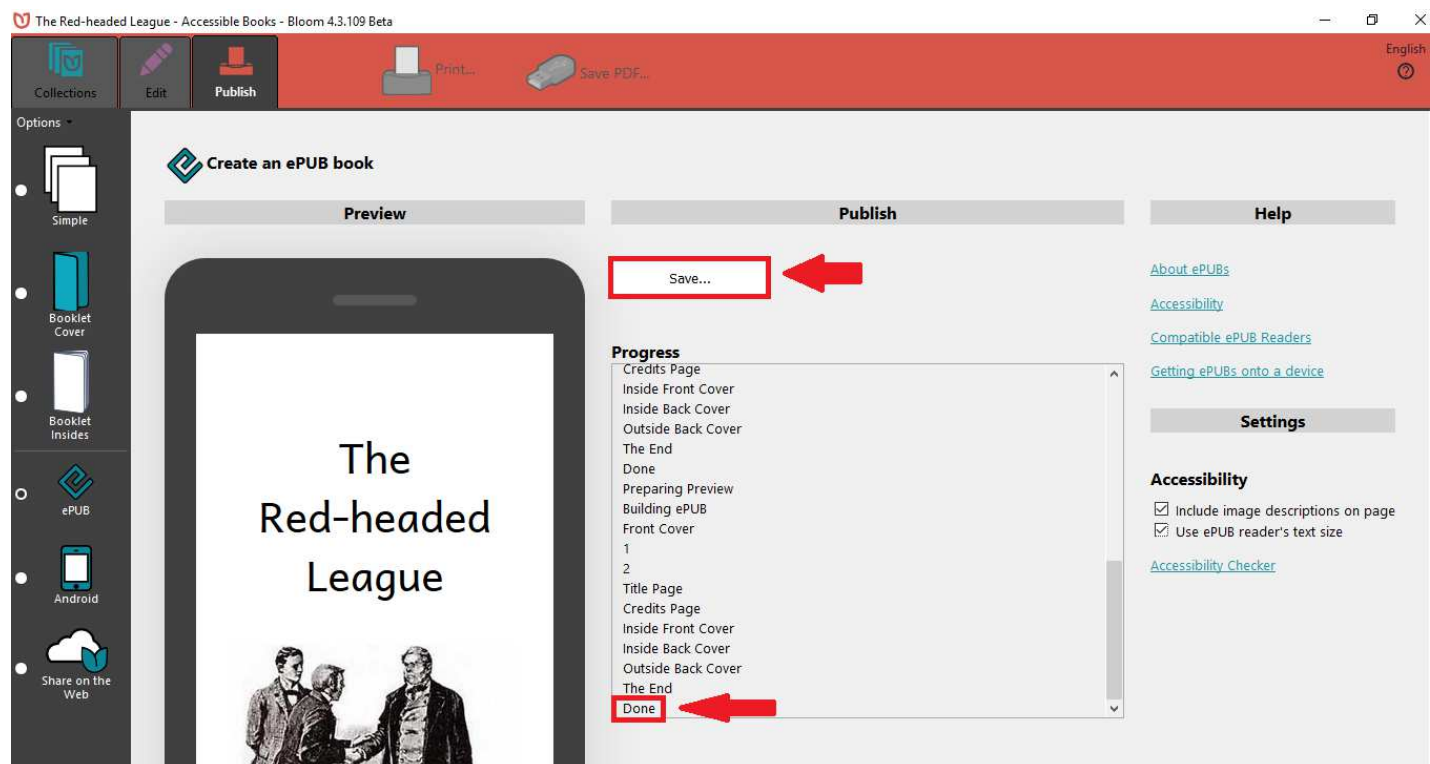
Then click on **ePUB** among the various publishing options available.



Creating your Accessible ePUB File

A screen will open which will display the progress of the creation of the ePUB file. When the process is complete, the word “Done” will be displayed.

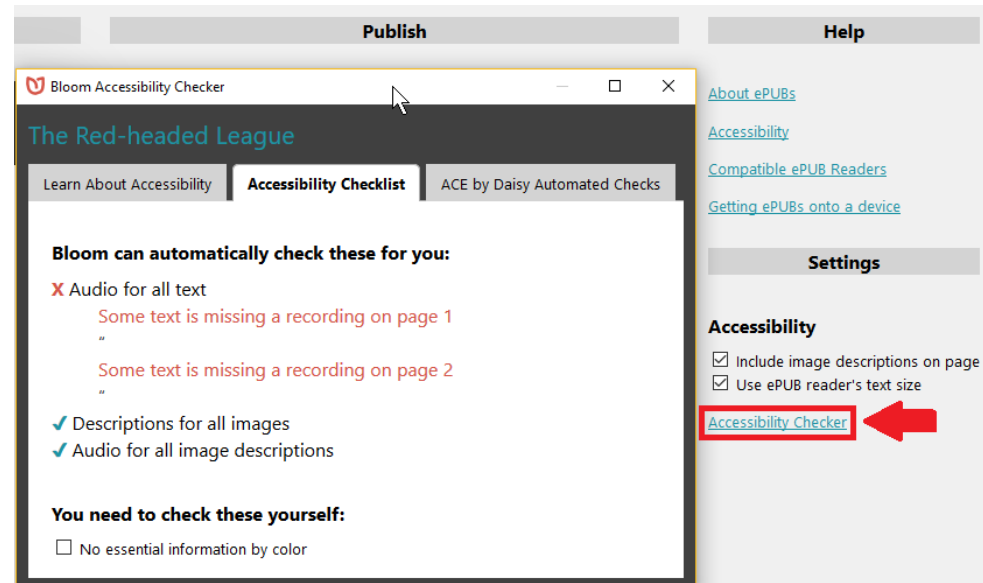
You can save your ePUB file by clicking on **Save**. But it would be good to check your file for accessibility first and select options for creating the file.



Using Bloom's Accessibility Checking Tool

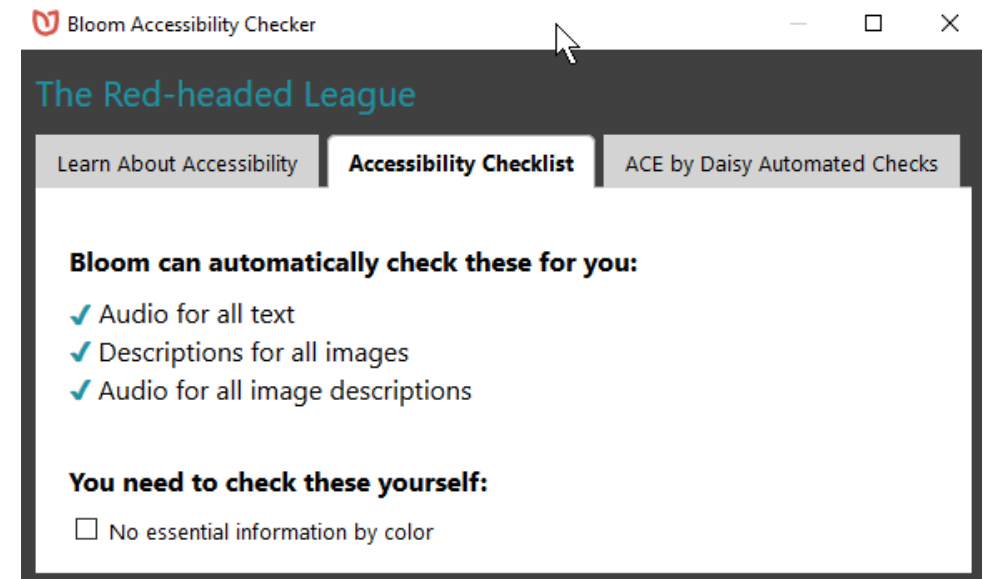
In order to access Bloom's accessibility checking tools, click on the **Accessibility Checker** link that appears at the far right of the ePUB publishing window.

In this example, Bloom's built-in checker reveals that some text has not been recorded.



To correct these errors, you will need to edit your book again. For example, you may need to record more of the text or remove text that you did not intend to record.

After repeating the process above, we now see that the Checklist shows no errors.



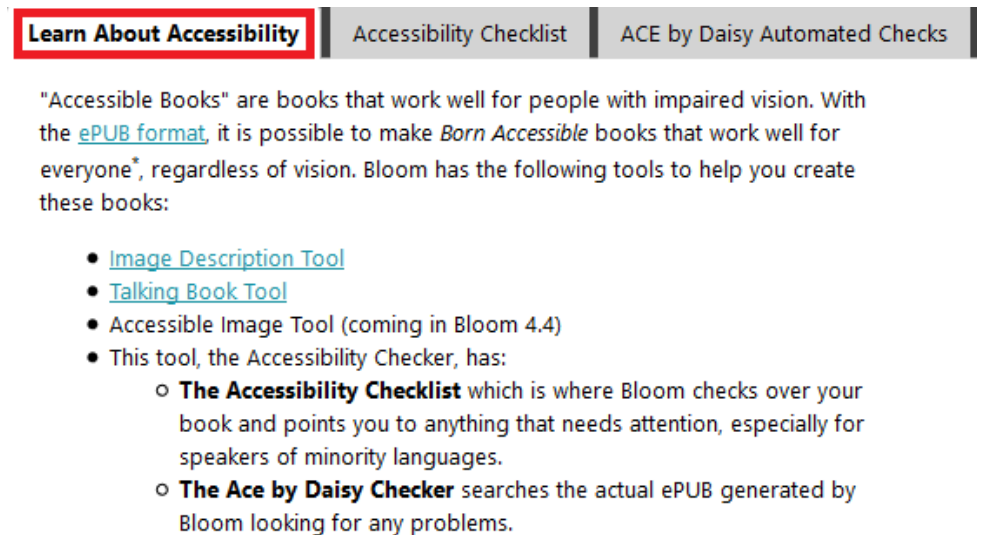
Using Bloom's Accessibility Checking Tool

If you are not familiar with accessible books, click on the **Learn About Accessibility** tab for additional information.

In addition to Bloom's Accessibility Checklist, you can also use the **Ace by Daisy Automated Checks** to do a more thorough check of your book.

The first time you select this option, the process may not work. If this occurs, click on the **these instructions** link and follow the directions to install the ACE by Daisy system on your computer.

You may need the assistance of an IT specialist if you do not have the necessary administrator rights to install software on your computer.

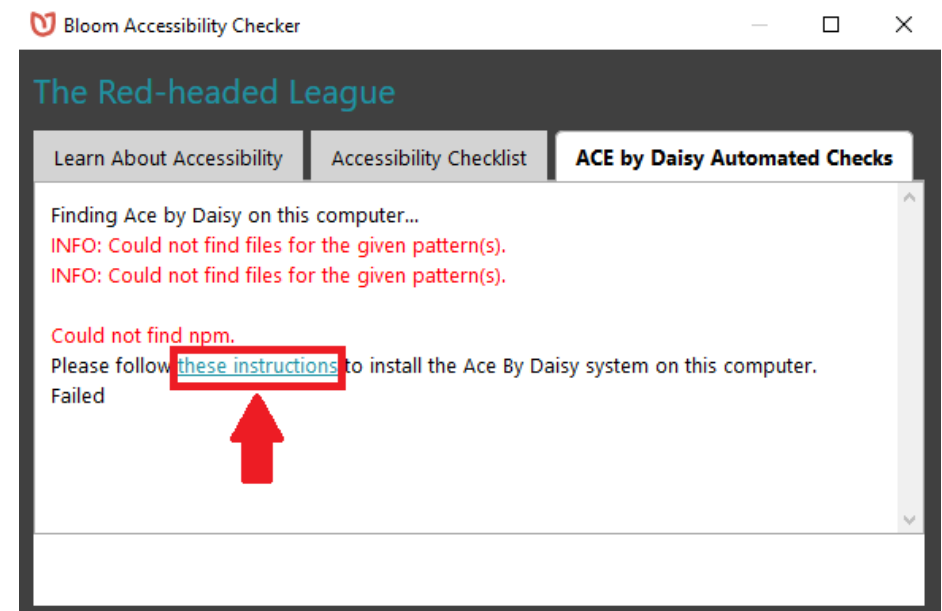


The screenshot shows the Bloom Accessibility Checker interface with three tabs: "Learn About Accessibility" (highlighted with a red box), "Accessibility Checklist", and "ACE by Daisy Automated Checks". The text under the "Learn About Accessibility" tab explains that "Accessible Books" are books that work well for people with impaired vision and lists tools like the Image Description Tool, Talking Book Tool, and Accessible Image Tool. It also describes the Accessibility Checker, which includes the Accessibility Checklist and the Ace by Daisy Checker.

Learn About Accessibility | Accessibility Checklist | ACE by Daisy Automated Checks

"Accessible Books" are books that work well for people with impaired vision. With the [ePUB format](#), it is possible to make *Born Accessible* books that work well for everyone*, regardless of vision. Bloom has the following tools to help you create these books:

- [Image Description Tool](#)
- [Talking Book Tool](#)
- Accessible Image Tool (coming in Bloom 4.4)
- This tool, the Accessibility Checker, has:
 - **The Accessibility Checklist** which is where Bloom checks over your book and points you to anything that needs attention, especially for speakers of minority languages.
 - **The Ace by Daisy Checker** searches the actual ePUB generated by Bloom looking for any problems.



The screenshot shows the Bloom Accessibility Checker interface with three tabs: "Learn About Accessibility", "Accessibility Checklist", and "ACE by Daisy Automated Checks" (highlighted with a red box). The text under the "ACE by Daisy Automated Checks" tab shows error messages: "Finding Ace by Daisy on this computer...", "INFO: Could not find files for the given pattern(s).", "Could not find npm.", and "Please follow [these instructions](#) to install the Ace By Daisy system on this computer. Failed". A red arrow points to the "these instructions" link.

Bloom Accessibility Checker

ACE by Daisy Automated Checks

Finding Ace by Daisy on this computer...

INFO: Could not find files for the given pattern(s).

INFO: Could not find files for the given pattern(s).

Could not find npm.

Please follow [these instructions](#) to install the Ace By Daisy system on this computer.

Failed

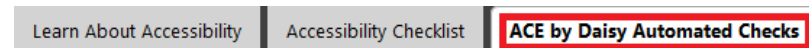
Using the Ace by Daisy Automated Checking Tools

With ACE by Daisy installed, click on the **Ace by Daisy Automated Checks** tab to start the automated checker. The resulting report will give you more details about the accessibility of your ePUB.

Scroll down on the **Violations** tab to see more specific information.

You can also select the **Metadata**, **Outlines**, and **Images** tabs to view additional accessibility information.

Information in this report may suggest that you need to edit your book more so that it passes the checks.



EPUB Accessibility Report

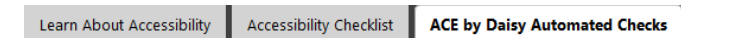
Generated by DAISY Ace (1.0.1) on 2018-9-27 19:37:09

Title: The Red-headed League



Violations

Go to [Summary of Violations](#) | [All Violations](#)



Summary of violations

	Critical	Serious	Moderate	Minor	Total
WCAG 2.0 A	0	0	0	0	0
WCAG 2.0 AA	0	0	0	0	0
EPUB	0	0	0	0	0
Best Practice	0	0	0	0	0
Other	0	0	0	0	0
Total	0	0	0	0	0

Choose Settings that Affect Specific Features of the ePUB File

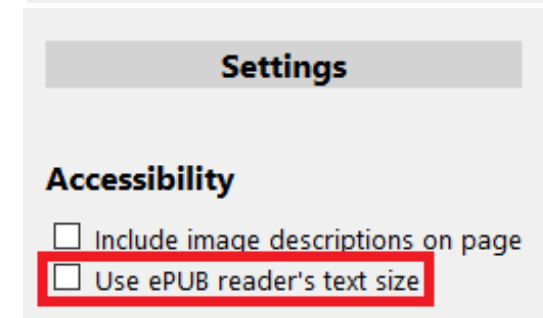
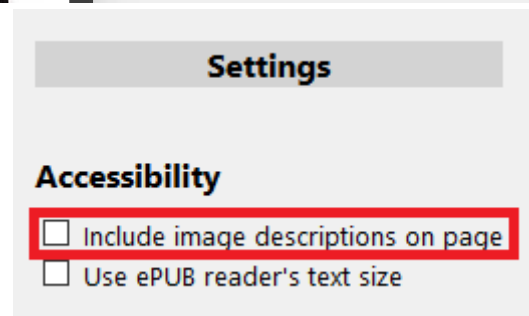
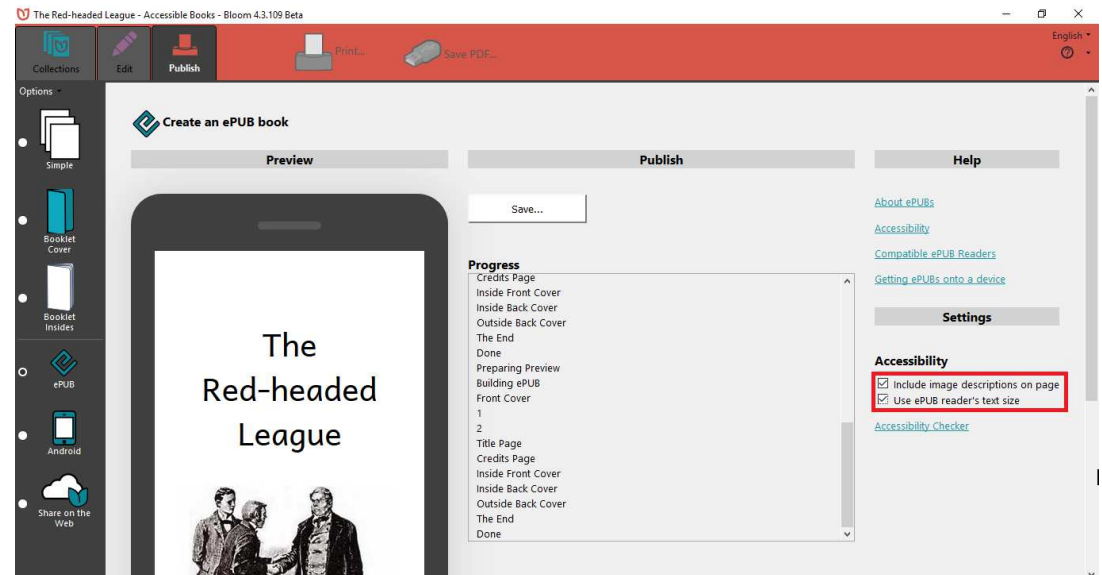
Before you save your file, you may want to select one or more of the Accessibility Settings.

To do this, check one or more of the **accessibility checkboxes** on the right-hand side of the window.

Doing so will cause the ePUB to be processed again.

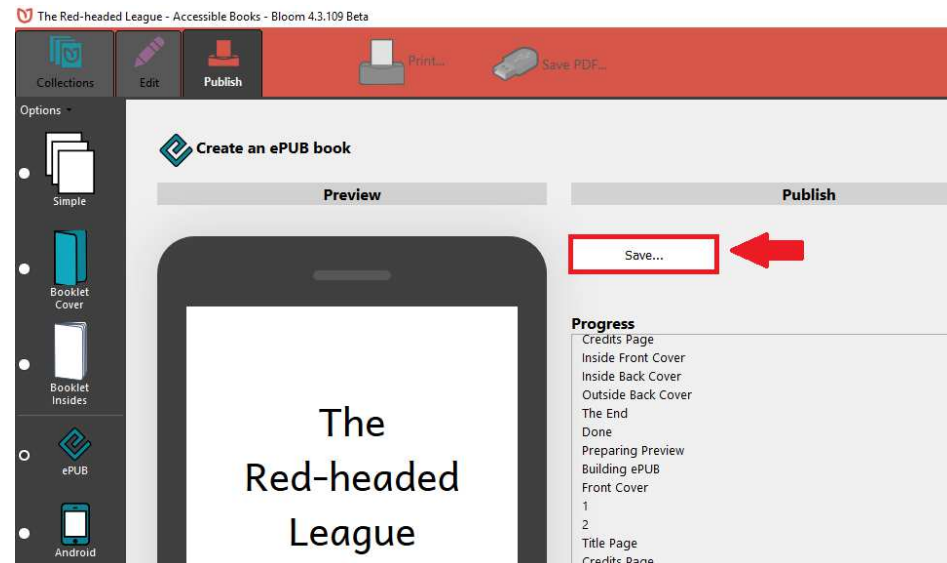
The first checkbox will put your image descriptions right on the page in the ePUB file. Without this, some ePUB readers will show the text but may not be able to play back the recorded audio.

The second checkbox allows the ePUB reader to set the size of the text and change the size in the reader. This allows visually impaired people to set the text size according to their needs.



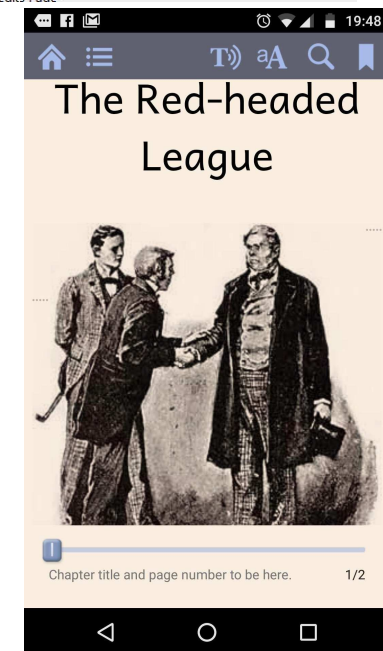
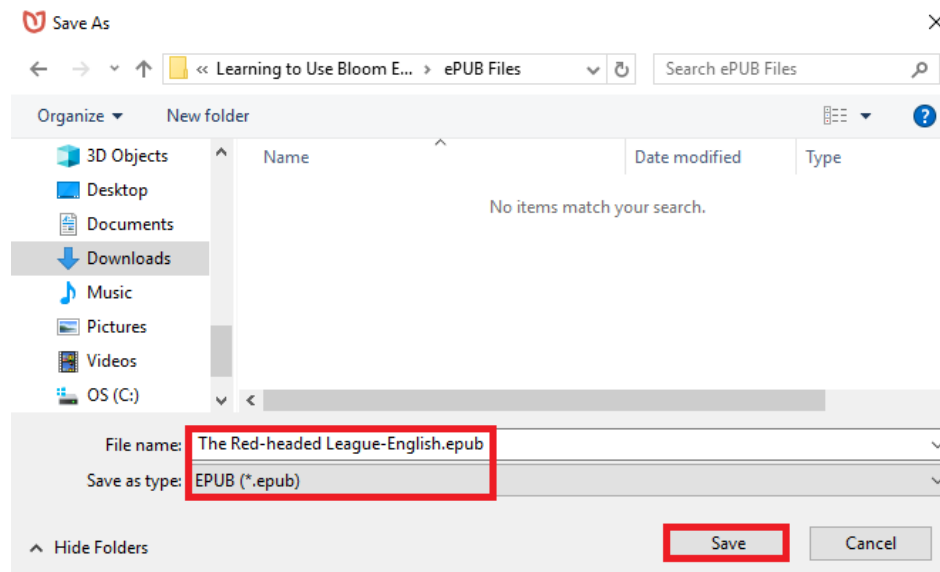
Saving Your Bloom Book as an Accessible ePUB File

Once you are satisfied with your book, have checked it for accessibility, and have selected the accessibility options, you can save your ePUB by clicking on **Save**.



Select the folder in which you want to save the ePUB file.

You can now share use this ePUB file with a compatible ePUB reader. You can also share this file with others.



Summary

In this training module, you learned how to:

1. Publish a Bloom book as an accessible ePUB file,
2. Use Bloom's accessibility checking tools to determine how well your book meets accessibility standard:
3. Select publishing options, and
4. Save your ePUB file.

This book was created by SIL LEAD using Bloom® software.

