

All content that we provide to our employees, all video and text documents including pdfs must at a minimum meet Web Content Accessibility Guidelines (WCAG) 2.0 AA.

Under the Accessibility for Ontarians with Disabilities Act (AODA), we are required to provide content that is accessible for all of our staff. In addition to captions, audio description (where necessary), and descriptive transcripts help ensure we provide content that all of our employees can effectively learn from. [Visit our site to learn more about accessibility at the LCBO](#)

The responsibility is on the content owner (and creator) to ensure all content meets these guidelines. This may present a new layer of work and skill set that must go into all content development. You may need to account for the additional time and/or cost needed for the work to meet these guidelines. As partners we're happy to collaborate and offer support if needed.

Helpful resources:

[Web Content Accessibility Guidelines \(WCAG\) 2.0](#)

[Ontario.ca: How to make website accessible](#)

[How to Meet WCAG \(Quick Reference\)](#)

Attached is a list of technical requirements for content on our Workday platform.

Thank you in advance for making your content accessible to all of our employees.

Workday platform requirements – tech specifications

Here you will find a list of requirements to ensure your content meets our technical specifications and we can seamlessly distribute it to the desired audience.

Courses can have media files such as videos, MP4 files, PDFs and Microsoft Word documents.

Below are additional specifications. Please note all video will require Closed Captions in the form of a separate file (.vtt) and descriptive transcripts in the form of a text file.

1. **Image specifications:**
 - a. 16:9 to 1366 x 769
 - b. 4:3 to 1024 x 768
 - c. Max size 10.24 MB
2. **PDF Files:** Maximum size: 30.72 MB
3. **Video:**
 - a. Max size limit is 20GB.
 - b. Encode setting: 16:9 aspect ratio. 4:2:0 color space. Progressive scan (no interlacing). Square pixels. Constant frame rate. Use a frame rate that matches the source material.
 - c. Use these video dimensions and bit rates: 854x480 at 2,500-5,000 kbps. 1280x720 at 5,000-10,000 kbps. 1920x1080 at 10,000-20,000 kbps.
 - d. ***NEW* Videos must be closed captioned and include audio description where needed**
Guidelines for Closed Captions:

Use readable fonts and ensure font/background contrast that meets WCAG 2.0 AA compliance. All spelling, names, etc. must be checked.

File type: .vtt

Font type preference: Arial

Font/background colour: white text on black background

Font size: ensure the font is readable

Line size: ... it is best to have only 1-2 lines per caption so that the viewer is able to read the caption easily while it is on screen. Each line should have no more than 32 characters per line although newer guidelines suggest up to 42 characters per line. This is because television screens are now in a 16:9 aspect ratio format

- e. ***NEW* Descriptive transcripts must be included in separate file.**

This link contains more information about

transcripts: <https://www.w3.org/WAI/media/av/transcripts/>