

Inclusion Statement

This is accessibility and inclusion guidance for the Heritage Workspace network. The [KnowledgeHub Accessibility Statement](#) applies to the platform as a whole. The KHub statement covers:

- Colour contrast
- Agile zoom
- Keyboard navigation
- Screen reader enabled including unenhanced references
- Access with mobile device
- Simple instructions
- Text labels on forms and buttons
- Alt text on images

This guidance aims to make suggestions for how Heritage Workspace users can make their content as inclusive as possible, to welcome a wide range of sector voices into the space. This includes working with the formats available to us on the KnowledgeHub platform, as well as suggested behaviours to make the Heritage Workspace an inclusive space for all.

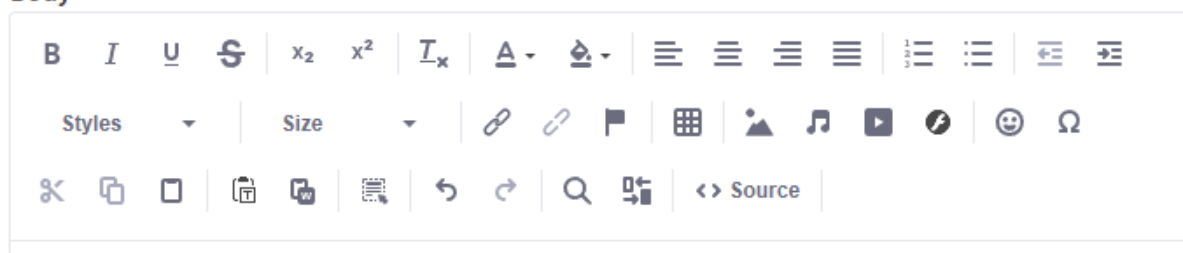
Any queries can be sent to OnlineCommunities@HistoricEngland.org.uk

Any queries about the accessibility of the KnowledgeHub platform can be sent to support@khub.net

Text and Formatting

The default font on KnowledgeHub is Source Sans Pro. These are some recommendations for using the text editor for discussions, blogs, and wiki pages:

Body



- Use the **formatted headings** under 'Styles'. Write headings in a logical order
- KnowledgeHub posts appear on a white background. Use a **clear colour-text contrast**, if changing the colour of the text from black; use a [contrast checker](#) if you are unsure
- Use **bold text** to show emphasis instead of italics
- **Clearly describe links**; do not use 'Click here'. Links should be underlined (this is not done automatically), such as www.HistoricEngland.org.uk

- **Use a large readable font.** The default font size is 16
- **Avoid long sentences,** long paragraphs, or ‘stream of consciousness’ writing. Useful tools are bullet points, or headings and sub heading

The aim is to present your writing in a way that can appeal to the widest possible readership, inclusive of neurodiversities.

Plain Text

Many discussions in the heritage sector, in particular online communities, involve a level of specialised or over-worded language. Where possible, written language should be in Plain English for legibility and inclusion.

The Heritage Workspace caters to a wide range of professionals at different places in their careers; consider this broad audience when writing to foster an inclusive environment where a range of voices can contribute and collaborate.

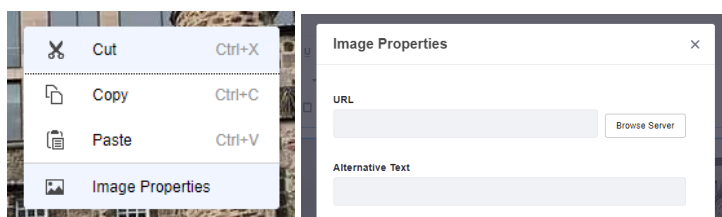
Inclusive writing

The Heritage Workspace is a network for the whole of the heritage sector and connects an audience with a wide range of experiences and identities. Writing with inclusion in mind could mean:

- **Avoid unnecessarily gendered language.** Use ‘folks’ instead of ‘ladies and gentlemen’, and choose gender neutral pronouns
- **Using inclusive examples.** Draw on diverse imagery, e.g. in hypothetical examples
- **Be precise with meaning.** Do not assume the knowledge of your audience

Alt-text

Images can be added to discussion posts, or within replies. Any images should include an ‘Alt-Text’ description- around 1-2 sentences- to make the image accessible to a screen reader or provide further clarity to the image content. Alt-text can be added by right clicking an image, selecting image properties, and typing the description in the ‘Alternative text’ box.



Images can also be added as headers to a blog. In this case, add an alt-text description to the caption box directly below the image.



Video Captions

Videos be uploaded as a file under the Library tab or embedded into posts as a link. In either case, ensure that any videos have either open or closed captions added prior to uploading to the Heritage Workspace.

Open captions: captions that are in view and cannot be turned off.

Closed captions: captions that can be turned off and on by the viewer.