Accessibility Icons.
Introduction

About this document

This Accessibility Icons Media Toolkit and Standards document discusses the different accessibility icons available to be used in Carleton University’s Student Experience Office’s materials. The document describes each icon, it’s meaning, as well as the design standards for the icons. It also provides examples of incorrect and correct usages of the icons.

The design standards mentioned in this document serve only as a guideline and final design decisions regarding the use of the icons lies at the discretion of the designer. However, the design standards should be met whenever possible in order to ensure consistency in the application of the icons and to ensure the identifiability of the icons across different platforms.

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Icons and Meanings

All Persons Restroom
Carleton’s campus is wheelchair accessible. Our staff and volunteers are happy to assist any student with accessibility needs navigating to different events, using the tunnel system and elevators or other assistance needs.

Large Crowds
These events can be expected to have upwards of 100 people including volunteers and staff. All large events comply with the Risk Management limitations for safe capacities of people in each space being used.

Food, Drink Provided
There will be food and/or beverages at this event. If you have not indicated already, please contact the event coordinator if you have any specific dietary accommodations.

Bright Lights
This event may have bright lighting such as stage lights, flashing lights or others.

Accessible Transportation
This event has accessible transportation available to bring you to and from event destinations. Our staff and volunteers will be able to guide you to the pick up/drop off location.

Loud Sounds
There can be loud noise expected at this event. This may include cheering, group chanting, speakers in the room, and/or other noise.
Closed Captioning
There is closed captioning available for this video presentation.

Uneven Terrain
This event has terrain such as grass, gravel, turf and/or others. Our staff and volunteers are happy to assist any students with navigating the event space.

Described Video
This presentation features described video for the visually impaired.

Accessible Presentation Formats
This presentation features accessibility accommodations for those with visual and auditory impairments.

Water Activities
A portion of this event includes water activities.

Live Q&A
A portion of this event includes a live question and answer period for viewers.
Icons and Meanings cont’d

**Less than $20**
Costs associated with this event will not exceed $20.

**More than $20**
Costs associated with this event may exceed $20.

**Free**
There are no costs associated with this event.

**Engagement Expectations**
This presentation features opportunities for the audience to engage with the presenter and/or the audience.

**Event Recording**
A portion of this event will be recorded for future use and/or reference.
Circle Icons

White and Transparent Background | Lineal style

Wheelchair Accessible
Bright Lights
Large Crowds
Accessible Transportation
Food, Drink Provided
Loud Sounds
Closed Captioning
Accessible Presentation Formats
Uneven Terrain
Water Activities
Circle Icons

White and Transparent Background | Lineal style

Described Video  Event Recording  Live Q&A  Engagement Expectations  Free

Less than $20  More than $20
Circle Icons

Solid Colour Background | Fill Style

Wheelchair Accessible
Bright Lights
Large Crowds
Accessible Transportation
Food, Drink Provided

Loud Sounds
Closed Captioning
Accessible Presentation Formats
Uneven Terrain
Water Activities
Circle Icons

Solid Colour Background | Fill Style

- Described Video
- Event Recording
- Live Q&A
- Engagement Expectations
- Free

- Less than $20
- More than $20
Circle Icons

Design Guidelines

Icon Space
The icon space contains all icon contents. The icon space size is 3/4 of the square keyline and centred within the keyline. i.e.) If the square keyline is 100 pixels x 100 pixels, the icon space is 75 pixels x 75 pixels, centred within the keyline.

Icon
All icons should have equal line weight and colouring to maintain consistency. Icons should be visually centred and occupy the entire icon space.

Padding
As denoted by the pink area. Padding size is determined icon space size.

Square Keyline
The circle keyline and the icon space are derived from the square keyline. To make square icons, use the square keyline.

Circular Keyline
Circle derived from the outer corners of the square keyline.

Minimum Size
All uses of the icons should be at a size of at least 0.7 cm in diameter, or 20 pixels. This is to ensure the icon can be easily read and identified.

Space Clearances
Using the keyline diameter as a unit of measure "X", the minimum clear space required between the icon and other graphics should be one quarter X (¼X) or one quarter of the keyline diameter size.
Icon Usage

Incorrect Usages

- Do not flip icon
- Do not stretch or distort icon
- Do not rotate icon or use at an angle
- Do not crop an image into icon
- Do not keep keyline outline if using a solid fill
- Do not change keyline thickness
- Do not use icon on a busy background
- Do not crop an image into icon
- Do not colour the keyline differently from the icon
Icon Usage

Correct Usages

Use the black lineal style, black fill or colour fill style icons on white and light coloured backgrounds.

Use black fill white icon on light photo backgrounds.

Use white fill with black icon on dark photo backgrounds.

Use a white lineal or white fill style icon on black and dark coloured backgrounds.

Icon can be used without a keyline or fill if on a solid colour background. Use a white icon for dark backgrounds and a black icon for light backgrounds.