

Web Accessibility Quick Tips

Headings

Tip	Example
Use a level 1 heading to indicate the title, topic, or purpose of the page.	<pre><div id="main" role="main"> <h1>Web Accessibility Quick Tips</h1> <!--Some content. --> </div></pre>
Repeat all or part of the level 1 heading in the <title> element.	<pre><head> <title>Computer Accommodations Program &#8212; Web Accessibility Quick tips</title> </head> <div id="main" role="main"> <h1>Web Accessibility Quick Tips</h1> <!--Some content. --> </div></pre>
Use level 2 headings to indicate main sections of the document.	<pre><div id="main" role="main"> <h1>Web Accessibility Quick Tips</h1> <h2>Headings</h2> <p>Some content.</p> <h2>Images</h2> <p>Some content.</p> </div></pre>
Use level 3 headings to indicate sub-sections.	<pre><div id="main" role="main"> <h1>Web Accessibility Quick Tips</h1> <h2>Headings</h2> <p>Some content.</p> <h3>Headings Sub-section</h3> <p>Some content.</p> <h2>Images</h2> <p>Some content.</p> <h3>Images Sub-section</h3> <p>Some content.</p> <h3>Images Sub-section 2</h3> <p>Some content.</p> </div></pre>
Use level 4, 5, and 6 headings to indicate sub-sub-sections.	<pre><div id="main" role="main"> <h1>Web Accessibility Quick Tips</h1> <h2>Headings</h2> <p>Some content.</p> <h3>Headings Sub-section</h3> <p>Some content.</p> <h4>Headings Sub-sub-section</h4> <p>Some content.</p> <h2>Images</h2> <p>Some content.</p></pre>

Tip	Example
	<pre> <h3>Images Sub-section</h3> <p>Some content.</p> <h4>Images Sub-sub-section</h4> <p>Some content.</p> <h5>Images Sub-sub-sub-section</h5> <p>Some content.</p> <h3>Images Sub-section 2</h3> <p>Some content.</p> </div> </pre>
Do not use headings to control font characteristics (size and weight).	Incorrect <pre> <h1>IMPORTANT!</h1> <h3>Controlling the font size for a paragraph by wrapping it in a heading tag is not only semantically incorrect, it will cause screen readers to repeat the heading level each time a line-wrap occurs.</h3> </pre>

Images

Tip	Example
Use accurate and concise language for alt attributes.	<code></code>
Describe Graphical charts, graphs, and other complex visual images in a separate document, which can be linked to using one of the following methods: • Use the longdesc attribute. • Use the image as a link with appropriate alternative text. • Describe the information represented by the image in the body content.	<pre> </pre>
Use empty alt attributes for inline decorative and layout images.	<code></code>
Use CSS to render background images.	<code>.nav_bar {background: url("/images/background_image1.jpg") repeat-x #FFFFFF;};</code>
Do not use images to render Text, except for logos and branding identity.	<code></code>

Forms

Tip	Example
Use the <label for> element to structurally associate form controls with their corresponding labels.	<pre><label for="uniqueID">Name</label> <input type="text" id="uniqueID" name="name_field"></pre>
In addition to punctuation, text, images or color to identify required fields, use the aria-required attribute.	<pre><input type="text" id="uniqueID" name="name_field" aria-required="true"></pre>
Identify sets of related form controls using the <fieldset> and <legend> elements.	<pre><fieldset> <legend>Contact Information</legend> <label for="uniqueID">Name</label> <input type="text" id="uniqueID" name="name_field" aria-required="true"> <label for="uniqueID2">Phone</label> <input type="text" id="uniqueID2" name="phone_field" aria-required="true"> <label for="uniqueID3">E-mail</label> <input type="text" id="uniqueID3" name="email_filed" aria-required="true"> </fieldset></pre>
Use a list to identify validation errors, and link each error to its location in the form.	<pre> ERROR: Invalid character in the E-mail field ERROR: Too many digits in the Zip Code (limited to 5 characters). </pre>
Do not use type="image" for submit and other controls.	<pre><input type="button" src="submit_btn.jpg" width="36" height="36" value="SUBMIT"></pre>

Miscellaneous

Tip	Example
Use links that are informative and make sense out of context.	Incorrect <pre><p>For more information on an Upcoming Event, Click here.</p></pre> Correct <pre><p>Learn more about the Upcoming Event.</p></pre>
Provide visual confirmation when a link receives focus.	<pre>A:focus, A:hover, A:active { color: #FFFFFF; background-color: #600003; font-weight: bold; font-decoration: none; }</pre>
Use structural markup to indicate changes in content language.	<pre>The word hello is pronounced hola in Spanish.</pre>

Use the <th> element for all table column headers.	<pre> <table> <tbody> <tr> <th>Questions</th> <th>Disagree</th> <th>Neutral</th> <th>Agree</th> </tr>...</pre>
Use structural markup to associate table cells with their corresponding row and column headers.	<pre> <th id="col1">Column 1</th> <th id="row1">Row 1</th> <td headers="col1 row1">Data Cell</td></pre>
Use structural markup for list.	Incorrect <pre> List item 1.
 List item 2.</pre> Correct <pre> List item 1 List item 2 </pre>
Provide transcripts of audio content.	<pre> Recording of General Whathisname's July 4th speech (MP3). Transcript of General Whathisname's July 4th speech (RTF).</pre>
Provide captioning for audio/video content.	<pre> Video of Dr. Windbag's lecture on Aerodynamics (MP4/CC).</pre>
Use foreground and background colors of significant contrast.	Color contrast checkers — http://accessibility.umn.edu/color-and-contrast-414.html
Make sure the Web page can be navigated and objects/applets operated using the keyboard alone.	use the keyboard (tab key, arrow keys, enter key and spacebar) to navigate the page. • Does focus move in a logical and consistent order? • Are all page elements (links, radio buttons, text boxes, and drop down menus) operable using the keyboard alone?