Creating Accessible Documents: Tip Sheet
Part II: Web Accessibility

Under the Accessibility for Ontarians with Disabilities Act, all websites must be compatible with Web Content and Accessibility Guidelines 2.0 (WCAG 2.0), level AA.

There are four basic principles to web accessibility: content must be **perceivable**, **operable**, **understandable** and **robust**. Most guidelines for web accessibility are the responsibility of programmers and developers, but there are many issues that can be addressed by users of Content Management Systems.

Perceivable

People must be able to perceive the content on a webpage. Barriers occur when information is communicated in only one way.

Text Alternatives:
 • Provide alternative text for all non-text content (images, videos, audio, buttons, etc.)
 • If the image is decorative only, use the alt tag ""
 • Provide alternatives for audio and video (transcripts, subtitles, captions, audio description)

Adaptable - Information can be displayed in different ways without losing structure:
 • Ensure that information is displayed in a meaningful sequence
 • Use proper styles and formatting

Distinguishable:
 • Do not use colour alone to convey information
 • Use sufficiently contrasting colours from foreground to background

Operable

Once the content is perceivable, users must be able to perform actions.

Keyboard Accessible:
 • Users must be able to navigate all functions on your website using a keyboard – try it!

Navigable:
 • Users should be able to tell where they are and where they have come form at all times
 • Use short, easy to remember URLs
 • Use page titles that explain the content
 • Use proper section headings
 • Use meaningful link text – avoid using "click here" or "read more"

Understandable

Users must be able to understand the content.
 • Avoid unfamiliar acronyms and abbreviations
 • Avoid overly complex instructions – keep it simple
 • Avoid using inside jargon (U of T speak)
 • Avoid unpredictable behaviours, such as opening a link in a new window or pop-up windows
 • Use consistent, predictable navigation menus
 • Use consistent language to identify pages (first, next etc.)
 • Use clear labels on forms (e.g. Family Name instead of Name1)
 • Use simple, clear and predictable page titles

Robust

Websites should appear and behave the same way on all browsers, web-enabled devices and assistive technologies.