

CALS Administrative Computing Services

University of Wisconsin - Madison
240 Ag Hall



In accordance with the Universities' policy regarding World Wide Web Accessibility:

- The project **MUST** be completed no later than November 1, 2003.
- There must be an address to contact a web developer for problems
- The site must be evaluated using a variety of Web browsing software and platforms (including a voice output web browser).
- Only in cases where extraordinary measures would need to be taken may a Text-only Web site be offered

Below, is a guide on how to make a Web site accessible (in accordance with The Federal Rehabilitation Act Section 508 standards - specifically subsection 1194.22).

NOTE: All of the following steps are **REQUIRED**.

General:

- Make sure simple language is used throughout the site.
- Make sure that the page can be viewed if the user's browser will not run scripts and applets.
- Make sure that the page can be viewed without the use of stylesheets.
- Make sure that the style/design across all pages is consistent.
- If there is video, it must be captioned and properly synced to it for the hearing impaired.
- If there is an audio clip, a transcript must be provided.
- All text on color must be in some way available without it.
- In addition, the background colors must be such that someone that is colorblind can see the page without any trouble.
- If there are links on top of color, make sure that there is clear black text near it so it can easily be seen.
- If there is an image map in use, there must be plain ASCII text links in addition to it, either at the bottom of the page or somewhere else and that they are in a logical order as well.

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- ❑ Any flashing should be eliminated (i.e. text, images, Java applets).
- ❑ There should be an optional text-only page
- ❑ Or, if there is information within an image, it should be converted to text.
- ❑ Make sure that paragraphs have appropriate headings.
- ❑ When plug-ins are required to view site content, there must be a link to download that plug-in as well.
- ❑ Make sure that there are no repetitive links and add a skip navigation links option in the case that the individual knows where they would like to go within the site.
- ❑ Ensure that there are no “time-out” pages (including secure pages).

Technical:

- ❑ Does the document begin with `<!DOCTYPE HTML PUBLIC "-//W3C//DTD HTML 4.0 Transitional//EN">` which tells the web browser what type and version of markup language is being used?
- ❑ Make sure that the tag `<html lang="en">` is included so that an indication of the language is given to the web browser.
- ❑ If there are links off of CALS Web sites, they must be made so that a new browser opens up (i.e. ``)
- ❑ Furthermore, links must also include the TITLE attribute with a description of where the link will take the visitor.
- ❑ Is there an ALT attribute within an image tag that gives an appropriate description of the picture (i.e. “Go back to top”).
- ❑ If there is an image map, use the ALT attribute for the image so it can be made known that it is indeed an image map (i.e. `ALT="usemap"`).

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- If frames are in use, make sure they are titled for ease of navigation. Or make it so that the page can be viewed without the frames altogether.

Example: `<frame src="navlinks.html" name="navlinks" title="Navigational Links Frame">`

- If there are tables: use the SCOPE tag so that navigation of large tables is easier:

Example:

```
<table>
<Tr>
<th>&nbsp;</th>
<th scope="col">Spring</th> <th scope="col" >Summer</th> <th scope="col" >Autumn</th>
<th scope="col" >Winter</th> </tr>
<tr> <td scope="row" >Betty</td> <td>9-5</td> <td>10-6</td> <td>8-4</td><td>7-3</td>
</tr>
<tr> <td scope="row" >Wilma</td> <td>10-6</td> <td>10-6</td> <td>9-5</td> <td>9-5</td>
</tr>
<tr> <td scope="row" >Fred</td> <td>10-6</td> <td>10-6</td> <td>10-6</td> <td>10-6</td>
</tr>
</table>
```

This table would be displayed as follows:

	Spring	Summer	Autumn	Winter
Betty	9-5	10-6	8-4	7-3
Wilma	10-6	10-6	9-5	9-5
Fred	10-6	10-6	10-6	10-6

- For form use, use the <LABEL> tag and the ID attribute

Example:

```
<FORM>
<TABLE>
<TR>
<TD><B><LABEL FOR="first"> FIRST NAME:</LABEL> </B></TD>
<TD><INPUT TYPE="TEXT" NAME="FIRSTNAME" ID="first" ></TD>
</TR>
<TR>
<TD><B><LABEL FOR="last"> LAST NAME:</LABEL> </B></TD>
<TD><INPUT TYPE="TEXT" NAME="LASTNAME" ID="last" ></TD>
</TR>
</TABLE>
<P>
<INPUT TYPE="SUBMIT" VALUE="SUBMIT">
</FORM>
```