

## Web Accessibility Training



### Web Content Accessibility Guidelines (WCAG) 2.0

WCAG 2.0 defines how to make Web content accessible to individuals with disabilities. It is organized around 4 principles and 12 guidelines.

## 01 Perceivable



P

#### Guideline 1.1

Provide text alternatives for non-text content

#### Guideline 1.2

Provide alternatives for time-based media

#### Guideline 1.3

Create content that can be presented in different ways without losing meaning

#### Guideline 1.4

Make it easier for users to see and hear content

#### Guideline 2.1

Make all functionality available from a keyboard

#### Guideline 2.2

Give users enough time to read and use content

#### Guideline 2.3

Do not use content that causes seizures

#### Guideline 2.4

Help users navigate, find content, and determine where they are

O



## Operable

## 02

## 03 Understandable



U

#### Guideline 3.1

Make text readable and understandable

#### Guideline 3.2

Make Web pages appear and operate in predictable ways

#### Guideline 3.3

Help users avoid and correct mistakes

#### Guideline 4.1

Maximize compatibility with current and future user tools

R



## Robust

## 04

## Things You Can Do Today



### How to begin making your page accessible

01

#### **Make sure you have a descriptive page title:**

- Navigate to your page within OmniUpdate
- Check Out the page
- Click Properties
- Review and update your page Title, Description, and Keywords

02

#### **Run an accessibility scan on your page:**

- Navigate to your page within OmniUpdate
- Check Out the page
- Click the Page Check button
- Click the Accessibility button

03

#### **Check images for meaningful Alternate Text:**

- Navigate to your page in OmniUpdate
- Check out the page
- Click the Edit button for regions with images
- Click the image to select it
- Click the Insert/Edit button
- Edit/Update the image Description

04

#### **Check links:**

Make sure links clearly show where they go. Test links to make sure they go to the desired place.

05

#### **Check videos for captions**

Click the CC button to confirm captions.

06

#### **Check page navigation:**

Can you use the tab key to navigate around your page?  
Is that navigation logical?

07

#### **Check Forms:**

If you click on a label, does the cursor appear in the form field? Does the tab key take you to the next entry spot on the form?

08

#### **Check Headings:**

Make sure headings and sub-headings are in hierarchical order.

09

#### **Avoid PDFs:**

Convert PDF documents to HTML whenever possible.