

# Accessibility in Action Workshop Handout

## Accessibility Questions

- Do the images within the page require **alternative text**?
- Do links on the page contain **descriptive, meaningful text**?
- Does the page content use **semantic markup**?
- Are **tables** built in a manner that makes them more accessible?

## Alternative Text

### Image Content

1. Is the image primarily decorative to enhance the look of a page? If so, use the decorative check box.
2. Does the image contain content that is also in text that is close to the image? If so, use the decorative check box.
3. Does the image contain content and have a caption that provides the same information? If so, use the decorative check box.
4. Is the content of the image not included in the text or is separated by a significant amount of other web content? If so, add a short description.  
If an image is a photo, do not include “image of” in the description.
5. Does the image contain text? If so, add a description using the same words that are in the image.  
If the image is a graphic illustration or button, do not include “graphic of” in the description.

### Functional Image

6. Is the image inside a link? If so it’s a functional image. Add a description that’s the same as the page the link points to.

**Insert/Edit Image**

General Appearance

Source

/\_images/accessibility/alt-text/arts-bash-students.jpg

Decorative ☒

Description

Tooltip

Dimensions  x  ☒ Constrain proportions

Class

ID

Cancel OK

## Descriptive Links (No “Click Here”)

Avoid non-informative link phrases such as:

- Click here
- Here
- More
- Read more
- Link to [some link destination]
- Info

### Use Descriptive Links

**Click here example:** “or you can click here to see the [schedule](#)”

**Descriptive link example:** “[Spring 2016 Course Schedule](#)”

## Semantic Markup

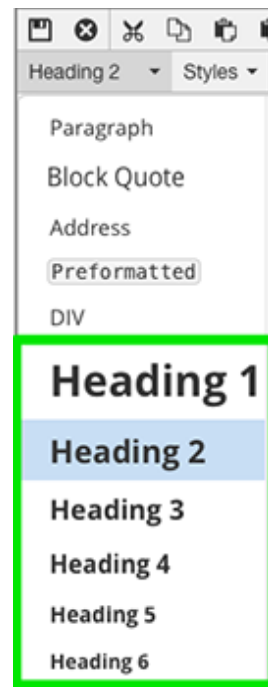
### Using Headings Correctly

- In the OU Editor, select headings from the Format drop-down list.
- Use actual heading (<h1> - <h6>) tags for all content headings.
- Do not use headings for visual effects. For emphasis, use the bold tool or, from the OU editor's Styles drop-down, use one of the text call-out styles."
- Heading tags need to be used in the correct order, without skipping tags in between. If you only have two headings on a page, they should be an <h1> and an <h2>, not an <h1> and an <h6>.
- If you want to change the way headings look, add the correct heading and then add a "Faux" heading style available from OU's Styles drop-down.

### Using Lists Correctly

Unordered (bullet) lists and ordered (numbered) lists also add meaningful structure. Lists should be used correctly and for the right purposes.

- Unordered lists should be used when there is no order of sequence or importance
- Ordered lists suggest a progression or sequence.



## Tables

- When sighted users focus on a table cell, they can see the relationship of cells placed in rows and columns.
- A screen reader can only read each cell one by one from left to right, top to bottom.

### Complex Tables vs Simple Tables

Screen readers may misinterpret complex tables. To fix this, examine the table to see if you can break it down into a few simple tables. They are easier for screen readers and more usable for the general audience as well.

### Building an Accessible Table

Use the table tool in the OU Editor to:

- Add a table caption.
- Add column and/or row and headers.
- Assign a scope to column and/or row headers.

### Table Caption

Column Header	Column Header	Column Header	Column Header
Row Header	Cell Data	Cell Data	Cell Data
Row Header	Cell Data	Cell Data	Cell Data