

Section 508 - Web Accessibility

User-Friendly Checklist

(a) IMAGES

- All photos, images, and graphics-as-text MUST have equivalent ALT tags.
- If necessary, create long descriptions of your images using the longdesc attribute.

(b) MULTIMEDIA OR STREAMING MEDIA

- If you have video clips, be sure they are captioned.
- If you have audio files, be sure they are accompanied by text transcriptions.

(c) COLOR USAGE & CONTRAST

- Information conveyed with color must be understood without color.
- Text color must be in high contrast to the page's background color or background image.

(d) CASCADING STYLE SHEETS (CSS)

- Web sites that use CSS must be understandable when the Style Sheet is turned off.

(e & f) IMAGE MAPS

- Use client side image maps, not server side image maps.
- All image map regions must have alternate text.

(g & h) DATA TABLES

- Identify column and row table headers.
- Provide a text summary of all data tables.

(i) FRAMES

- Winthrop strongly discourages use of frames; if you must use frames, be sure to choose a descriptive label for each (HTML)

(j) SCREEN FLICKER

- No flashing or blinking multimedia.
- No scrolling or blinking text.

(k) ALTERNATIVES

- A text only version of a Web page should be created when there is no other way to make the content accessible.

(l) SCRIPTING LANGUAGES

- All scripts (i.e. JavaScript pop boxes, rollover buttons, DHTML menus, etc.) must be accessible to assistive technologies or have text alternatives provided within the scripts themselves.

(m) LINKS TO PLUG-INS

- If something on your site requires third-party software or a plug-in (ex. Flash, Adobe Reader, RealPlayer, QuickTime, PowerPoint), provide a link to the download site.

(n) FORMS

- If you use forms, provide clear directions on how to use them and verify correct tab order.
- Each form element must have a text label associated through HTML code.

(o) NAVIGATION

- Provide a link to skip over repetitive navigation links.
- Use clear and consistent navigation throughout your site.

(p) TIMED RESPONSE

- When a timed response is required, the user shall be alerted and given sufficient time to indicate more time is required.