



Part I: OSU Web Accessibility Policy

Presented by: Scott Lissner

ADA Coordinator

URL: ada.osu.edu

E-mail: ada-osu@osu.edu



What are the OSU Accessibility Policies and Standards?

- View the full text online:
<http://ada.osu.edu/resources/WebPolicies.htm>
- Effective 06/30/2004
- Policies cover:
 - purpose, scope, guidelines, implementation priorities, exceptions, reporting, and review.
- Standards include: 19 items covering Section 508 and some aspects of W.C.A.G. Priority 2.
 - Specific requirements for accessible web design.

Policies -- Purpose

- Creation and dissemination of knowledge fundamental to Ohio State University's mission.
- Use of digital and web based information delivery of information increasingly central to our mission.
- OSU is committed to ensuring equal access to information for all its constituencies.
- Establishes minimum standards considered necessary to meet goals and ensure compliance with applicable state and federal regulations.



Policies -- Scope



- Which Sites are Included?
 - Official OSU pages,
 - Associated OSU pages
 - Not included: personal pages, non-university organizations, those not conducting university business.
- Special Consideration: Password Protected Course Content
 - Identifiable users
 - Accommodations can be made on-demand in conjunction with ODS.

Policies -- Implementation

■ Priorities for Implementation



- All new and redesigned pages after 06/30/04
- Pages with immediacy for conducting essential university business.
- Annual 15% conversion of most used pages.
- Legacy pages.

■ Exceptions:

- User-requests take priority (10 business days).
- Archive pages by request only.
- Compliance not technically possible – request exemption from ADA Coordinator's Office.

Policies – Inviting User Requests


- As of 06/30/04 each University web site, including Legacy Pages, must:
- Indicate, in plain text, a method of contact for users having trouble accessing content within the site.
- Suggested language:
 - "If you have trouble accessing this page and need to request an alternate format, contact _____ at _____.";
- Contact information (e-mail and/or phone number) puts the user in touch with someone responsible for the content and function of the page who can respond within one business day.



Policies – Reporting


- Annual Report must include:
 - Summary of progress towards fully accessible web space.
 - Targets for upcoming year.
 - Priorities
 - % of pages





Part II.
OSU M.W.A.S. –
A Walkthrough the Standards

Presented by: Lori Bailey
Web Accessibility Center
www.wac.ohio-state.edu
E-mail: webaccess@osu.edu



MWAS 1 – Alternative Text

A text equivalent for every non-text element shall be provided (e.g., via alt tags, "longdesc, or in element content).

- **For images:**

- ALT tag for every image.
- Use empty ALT tags where appropriate.

- **For charts, graphs, and detailed images:**

- Use LONGDESC attribute (* D-link optional)

- **For multimedia:**

- Provide transcript as well as caption.
 - Caption aides understanding.
 - Transcript represents true “alternate” format.

MWAS 2 -- Synchronization

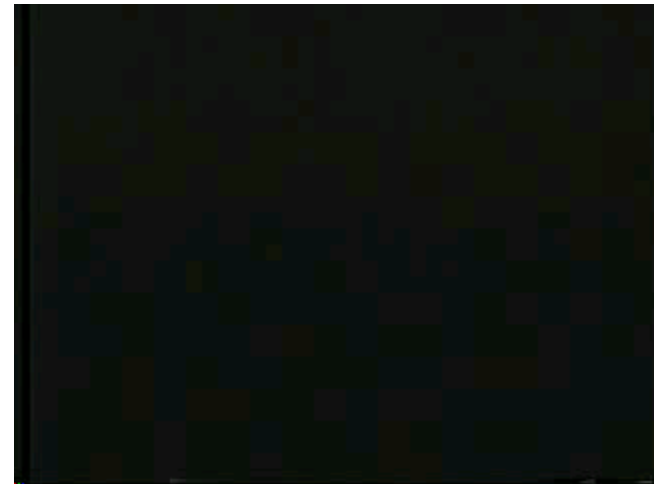
Equivalent alternatives for any multimedia presentation shall be synchronized with the presentation.

■ Video must have:

- Synched captions [& audio desc.]
- Available transcript

■ Exceptions:

- Password protected course materials
- State how to access alternate versions
- Must have equal access with equal effort



MWAS 3 – Color

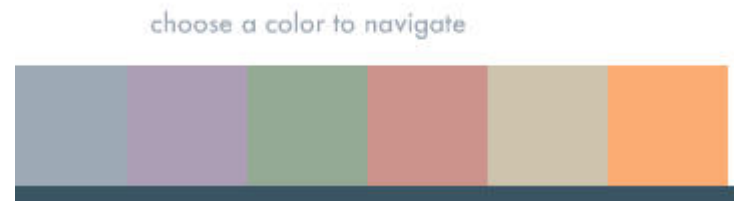
Web pages shall be designed so that all information conveyed with color is also available without color, for example from context or markup .

- **Common error: links identified by color only (or grouped by color)**

- Use underline, bold, or other indicator
- OK to use in navigation menus

- As long as color not necessary for navigation.

- Avoid “red for students”
“green for staff”

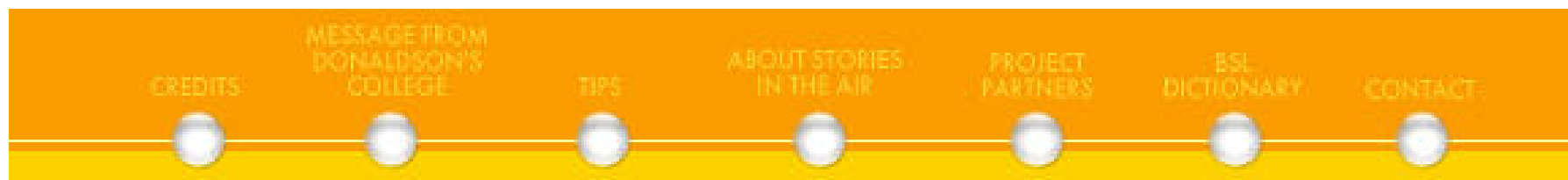


See: [Color to Convey Information Article](#).

MWAS 4 – Contrast

Ensure that foreground and background color combinations provide sufficient contrast when viewed by someone having color deficits or when viewed on black and white screen.

- **Common error: light color text on dark color background combination.**
- **Use color guides for good contrast.**



See: [Effective Color Contrast from Lighthouse](#)

MWAS 5 – Style Sheets

Documents shall be organized so they are readable without requiring an associated style sheet.

- **YES! Use Style Sheets.**
(WAC recommended)
- **No. Don't create content dependent on style sheet.**
- **Be Wary – background images, list styles, content properties (display, etc.)**
- **Tip: Use CSS to avoid deprecated HTML – CENTER, FONT**



MWAS 6 – Image Maps

Client-side image maps shall be provided instead of server-side image maps except where the regions cannot be defined with an available geometric shape. .

■ Client-side Image Maps:

- Store map information with the HTML document
- Do not require server processing to determine the map destination

■ Use separate ALT tag for each map location.



MWAS 7 – Server-Side Maps

Redundant text links shall be provided for each active region of a server-side image map .

- **Avoid, unless you can't. (MWAS 6).**
- **Include alternate method of accessing map information.**



MWAS 8 & 9 – Tables


Row and column headers shall be identified for data tables. Markup shall be used to associate data cells and header cells for data tables that have two or more logical levels of row or column headers.

- **Create layout tables with no summary, no caption, and no column or row headers.**
- **Create row and column headers for data tables.**
 - **Use TH and Scope . . . OR**
 - **Use ID and Headers**
(required for complex/embedded tables)



MWAS 10 – Frames

Frames shall be titled with text that facilitates frame identification and navigation.

- **Each frame must have a descriptive title:**
 - “navigation menu”
 - “content: about our site”
 - “other resources”
 - **Tip #1: Avoid Frames (usability)**
 - Breaks navigation system
 - Unexpected/not supported by older browsers
 - **Tip #2: Provide NOFRAMES content.**
 - Insure content available if frames are not.
- 

Sample Frame Code

```
<FRAMESET cols="15%, 85%">
  <FRAME src="menu.html" title="Navigation menu"
  name="menu">
  <FRAME src="content1.html" title="Main content"
  name="content">
  <NOFRAMES> <P>This frameset document
  contains:
  <UL> <LI><A href="menu.html">Page
  navigation</A></LI>
  <LI><A href="content1.html">Main
  content</A></LI> </UL>
  </NOFRAMES>
</FRAMESET>
```

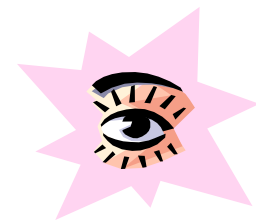


MWAS 11 – Flicker



Pages shall be designed to avoid causing the screen to flicker with a frequency greater than 2 Hz and lower than 55 Hz .

- **a rate between 2 and 55 Hertz can induce seizures in certain sensitive people**
- **Suggested techniques:**
 - **Avoid flicker entirely.**
 - **Allow users to stop animation.**
 - **Do not use scrolling text or other elements that cannot be controlled.**



MWAS 12 – Scripting



When pages utilize scripting languages to display content, or to create interface elements, the information provided by the script shall be identified with functional text that can be read by assistive technology.

- **Must be able to access script results with assistive technology.**
- **Common problems:**
 - form entry scripts (reload page)
 - Jump menus (unable to select all options)
 - Mouse Events (onmouseover, onmouseout)

MWAS 13 – Applications and Plug-ins

When a web page requires that an applet, plug-in or other application be present on the client system to interpret page content, the page must provide a link to a plug-in or applet that complies with standards 1-9 of this document.

- Provide link to plug-in on every page needed to view content.
- Don't require inaccessible plug-ins (check or use approved lists).



Example: PDFs

- Provide a link to a PDF viewer plug-in (typically Acrobat Reader) on every page with PDF link. (MWAS 13)
- Inform the user when a link is PDF. (MWAS 18)
- Make every attempt to insure that PDFs are accessible. If you are unable to make a particular PDF accessible, you should:
 - offer the document in alternative format (e.g. HTML or text – MWAS 19)
 - include a clear statement on how users can request and obtain an accessible version of the document (Web Policy)
- Probably employ a mix of strategies:
 - accessible
 - inaccessible with alternate
 - inaccessible and alternate by request only

MWAS 14 – Forms

When electronic forms are designed to be completed online, the form shall allow people using assistive technology to access the information, field elements, and functionality required for completion and submission of the form, including all directions and cues.

- Explicitly associated label for each form element (`<label for="txt">`, `id="txt"`)
- Don't cause form or page to reload.
- Tip #1: set access keys to form buttons.
- Tip #2: create a logical tab order.



MWAS 15 – Skip Navigation

A method shall be provided that permits users to skip repetitive navigation links.

- Usually in-page link (bookmark, anchor)
- Can be visible or invisible
 - Invisible: display:none, color (css), css positioning.
- Should be as close to <body> tag as possible
- Typical link text:
“skip navigation” or “skip nav”

MWAS 16 – Timed Response

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

- **Common error: automatic <REFRESH>**
 - Option #1: place a static forwarding message
 - OR . . . offer more time before page refreshes
- **Caution: do not cause data to clear or be deleted after server time-out.**
 - Example: ticketmaster
“you have three minutes to complete this transaction”



MWAS 17 – Pop-up Windows

Do not change the current window without informing the user.

- Identify new-window links
 - See more cool stuff [new window]
 - See more cool stuff [nw]
 - See more cool stuff*
- Tip: avoid new windows when possible
 - Based on business model
 - Do you really need it? – legal or copyright issues?



MWAS 18 – Link Targets

Clearly identify the target of each link.

OSU Home Page.

Course
Descriptions.

News Item #1.

News Item #2.

Site Map.

- Link text should be different for each target.
→
- Use link text that makes sense in a list.
←
- Identify “plug-in” links: PDF, DOCs, Movies, Audio

Click here

Click here.

Click here.

More >>

More >>

More >>

[View my article \[pdf\]](#), then [listen to my rant \[mp3\]](#).



MWAS 19 – Alternate Versions

An accessible mirror page (e.g. text-only or non-flash) with equivalent information or functionality, can be provided to make a web site comply with this policy, when compliance cannot be accomplished in any other way. The content of mirror pages must be updated whenever the primary page changes .

- **Last resort**

- do portions in alternate text instead of full site.

- **Automatic updating**

- cannot be out-of-date.



WAC Online Guide



[Accessibility: Why Bother?](#)

[Events and Workshops.](#)

[Links and Resources.](#)

[Tutorials.](#)

[Staff.](#)

[About the WAC.](#)

[OSU Minimum Web Accessibility Standards.](#)

Guide to the OSU Minimum Web Accessibility Standards (M.W.A.S.).

This guide includes detailed explanations of the **OSU Minimum Web Accessibility Standards** (rev. 06/30/2004). Here you will find the full text of each standard, dos and don'ts for implementing the standards, explanations for why the standards exist and how they affect users of assistive technology, and suggestions for how to incorporate the standards in your web site. Each standard also includes a "Get more help" section with a link to relevant information and code examples.

Instructions: To view the guide for a particular standard, select from the index below. To walkthrough the entire guide, begin with "**1. Alternative Text**," and use the "Next" buttons to move through the guide.

Guide Index

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- Walkthrough the standards at your desk.
- Includes detailed Dos and Don'ts

<http://www.wac.ohio-state.edu/standards/>