

# **MANAGERS' TOP 10 TIPS TO TEST WEBSITE ACCESSIBILITY**

## California Department of Rehabilitation

Listed below are 10 Dos and Don'ts to test if your website is accessible.

- 1. Do: Caption videos and multimedia**  
Readable text should be synchronized with the video. Providing a text transcript beside the video link is good practice, but should not be a substitute for captioning.
- 2. Do: Provide text descriptions on images**  
When the cursor is "hovering" over an image, a small box should pop-up with a text description of the image. This "alt text" feature must be turned on in the computer's browser settings to work.
- 3. Do: Use data table headers**  
Data tables should have headers for the columns and, if possible, the rows.
- 4. Do: Make all information and links reachable with or without the use of Scripts**  
When entering a page, one should be able to get to all information and links without the use of scripts. The navigation tabs on the new State template uses a list that is accessible with JavaScript. The list is still found by screen readers.
- 5. Do: Test the website using only the keyboard, no mouse**  
All features accessible by a mouse should also work without a mouse. The TAB key alone should allow movement to all the links on a page.
- 6. Do: Offer a "Skip Navigation" Link**  
There should be a link at the very top of the webpage that will allow the cursor to move directly to the content of the webpage without "reading" each navigation tab. Sometimes this link is hidden - using the TAB key may help find it.
- 7. Do: Offer links for Applets, Plug-ins, or Other Applications**  
Pages with applets, plug-ins, or other applications, should also include a link on the page to download the application or plug-in.

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## 8. **Don't: Use Frames**

Frames are pages that are broken up into various areas with each area consisting of an independent web page. Frames allow multiple web pages to appear in the same page. Characteristically, one part of the page stays in place while the rest of the page moves via the scroll bar. The screen reader software may not recognize the other part of the page.

## 9. **Don't: Use Text as Art**

Commonly called ASCII (American Standard Code for Information Interchange), should not be used - for example: a smiley face :-)  
Screen reader software will read "Colon Dash End Parentheses".

## 10. **Don't: Over-Animate or Flicker**

Movement on the page (moving banners, animation, Flash) should be avoided. Moving banners tend to freeze screen readers. Animation or Flash features can work if they are built accessibly, and do not move fast - for example: the pictures on the ca.gov webpage. If used, be sure there is a way for the user to stop, pause, or automatically stop after the second or third loop.

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