

## Accessibility Checklist

- All images have an “ALT” tag
- All hyperlinks have a descriptive anchor text
- All text content is structured using proper heading tags
- All HTML tables are populated with column headers, row identifiers and cell information
- PDFs are used sparingly
- Where used, PDF files are accessible (describe methods used to ensure accessibility)
- Moving, flickering, or flashing colours, images, text or other content on a screen that can cause dizziness, nausea or distraction is avoided wherever possible.

# Image Alt tags

## Basic rules of alt text

When using image alt text, it should not include:

- "picture of"
- "image of"

Screen readers automatically announce an image as an image. So an alternative text "Image of an apple" would be read aloud by a screen reader as "image, Image of an apple".

Using correct grammar can enhance the experience for screen reader users:

- Capitalize the first letter
- End whole sentences with a period

## Alt text for informative images

Informative images are any images that add to the context of a page. If the content of a page would suffer if an image was removed, then that image is informative and therefore needs an alt text.

The alt text needs to describe the image as concisely as possible. As a rule of thumb: avoid writing text alternatives longer than 100 characters. Having long alt text will result in a poor user experience for those using screen readers. If the image requires a lengthier description, it is better to describe the image in the content and provide a shorter alt text.

## Image with text

According to WCAG, images of text are not allowed. If you cannot avoid images of text, its best to have the exact same text in the alt attribute

# Descriptive link text

## What makes a link text understandable?

Even when the links visually stand out, they need to be meaningful and clearly explain where they will take users. This helps the user to navigate efficiently to the right content. When authoring a link text, ask yourself:

### Does the link explain what the user will get when they click on it?

Be clear, concise, and use an active tone of voice in the link text. This makes it easier for a user to understand that there is an action to do.

## Naked Link

“Naked” anchor text is when the link’s URL is used as the anchor text.

You’ll sometimes see these at the bottom of articles as reference links.

## Examples

- <https://www.semrush.com/>
- <https://www.costco.com/>
- <https://shop.cafedumonde.com/>

Use naked link anchor text only as needed, as it can look messy and confusing to readers.

## Write helpful link text

Common unhelpful link texts are 'click here', 'read more' and 'link'. These are problematic because when a person using a screen reader is navigating using links alone these will be read out of context. Where would you expect any of those three links to go if you heard them? It's impossible to know.

Think about restructuring your sentence to remove 'click here' or 'link' and then surround the meaningful part with the link:

```
<!-- bad -->  
To see our documentation <a href="/README.md">click here</a>.  
  
<!-- better -->  
We have made our <a href="/README.md">documentation</a> available.
```

"Read more" can be fixed by including what we will be reading more about:

```
<!-- bad -->
<a href="/full-article">Read more</a>.

<!-- better -->
<a href="/full-article">Read more - Accessible Landmarks</a>
```

## What about the `title` attribute?

The title attribute is not exposed by all browsers in an accessible way meaning that people using keyboards and touch-only devices will likely never see that information.

It is therefore not recommended to use the title attribute on `<a>` elements. If you do use it don't double up on the accessible name of the link, this can produce unnecessary duplicate announcements to some screen readers.

# Headings

The use of heading with proper semantic markup is one of the basic principles of web accessibility. Why is the use of headings so important?

## Who benefits from Headings?

Individuals who are blind or visually impaired often choose to browse a webpage by headings. This gives them a good idea of what is on the page and of what material on the page is most important. It is a far quicker process than reading a page line by line or even link by link.

Individuals who can only use the keyboard for navigation can browse a webpage much faster if the page contains proper headings.

Individuals who have difficulty organizing and prioritizing materials they encounter on a webpage can better understand the page as they see its organization reflected by the proper use of headings.

Search engines: Headings provide structure for search engines and help search engines to understand your website content more effectively.

Everyone: Having a logical heading structure benefits everyone because headings highlight what is important. Most readers first skim through the headings, to search for relevant information. Your headings have the possibility to make or break the content since they will determine if your content sounds interesting enough for the visitor to engage with it more.

## Some considerations for Headings


Use proper semantic markup. Headings need to be identified by `<h1>` through `<h6>` tags. Styling for visual effects can be done through CSS, but style alone does not constitute true headings. Proper semantic markup is essential for assistive technology to recognize headings.

Follow a logical outline in organizing the content on your page. Use logical heading levels to delineate main points and subpoints of your material.

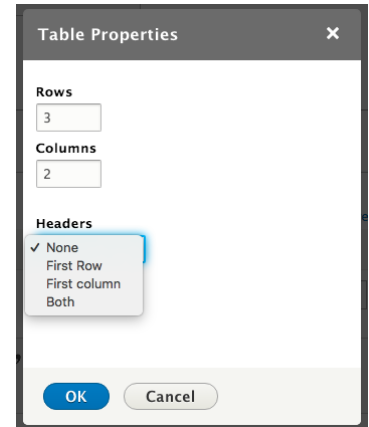
Don't skip heading levels on a page. For example, try not to go from a level 2 heading to a level 5 heading. Remember – it's all about organization and consistency.

## Accessible Tables

Note: Pasting content from Word converts tables into HTML tables automatically.

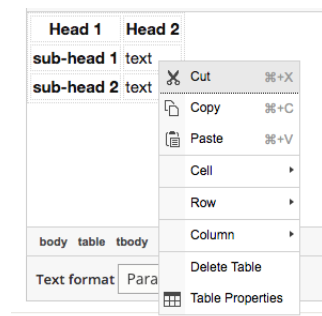
To create a table in the text paragraph, place cursor in the desired place, then select the link icon (  ).

This activates the **Table Properties** dialogue box with the basic table settings.



The most important field is the **Headers** select list. This determines how the table will behave on a mobile device. The system will automatically rearrange table content to flow under its column or row header.

Use the preview function to test that the table is reflowing the way you want it.



### To edit a Table

Right click table to reveal table edit menu.

This menu provides additional editing options and well as a means to return to the **Table Properties** dialogue box.

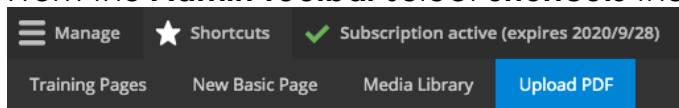
# Working with PDFs

## Uploading a PDF

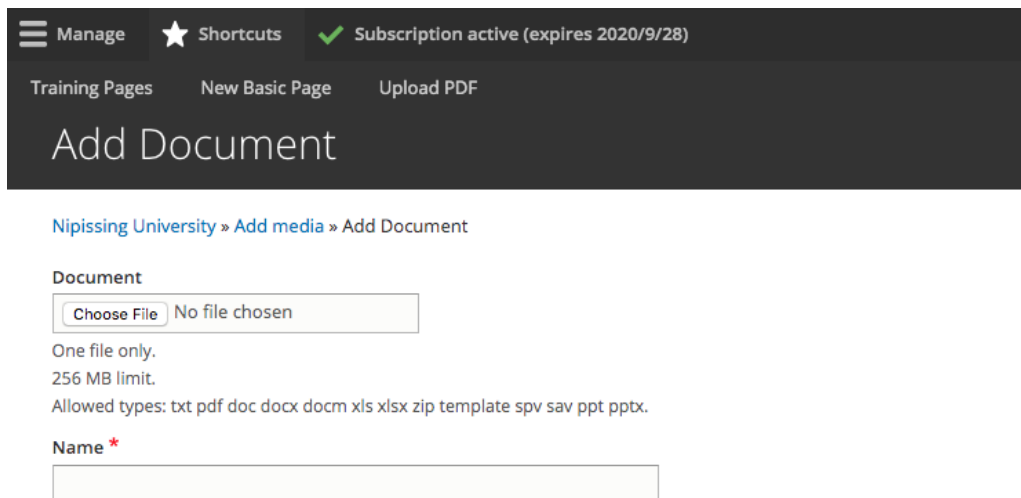
Please prepare a web friendly version of the document before it is uploaded to the website. When saving the file, try to avoid spaces and non-alphanumeric characters and punctuation in the file name.

To create accessible PDFs from Word please refer to <https://support.microsoft.com/en-us/topic/create-accessible-pdfs-064625e0-56ea-4e16-ad71-3aa33bb4b7ed>

From the **Admin Toolbar** select **Shortcuts** then select **Upload PDF**



Select the **Choose File** button to select a PDF located on your local system

A screenshot of a web form titled 'Add Document'. At the top, it shows the Admin Toolbar with 'Shortcuts' selected. Below the toolbar, the text 'Add Document' is displayed. A breadcrumb trail reads 'Nipissing University » Add media » Add Document'. The form has a section labeled 'Document' containing a file selection button labeled 'Choose File' and the text 'No file chosen'. Below this, it specifies 'One file only.' and '256 MB limit.' It also lists 'Allowed types: txt pdf doc docx docm xls xlsx zip template spv sav ppt pptx.' At the bottom, there is a 'Name \*' label and an empty text input field.

The **Description** field is used to as a link to the document when embedded in a text paragraph.

# Add Document

Nipissing University » Add media » Add Document

Document

 Feedback.pdf

Description

The description may be used as the label of the link to the file.

Name \*

The **Name** field is used for system purposes

Use the **Department** field for sorting

Department

Document Type

Academic Year

Save to my media library

URL alias

Specify an alternative path by which this data can be accessed. For example, type "/about" when writing an about page.

Published

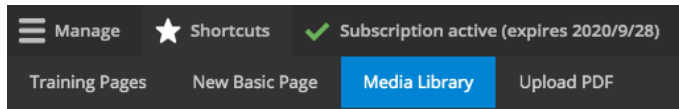
Fill in the **Document Type** and **Academic Year** if your document may appear in a dynamic list. Ex. Board of Governor minutes or Academic Senate agendas.

It will not be necessary to enter a value in the **URL Alias** as this is done automatically.

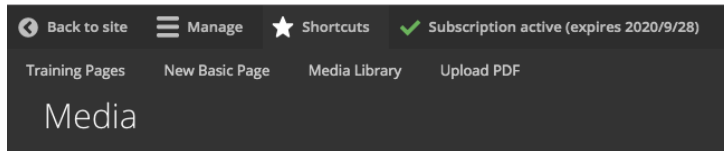
## Other ways to upload a PDF

### From the Media Library

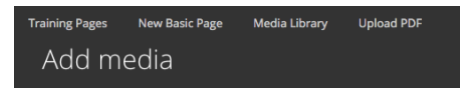
To access the media library, navigate to the department group page.



This all the documents and images used by every user, department and page on the Nipissing Site.



Nipissing University » Administration » Media



Nipissing University » Add media

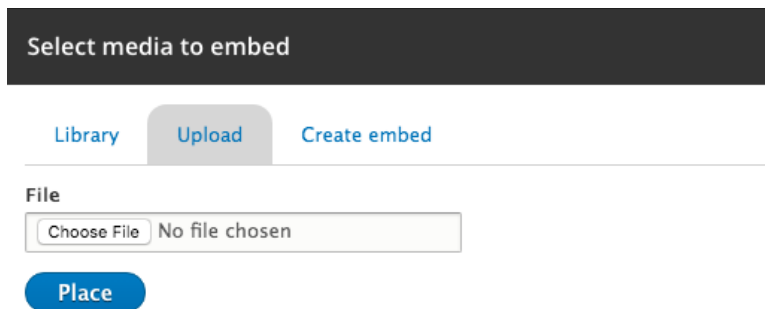
- Document**  
A locally hosted document, such a PDF.
- Image**  
Locally hosted images.
- Instagram**  
Instagram posts.
- Tweet**  
Represents a tweet.
- Video**  
A video hosted by YouTube, Vimeo, or some other provider.

Select the “Add Media” button, then choose **Document**.

Follow the guidelines to fill in all necessary fields.

Select “Save” to add document to the Media Library

## From the Media browser while editing a page



When editing a **Text paragraph**, selecting the “Star” tool displays the “Media Browser”. The second tab labelled “Upload” allows the user to add a document while still editing a page. This method does not provide all the sorting.

# Updating Documents/PDFs/images

## From the Media Library.

Media

Nipissing University » Administration » Media

[Bulk upload](#) [Add media](#)

Name  Source  Published status  Language  Department (field\_department)

Action

<input type="checkbox"/>	Thumbnail	Media name	Source	Author	Status	Updated	Operations	Department
<input type="checkbox"/>		homecoming	Image	jaden@nipissingu.ca	Published	10/03/2019 -16:16	<input type="button" value="Edit"/>	Alumni
<input type="checkbox"/>		PSYC-4206 Poster	Document	scottg@nipissingu.ca	Published	10/03/2019 -14:33	<input type="button" value="Edit"/>	Registrar's Office
<input type="checkbox"/>		CICAS The Future of Humanity	Image	sandrab@nipissingu.ca	Published	10/03/2019 -10:07	<input type="button" value="Edit"/>	
<input type="checkbox"/>		Roommate Agreement	Document	robert.brownlee	Published	10/02/2019 -08:37	<input type="button" value="Edit"/>	Residence

Use the Name, Source and/or Department fields to find the media item you wish to modify.

Name

Source

Published status

Department (field\_department)


- ✓ - Any -
- Any
- Administrative Departments
- Governance
- Faculty of Arts and Science
- Faculty of Education and Professional Studies
- School of Graduate Studies

Select Edit.

Updated	Operations	Department
10/03/2019 - 16:16	<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Alumni
10/03/2019 - 14:33	<input type="button" value="Edit"/>	Registrar's Office

This will open the page with all the field values of the selected media item.

To update a PDF or other document, select the "Remove" button, then follow the instructions to upload a document from the local system.

Document  
 Feedback.pdf

Description

The description may be used as the label of the link to the file.

Name \*

The **Description** field will need to be filled in again. This will preserve the links embedded in a **Text paragraph**. Links in a **Button paragraph** or **Image paragraph** will need to be updated manually with the new URL.

## Media Usage

To see where content is used or linked select the “usage” button on the top right.

[VIEW](#) [EDIT](#) [DELETE](#) [USAGE](#)

### Main Building First Floor - floor plan - September 2023



Document

[Main Building First Floor](#)

Department

[Facility Services](#)

Thu, 12/02/2021 - 15:20

Document Type

[Map/Floor plan](#)

### Results table

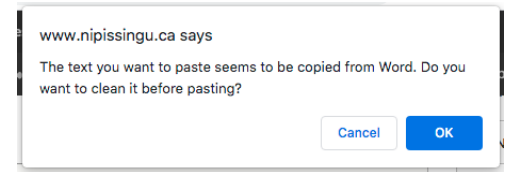
View	Edit	Delete	Usage		
<a href="#">Nipissing University</a> » <a href="#">Main Building First Floor floor plan September 2023</a> » Entity usage information for Main Building First Floor floor plan September 2023					
Entity	Type	Language	Field name	Status	Used in
<a href="#">Campus Maps and Floor Plans &gt; Paragraphs</a>	Paragraph	English	Text Body	Published	Default
<a href="#">Campus Maps and Floor Plans &gt; Paragraphs (previous revision)</a>	Paragraph	English	Text Body	Published	Translations or previous revisions

# Advanced Text content

## Pasting from Word

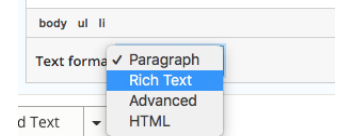
When pasting text from the Word desktop application the text editor recognizes the document structure and converts it to web-friendly HTML.

This does not work when pasting from a Word document opened in Teams or a Web browser.



## Text format options

At the bottom of the text editor window is drop-down menu to provide more text editor options.



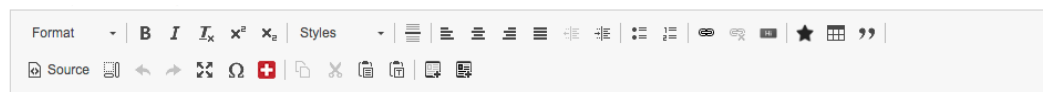
## Paragraph

Default option: runs a script to correct faulty HTML and convert links and line breaks into HTML. Not all HTML tags are allowed and will remove unsupported tags or attributes.



## Rich Text

Allows more options but does not restrict HTML tags or attributes. Not as user friendly as default option.



Adds Styles, more Table options, Icons, Small buttons and the ability to embed other page (node) content. Two options: Content only and Title, Summary and a link.

## Superscript and Subscript

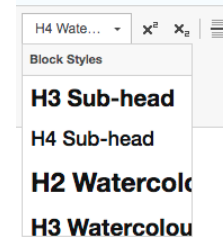
Two additional text style buttons are now available.  $x^2$   $x_2$  These are used to convert selected text into superscript or subscript position and size.

## Styles

The Style dropdown allows custom styles to be added to page elements.

Note: The custom styles are not visible when editing.

**Block styles** add the HTML tag and the customer styles. To add these styles, place cursor anywhere in text content and the custom tag and style will replace the existing tag. I.e. a text with a normal format will become a H3 with the sub-head applied to it.



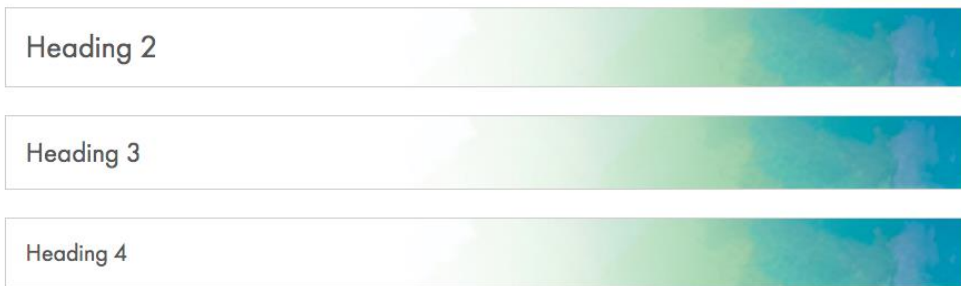
The Block styles are:

**H3 Sub-head** and **H4 Sub-head**, styles the heading by changing the colour to grey and reducing the size.

**Heading 3**  
Heading 3

**Heading 4**  
Heading 4

**H2 Watercolour**, **H3 Watercolour** and **H4 Watercolour**, style the heading with the Nipissing watercolour behind the heading text.



Object styles apply the custom style to a page element, but do not change the tag.

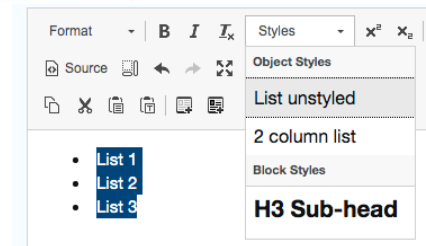
Two object styles are available to modify list elements.

**List unstyled** removes the bullets or numbers from a list.


List 1  
List 2  
List 3

**2 column list** balances the list into two columns

- List 1
- List 2
- List 3



## Icons

Icons can be inserted into text using the  button.

Place cursor in text paragraph and select icon button from toolbar.

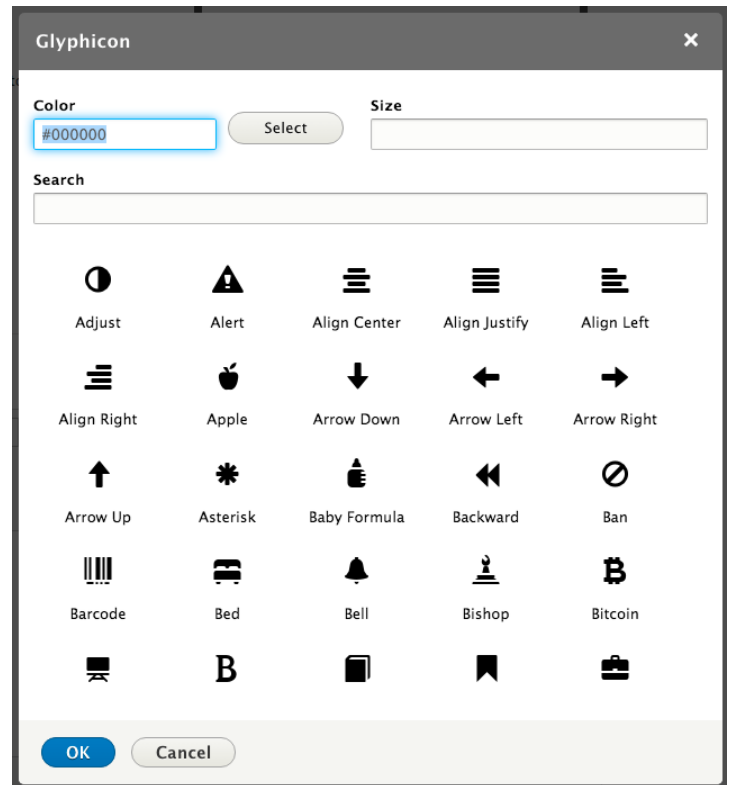
In the **Glyphicon** modal box enter the hex colour code in the **Color** field or use the **Select** button to choose colour.

Site colours hex codes are:

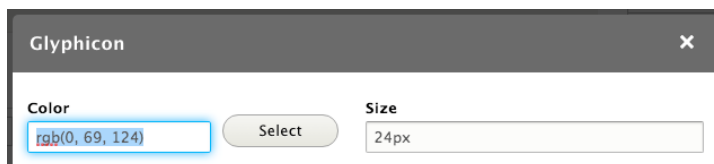
- **Blue** #00457c
- **Green** #007f60
- **Light Blue** #05a5d9
- **Orange** #f7941d
- **Magenta** #ee3d96
- **Lime** #62bd46
- **Text dark** #111111
- **Black** #000000

In the **Size** field input a value in pixels (px).

Use the **Search** field or scroll through icon library to locate a suitable icon. Click icon and then **OK** button.




To edit an icon, double-click it.



All fields can be edited.

**Note:** the Color field has converted the hex code to RGB values.

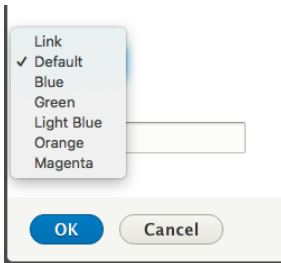
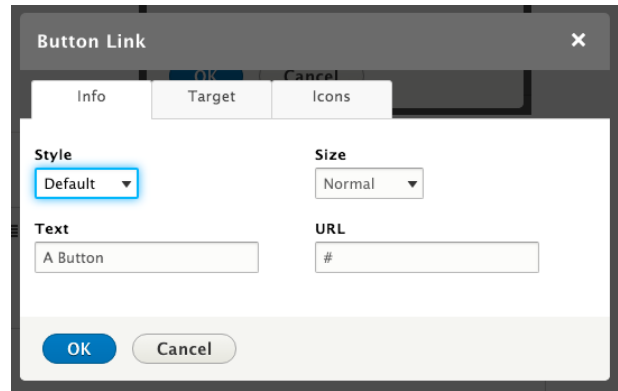
## Small buttons

The  button allows a button link to be inserted into a text paragraph.

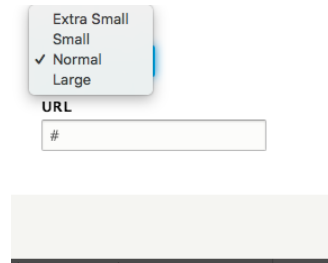


Use the **Button Link** dialogue box to configure the button.

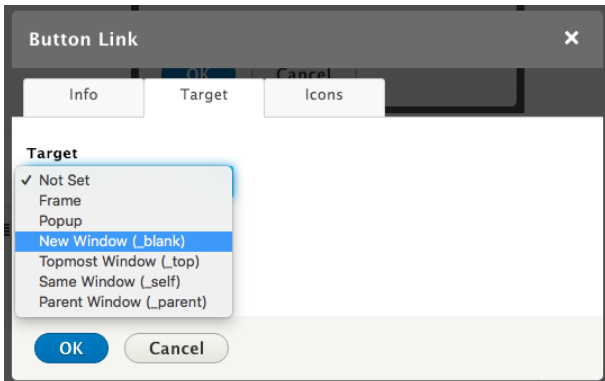
Text is the text that will display on the page. The URL is the button destination. This will have to be pasted into this field. (It does not search the site for content)



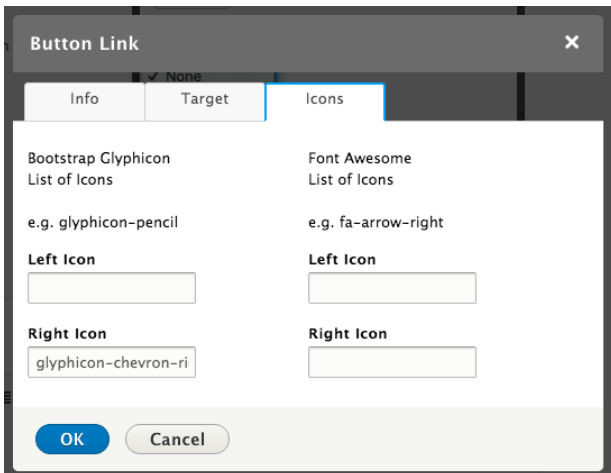
The Style drop down allow the selection of button colour.



The **Size** drop down menu show the size options.



The Target tab is used if the link should open a new browser window.



The Icons tab can be used to customize or remove the button icon.

## Table Options

Table properties and Cell properties

The image shows two overlapping dialog boxes for configuring a table. The 'Table Properties' dialog on the left has fields for Rows (5), Columns (2), Headers (None), Border size, Alignment (<not set>), Caption, and Summary. The 'Cell Properties' dialog on the right has fields for Width, Height, Word Wrap (Yes), Horizontal Alignment (<not set>), Vertical Alignment (<not set>), Cell Type (Data), Rows Span, Columns Span, Background Color, and Border Color. Both dialogs have OK and Cancel buttons.

Dialog	Property	Value
Table Properties	Rows	5
	Columns	2
	Headers	None
	Border size	
	Alignment	<not set>
	Caption	
	Summary	
Cell Properties	Width	
	Height	
	Word Wrap	Yes
	Horizontal Alignment	<not set>
	Vertical Alignment	<not set>
	Cell Type	Data
	Rows Span	
	Columns Span	
	Background Color	Choose
	Border Color	Choose