

# Accessibility HTML Quick Reference Guide

## 1 Images & Multimedia

- 1.1 All images with data or visual information have ALT text.** For example, charts, diagrams, and non-decorative photos need ALT text. ALT text can include data from variables.

```

```

- 1.2 All images that don't contain data have ALT=""** in the <img> tag. These include bullets, icons, lines, and logos that don't contain links or important visual information.

```

```

## 2 Navigation & Scanning

- 2.1 All pages and frames have titles in TITLE tag**

```
<TITLE>Development Cycle</TITLE>
```

- 2.2 Long pages make logical use of Header tags <h1>, <h2>, <h3> for quick scanning of the page**

```
<h1>Stages of the Development Cycle</h1>
<h2>Quality Assurance</h2>
```

- 2.3 Links are self explanatory or contain additional explanatory text so they can be scanned out of context.**

```
<a href="#" title="Download a text file with your balances">Download</a>
```

- 2.4 Tables have summaries**

```
<table summary="Sentence describing the table so that a listener can decide whether the information they are looking for is there.">
```

- 2.5 Use Skip navigation**

At the start of the page (after <body> tag):

```
<a href="#ContentStart"></a>
```

NOTE: Some screen readers ignore 1px gifs. At the start of the content put:

```
<a name="ContentStart"></a>
```

## 3 Tabs

- 3.1 All functionality is usable with only the keyboard (no mouse required).**

- 3.2 The tab order** is logical and sequential through the page.

## 4 Tables

- 4.1 Data table has summary.** The summary is no more than a sentence and only in the table with data. It can come from Help text.

```
<table summary="list of open bugs">
```

- 4.2 Identify Column and Row Headings** with the TH tag. Don't forget to change the closing </TD> to a </TH>. Use scope="row" or scope="col" is used to discriminate between the horizontal and vertical headings. Scope can also be used in a <TD> to apply data as a heading to the row or column.

```
<th scope="col">Cost of Goods Sold</th>
<th scope="row">Sub Totals</th>
<td scope="row"> Date Sold</td>
```

- 4.3 Complex tables** have multiple levels of headings that need more organizational help than simple headings. Use the id to uniquely identify the header TH. **This technique can be used to label tables with no visible column headings.** The abbr= attribute determines what will be read by the screen reader. Attribute values can be variables.

```
<TH abbr="Date" id="Pdate">Purchase
Date</TH>
```

Each TD with the actual data in it, gets a headers= attribute. The "headers=" matches the "id=" words that you assigned to the THs separated by spaces.

```
<th id="KKD">Krispy Kreme Donuts</th>
<td headers="Pdate KKD">12/13/02</td>
<td headers="Cost KKD">12.00</td>
```

If there are multiple levels of data, you can have multiple entries in the <TD headers=""> attribute to completely identify that individual cells.

```
<th id="KKD">KKD</th>
<td headers="Sdate KKD Purchases">
12/13/02</td><td headers="Cost KKD
Purchases">36.00</td>
```

It doesn't work across tables. Headers and Data must be in the same table.

## 4.4 <ABBR> vs. ABBR=

<ABBR> Used to provide hidden text, or non-visible footnote text next to the footnote symbol.

ABBR="sample text" Used in the TH tag to provide a different column heading than the visible TH text. Can be used to provide column headings when none are visible.

```
<ABBR title="footnote text">*</ABBR>
<TH abbr="short version">column heading ...
```

## 5 Forms

- 5.1 Fields in a form have LABEL tags.** Use <label>tag or title attributes in the <input> tag. You can also use variables for Dynamic Labels. Use:

```
<label for=fname>First Name</label>
<input id=fname name=fname type=text>
```

Not:: (Works in IE but not a speech reader)

```
<label>First Name<input
type=text></label>
```

- 5.2 Fields with no label text.** Put the TITLE attribute in the INPUT or SELECT tags.

```
<input type=text title="Phone Extention">
```

- 5.3 Fields with labels that have links** put the Label tags outside the link tags

```
<label id="label_Symbol"><a
href="javascript:popupHelp('help_definiti
on_s.shtml#symbol')">Symbol</a></label>
```