

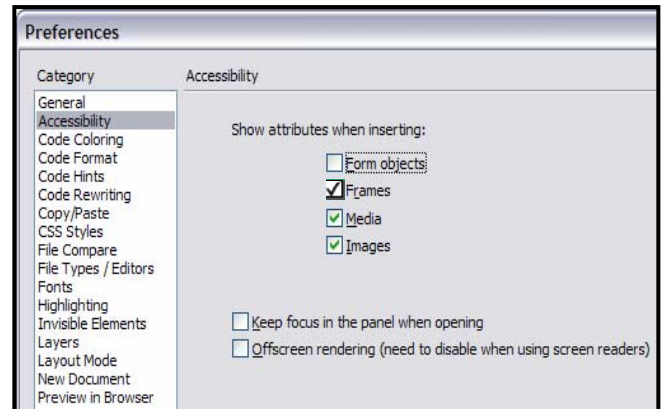
## How to

## Make Your Website Accessible

### DSPS Accessibility Guidelines

These guidelines are for you to implement in your course in order to ensure that it is accessible to students with disabilities and in compliance with section 508 of the U.S. Rehabilitation Act. Please follow the steps below as necessary for your course.

1. Before creating in Dreamweaver, you must choose the correct Accessibility option (s) in Dreamweaver's Edit>Preferences>Choose Accessibility and then make sure the Media, Frames and Images options are checked and off-screen rendering is unchecked.



2. **Phrasing of Links:** When naming your text based link triggers, script text that refers to the content of the link rather than to its location on the page. For example, if you want to link to the Hartnell website

Correct trigger:

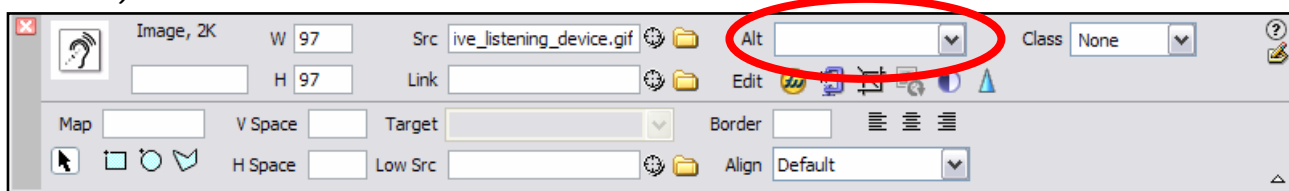
- Click here to [access the Hartnell website](#)

Incorrect trigger:

- [Click here To access the Hartnell Website](#)

3. **Image Description:** Use ALT TAGS to entitle any images used on your site.

In Dreamweaver, open the Properties window from Window>Properties and add a short description of the image in the field. (e.g Image of Instructor, Professor Roemer).



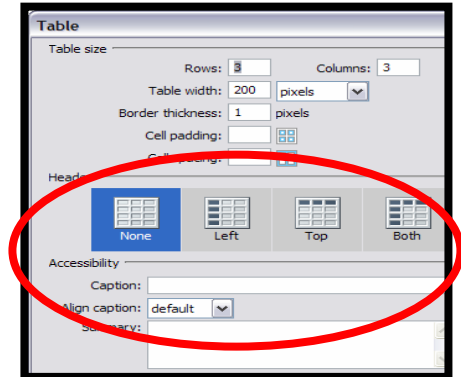
4. **Image Long Description:** For an image that presents important information (ie analysis of a chart, table or diagram) it is necessary to provide a detailed description of the image's content to supplement its alternative text (described in above).



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- Movies/Audio Files:** When using Movies or Audio files, provide a text version or captions. Place "Text Version" link to a text-based page next to the movie. Contact an Instructional Technologist for assistance.
- Tables:** Use Dreamweaver accessibility features on the table tool to ensure the correct coding for screen reader. Set headers to "Both" and if you want, add a caption (caption is not mandatory). Each time you create a new table, the Tables Accessibility dialog box will automatically pop up. (See right).



Also, phrase the content in your table cells in a meaningful manner; ensure that each cell can be read independently, and as much as possible, without relying on the headers in each cell. For example :

| Effective Phrasing |                     | Potentially Problematic Phrasing |                |
|--------------------|---------------------|----------------------------------|----------------|
| Week               | Assignment Due      | Week                             | Assignment Due |
| Week 1             | Assignments 1 and 2 | 1                                | 1, 2           |

- Website Checker:** Before you publish check your site's accessibility status. Use one of the following options:
  - o A-Prompt: <http://aprompt.snow.utoronto.ca/> (PC platform only).
  - o Bobby: <http://www.cast.orn/bobby>