

Digital Accessibility: How to make your Website Accessible

# How to make your Website Accessible

1. **Websites must be operable and usable with Keyboard and Switch Devices**

* **Website menus with flyout sub-menus**
* **Form fields, media player controls, dynamic AJAX content**
* **Ensure states are used for hidden and visible content**
* **Focus on all content must be visible, never disrupted and operate in a predicable way**

1. **All non-text element and content must have a text equivalent**

* **Graphic elements and content must have meaningful ALT text descriptions**
* **Audio content must have Subtitle or link to text transcript**
* **Videos require Subtitle and Audio description where there is no spoken dialogue**

1. **Content and user interfaces must be in a logical sequence reading order**

* Content and user interfaces are in Logical (Tab key) reading order for keyboard users
* Ensure the Focus Ring is always visible for sighted keyboard and switch users
* Reading applies to Interactive elements such as Form Fields and Menus

1. **Website layout, navigation, content and function must always be consistent**

* **Website menus visual layout and presentation must be consistent**
* **Website Search field must be consistently placed and labeled**
* **Form field layout appearance and placement must be consistent**

1. **Website Document Structure is used appropriately**

* **Heading elements are used and are nested appropriately**
* **List elements are used for actual lists; ordered or unordered**
* **Paragraph elements are used appropriately**
* **Table structure is used only for tabular data with Table Headers and Table Captions**

1. **Ensure all interact elements are accessible and usable**

* **All user interfaces including AJAX are usable with Keyboard and Screen Reader**
* Form fields and label elements are used properly
* Field Set and Legend elements are used to group form controls and labels
* **All controls, buttons and links describe actions**

1. **Use scalable layout and minimum text sizes**

* Website layout must be scalable and responsive on mobile devices
* **Text size should scale using relative sizing**
* **Minimum text size, Font size should be based on 12 pts Arial on computer screen**
* **Minimum text size, Font size on a 5-6 inch screen should be 4.8 mm in height**
* **Use most accessible San Serif fonts like Arial, Tahoma, Verdana for Arabic and English text**

1. **Foreground (Text) Color should be used with High Color contrast and not   
    used alone to convey a meaning, prompt an action or response**

* **Avoid using color alone to convey a meaning, Example; Avoid using Red color alone to convey a error message or failed validations**
* **Minimum color contrast between text and background should be 4.5:1**
* **Minimum color contrast between graphic elements and background   
  should be 3:1**

1. **Responsive website design for mobile devices should be accessible**

* Minimize and design content for usability on 5” to 6” mobile screens
* Ensure Mobile Gesture / Tab usability with Screen Reader and Switch interfaces

1. **Web site content must be perceivable and understandable by everyone**

* **Use simple language in the website for people with language barriers and cognitive disabilities**
* **Use descriptive link phrases that describe link destination; avoiding using Only link phrases like; “Click Here”, “More” and “Learn More”**
* **Programmatically identify different languages or change of languages on the Website to maximize compatibility with screen readers and multi languages**

**References:**

**Follow and use the WCAG 2.2 guidelines to ensure your website is accessible to people with disabilities.**



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