Key Web Content Accessibility Checklist
www.uhn.ca

A Checklist for Contributors

1. Content Formatting

Purpose	☒	☑
Center align text or container	<center>…</center>	Centre align text <div class="text-center">…</div> Centre align containers <div class="center-block">…</div>
Bold text to highlight	…	…
Italicize text to emphasize	<i>…</i>	…
Underline text	<u>…</u>	…
Strike Text	<s>…</s>	…
Alter text by Small tag	…	<div class="">…</div>
Alter text by Big tag	<big>…</big>	<div class="">…</div>
Custom font * When copy-paste from Word document, make sure the code doesn't contain tag	…	…
Format content using HTML Never use HTML attributes to format a component.		

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[1] Please note the punctuation in the Style attribute.

[2] Class="img-responsive" is to make your image responsive on different screen sizes and not for accessibility.

2. Information and Relationships

Purpose	☒	☑
Use of Tables to show information or data ***** Tables must be accessible. If the table has a title, use the 'caption' element. If the table is complex, use the 'summary' tag or the WAI-ARIA 'aria-describedby' attribute to give screen reader users an overview.		<table summary="Table is a datepicker" style=""> or <table aria-describedy="#caption"> <p id="caption">Description for table</p>
Use of iframes To embed external content from another website (e.g., YouTube videos).[3]	Never use HTML attribute to set iframe dimension. <iframe width="560" height="315" src="https://www.youtube.com/embed/jBey2ml4XHE" frameborder="0" ></iframe>	Always add "title" attribute that describes the content in the "iframe" and move formatting attribute into "style" attribute. <iframe style="width:560px; height:315px; border:0;" src="https://www.youtube.com/embed/jBey2ml4XHE" Title="Video Title/Description" ></iframe>
Use of Element IDs[4] IDs must be unique values for each element on the page.	<h2 id="Paragraph-1-Heading">Heading for Paragraph 1</h2> <p>Paragraph 1</p> <h2 id="Paragraph-1-Heading"> Heading for Paragraph 2</h2> <p>Paragraph 2</p>	<h2 id="Paragraph-1-Heading">Heading for Paragraph 1</h2> <p>Paragraph 1</p> <h2 id="Paragraph-2-Heading"> Heading for Paragraph 2</h2> <p>Paragraph 2</p>

Hyperlinks
Must be clear, concise, and meaningful out of context.

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[3] Most websites generate iframe tags with associated attributes that are generally not accessible to user agents like screen readers.

[4] For SharePoint site design/admin users: **Never insert a webpart in the page content area.**

2. Information and Relationships

Purpose	❌	✅
Embed Hyperlinks Always insert hyperlinks within other text. Never insert the URL within your copy.	https://www.uhn.ca/corporate/News/Pages/Kevin_Smith_I_am_excited_about_working_with_an_amazing_team.aspx Code: `<a href="/corporate/News/Pages/Kevin_Smith_I_am_excited_about_working_with_an_amazing_team.aspx">`https://www.uhn.ca/corporate/News/Pages/Kevin_Smith_I_am_excited_about_working_with_an_amazing_team.aspx`</a>`	Dr. Kevin Smith, UHN's CEO, speech in CEO Town hall Code: `<a href="/corporate/News/Pages/Kevin_Smith_I_am_excited_about_working_with_an_amazing_team.aspx">`Dr. Kevin Smith's, UHN's CEO, speech in CEO Town hall`</a>`
Concise hyperlinks Long hyperlinks likely break into two lines and make it like two hyperlinks that make it difficult to scan for sighted users and users with assistive devices	How poor sleep, missed meals, less physical activity, and stress in hospitals may be linked to readmission Code: `<a href="/corporate/News/PressReleases/Pages/How_poor_sleep_missed_meals_less_physical_activity_and_stress_in_hospitals_may_be_linked_to_readmission.aspx" class="copy" title="How poor sleep, missed meals, less physical activity, and stress in hospitals may be linked to readmission">`How poor sleep, missed meals, less physical activity, and stress in hospitals may be linked to readmission`</a>`	UHN Launches McEwen Stem Cell Institute Code: `<a href="https://www.uhn.ca/corporate/News/PressReleases/Pages/UHN_Launches_McEwen_Stem_Cell_Institute.aspx" title="UHN Launches McEwen Stem Cell Institute ">`UHN Launches McEwen Stem Cell Institute`</a>`

2. Information and Relationships

Purpose	❌	☑
Descriptive and meaningful link text that clearly explains what information your readers will find when they click on a hyperlink Avoid generic terms like "Click Here", "Learn more", "Go", …	To receive updates about our events via email, please click here. Learn more about how to refer international patients.	Receive updates about our events via email. Learn more about how to refer international patients.
Hyperlinks Must include "Description" tag or "Title" attribute which must be as descriptive and meaningful as possible out of context.	Missing "description" or "title" attribute: Dr. Kevin Smith, UHN's CEO in CEO Townhall Or generic "description" or "title" attribute: Dr. Kevin Smith, UHN's CEO in CEO Town hall	 Dr. Kevin Smith, UHN's CEO in CEO Town hall
External and PDF hyperlinks must open in new tab/window with the attribute (target="_blank")	de Souza Institute	 de Souza Institute

2. Information and Relationships

Purpose	☒	☑
Same link text shouldn't be used to link to different destinations. Users might not know the difference if they are not somehow explained. *NOTE: If there is no way to distinguish the link purpose by "Link Text", make sure you set different descriptive "Title" attributes for each that explains the purpose of the hyperlink.*	- To learn more about UHN's International Centre for Education (ICE), please click here » - 5 Weekend Care of the Elderly Certificate Course To view the conference website, please click here »	- Learn more about UHN's International Centre for Education (ICE) - 5 Weekend Care of the Elderly Certificate Course website.
Link text should be distinguishable by different visual cues (this is mostly controlled in the core stylesheet)	5 Weekend Care of the Elderly Certificate Course To view the conference website, please click here »	Visit 5 Weekend Care of the Elderly Certificate Course website
Hyperlink tags must contain descriptive "Description" tag or "title" attribute	de Souza Institute OR de Souza Institute OR de Souza Institute	 de Souza Institute

3. Section Headings

Purpose: **Headings are used to organize content and represent a container for introductory content**	❌	✅
Heading 1 or <H1> is the most important level that defines the content as Page/Site Title a. Each page must have <mark>one and only one</mark> descriptive main page title as <h1>[5]		
Nested Headings H1 > H2 > H3 > H4 > H5 > H6[6]	<h1>Primary Page Title</h1> <h3>Tertiary Title</h3> <h2>Secondary Title</h2> <h4>Fourth level Title</h4> OR <h1>Primary Page Title</h1> <mark>h2</mark>>Secondary Title</h2> <<mark>h4</mark>>Fourth level Title</h4>	Primary Page Title Secondary Title Tertiary Title Fourth level Title OR Secondary Title Tertiary Title Fourth level Title
Headings should have value and never left blank This mostly happens when you enter line break at the beginning of the heading.[7]		Secondary heading text value Tertiary heading text value

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[5] Across uhn.ca, the main page title is pre-set to <h1>

[6] H5 and H6 are not standard headings on uhn.ca

[7] Always check HTML source of your page to make sure this criterion is met.

4. Multimedia/non-text content		
Purpose: **Content that uses a combination of forms such as text, audio, images, animations, video and interactive content.**	☒	☑

Images

Image file name shouldn't be generic. This will also fulfill SEO success criteria	\	\
"Alternative Text" should be set and be as descriptive as possible to convey the purpose of the image	\	\
Decorative images (e.g., icons, dividers) that don't convey a message and **are not** hyperlinked, **can** have a blank alt attribute that is associated with the "role" attribute to be accessible by user agents like screen readers.	\	\ **Note:** there MUST NOT be space in the alt.
If decorative image is hyperlinked (e.g., social media icons), it must have a descriptive "alt" attribute that conveys the purpose of linked image. Note: the hyperlink must also have "title" attribute which should be different from the "alt" attribute of the image	\\\	\\\
Make sure alternative text is not a file name (e.g., img-1233.png)	\	\

4.   Multimedia/non-text content

Purpose:	☒	☑
Use of text as image (e.g., infographics) Images that contain information/data that conveys a message, should be associated with a long description attribute which is linked to a plain text file explaining the information in the image.[8]		 If long description is not lengthy, it can be set within the image tag.
Image is accompanied with a text hyperlink (link caption), alternative text shouldn't be identical to link text	 Dr. Kevin Smith, UHN's CEO in CEO Townhall	Dr. Kevin Smith, UHN's CEO in CEO Townhall

Audio/Video

Audio and video must have an alternative format or text transcript like an accessible PDF, text file or inline text[9]		
Multimedia files must be captioned (synchronized subtitle)[10]		

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[8] The text file needs to be uploaded to the site, preferably an associated document library with the site, and URL should be set as "longdesc" attribute.
[9] The alternative format must be ready upon request from users.
[10] **Captions** are text versions of the spoken word presented within **multimedia**. **Captions** allow the **content** of web audio and video to be accessible to those who do not have access to audio. Refer to Appendix 1 for more details about YouTube Closed Caption feature.

4. Multimedia/non-text content		
Purpose:	☒	☑
YouTube embedded videos[11]	`<iframe width="560" height="315" src="https://www.youtube.com/embed/jBey2ml4XHE" frameborder="0" ></iframe>`	`<iframe style="width:560px; height:315px; border:0;" src="https://www.youtube.com/embed/jBey2ml4XHE" Title="Video Title/Description" ></iframe>`
Audio/video must have control buttons for play/pause/stop		

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[11] Refer to Content Formatting for more details

5. Other		
Purpose	☒	☑

Collapsible Panels (Accordions) and tab menus

IDs should be unique.
Make sure to double check element IDs when you use collapsible (with more than one panel) or tab menu. Choose a **descriptive ID** for each accordion or tab menu.
	Tab menu:
	<li class="active" role="presentation">
	    Patient Outcomes
	    <li role="presentation">
	    Our Professionals
	    <li role="presentation">
	    Research & Innovation
	    <li role="presentation">
	    Education Opportunities
	
	Collapsible Panels (Accordion):
	<div class="panel-group" id="accordion">
	 <div class="panel panel-default">
	  <div class="panel-heading">
	   <h4 class="panel-title">
	    <a data-toggle="collapse" data-parent="#accordion" href="#collapse1">
	     Collapsible Group 1
		Tab menu:
		<li class="active" role="presentation">
		    Patient Outcomes
		    <li role="presentation">
		    Our Professionals
		    <li role="presentation">
		    Research & Innovation
		    <li role="presentation">
		    Education Opportunities
		
		Collapsible Panels (Accordion):
		<div class="panel-group" id="accordion">
		 <div class="panel panel-default">
		  <div class="panel-heading">
		   <p class="panel-title">
		    <a data-toggle="collapse" data-parent="#accordion" href="#patient-panel">
		     Collapsible Group 1

5. Other

	``
	    </h4>
	  </div>
	<div id="collapse1" class="panel-collapse collapse in">
	  <div class="panel-body">First panel copy</div>
	  </div>
	</div>
	<div class="panel panel-default">
	  <div class="panel-heading">
	  <h4 class="panel-title">
	  <a data-toggle="collapse" data-parent="#accordion" href="#collapse2">
	    Collapsible Group 2
	    </h4>
	  </div>
	<div id="collapse2" class="panel-collapse collapse">
	  <div class="panel-body">Second panel copy</div>
	  </div>
	  </div>
	</div>
	``
		``
		    </p>
		  </div>
		<div id="patient-panel" class="panel-collapse collapse in">
		  <div class="panel-body">First panel copy</div>
		  </div>
		  </div>
		<div class="panel panel-default">
		  <div class="panel-heading">
		  <p class="panel-title">
		  <a data-toggle="collapse" data-parent="#accordion" href="#hcp-panel">
		    Collapsible Group 2
		    </p>
		  </div>
		<div id="hcp-panel" class="panel-collapse collapse">
		  <div class="panel-body">Second panel copy</div>
		  </div>
		  </div>
		</div>
		``

Collapsible panels (Accordions) only
 	
Always replace <h4 class=""> with <p class=""> in panel headings; otherwise, it will break the headings hierarchy (nested headings order) on the page.
 	
Note: Always change the associated closing tag from </h4> to </p>
	``
	<div class="panel-group" id="accordion">
	  <div class="panel panel-default">
	  <div class="panel-heading">
	  <h4 class="panel-title">
	  <a data-toggle="collapse" data-parent="#accordion" href="#collapse1">
	    Collapsible Group 1
	  </h4>
	  </div>
	``
		``
		<div class="panel-group" id="accordion">
		  <div class="panel panel-default">
		  <div class="panel-heading">
		  <p class="panel-title">
		  <a data-toggle="collapse" data-parent="#accordion" href="#patient-panel">
		    Collapsible Group 1
		  </p>
		  </div>
		``

5. Other

<table>
<tr>
<td></td>
<td>

```
<div id="collapse1" class="panel-collapse
collapse in">
  <div class="panel-body">First panel
copy</div>
  </div>
 </div>
 <div class="panel panel-default">
  <div class="panel-heading">
   <h4 class="panel-title">
    <a data-toggle="collapse" data-
parent="#accordion" href="#collapse2">
     Collapsible Group 2</a>
   </h4>
  </div>
  <div id="collapse2" class="panel-collapse
collapse">
   <div class="panel-body">Second panel
copy</div>
   </div>
  </div>
 </div>
```

</td>
<td>

```
<div id="patient-panel" class="panel-collapse
collapse in">
  <div class="panel-body">First panel
copy</div>
  </div>
 </div>
 <div class="panel panel-default">
  <div class="panel-heading">
   <p class="panel-title">
    <a data-toggle="collapse" data-
parent="#accordion" href="#hcp-panel">
     Collapsible Group 2</a>
   </p>
  </div>
  <div id="hcp-panel" class="panel-collapse
collapse">
   <div class="panel-body">Second panel
copy</div>
   </div>
  </div>
 </div>
```

</td>
</tr>
<tr>
<td>

Colour Contrast
When creating charts (graphs) or visual components, make sure you follow compliance for users who are visually impaired. Use this visual tool to assess colour contrast before publishing the image.

</td>
<td></td>
<td></td>
</tr>
</table>

5. Other

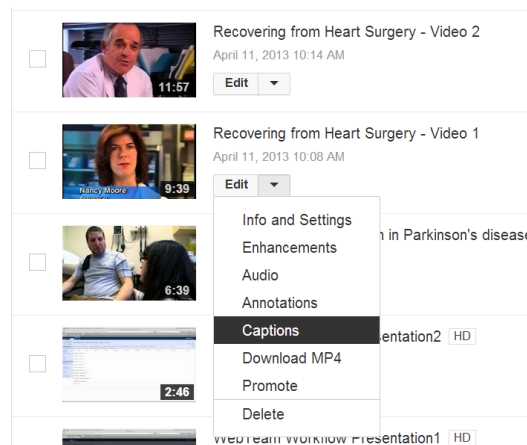| Purpose:	☒	☑

Abbreviations
- Avoid using abbreviations, acronyms and initialisms.
- If you need to use an abbreviation, you can explain the meaning to your users by:
  1. **Showing the meaning in the text (e.g., University Health Network (UHN)); or**
  2. **Linking the abbreviation to a definition on a glossary page on your website; or**
  3. **Linking the abbreviation to a definition footnote on the same page; or**
  4. **Using the abbreviation HTML tag to expand the abbreviation.**
	UHN consisting of **Princess Margaret Cancer Centre, TGH, TWH, TR** and Michener Institute of Education at **UHN.**	The **University Health Network** (UHN), consisting of Princess Margaret Cancer Centre, Toronto General Hospital, Toronto Western Hospital, and Michener Institute of Education at UHN.
		
		OR
		
		Abbreviation Code:
		
		<abbr title="University Health Network">UHN</abbr> consisting of Princess Margaret Cancer Centre, <abbr title="Toronto General Hospital">TGH</abbr>, <abbr title="Toronto Western Hospital">TWH</abbr>, <abbr title="Toronto Rehab">TR</abbr> and Michener Institute of Education at <abbr title="University Health Network">UHN</abbr>.
		
		Note: Each abbreviation tag is associated with a "closing tag"

PDF Documents PDF documents must be accessible to users who are using adaptive devices (e.g., screen readers). To learn how to make PDFs accessible, contact *website@uhn.ca*.		

Appendix 1 - YouTube's Automatic Captions

YouTube provides automatic captions (subtitles) for all the videos you upload. These are created within an hour or two of uploading a video. If the audio in your video is clear, the automatic captions will be fairly accurate.
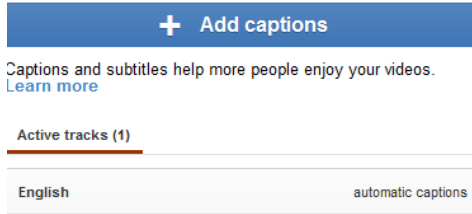

Editing Automatic Captions

Often the best way to do this is to edit the automatic captions that YouTube creates. If you happen to have a script or transcript for the video, it might be better to add a new caption from scratch and then sync it via the YouTube video manager.

Log in to your YouTube channel's **video manager**. Find the video that you want to work on and click the arrow next to the **Edit box** for that video. Choose **Captions**.
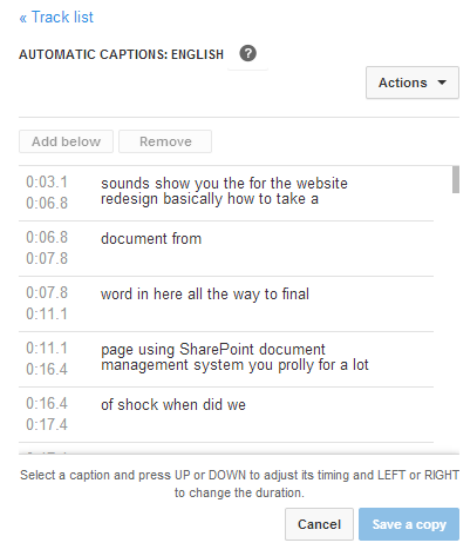

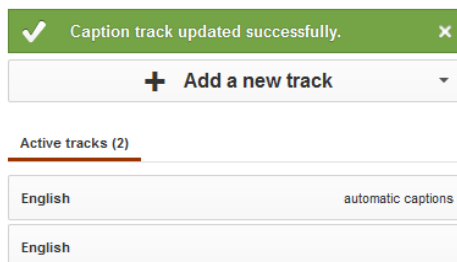You will be taken to the caption page for the video you chose. You will see the following options:

The big blue button is for adding a caption file from scratch. Use that if you have a transcript or script for the video. If you don't, you'll want to edit the existing automatic caption.

Note the "**Active track**" heading in the above screenshot. It could be the case that you also have inactive tracks. Often, we make the automatic captions inactive until the captions can be corrected.

If you click **English** above, the captions will populate on the right side of the screen:

Note the big warning at the top of this screenshot. It is best not to over-write the automatic captions. As soon as you make an edit to the text, the **Save as copy** button becomes active. Click that to create a new caption file.

Now there are two caption files, the automatic captions and the one you just created. Click the second one to edit it.

Click the **+ Add track name** link to give your captions a better name. An example of a new track name is " Caption - edited Feb 6/14. Now you can play the video and edit each piece of the transcript as it is spoken.

TRACK LANGUAGE

English

Actions ▾

TRACK NAME ❓

Caption - edited Feb 6/14

Add below   Remove

0:03.1 0:06.8	I am gonna show you the for the website redesign basically how to take a
0:06.8 0:07.8	document from
0:07.8 0:11.1	word in here all the way to final
0:11.1 0:16.4	page using SharePoint document management system you prolly for a lot
0:16.4 0:17.4	of shock when did we

Select a caption and press UP or DOWN to adjust its timing and LEFT or RIGHT to change the duration.
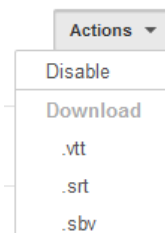
Cancel   **Save changes**

Note that each piece of the caption file has a time stamp. These show at what time in the video the text being displayed is spoken. As you play the video and correct each piece, you will be moved through the sections.

The nitty-gritty of caption editing is to listen to the video while you type into the text boxes for the captions, correcting the text as it is spoken. This will involve a lot of stopping, going back, and replaying as you work.

Once you finish, click the **Save** button.

Editing the Caption File Outside of YouTube

It may be easier to download the caption file and edit it in text file while you watch the video. If you click the **Actions drop-down menu**, you will see three download options.

Actions ▾

Disable

Download

.vtt

.srt

.sbv

Choose .sbv. Choose to **Save** the file to your desktop. Go to your desktop and double-click the file **Captions.sbv**. It should open in WordPad.

```
WEBVTT
Kind: captions
Language: en

00:00:03.180 --> 00:00:06.880
I am gonna show you the for the website
redesign basically how to take a

00:00:06.880 --> 00:00:07.840
document from

00:00:07.840 --> 00:00:11.190
word in here all the way to final

00:00:11.190 --> 00:00:16.460
page using SharePoint document
management system you prolly for a lot

00:00:16.460 --> 00:00:17.430
of shock when did we

00:00:17.430 --> 00:00:21.070
purchased you build the website this is
the other side ship which is what we

00:00:21.070 --> 00:00:22.220
sheets track
```

Note that the time stamps are there for each line. It is very important that you do not edit these time stamps. **Only edit the text**.

Again, play the video and correct the text file as you listen. When you finish, save the file. Go back to Video Manager and upload it by clicking the **+ Add a new track** button and choosing **Upload caption file or transcript**. Give it a meaningful name.

Disabling the Original Unedited Automatic Transcript

Once you have a corrected transcript file, you need to disable the automatic transcript and enable your newly created transcript. There should be only one enabled caption file for each video (unless you have multiple translations).

Click the button for the automatic (unedited) transcript. In the **Actions drop-down menu**, choose **Disable**.

Tips

- *When you are editing the transcript via your web browser, you will see that each text box can be expanded by clicking the group of gray dots in the lower right-hand corner.*
- *I often find it best to go through the video twice; the first time I correct the text, the second time I correct the punctuation and capitalization.*
- *Should you remove "um" and other speech stutters? There is debate on this, but a best practice for clarity is to remove text that doesn't help communicate the message.*