WEB ACCESSIBILITY INSTRUCTIONAL GUIDE

Introduction and overview

Web accessibility refers to designing websites and web-based applications in a way that they can be used by everyone, including people with disabilities such as visual, auditory, motor, and cognitive disabilities. Making a website accessible is not only a legal obligation in many countries but also a moral responsibility. In this guide, 1will go through some essential aspects of web accessibility and how to make your website accessible.

Step 1: Understand Web Accessibility Guidelines

To make your website accessible, you need to understand the Web Content Accessibility Guidelines (WCAG) provided by the World Wide Web Consortium (W3C). WCAG is a set of guidelines that provide recommendations for making web content more accessible. These guidelines are divided into three levels: A, AA, and AAA. Level A guidelines are the most basic, while level AAA guidelines are the most advanced.

link (https://www.w3.org/WAI/standards-guidelines/)

Step 2: Use Proper HTML Tags

One of the critical aspects of web accessibility is the proper use of HTML tags. Using proper HTML tags improves the structure of the website, which is essential for people who use assistive technologies to access the website. Some essential HTML tags that you should use include:

- <h1> to <h6> for headings
- <p> for paragraphs

- and <ol> for lists
- <img> for images
- <a> for links

Step 3: Use Meaningful Alt Text for Images

When you include images on your website, you should add an alternative text (alt text) attribute to describe the image's content. Alt text is used by screen readers to provide a description of the image to visually impaired users. Make sure that the alt text is descriptive and meaningful and accurately represents the image.

Step 4: Provide Captions and Transcripts for Multimedia Content

For videos and audio content, it's essential to provide captions and transcripts. Captions are text descriptions of the audio content that are displayed on the screen, while transcripts are written descriptions of the audio content. Captions and transcripts are critical for people who are deaf or hard of hearing and those who cannot understand the spoken language.

Step 5: Ensure Keyboard Accessibility

Many people with disabilities rely on the keyboard to navigate websites. Therefore, it's essential to ensure that your website is keyboard-accessible. You can achieve this by ensuring that all the interactive elements on your website, such as links, buttons, and forms, are accessible using the keyboard.

Step 6: Provide Clear Navigation

Navigation is a critical aspect of web accessibility. You should ensure that your website's navigation is clear, and easy to use by using keyboard controls. Some best practices for navigation include:

- Use descriptive and concise labels for links and buttons
- Use proper heading tags to organize content
- Include a skip navigation link to help users navigate quickly to the main content

Step 7: Ensure Color Contrast

Color contrast is essential for people with visual impairments. You should ensure that there is sufficient color contrast between the text and the background. The recommended contrast ratio for normal text is 4.5:1, while the recommended ratio for large text is 3:1. Use the free WEBAIM contrast checker(https://webaim.org/resources/contrastchecker/)

Step 8: Fonts and Font sizes

An accessible font is easy to read in large or small sizes . Some of the accessible fonts are Tahoma, Calibre, Helvetica, Aria, Verdana, Time New Roman, Arvo, Museo,Slab, and Rockwell..Font sizing is also important for accessibility, Default font size should be at least 12 points or 16 pixels. Make sure that if your text is using a light font weight, that it is large enough to be seen.

Step 9: Interactive Elements:

Make sure that all your interactive elements can be identified Easily. Form elements must include associated labels and should be crystal clear to users what each form field is for. If you have any content that plays automatically like a Gif, slider, carousel, video or music, there should be visible controls that allow the user to stop the animation or sound. Its best to provide the options to stop, pause or hide the elements altogether.

Step 10: Accessibility Statements

An accessibility statement is a page on your website where you communicate your internal policies, Accessibility goals and past successes regarding working with people who have disabilities. You should use the w3c web accessibility statement generator(https://www.w3.org/WAI/planning/statements/generator/#create) to generate your accessibility statement and publish it to your website for the following reasons:

- To show your users that you care about accessibility and them
- To provide information about the accessibility of your content.
- To demonstrate commitment to accessibility and social responsibility

Step 11: Test Your Website

Finally, you should test your website for accessibility. There are many tools available that can help you test your website for accessibility compliance. Some popular tools include:

- WebAIM's WAVE Tool: This tool helps you identify accessibility issues on your website. (https://wave.webaim.org/)
- AChecker: This tool checks for WCAG compliance and provides a detailed report of accessibility issues. (https://achecker.achecks.ca/checker/index.php)

NB: Manual testing is very important. Try navigating through all your website functions using keyboard keys and make sure you get constructive feedback from people with visual disabilities.

How you use Proper HTML Tags

HTML stands for Hypertext Markup Language, which is used to create and structure content on web pages. HTML tags are used to define different elements and attributes of the content. Here are some of the most common HTML tags and how to use them:

Headings:

1. Headings are used to define the titles and subtitles of the web page. There are six different levels of headings, from <h1> to <h6>, with <h1> being the highest level of heading.

Paragraphs:

2. Paragraphs are used to group text together in a logical way. Use the <p> tag to start a new paragraph.

Links:

3. Links are used to create clickable elements that take the user to another page or location. Use the <a> tag to create a link, and specify the URL with the href attribute.

Images:

4. Images are used to display pictures and other graphics on the web page. Use the <img> tag to insert an image, and specify the location of the image with the src attribute.

Lists:

5. Lists are used to group items together in a specific order or without any order. There are two types of lists: ordered and unordered. Use the <ol> tag for an ordered list and the <ul> tag for an unordered list. Use the <li> tag to define each item in the list.

Tables:

6. Tables are used to organize data into rows and columns. Use the <table> tag to create a table, and use the <tr> tag to define each row. Use the <td> tag to define each cell in the table.

Forms:

7. Forms are used to collect data from the user, such as their name, email, and password. Use the <form> tag to create a form, and use the <input> tag to define the different fields of the form.

NB: These are just some of the most common HTML tags used in web development. There are many more tags available that can be used to create more complex web pages. Remember to close every HTML tag that you open, or your web page may not display correctly

Steps to create a html page (coding)

1. Start by opening a plain text editor such as Notepad on Windows or TextEdit on Mac. Begin with the HTML5 document type declaration:
   <!DOCTYPE html>
2. Add the HTML opening and closing tags to the document:

```
<html>
  <!-- Your code here -->
</html>
```

3. Within the opening and closing HTML tags, add the head and body sections:

```
<html>
 <head>
    <!-- Your head content here -->
</head>
<body>
    <!-- Your body content here -->
</body>
 </html>
```

4. Use the meta tag within the head section to specify the character set of the document.
   <meta charset="UTF-8">

5. Use the title tag within the head section to specify the title of the web page:

   <title>My Web Page</title>

6. Use the h1 tag within the body section to add the main heading of the web page:

   <h1>My Web Page</h1>

7. Use the p tag within the body section to add paragraphs of text:

   * This is my first paragraph. *

   * This is my second paragraph. *

8. Use the a tag within the body section to add links to other web pages:

   Visit Example.com

9. Use the img tag within the body section to add images to the web page:

   <img src="image.jpg" alt="A description of the image.">

   Src means source. This is the location of the image.

   Alt means alternate text or image description

11. Use the ul and li tags within the body section to add an unordered list of items:

    <ul>

    *
Item 1
*

    *
Item 2
*

    *
Item 3
*

    *
*

    Ul means unordered list i.e list of items that do not have any particular order. They are usually represented with bullet points

    Example of <ul> tag Output:

    - Item 1
    - Item 2
    - Item 3

    Ol means ordered list i.e list of items that have a specific order, typically indicated by numbers or letters.

    Example of <ol> tag Output:

    1. First item
    2. Second item
    3. Third item

Li means list item eg item1, item2

Complete code.

```
<!DOCTYPE html>
<html>
	<head>
		<meta charset="UTF-8">
		<title>My Web Page</title>
	</head>
	<body>
		<h1>My Web Page</h1>
		<p>This is my first paragraph.</p>
		<p>This is my second paragraph.</p>
		<a href="https://www.example.com">Visit Example.com</a>
		<img src="image.jpg" alt="A description of the image.">
		  <ul>
		    <li>Item 1</li>
		    <li>Item 2</li>
		    <li>Item 3</li>
		  </ul>
	</body>
</html>
```

12.Save the file with the extension .html and open it in a web browser to view your web page.

How to Add HTML Tags in Wix or WordPress: A Step-by-Step Guide

If you're using a website builder like Wix or WordPress, adding HTML tags may seem daunting at first. However, it's a straightforward process that you can learn in just a few steps.

Step 1: Log in to Your Wix or WordPress Account

The first step is to log in to your Wix or WordPress account. Once you've logged in, you'll be taken to your website dashboard.

Step 2: Create a New Post or Page

To add HTML tags, you'll need to create a new post or page. Click on the "New Post" or "New Page" button, depending on your platform.

Step 3: Switch to HTML Editor/ Visual Editor

In the post or page editor, you'll see two options for editing: Visual and HTML. Click on the "HTML" button to switch to the HTML editor, or stick with visual editor

Step 4: Add Your HTML Tags

Once you're in the HTML editor, you can start adding your HTML tags. Simply type the opening tag, followed by the content, and then the closing tag. For example, to add a header tag, you would type "<h1>Header Text</h1>".

If you are using a visual editor. Click the add button or a ⊕ icon on the toolbar, and select text. You'll see a list of available HTML tags. Click on the tag you want to add to the highlighted text. The tag will be added automatically to the text.

Step 5: Preview and Publish

After adding your HTML tags, you can preview your post or page to see how it looks. If everything looks good, click on the "Publish" button to make your post or page live on your website.

That's it! You've successfully added HTML tags in Wix or WordPress. It's important to note that adding too many HTML tags can affect the performance of your website. So, be sure to use them wisely and sparingly.

Conclusion:

Web accessibility is essential for making your website usable by everyone, including people with disabilities. By following the guidelines mentioned in this guide, you can ensure that your website is accessible to everyone. Remember that web accessibility is not a one-time task but an ongoing process. Therefore, you should regularly test