

Accessibility and the Girlguiding UK websites

We have amended the existing document produced on accessibility and the Girlguiding UK websites and created an action plan. The action plan contains the checkpoints in which the Girlguiding UK websites currently require improvement on. We have further edited the checkpoint list to include checkpoints which relate to work that can be carried out by an editorial team, rather than a development team.

Blue = Priority

Black = Checkpoint

Red = Explanation of Checkpoint

Green = Action required

Priorities explained

Priority One

A Web content developer **must** satisfy this checkpoint. Otherwise, one or more groups will find it impossible to access information in the document. Satisfying this checkpoint is a basic requirement for some groups to be able to use Web documents.

Priority Two

A Web content developer **should** satisfy this checkpoint. Otherwise, one or more groups will find it difficult to access information in the document. Satisfying this checkpoint will remove significant barriers to accessing Web documents.

Priority Three

A Web content developer **may** address this checkpoint. Otherwise, one or more groups will find it somewhat difficult to access information in the document. Satisfying this checkpoint will improve access to Web documents.

Guideline 1. Provide equivalent alternatives to auditory and visual content

PRIORITY ONE

Checkpoint 1.1. Provide a text equivalent for every non-text element - improvements required.

Every picture/video/audio needs to have a text equivalent. In the case of videos and audio, a transcript needs to be provided as well. The only exception to this rule would be the music videos that are on the BIG GIG website.

Flash games- are these accessible? What can be done to improve the accessibility of these games?

<http://www.w3.org/WAI/wcag-curric/chk2-0.htm> shows every possible non-text element and how you can provide a text equivalent.

Action required: Every non-text element needs to have a text equivalent apart from music videos.

PRIORITY ONE

Checkpoint 1.3. Provide an auditory description of the important information of the visual track of a multimedia presentation - improvements required.

Do we have any multimedia presentations on the website?

Does this include PowerPoint presentations? Is PowerPoint accessible?

Action required: Find out what multimedia presentations we have on the websites apart from PowerPoint. Find out how accessible PowerPoint is.

Guideline 2. Don't rely on colour alone

PRIORITY TWO/THREE

Checkpoint 2.2. Ensure that foreground and background color combinations provide sufficient contrast - improvements required.

Use the Colour Contrast Analyser to test every colour combination on every Girlguiding UK website. Issues have already been discovered on the Brownies website and with the buttons on the Girlguiding UK homepage.

Action required: Find out whether the contrast levels on all foreground/background text is acceptable, and if not, this needs to be modified.

Guideline 3. Use mark-up and style sheets and do so properly

PRIORITY TWO

Checkpoint 3.4. Use relative rather than absolute units in markup language attribute values and style sheet property values - improvements required.

Staff members need to be aware that markup language such as has been replaced with and <i> has been replaced with . This is especially important to note in the default HTML pages and HTML websites such as the Rainbows and Brownies.

Action required: Make sure that all staff members are aware of using absolute units in markup language - possibly in a web meeting?

PRIORITY TWO

Checkpoint 3.5. Use header elements to convey document structure and use them according to specification - improvements required.

The heading system needs to be modified on pages created within the CMS. Hopefully, the introduction of a new CMS will correct this for us.

Action required: None

PRIORITY TWO

Checkpoint 3.6. Mark up lists and list items properly - improvements required.

All lists should be structured and marked up correctly.

Action required: Make sure that all staff members are aware how to correctly structure and mark up lists- possibly in a web meeting? All existing lists need to be assessed and modified accordingly.

Guideline 4. Clarify natural language usage

PRIORITY THREE

Checkpoint 4.2. Specify the expansion of each abbreviation or acronym in a document where it first occurs - improvements required.

Every acronym needs to be modified and the full version needs to be written alongside it or specified in another way. In context to Girlguiding UK, acronyms such as WAGGGS, CHQ and GOLD need to be modified.

Action required: Search for all common Girlguiding UK acronyms using the find function in the CMS. Once these have been searched for, the expansion needs to be specified. Refer to the style guidelines for a full list of Girlguiding UK acronyms. Other popular acronyms should also be searched for, like BBC and RSPCA.

Changes should then be made using the ACRONYM tag
<ACRONYM TITLE="World Association of Girl Guides and Girl Scouts">WAGGGS</ACRONYM>

Guideline 5. Create tables that transform gracefully

PRIORITY ONE

Checkpoint 5.1. For data tables, identify row and column headers - improvements required.

All tables that are that have a legitimate need to be presented within a table need to have rows and columns correctly identified. Headers/id tags need to be used. See <http://www.w3.org/WAI/wcag-curric/sam44-0.htm> for full details on this.

Action required: All tables on the website need to be assessed to see if this is the best way to present the data. Staff members needs to be told to use CSS wherever possible.

PRIORITY TWO

Checkpoint 5.3. Do not use tables for layout unless the table makes sense when linearized - improvements required.

Action required: Tables should not be used for layout and staff members need to stop using tables as a means of displaying data that is not legitimate.

PRIORITY THREE

Checkpoint 5.5. Provide summaries for tables - improvements required.

Action required: All existing tables need to be given summary tags and staff need to be shown how to do this and make sure that when creating new tables in the future that they provide a summary.

Guideline 6. Ensure that pages featuring new technologies transform gracefully

PRIORITY ONE

Checkpoint 6.1. Organize documents so they may be read without style sheets - improvements required.

Every page needs to be checked to see what it looks like when the styles sheets have been disabled. This can be done using Mozilla Firefox. Once every website has been checked, modifications need to be made in order for them to work without style sheets.

In the long-term, each new and existing website needs to be checked on a regular basis to make sure that they are still accessible without style sheets.

Action required: Check every website to see how it looks without style sheets and make necessary modifications.

PRIORITY ONE

Checkpoint 6.3. Ensure that pages are usable when scripts, applets, or other programmatic objects are turned off or not supported - improvements required.

As above, most scripts/applets can be turned off in Mozilla Firefox. Every website needs to be checked to see if they work without things like Javascript. Also as above, each website needs to be checked on a regular basis to make sure that they are still accessible with out applets/scripts.

Action required: Check every website to see how it looks with scripts/applets disabled and make necessary modifications.

Guideline 9. Design for device independence

PRIORITY TWO

Checkpoint 9.2. Ensure that any element that has its own interface can be operated in a device-independent manner - improvements required.

Every page on the website needs to be accessible to those who do not use a mouse (keyboard only)

Action required: Keyboard shortcuts need to be available on every page and the tabbing order needs to be assessed and modified accordingly.

See link <http://www.w3.org/WAI/wcag-curric/sam69-0.htm>

Guideline 10. Use interim solutions

PRIORITY TWO

Checkpoint 10.1. Allow users to turn off spawned windows, do not cause pop-ups or other windows to appear and do not change the current window without informing the user - improvements required.

All hyperlinks that link to other pages within our website should not open up a new window. When linking to an external website, a new window should be used, but a warning needs to be put with the link,

Visit [The London Dungeons website](#) (Please note: this link will open the page in a new browser window.)

Action required: Every external link needs to be modified to contain the new message and all internal links to be assessed and modified accordingly. Staff members need to make sure that only external links are opened in a new window and the user is informed that by clicking on the link it will open a new window.

Guideline 11. Use W3C technologies and guidelines

PRIORITY TWO

Checkpoint 11.2. Avoid deprecated features of W3C technologies - improvements required.

A list of all deprecated features can be found here:

<http://www.w3.org/WAI/wcag-curric/sam88-0.htm>.

Action required: These features and markup language needs to be searched for on the website in the CMS and altered accordingly. Staff need to be made aware of these deprecated features and no longer use them.

Guideline 13. Provide clear navigation mechanisms

PRIORITY TWO

Checkpoint 13.1. Clearly identify the target of each link - improvements required.

All links need to be meaningful when read out of context.

Action required: All existing links need to be modified so that they make sense when out of context, or the link is removed. Staff need to be aware of this and need to make sure that all future links are written in the same way- possibly in a web meeting?

PRIORITY THREE

Checkpoint 13.8. Place distinguishing information at the beginning of headings, paragraphs, lists - improvements required.

The most important text (or most interesting) needs to be at the start.

Action required: All staff need to be made aware that this is the case and given examples on how to do this.

See link: <http://www.w3.org/WAI/wcag-curric/sam110-0.htm>

Guideline 14. Ensure that documents are clear and simple

PRIORITY ONE

Checkpoint 14.1. Use the clearest and simplest language appropriate for a site's content - improvements required.

Action required: Staff members need to be made aware of why to use the simplest and clearest language and know how to put this into practice.

See link for suggestions: <http://www.w3.org/WAI/wcag-curric/sam114-0.htm>