
STANDARD

Web Accessibility & Content Standards

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# Introduction

DFS is required by law and statute to follow Government Section 508 accessibility standards.

Accessibility standards for the web help assure that all web content and functionality can be accessed by the largest audience possible. Standards allow content to be viewable in a large variety of browsers and by those with assistive technologies such as screen readers. Accessibility standards also promote a consistent and reliable experience across diverse websites and applications.

Visually impaired users and machines read our pages and sit in a linear fashion, top to bottom, and are obligations under 508 must account for this basic principle.

## Purpose

This document provides accessibility standards and best practices for the Department of Financial Services web based application and content pages.

## Scope

Applies to all DFS web applications and content pages.

## Definitions, Acronyms, and Abbreviations

|  |  |
| --- | --- |
| Term | Definition |
| WCAG | Web Content Accessibility Guidelines. Guidelines created to ensure accessibility and cross browser performance. Maintained by the W3C |
| W3C | World Wide Web Consortium. The W3C mission is to lead the World Wide Web to its full potential by developing protocols and guidelines that ensure the long-term growth of the Web |

##

## References

| Reference | Description |
| --- | --- |
| WCAG 1.0 Guidelines | <http://www.w3.org/TR/WCAG10/> |
| WCAG 1.0 Checklist | <http://www.w3.org/TR/WCAG10/full-checklist.html> |
| WC3 Website | <http://www.w3.org/> |
| Florida Accessibility Statute | [http://www.leg.state.fl.us/Statutes/index.cfm...](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Statute&URL=Ch0282/titl0282.htm&StatuteYear=2009&Title=-%3E2009-%3EChapter%20282) |
| Section 508 | <http://www.section508.gov/index.cfm?fuseAction=stdsdoc#Web> |
| Florida Usability Semantic Markup | <http://www.floridausability.org/?page_id=15> |

# Accessibility

## Section 508 Compliance

DFS websites are a collection of over 13,000 content pages and over 50 public and internal applications.

All DFS websites must comply with Section 508 to ensure the widest possible audience has access to government information. The Section 508 standards are based on access guidelines developed by the Web Accessibility Initiative of the World Wide Web Consortium (W3C).

### What is Section 508?

The Legislation referred to as “Section 508” is an amendment to the Workforce Rehabilitation Act of 1973. The purpose of the Legislation was to extend and revise of the authorization of grants to States for vocational rehabilitation services, with special emphasis on services to those with the most severe handicaps. Section 508 of this legislation establishes requirements for electronic and information technology developed, maintained, procured or used by the Federal government. Section 508 requires that electronic and information technology is accessible to people with disabilities, including employees and members of the public.

## Web Content Accessibility Guidelines 1.0

***To meet 508 Compliance all WCAG 1.0 Priority standards must be followed.*** The guidelines are intended to make content accessible for those with disability, while at the same time promoting cross browser compatibility and an improved user experience.

In order to ensure the highest levels of compliance all DFS websites must follow and account for all WCAG 1.0 checklist items as found in the reference section of this document.

# DFS Technology

All technology used to create websites and pages must be approved by DFS. The current standard for DFS Web Content Authors is Adobe Contribute software. Application software is approved on a per project basis.

## Video and Steaming Media

DFS uses cloud hosting/streaming media service, currently Brightcove. No video files should be directly housed on Department websites.

## Directory Structure

Unused files should be removed from websites. Template resources should be kept separate from content resources (Ex. Images used in the template should be in a clearly marked folder along with other resources in use by the template).

## File and Folder Names

Files and Folders names should not contain spaces or symbols.

## Doctypes and CSS

XHTML and HTML5 are the two acceptable HTML markup schemes available for webpages. Presentation layers should use CSS2 or CSS3 to keep presentation styling separate from the markup. Layout and nested tables are not acceptable and do not meet 508 compliance.

## Relative linking

Links should be created so as the destination of the href is relative to the location of the source document. This is to ensure portability of content.

## Analytics

DFS utilizes multiple sources for tacking of web usage statistics. DFS may require static tracking code to be placed within any page/site.

## Search Engine Optimization

To facilitate the indexing and searching of web content the following standards should be followed:

* H1 and <title> tags have the same keywords
* Meta Data is complete
* Semantic markup is used (see below for more information on Semantic markup)

### Semantic Markup

Semantic markup is the practice of giving meaning to the information contained in a webpage through the use of HTML tags.

Semantic markup should be followed as found on the Florida Usability web markup best practices found in the reference section of this document including, but not limited to, the following:

* All web pages must have a valid document type
* Do not use browser specific tags
* All web pages must have a defined character set
* Use heading levels (H1 – H6) to denote importance
* Use descriptive texts for links
* All images must have an alt attribute

## Print Style Sheets

Sites must print gracefully under the control of a print style sheet.