

Accessibility Compliance in the CMS

Table of Contents

1. Headings.....	2
a. Use Headings to Create Sections and Subsections	2
Example: May is Bike Month.....	2
How to Apply Headings.....	3
b. Maintain Heading Order and Sequentiality	4
c. Use Subheadings for Subsections	6
d. Headings: Quick Reference	Error! Bookmark not defined.
2. Links	7
a. Include Context/Purpose in Link Text.....	7
b. Supplement Link Text with a Title.....	7
3. Bullet Points	8
a. Use Bullet Points only for Lists.....	8
Example: Downloadable Document Links.....	8
4. Images	9
a. Include Alt Text for Images with Contextual Meaning	9
How to Add Alt Text	9
b. Include Empty Alt Tag for Decorative Images.....	10
How to Add an Empty Alt Tag	10
c. Avoid images of text	Error! Bookmark not defined.
Resources on Creating Accessible PDFs.....	12
5. Tables	13
a. Use Tables mainly for Data Organization.....	13
Example 1: Construction Projects Table	13
b. Always Use Headers and Associate Them with Cells	14
How to Assign Headers and Associate Them with Cells	Error! Bookmark not defined.
c. Always Include a Table Summary.....	Error! Bookmark not defined.
How to Add a Table Summary	15

1. Headings

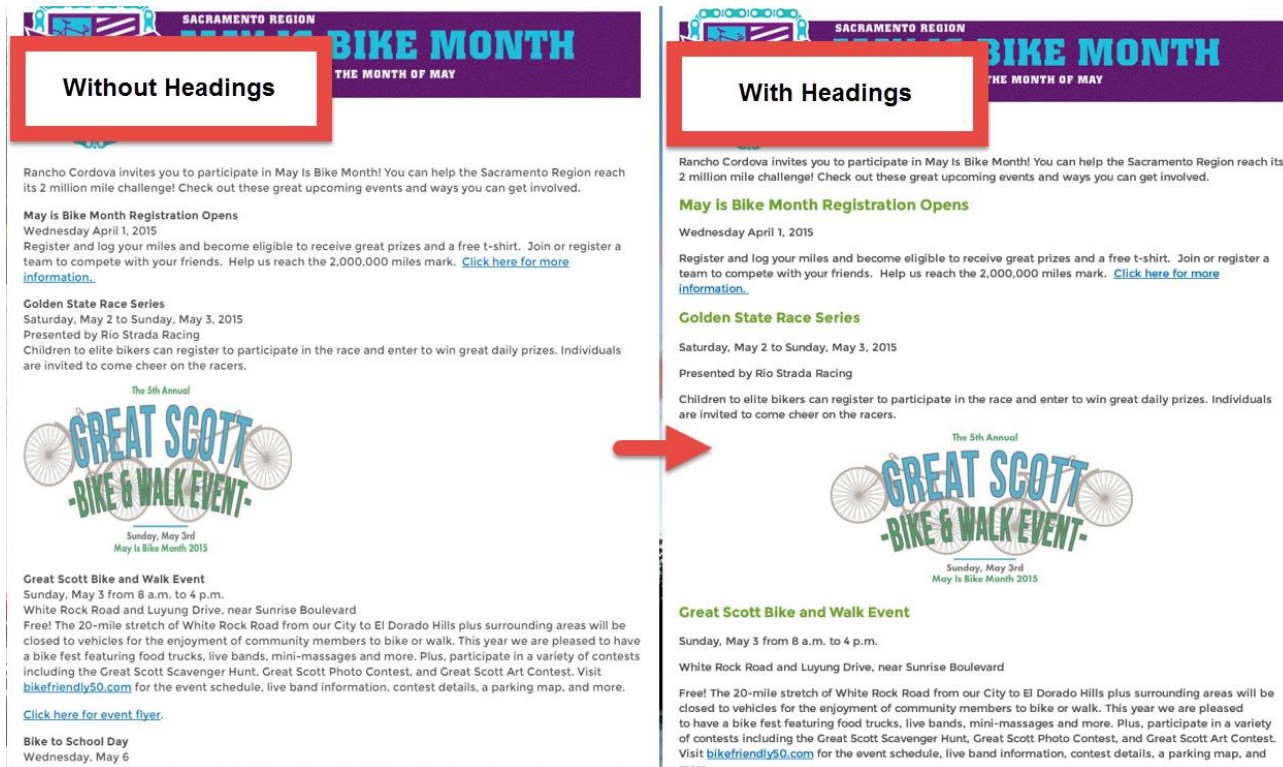
The headings tool allows screen readers to skip through content by section and subsection. Users listen to each heading first, and choose whether or not to access the content within it.

a. Use Headings to Create Sections and Subsections

A common practice is to use bold, italics, and underline to mark a section header. Web Accessibility Best Practice is to use a proper heading structure instead. However, do not use headers to achieve visual results only.

Example: May is Bike Month

See below for a page where heading formatting was added:



Without Headings

Rancho Cordova invites you to participate in May Is Bike Month! You can help the Sacramento Region reach its 2 million mile challenge! Check out these great upcoming events and ways you can get involved.

May Is Bike Month Registration Opens
 Wednesday April 1, 2015
 Register and log your miles and become eligible to receive great prizes and a free t-shirt. Join or register a team to compete with your friends. Help us reach the 2,000,000 miles mark. [Click here for more information.](#)

Golden State Race Series
 Saturday, May 2 to Sunday, May 3, 2015
 Presented by Rio Strada Racing
 Children to elite bikers can register to participate in the race and enter to win great daily prizes. Individuals are invited to come cheer on the racers.

The 5th Annual
GREAT SCOTT -BIKE & WALK EVENT-
 Sunday, May 3rd
 May Is Bike Month 2015

Great Scott Bike and Walk Event
 Sunday, May 3 from 8 a.m. to 4 p.m.
 White Rock Road and Luyung Drive, near Sunrise Boulevard
 Free! The 20-mile stretch of White Rock Road from our City to El Dorado Hills plus surrounding areas will be closed to vehicles for the enjoyment of community members to bike or walk. This year we are pleased to have a bike fest featuring food trucks, live bands, mini-massages and more. Plus, participate in a variety of contests including the Great Scott Scavenger Hunt, Great Scott Photo Contest, and Great Scott Art Contest. Visit bikefriendly50.com for the event schedule, live band information, contest details, a parking map, and more.
[Click here for event flyer.](#)

Bike to School Day
 Wednesday, May 6
 Rancho Cordova encourages to celebrate this national day by bike to school. The best way to stay

With Headings

Rancho Cordova invites you to participate in May Is Bike Month! You can help the Sacramento Region reach its 2 million mile challenge! Check out these great upcoming events and ways you can get involved.

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 Register and log your miles and become eligible to receive great prizes and a free t-shirt. Join or register a team to compete with your friends. Help us reach the 2,000,000 miles mark. [Click here for more information.](#)

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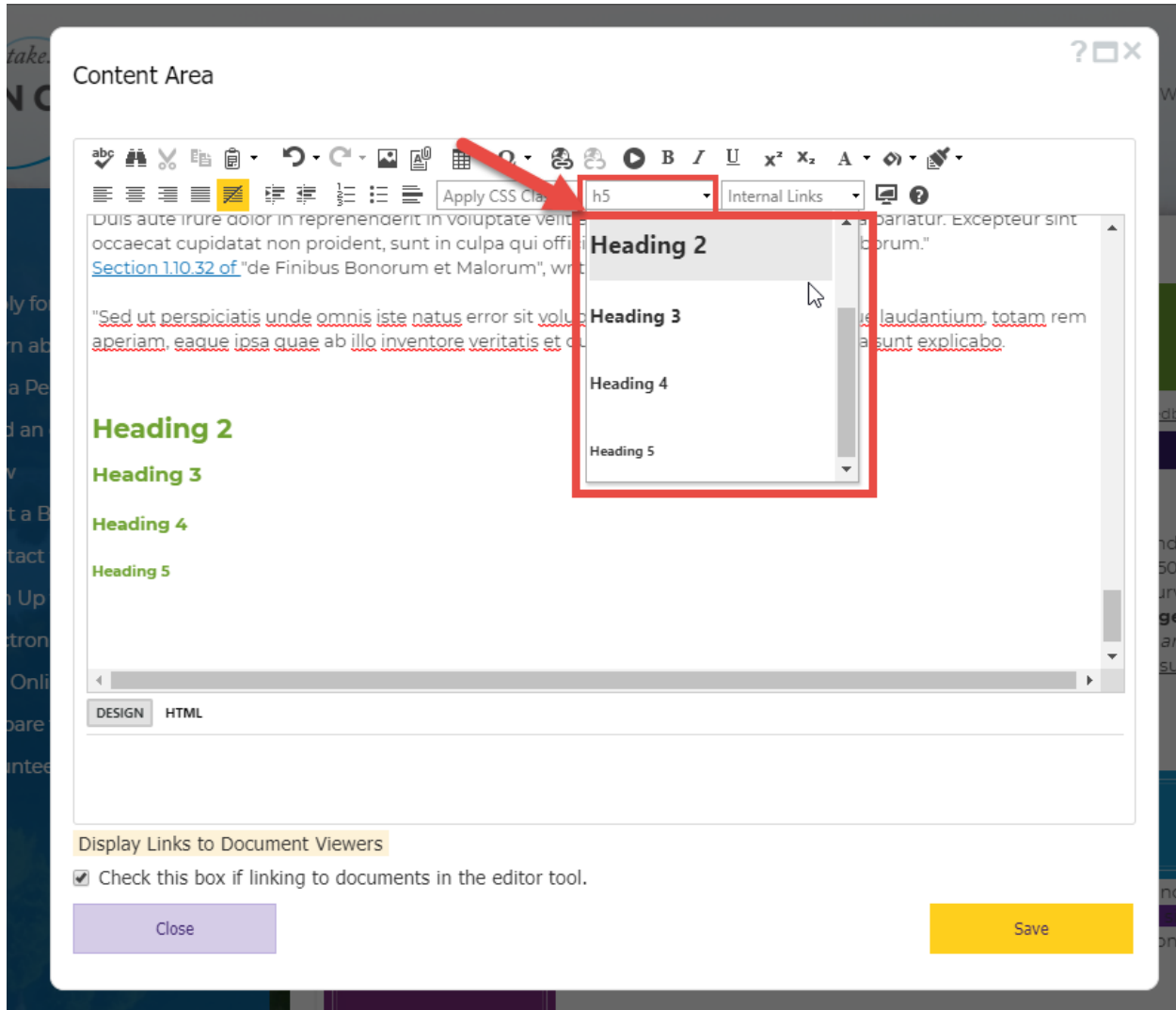
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The example on the left uses **bolded text** to denote a section heading.

How to Apply Headings

All RAD editor or detail/Content Areas in the visionCMS have the same icons and drop downs. Heading formatting can be applied via the dropdown shown below:



The screenshot shows the Granicus RAD editor interface. At the top, there is a toolbar with various icons for text formatting. A red arrow points to a dropdown menu that is currently set to 'h5'. This dropdown menu is open, showing a list of heading options: 'Heading 2', 'Heading 3', 'Heading 4', and 'Heading 5'. The 'Heading 2' option is highlighted. Below the dropdown, the editor displays a preview of the text with the selected heading applied. The text is: "Duis aute irure dolor in reprehenderit in voluptate velit occaecat cupidatat non proident, sunt in culpa qui officina deserunt mollit anim id est laborum." Below this, there is a link: "Section 1.10.32 of 'de Finibus Bonorum et Malorum', written by Cicero." The editor also shows a preview of the text with the selected heading applied: "Sed ut perspiciatis unde omnis iste natus error sit voluptatem accusantium doloremque laudantium, totam rem aperiam, eaque ipsa quae ab illo inventore veritatis et quasi architecto beatae vitae dicta sunt explicabo." The editor has tabs for 'DESIGN' and 'HTML'. At the bottom, there is a checkbox labeled 'Display Links to Document Viewers' which is checked, and buttons for 'Close' and 'Save'.

You can either place the cursor on the **same line** as the text, or highlight the text. Then select the appropriate Heading from the list.

b. Maintain Heading Order and Sequentiality.....

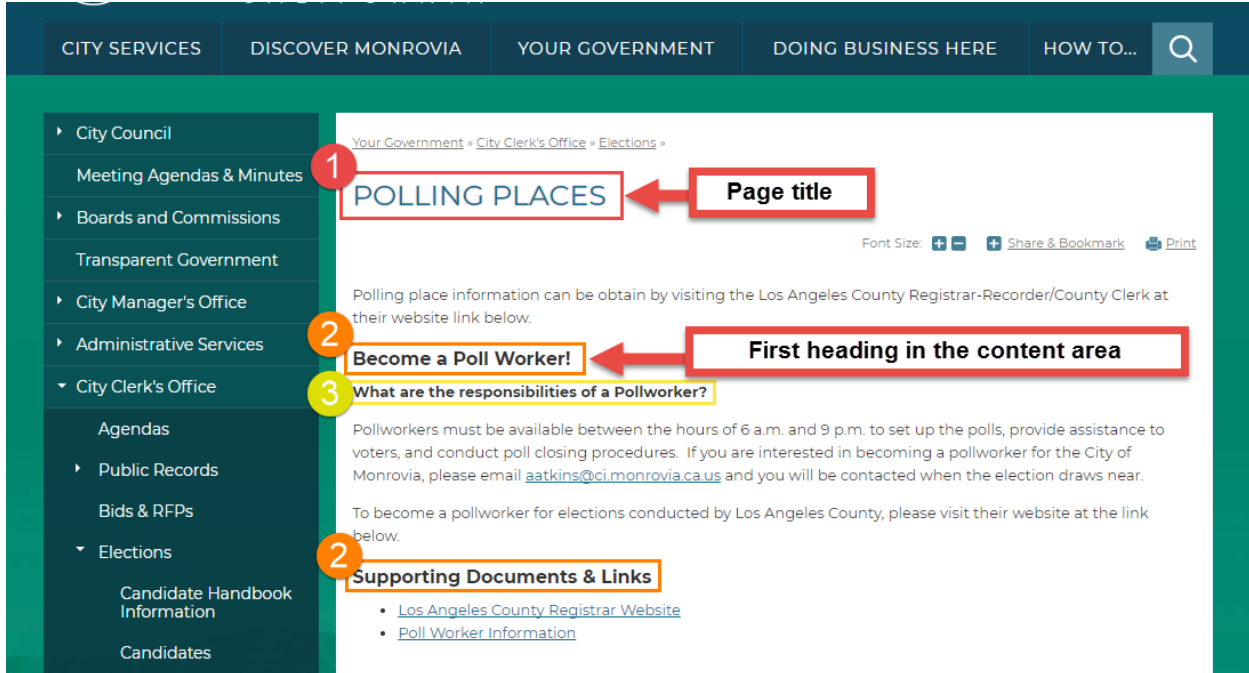
For a screen reader to match the visual order of the page, the headings must be used in order and cannot skip levels:

Example 1: Compliant	Example 2: Non-Compliant
<p><h1> Grants and Scholarships</p> <p><h2> How can I apply?</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.</p> <p><h3> Eligibility Requirements</p> <p>aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non 4fficial4, sunt in culpa qui 4fficial deserunt mollit anim id est laborum.</p> <p><h4> For High School Students</p> <p>consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non 4fficial4, sunt in culpa qui 4fficial deserunt mollit anim id est laborum.</p> <p><h4> For College Students</p> <p>consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non 4fficial4, sunt in culpa qui 4fficial deserunt mollit anim id est laborum.</p> <p><h2>Application Schedule</p> <p>consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non 4fficial4, sunt in culpa qui 4fficial deserunt mollit anim id est laborum.</p>	<p><h2> Grants and Scholarships</p> <p><h1> How can I apply?</p> <p>Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.</p> <p><h3> Eligibility Requirements</p> <p>aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non 4fficial4, sunt in culpa qui 4fficial deserunt mollit anim id est laborum.</p> <p><h5> For High School Students</p> <p>consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non 4fficial4, sunt in culpa qui 4fficial deserunt mollit anim id est laborum.</p> <p><h5> For College Students</p> <p>consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non 4fficial4, sunt in culpa qui 4fficial deserunt mollit anim id est laborum.</p> <p><h2>Application Schedule</p> <p>consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non 4fficial4, sunt in culpa qui 4fficial deserunt mollit anim id est laborum.</p>

In what order do you think a screen reader would read aloud Example 2?

c. Do not use Heading 1.....

In visionCMS, Heading 1 is the page title by default. As per Best Practices, you should avoid applying more Header 1 headings within the Content Area widget on a page. Remember, the RADeditor/ Details section of a piece of content have the same icons available, you can still use a Header 1 within the details of a piece of content much the same as a Page Title.



The screenshot shows a website interface with a dark blue navigation bar at the top containing links for 'CITY SERVICES', 'DISCOVER MONROVIA', 'YOUR GOVERNMENT', 'DOING BUSINESS HERE', and 'HOW TO...'. A search icon is on the right. A dark green sidebar on the left lists various categories like 'City Council', 'Meeting Agendas & Minutes', 'Boards and Commissions', etc. The main content area is white and features a breadcrumb trail: 'Your Government > City Clerk's Office > Elections >'. The page title 'POLLING PLACES' is highlighted with a red box and labeled 'Page title'. Below it, a paragraph of text is followed by a heading 'Become a Poll Worker!' highlighted with a red box and labeled 'First heading in the content area'. This is followed by a heading 'What are the responsibilities of a Pollworker?' highlighted with a yellow box and labeled '3'. Below that is a heading 'Supporting Documents & Links' highlighted with an orange box and labeled '2', which is followed by a bulleted list of links: 'Los Angeles County Registrar Website' and 'Poll Worker Information'. The annotations are numbered 1, 2, and 3 in colored circles.

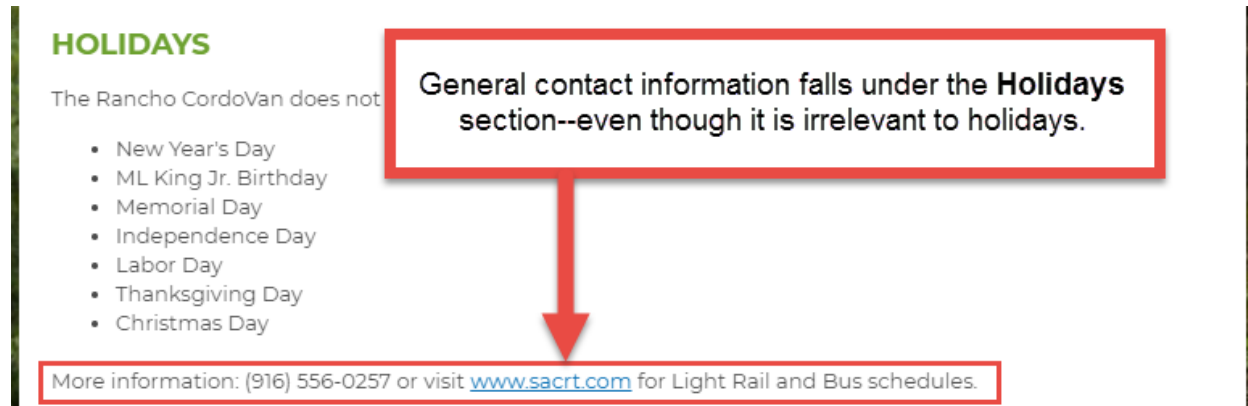
In an example like this; there should only be one Heading 1, which provides a general idea of the page's content.

The very next heading to be used within the content area **must be** Heading 2—you cannot skip levels (i.e. Heading 2 followed by Heading 4).

d. Use Subheadings for Subsections

When creating subsections, use the next heading number up. In the example above, “What are the responsibilities of a poll worker?” has Heading 3, as it is a subsection of “Become a Poll Worker!” (Heading 2).

All content falling after a header is defined underneath it. Example:



HOLIDAYS

The Rancho CordoVan does not

- New Year's Day
- ML King Jr. Birthday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

More information: (916) 556-0257 or visit www.sacrt.com for Light Rail and Bus schedules.

General contact information falls under the **Holidays** section--even though it is irrelevant to holidays.

How would you fix the dilemma above?

2. Links

Best Practice states that Links should **always be descriptive**. Users should know the link purpose and destination without context. This is so that users have the option to scan all of the links on a page before diving into the content.

a. Include Context/Purpose in Link Text

ACCESSIBLE (BUT not Best Practice)	ACCESSIBLE (AND Best Practice)
Click Here to see more information on water restrictions	Water Restrictions (Click Here is Redundant)
Learn more about our town history.	Learn more about our town history

b. Supplement Link Text with a Title

Link titles provide additional information about a link, but are not a substitute for a well-written link.

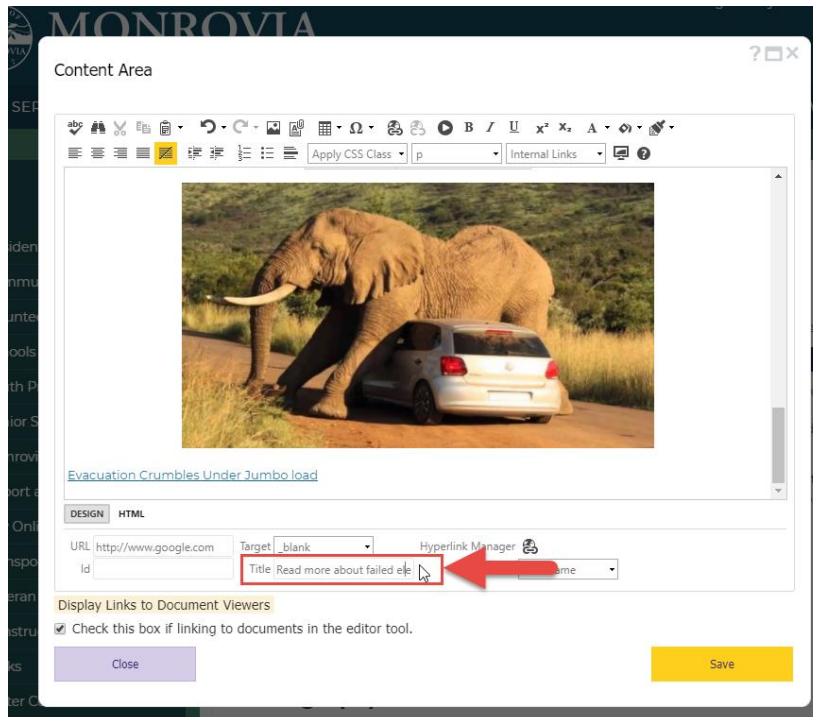
Information the user must know before clicking the link should to be in the link text.

Example:

- **Link text:** Evacuation Crumbles Under Jumbo load
- **Title:** Read more about failed elephant evacuation

How to Add the Title Attribute to a Link

Highlight the link > Enter the title in the tool bar below > Press *Enter*



The screenshot shows a 'Content Area' window with a rich text editor toolbar. Below the toolbar, there is a photograph of an elephant standing over a white car on a dirt road. Below the photo, the text 'Evacuation Crumbles Under Jumbo load' is visible. At the bottom of the editor, the 'Hyperlink Manager' section is active, showing a URL of 'http://www.google.com' and a target of '_blank'. The 'Title' field is highlighted with a red box and contains the text 'Title Read more about failed ele'. A red arrow points to this field. There are also 'Close' and 'Save' buttons at the bottom.

3. Bullet Points

Bullet points should only be used for lists, never paragraphs or for aesthetic purposes.

a. Use Bullet Points only for Lists

Screenreaders see bulleted paragraphs as blocks of text. This removes the ability to skip around content to find relevant information. Users are forced to listen to the entire paragraph.

Example: Downloadable Document Links

Bullet points used for formatting	Bullet points removed, headings added
<p>Permit Applications and Required Paperwork</p> <ul style="list-style-type: none"> • Fax Residential Application for Building Permit - Contractor Form (RCB1000) THIS FORM FOR USE BY A LICENSED CONTRACTOR OR THEIR LEGALLY AUTHORIZED AGENT. For these residential permits ONLY: Water Heater replacements; HVAC change-outs; Water Softener installation; Service Panel / Meter change-outs; Main Breaker replacement; Sewer / Water Line replacement; Re-Roofing house. NOTE: Fax permits for HVAC work must be accompanied by the appropriate Energy Compliance Documentation. Re-roofing must have Energy Documentation and the Re-Roof Worksheet (see further down in this category). • Fax Residential Application for Building Permit - Owner Form (RCB1001) THIS FORM FOR USE BY A PROPERTY OWNER OR THEIR LEGALLY AUTHORIZED AGENT. For these residential permits ONLY: Water Heater replacements; HVAC change-outs; Water Softener installation; Service Panel / Meter change-outs; Main Breaker replacement; Sewer / Water Line replacement; Re-Roofing house. NOTE: Fax permits for HVAC work must be accompanied by the appropriate Energy Compliance Documentation. Re-roofing must have Energy Documentation and the Re-Roof Worksheet (see further down in this category). • Commercial Application for Building Permit - Contractor Form (RCB1002) THIS FORM FOR USE BY A LICENSED CONTRACTOR OR THEIR LEGALLY AUTHORIZED AGENT. For all commercial and multi-family permit types except: Signs; Production Homes; Fax Permits. • Commercial Application for Building Permit - Owner Form (RCB1003) THIS FORM FOR USE BY A PROPERTY OWNER OR THEIR LEGALLY AUTHORIZED AGENT. For all commercial and multi-family permit types except: Signs; Production Homes; Fax Permits. • Residential Application for Building Permit - Contractor Form (RCB1004) THIS FORM FOR USE BY A LICENSED CONTRACTOR OR THEIR LEGALLY AUTHORIZED AGENT. For all residential permit types except: Production Homes; Fax Permits. • Residential Application for Building Permit - Owner Form (RCB1005) THIS FORM FOR USE BY A PROPERTY OWNER OR THEIR LEGALLY AUTHORIZED AGENT. For all residential permit types except: Production Homes; Fax Permits. • Application for Sign Permit - Contractor Form (RCB1006) THIS FORM FOR USE BY A LICENSED CONTRACTOR OR THEIR LEGALLY AUTHORIZED AGENT. For all types of Sign permits. • Application for Sign Permit - Owner Form (RCB1007) THIS FORM FOR USE BY A PROPERTY OWNER OR THEIR LEGALLY AUTHORIZED AGENT. For all types of Sign permits. • Application for Production Home Permit (RCB0902) 	<p>Permit Applications and Required Paperwork</p> <p>Fax Residential Application for Building Permit - Contractor Form (RCB1000) THIS FORM FOR USE BY A LICENSED CONTRACTOR OR THEIR LEGALLY AUTHORIZED AGENT. For these residential permits ONLY: Water Heater replacements; HVAC change-outs; Water Softener installation; Service Panel / Meter change-outs; Main Breaker replacement; Sewer / Water Line replacement; Re-Roofing house. NOTE: Fax permits for HVAC work must be accompanied by the appropriate Energy Compliance Documentation. Re-roofing must have Energy Documentation and the Re-Roof Worksheet (see further down in this category).</p> <p>Fax Residential Application for Building Permit - Owner Form (RCB1001) THIS FORM FOR USE BY A PROPERTY OWNER OR THEIR LEGALLY AUTHORIZED AGENT. For these residential permits ONLY: Water Heater replacements; HVAC change-outs; Water Softener installation; Service Panel / Meter change-outs; Main Breaker replacement; Sewer / Water Line replacement; Re-Roofing house. NOTE: Fax permits for HVAC work must be accompanied by the appropriate Energy Compliance Documentation. Re-roofing must have Energy Documentation and the Re-Roof Worksheet (see further down in this category).</p> <p>Commercial Application for Building Permit - Contractor Form (RCB1002) THIS FORM FOR USE BY A LICENSED CONTRACTOR OR THEIR LEGALLY AUTHORIZED AGENT. For all commercial and multi-family permit types except: Signs; Production Homes; Fax Permits.</p> <p>Commercial Application for Building Permit - Owner Form (RCB1003) THIS FORM FOR USE BY A PROPERTY OWNER OR THEIR LEGALLY AUTHORIZED AGENT. For all commercial and multi-family permit types except: Signs; Production Homes; Fax Permits.</p> <p>Residential Application for Building Permit - Contractor Form (RCB1004) THIS FORM FOR USE BY A LICENSED CONTRACTOR OR THEIR LEGALLY AUTHORIZED AGENT. For all residential permit types except: Production Homes; Fax Permits.</p> <p>Residential Application for Building Permit - Owner Form (RCB1005) THIS FORM FOR USE BY A PROPERTY OWNER OR THEIR LEGALLY AUTHORIZED AGENT. For all residential permit types except: Production Homes; Fax Permits.</p> <p>Application for Sign Permit - Contractor Form (RCB1006) THIS FORM FOR USE BY A LICENSED CONTRACTOR OR THEIR LEGALLY AUTHORIZED AGENT. For all types of Sign permits.</p> <p>Application for Sign Permit - Owner Form (RCB1007)</p>

Above, bullet points are used on downloadable forms. To a screen reader, these are blocks of text.

How it was made compliant:

- Bullet points were removed
- Headings were assigned to each form download link, enabling users to skip through each document title

4. Images

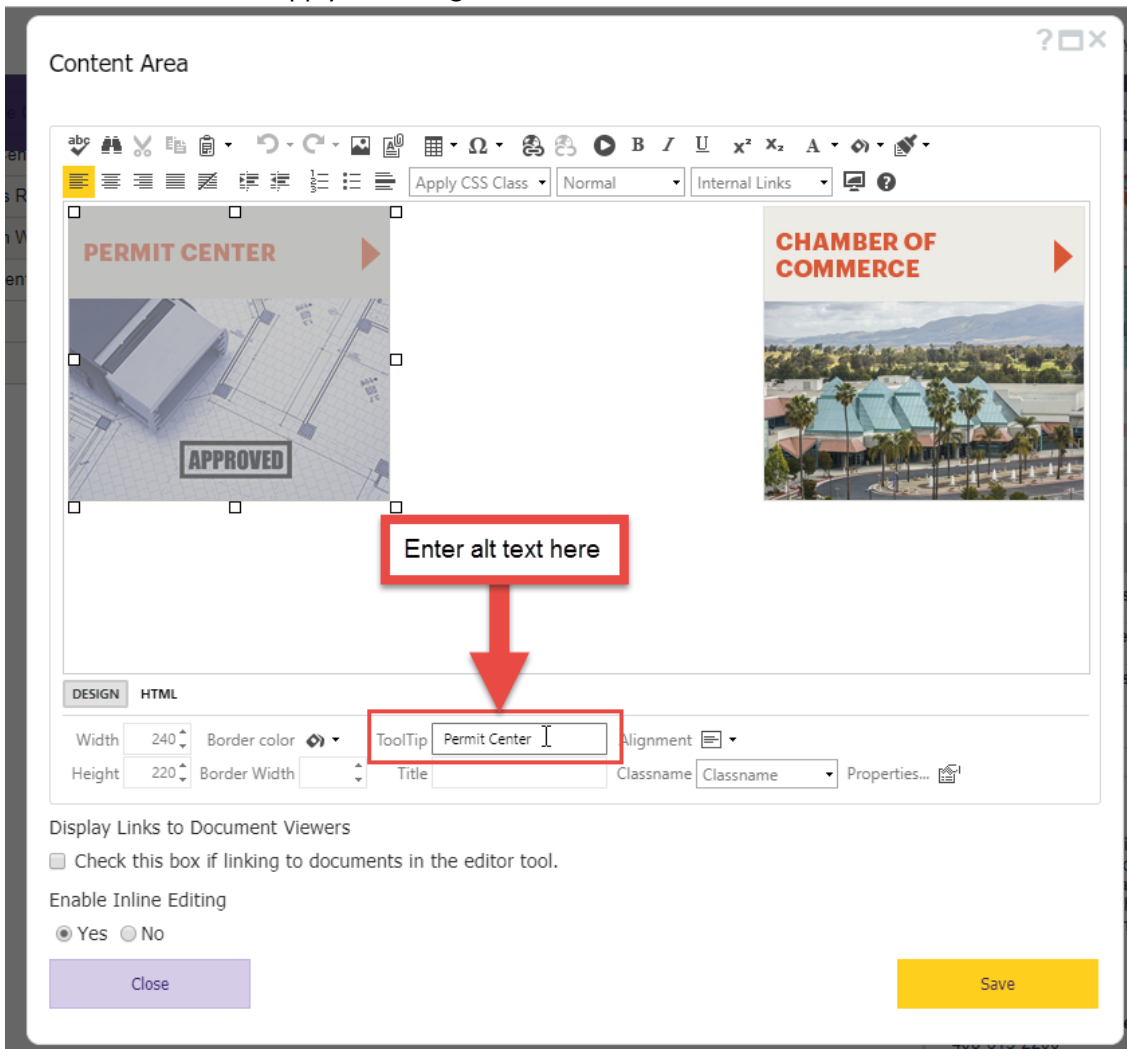
Images must have some sort of description through the alt text or long description. Images with lots of text should be avoided.

a. Include Alt Text for Images with Contextual Meaning.....

This allows screen reader users to benefit from the images included.

How to Add Alt Text

- Click on the image in the CMS editor
- Under **ToolTip**, enter your alt text
- Press **Enter** to apply the change



The screenshot shows the Granicus CMS editor interface. At the top, there's a "Content Area" header. Below it is a rich text editor toolbar with various icons for text formatting and alignment. The main content area contains two images: "PERMIT CENTER" on the left and "CHAMBER OF COMMERCE" on the right. A red box with the text "Enter alt text here" and a red arrow points to the "ToolTip" field in the image properties panel below. The "ToolTip" field contains the text "Permit Center". Other fields in the panel include "Width" (240), "Height" (220), "Border color", "Border Width", "Title", "Alignment", "Classname", and "Properties...". At the bottom of the panel, there are checkboxes for "Display Links to Document Viewers" and "Enable Inline Editing" (set to "Yes"). "Close" and "Save" buttons are also visible.

If an image has text, the alt text must mirror the image text.

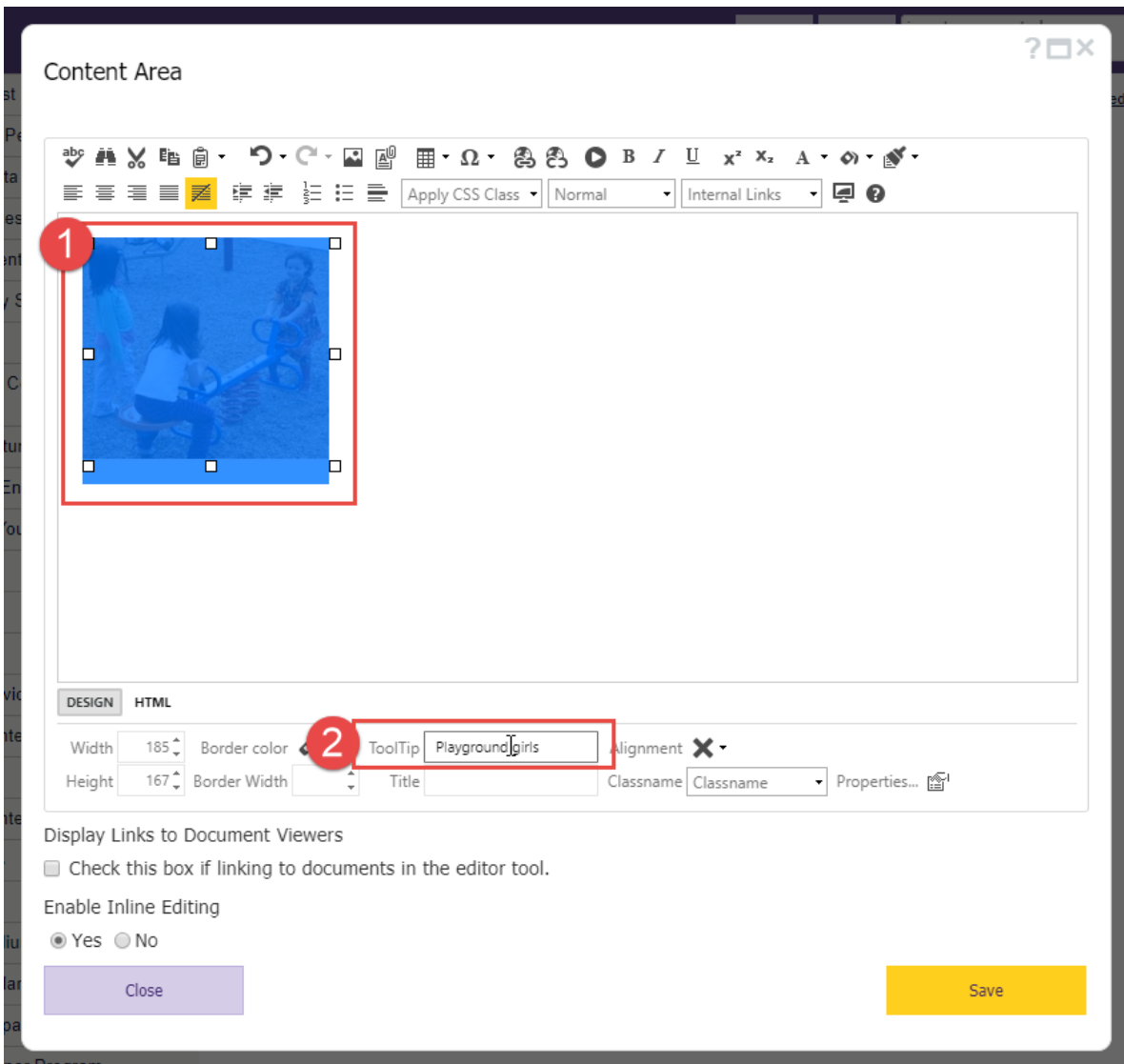
b. Remove Alt Text for Decorative Images

A decorative image does not enrich the understanding of the content. Inserting an empty alt tag tells the screenreader to forego mentioning the image. BUT, You will most likely never be adding a picture to a Content Area or Detail area of your website that does not require a Alt Tag.

You can add/remove alt text via the ToolTip toolbar in the CMS.

How to Add an Empty Alt Tag via ToolTip

1. Click on the image
2. Place your cursor inside the ToolTip Bar



The screenshot shows a 'Content Area' editor window. At the top is a rich text toolbar with various icons for text formatting and alignment. Below the toolbar is a large content area containing a blue-tinted image of children playing on a playground. A red box with the number '1' is drawn around the image. Below the content area is a 'DESIGN' tabbed tooltip bar. The 'DESIGN' tab is active, showing fields for 'Width' (185), 'Height' (167), 'Border color', 'Border Width', 'Title', 'Classname', and 'Properties...'. A red box with the number '2' is drawn around the 'ToolTip' field, which contains the text 'Playground Girls'. Below the tooltip bar are two checkboxes: 'Display Links to Document Viewers' (unchecked) and 'Enable Inline Editing' (radio buttons for 'Yes' and 'No', with 'Yes' selected). At the bottom of the window are 'Close' and 'Save' buttons.

3. Delete all text within the ToolTip
4. Press "Enter" on your keyboard. This applies the change.

Content Area

The image shows a 'Content Area' editor window. At the top is a toolbar with various icons for text formatting, alignment, and media insertion. Below the toolbar is a large white area containing a photograph of three children playing on a blue and red playground structure. Below the photo is a 'DESIGN' tab, which is active. Under the 'DESIGN' tab, there are several fields: 'Width' (185), 'Height' (167), 'Border color' (with a color picker), 'Border Width' (with a dropdown), 'Alignment' (with a dropdown), 'Classname' (with a dropdown), and 'Properties...' (with a gear icon). Two red circles are overlaid on the 'Border color' and 'Border Width' fields, with the number '3' next to the first and '4' next to the second. A red rectangular box highlights the 'ToolTip' and 'Title' input fields, which are currently empty. Below the design panel, there are two sections: 'Display Links to Document Viewers' with a checkbox and the text 'Check this box if linking to documents in the editor tool.', and 'Enable Inline Editing' with radio buttons for 'Yes' (selected) and 'No'. At the bottom of the window are two buttons: 'Close' (purple) and 'Save' (yellow).

c. Text in Images and Accessibility

Using images to convey information is against best practice. Screen readers cannot scan text in an image, so alt text must match the text in the image. If this is not possible due to a large volume of text or a complex image, then the following two options may be considered:

1. Create a new page/page section and transcribe the image content
2. Create an accessible PDF for users to download

Resources on Creating Accessible PDFs

- <http://webaim.org/techniques/acrobat/>
- <http://www.section508.va.gov/support/tutorials/pdf/>

5. Tables

Tables are great for organizing data. However, when used for aesthetic purposes you may need to rethink your approach to ensure it remains accessible. A key part of ensuring this is to create them using VisionCMS 100% of the time—do not paste them in from Excel or another client.

Pasting tables into the CMS from other sources brings in tags and code that will be flagged by an accessibility checker.

a. Use Tables mainly for Data Organization

When we use tables for layout, the flow of information created by headings is interrupted. This makes it difficult for screen readers to parse the different sections and content on a page.

Example 1: Construction Projects Table

Before

Summary of Properties in the Sunridge Specific Plan Area

PROJECT	# OF UNITS/ MASTER PROJECT	# OF UNITS/ PROJECT	HOME BUILDER
North Douglas II	153*	153*	
*North Douglas II is not part of the Sunridge SPA.			
North Douglas	666		
Village 1		88	Lennar
Village 2		79	Woodside
Village 3		73	Lennar
Village 4		82	Lennar
Village 5		78	Lennar
Village 6		75	Lennar
Village 7		129	Lennar
Village 8		62	
Anatolia I	916		
Anthology		118	Cambridge
Village 1		124	Renaissance
Village 2		106	Morisson
Village 3		26	Winncrest
Village 4		117	Renaissance
Village 5		105	Tim Lewis
Village 6		80	Lyon/Pulte
Village 7		132	US Homes
Village 8		108	Winncrest
Anatolia II	980		
RD-10 Site		99	US Homes
Village 9		152	US Homes
Village 10		117	JTS
Village 11		56	Lyon
Village 12		124	US Homes
Village 13		104	JTS
Village 14		92	Cambridge
Village 15		114	Winncrest
Village 16		122	DR Horton
Anatolia III	798		
Village 17		152	
Village 18		117	
Village 19		56	
Village 20		124	

After

Summary of Properties in the Sunridge Specific Plan Area

North Douglas II

PROJECT	# OF UNITS/ MASTER PROJECT	# OF UNITS/ PROJECT	HOME BUILDER
North Douglas II	153*	153*	
*North Douglas II is not part of the Sunridge SPA.			

North Douglas

Number of Units/Master Project: 666

PROJECT	# OF UNITS	HOME BUILDER
Village 1	88	Lennar
Village 2	79	Woodside
Village 3	73	Lennar
Village 4	82	Lennar
Village 5	78	Lennar
Village 6	75	Lennar
Village 7	129	Lennar
Village 8	62	

Anatolia I

Number of Units/Master Project: 916

PROJECT	# OF UNITS	HOME BUILDER
Anthology	118	Cambridge
Village 1	124	Renaissance
Village 2	106	Morisson
Village 3	26	Winncrest
Village 4	117	Renaissance
Village 5	105	Tim Lewis
Village 6	80	Lyon/Pulte
Village 7	132	US Homes
Village 8	108	Winncrest

Anatolia II

Number of Units/Master Project: 980

PROJECT	# OF UNITS	HOME BUILDER
RD-10 Site	99	US Homes
Village 9	152	US Homes
Village 10	117	JTS
Village 11	56	Lyon
Village 12	124	US Homes

Before

This table was used for both data and layout. The problems we see here are:

1. **Too many blank cells** - It would take a lot of time and effort for a screen reader user to access the data in this table, because the screen reader still has to read out each blank cell.
2. **Each main project is made up of smaller project sites** - For example, Anatolia I has: Anthology, Village 1, Village 2...) There is no way for a screen reader to skip cells since the page is not organized in a way that would allow that.

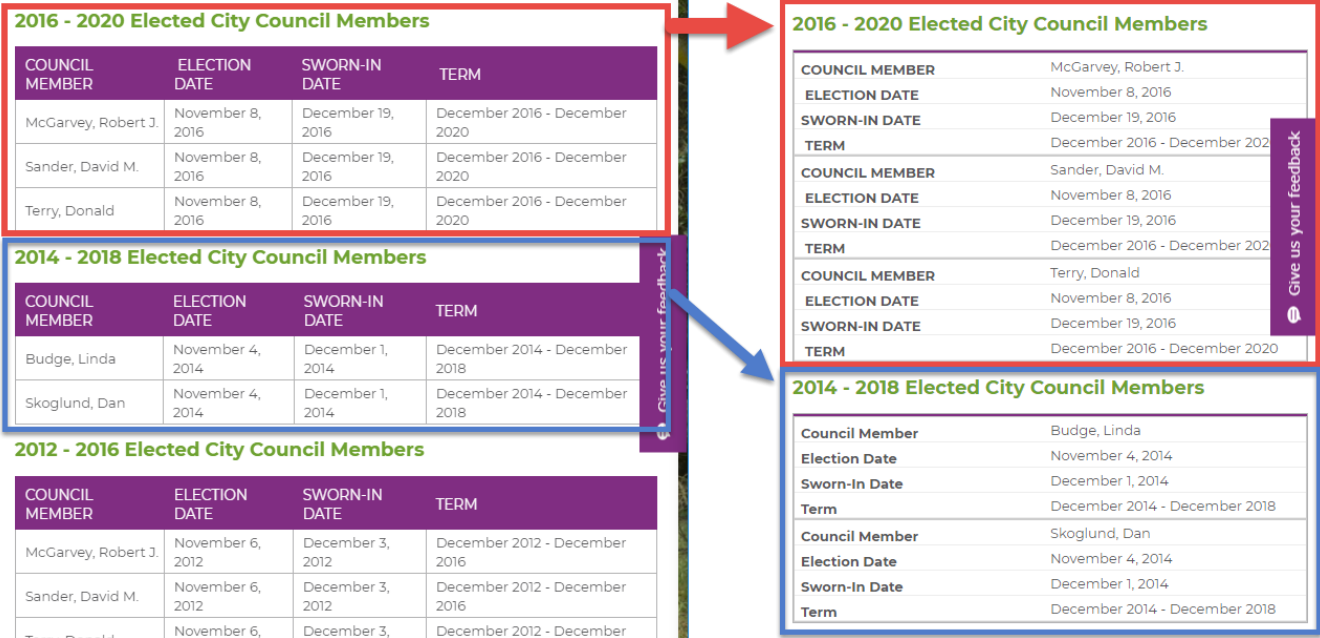
After

In the updated table, headings were used to break up the page into sections so that screen reader users could skip from project to project without having to listen to all of the sites. That way screen reader users have the option of hearing the project details if they so choose.

b. Use a Header Row and Associate with Cells.....

When header rows are associated with cells, screen reader users can reference the header that applies to each cell.

How do you check that headers are defined and associated with cells? The table is fully responsive when you shrink the window size:



2016 - 2020 Elected City Council Members

COUNCIL MEMBER	ELECTION DATE	SWORN-IN DATE	TERM
McGarvey, Robert J.	November 8, 2016	December 19, 2016	December 2016 - December 2020
Sander, David M.	November 8, 2016	December 19, 2016	December 2016 - December 2020
Terry, Donald	November 8, 2016	December 19, 2016	December 2016 - December 2020

2014 - 2018 Elected City Council Members

COUNCIL MEMBER	ELECTION DATE	SWORN-IN DATE	TERM
Budge, Linda	November 4, 2014	December 1, 2014	December 2014 - December 2018
Skoglund, Dan	November 4, 2014	December 1, 2014	December 2014 - December 2018

2012 - 2016 Elected City Council Members

COUNCIL MEMBER	ELECTION DATE	SWORN-IN DATE	TERM
McGarvey, Robert J.	November 6, 2012	December 3, 2012	December 2012 - December 2016
Sander, David M.	November 6, 2012	December 3, 2012	December 2012 - December 2016
Terry, Donald	November 6, 2012	December 3, 2012	December 2012 - December 2016

2016 - 2020 Elected City Council Members

COUNCIL MEMBER	McGarvey, Robert J.
ELECTION DATE	November 8, 2016
SWORN-IN DATE	December 19, 2016
TERM	December 2016 - December 2020
COUNCIL MEMBER	Sander, David M.
ELECTION DATE	November 8, 2016
SWORN-IN DATE	December 19, 2016
TERM	December 2016 - December 2020
COUNCIL MEMBER	Terry, Donald
ELECTION DATE	November 8, 2016
SWORN-IN DATE	December 19, 2016
TERM	December 2016 - December 2020

2014 - 2018 Elected City Council Members

Council Member	Budge, Linda
Election Date	November 4, 2014
Sworn-In Date	December 1, 2014
Term	December 2014 - December 2018
Council Member	Skoglund, Dan
Election Date	November 4, 2014
Sworn-In Date	December 1, 2014
Term	December 2014 - December 2018

In responsive view, the table layout changes, but each header is still referencing the same cell

c. Provide “context” for the data in the table.....

Table “Captions” provide actual text that gets visually displayed above the table and are read aloud to users, allowing them the choice of reading the table or not.

How to Add a Table Caption

Right click on the table > Table Properties

Go to the **Accessibility** Tab > Enter **CAPTION-** Summary creates redundancy.

d. Use these 4 Stages to create a Data Table

1. Create the structure and input the proper data- fill all cells no blanks.
2. Right click any cell and select Table Properties- If the mouse click menu does not appear do not panic this stage can still be completed by clicking in any cell and locating the “Cell Properties” button in a Content Area Widget this is going to pop up at the bottom of the RAD Editor after you click in any cell in the table. – then select the “Table Properties” tab
3. Locate the “CSS Class” drop down menu on the bottom left side of the available options, select Table Data
4. Locate the Accessibility tab – choose the Header row (most often it is row “1”) Type in a Caption Unless the content within the data table is easily understood based upon the headers and context of the page.

