

FAO Web Content Accessibility Guidelines

FAO's Accessibility Guidelines have been derived from the W3C's [Web Content Accessibility Guidelines \(WCAG\)](#), version 2.0, which have become an established standard for measuring online accessibility. The Web Guide Editorial Board has selected those guidelines which are applicable to FAO's online content and can be easily applied. The [W3C Web site](#) includes full information on understanding and applying these guidelines.

The FAO Accessibility Guidelines have maintained the original W3C numbering system to enable the cross referencing of each item. Also, for each guideline, three levels of conformance are defined:

- A (minimum level of conformance)
- AA
- AAA (highest level)

1.1	Provide text alternatives for any non-text content so that it can be changed into other usable forms, such as large print, braille, speech, symbols or simpler language		
1.1.1	Non-text content (such as image and video files)	Level A	<ul style="list-style-type: none"> • All images, form image buttons and image map hot spots have appropriate, equivalent alternative text. • Images that do not convey content, that are purely decorative or are used only for visual formatting are given null alt text (alt="") and implemented in a way that they can be ignored by assistive technology e.g. in the CSS as a background image. • All linked images have descriptive alternative text. • When text can be rendered just as well by the browser as it can in an image, avoid using images for text. • If the purpose of non-text content is to confirm that content is being accessed by a person rather than a computer (CAPTCHA), then text or audio alternatives should be provided to accommodate different disabilities. • Embedded multimedia is identified via accessible text, such as Flash movies, YouTube videos or SlideShare presentations.
1.2	Provide alternatives for time-based media (audio or video)		
1.2.1 <i>(includes 1.2.3 to 1.2.9)</i>	Audio-only and video-only (pre-recorded)	Level A/AA	<ul style="list-style-type: none"> • A descriptive text transcript (including all relevant visual and auditory clues and indicators) is provided for non-live, Web-based audio (audio podcasts, MP3 files, etc.). • A text or audio description is provided for non-live, Web-based video-only (e.g., video that has no audio track). • A 'described' version of a video is provided when a description is necessary for unsighted users to understand the content. The described audio track can either be distributed with the video content or as an audio only file. • All videos, if they don't autoplay, have an accessible

			Play control.
1.2.2	Captions (pre-recorded)	Level A	<ul style="list-style-type: none"> Synchronized captions or subtitles are provided for non-live, Web-based video (YouTube videos, etc.).
1.3	Create content that can be presented in different ways (for example simpler layout) without losing information or structure		
1.3.1	Information and relationships	Level A	<ul style="list-style-type: none"> Presentation in terms of layout and formatting is separate from content, e.g. a CSS file is used instead of tables. Tables are used to markup tabular data, such as for statistics and spreadsheets. Headers are always indicated in data tables using <th> tags and all data cells associated with their header. Semantic markup is used to designate headings (<h1>), lists (, , and <dl>), emphasized or special text (, <code>, <abbr>, <blockquote>), etc. Ensure semantic markup is used appropriately.
1.3.2	Meaningful sequence	Level A	<ul style="list-style-type: none"> The reading and navigation order (determined by code order) is logical and intuitive.
1.3.3	Sensory characteristics	Level A	<ul style="list-style-type: none"> Instructions provided for understanding content do not solely rely on shape, size, or visual location (e.g., "Click the square icon to continue" or "Instructions are in the right-hand column"). Instructions do not rely upon sound (e.g., "A beeping sound indicates you may continue.>").
1.4	Make it easier for users to see and hear content		
1.4.1 <i>(includes 1.4.3 and 1.4.6)</i>	Use of colour	Level AA	<ul style="list-style-type: none"> Colour is not used as the sole method of conveying content or distinguishing visual elements. Colour alone is not used to distinguish links from surrounding text and additional differentiation (e.g., it becomes underlined) is provided when the link is hovered over or receives focus.
1.4.2	Audio control	Level A	<ul style="list-style-type: none"> A mechanism is provided to stop, pause, mute, or adjust volume for audio that automatically plays on a page for more than 3 seconds.
1.4.4	Resize text	Level AA	<ul style="list-style-type: none"> The page is readable and functional when the text size is doubled.
1.4.5	Images of text	Level AA	<ul style="list-style-type: none"> If the same visual presentation can be made using text alone, an image is not used to present that text.

1.4.7	Low or no background audio	Level AAA	<ul style="list-style-type: none"> • Audio of speech has no or very low background noise so the speech is easily distinguished.
1.4.8	Visual presentation	Level AAA	<ul style="list-style-type: none"> • Blocks of text over one sentence in length: <ul style="list-style-type: none"> o are no more than 80 characters wide. o are NOT fully justified (aligned to both the left and the right margins). o have adequate line spacing (at least 1/2 the height of the text) and paragraph spacing (1.5 times line spacing). o have a specified foreground and background colour. These can be applied to specific elements or to the page as a whole using CSS (and thus inherited by all other elements). o do NOT require horizontal scrolling when the text size is doubled.
1.4.9	Images of text (no exception)	Level AAA	<ul style="list-style-type: none"> • Text is used within an image only for decoration (image does not convey content) OR when the information cannot be presented with text alone.
2.1	Make all functionality available from a keyboard		
2.1.1	Keyboard	Level A	<ul style="list-style-type: none"> • All page functionality is available using the keyboard, unless the functionality cannot be accomplished in any known way using a keyboard (e.g., free hand drawing). • Page-specified shortcut keys and accesskeys do not conflict with existing browser and screen reader shortcuts (such as Ctrl C, F5 etc.). • The user can navigate to and from all navigable page elements using only the keyboard (e.g. via the tab key).
2.2	Provide users enough time to read and use content		
2.2.2	Pause, stop, hide	Level A	<ul style="list-style-type: none"> • Automatically moving, blinking, or scrolling content that lasts longer than 3 seconds can be paused, stopped, or hidden by the user. Moving, blinking or scrolling can be used to draw attention to or highlight content as long as it lasts less than 3 seconds. • Automatically updating content (e.g., automatically redirecting or refreshing a page, a news ticker, AJAX updated field, a notification alert, etc.) can be paused, stopped, or hidden by the user or the user

			can manually control the timing of the updates.
2.3	Do not design content in a way that is known to cause seizures		
2.3.1	Three flashes or below threshold	Level AAA	<ul style="list-style-type: none"> No page content flashes more than 3 times per second.
2.4	Provide ways to help users navigate, find content, and determine where they are		
2.4.1	Bypass blocks	Level A	<ul style="list-style-type: none"> A mechanism is available to bypass blocks of content that are repeated on multiple Web pages. If a page has a proper heading structure, this may be considered a sufficient technique instead of "Skip to main content" links.
2.4.2	Page titled	Level A	<ul style="list-style-type: none"> Web pages have descriptive and informative page titles.
2.4.3	Focus order	Level A	<ul style="list-style-type: none"> The navigation order of links, form elements, etc. is logical and intuitive and consistent.
2.4.4 <i>(includes 2.4.9)</i>	Link purpose (in context)	Level A	<ul style="list-style-type: none"> The purpose of each link (or form image button or image map hotspot) can be determined from the link text alone, or from the link text and it's context (e.g., surrounding paragraph, list item, table cell, or table headers). Avoid using such text as 'click here' or 'more'. Links (or form image buttons) with the same text that go to different locations are readily distinguishable.
2.4.5	Multiple ways to access a page	Level AA	<ul style="list-style-type: none"> More than one way is available to locate a Web page within a site except where the Web page is the result of, or a step in, a process. There should be at least two out of: a list of related pages, table of contents, site map, site search, or list of all available web pages.
2.4.6	Headings and labels	Level AA	<ul style="list-style-type: none"> Page headings and labels for form and interactive controls are informative. Avoid duplicating headings (e.g., "More Details") or label text (e.g., "First Name") unless the structure provides adequate differentiation between them.
2.4.7	Focus visible	Level AA	<ul style="list-style-type: none"> It is visually apparent which page element has the current keyboard focus (i.e., as you tab through the page, you can clearly see where you are).
2.4.8	Location	Level AAA	<ul style="list-style-type: none"> Information about the user's location within a set of Web pages is available, for example, through

			breadcrumbs or specifying the current step in a sequence (e.g., "Step 2 of 5").
2.4.10	Section headings	Level AAA	<ul style="list-style-type: none"> Section headings are used to organize the content.
3.1	Make text content readable and understandable		
3.1.1	Language of page	Level A	<ul style="list-style-type: none"> The default human language of each Web page can be programmatically determined using the HTML lang attribute (<html lang="en">).
3.1.2	Language of parts	Level AA	<ul style="list-style-type: none"> The language of sections of content that are in a different language are identified, for example, by using the lang attribute (<blockquote lang="es">)
3.1.3	Unusual words	Level AAA	<ul style="list-style-type: none"> Words that may be ambiguous, unknown, or used in a very specific way are defined through adjacent text, a definition list, a glossary, or other suitable method.
3.1.4	Abbreviations	Level AAA	<ul style="list-style-type: none"> Expansions for abbreviations are provided by expanding or explaining the definition the first time it is used, using the <abbr> element, or linking to a definition or glossary. NOTE: WCAG 2.0 gives no exception for regularly understood abbreviations (e.g., HTML on a Web design Web site must always be expanded).
3.1.6	Pronunciation	Level AAA	<ul style="list-style-type: none"> If the pronunciation of a word is vital to understanding that word, its pronunciation is provided immediately following the word or via a link or glossary.
3.2	Make Web pages appear and operate in predictable ways		
3.2.1 <i>(includes 3.2.2)</i>	On focus/on input	Level A	<ul style="list-style-type: none"> When a page element receives focus or when a user inputs information, it does not result in a substantial change to the page, the spawning of a pop-up window, an additional change of keyboard focus, or any other change that could confuse or disorient the user.
3.2.3	Consistent navigation	Level AA	<ul style="list-style-type: none"> Navigation links that are repeated on Web pages do not change order when navigating through the site.
3.2.4	Consistent identification	Level AA	<ul style="list-style-type: none"> Elements that have the same functionality across multiple Web pages are consistently identified. For example, a search box should always be labelled the same way and appear in the same position.
3.2.5	Change on request	Level AAA	<ul style="list-style-type: none"> Substantial changes to the page, the spawning of pop-up windows, uncontrolled changes of keyboard

			focus, or any other change that could confuse or disorient the user must be initiated by the user. Alternatively, the user is provided an option to disable such changes.
3.3	Help users avoid and correct mistakes		
3.3.1	Error identification	Level A	<ul style="list-style-type: none"> • If utilized, form validation cues and errors (client-side or server-side) alert users to errors in an efficient, intuitive, and accessible manner. • The error is clearly identified, quick access to the problematic element is provided, and user is allowed to easily fix the error and resubmit the form.
3.3.2	Labels or instructions	Level A	<ul style="list-style-type: none"> • Sufficient labels, cues, and instructions for required interactive elements are provided via instructions, examples, properly positioned form labels, and/or fieldsets/legends.
3.3.6	Error prevention (all)	Level AAA	<ul style="list-style-type: none"> • If the user can submit information, the submission is reversible, verified, or confirmed.
4.1	Maximize compatibility with current and future user agents, including assistive technologies		
4.1.1	Parsing	Level A	<ul style="list-style-type: none"> • Significant HTML/XHTML validation/parsing errors are avoided, e.g. elements have complete start and end tags, elements do not contain duplicate attributes and any IDs are unique. Check at http://validator.w3.org/
4.1.2	Name, role, value	Level A	<ul style="list-style-type: none"> • Markup is used in a way that facilitates accessibility. This includes following the HTML/XHTML specifications and using forms, form labels, frame titles, etc. appropriately.

Document history

Date	Version	Change
2009/10/21	1.0	Final version. Incorporates comments from WAG members.
2009/07/24	0.1	Draft version.