

# **CEDARS**

# **Web Accessibility Requirements**

v3: updated on 30 Nov 2021

(v1: updated on 7 Jun 2021)  
(v2: updated on 17 Jun 2021)

# List to Follow:

## 1. Sufficient Colour Contrast

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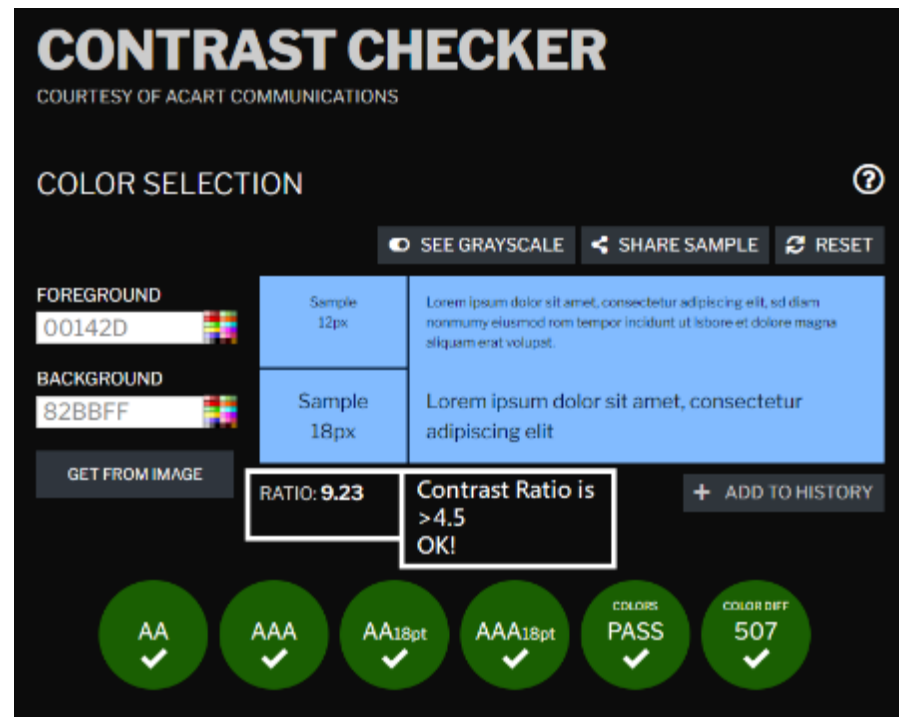
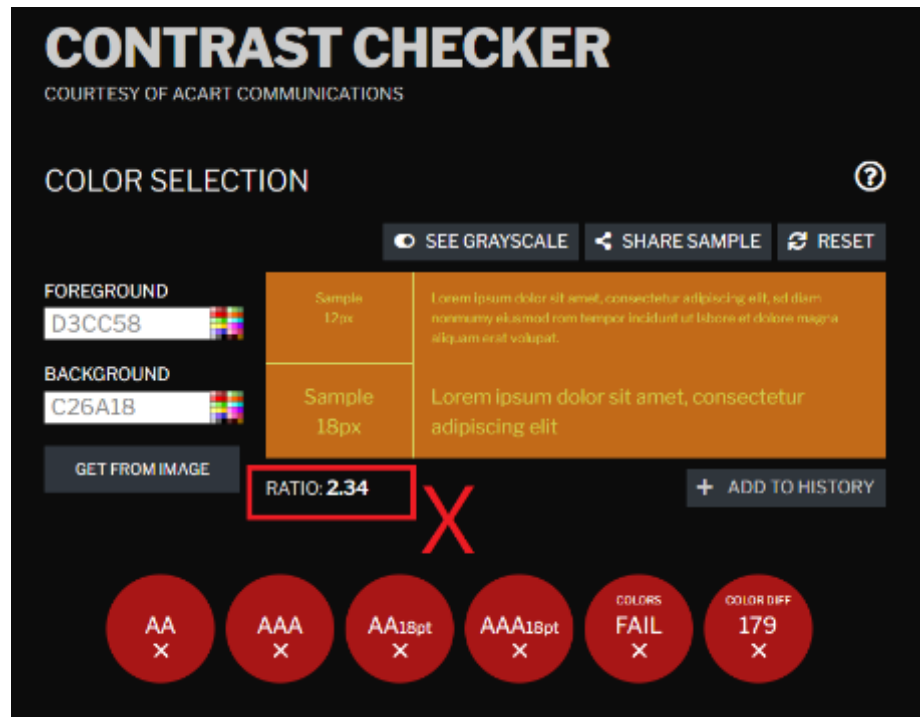
## 7. [Accessibility Statement](#)

# 1. Sufficient Colour Contrast

# 1a) Contrast Ratio & Online Checker

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- ✓ Visual presentation of text and images of text should have a contrast ratio of **at least 4.5:1**.
- ✓ Use Online Contrast Checker (e.g. [Acart Communications](#) / [WebAIM](#)) to check the ratio.



# 1b) Examples

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Past Examples:

OK!



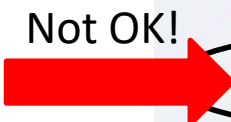
**CEDARS**

**PEER CONNECT AND  
HIGH TABLE 2020**

**SPEED-FRIENDING**

**GOAL SETTING**

Not OK!



**INSPIRATIONAL ACTIVITIES**

**HIGH TABLE**

**IG CHALLENGE ON  
ADJUSTING TO HKU LIFE**



Image that is decorative and conveys no information  
is excluded from Colour Contrast Checking

## 2. Meaningful Text Alternatives

Ref: [Image Concepts \(W3C\)](#)  
[Alternative Text \(WebAIM\)](#)

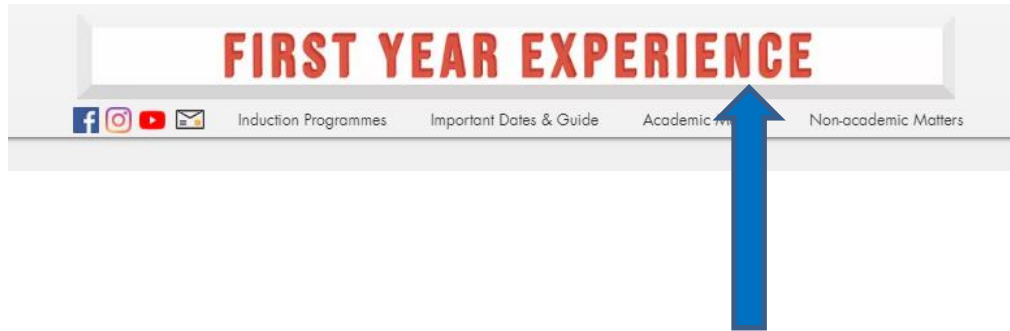
## 2a) Concepts

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- ✓ Images **must have** appropriate text alternatives that describe the information or function represented by them.
- ✓ DO NOT use file format or phrases, such as “images of...” / “graphic of...” / “.jpg” etc.
- ✓ A short and single line is recommended.

## 2b) Examples

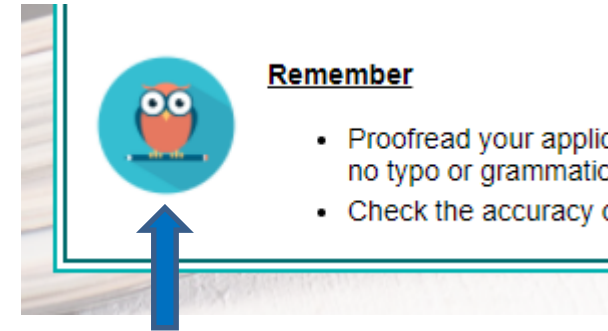
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### Button / Link

This leads to “FYE Home”  
It should have the text alternative  
“First Year Experience Home”.

*[Only use abbreviation (e.g. FYE) when  
the readers understand the full term it  
refers to)*



### Decorative Image

Provide a null text alternative (alt=“”) when the only purpose of an image is to add visual decoration to the page, rather than to convey information that is important to understanding the page.



## 2c) Text Alternatives Checklist for Homepage Banner

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1. Be accurate and equivalent in presenting the same content and function of the image
2. Do not use abbreviation (e.g. FYE) unless the readers understand what it refers to
3. Do not use phrases “image of...” or “graphic of...” to describe the image
4. Do not use the file format (announcement.jpg) to describe the image



Example

Using **Student Host Programme** will serve the purpose

Please refer to [CEDARS Publicity and Promotions > 3f. \(i\) b. Homepage Banner](#) for full list of items required for **Homepage Banner Request Submission** to Dean's Office

### 3) Descriptive Links

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- ✓ Use descriptive texts so that users will have clear information when using screen reader.
- ✓ Avoid using uninformative / ambiguous link texts that are difficult to understand what it is about, such as “click here”, “more”, “click for details” etc.
- ✓ If the URL is relatively short (such as a site's homepage, e.g. hku.hk, which does not have combinations of numbers, dashes, underscores etc.), the URL may be used as the link text.



Click [here](#)

**OK!** [HKU Scholarship Office Website](#)

Ref: [Links and Hypertext \(WebAIM\)](#)

# 4) Accessible File – PDF/WORD

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✓ Follow the information below, prepare an accessible file for upload

## Accessible PDF

1. [\[CEDARS\] Job Advertisement/ Announcement](#)
2. [\[Non-CEDARS\] File Provided by External Party](#)

For **online publications prepared by outsource designer**, please ask them to prepare an accessible file



## Accessible Microsoft Word File

- Follow this guideline only if your file to be prepared is in .doc format.
- If the **final output is to be in PDF format**, follow the guideline(s) under “**Accessible PDF**” on the left.

## **5. Video Transcript, Captions**

## 5a) Handling

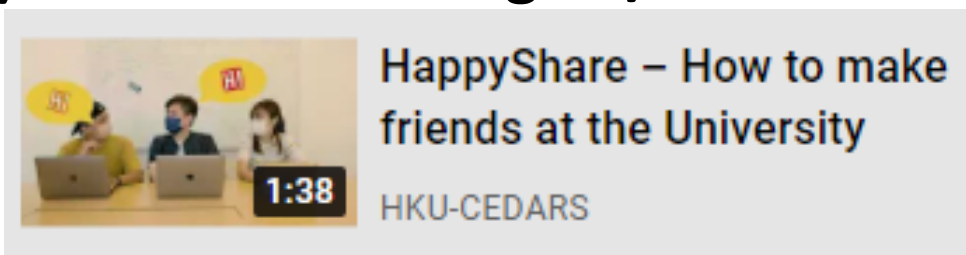
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- ✓ **All new videos** in YouTube should have **transcript** prepared and synced (with timestamp, which cater also the closed captions for viewer's option).
- ✓ Open Captions are optional to include.
- ✓ For videos with no voice over (VO) but the visual content does convey message, refer to the sample reference ("About CEDARS") in the next slide.
- ✓ For videos (e.g. photo slideshow of event/programme/facility) which have no VO, a video **description summary** should be included **in the website, near the video link**.
- ✓ Please refer to [CEDARS YouTube Channel Internal Guideline](#) for detailed descriptions of YouTube submission.

# 5b) Sample Reference

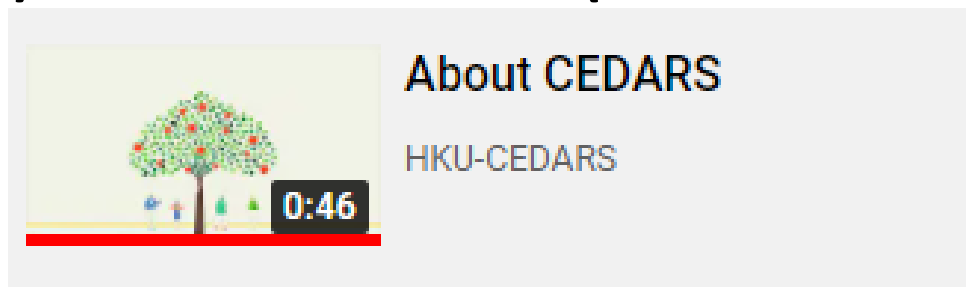
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## i) Video with dialogue / VO



OK! Transcript is synced, not auto-generated by YouTube

## ii) Video without VO (animation with background information only)



OK! Messages conveyed in the video (correspond to specific time stamp) is synced.

- ✓ Use directly the information shown/available (e.g. message conveyed in the visual content, dialogue) in the video for transcript preparation

## 6) Creating an Accessible WIX Website

- ✓ Follow the guideline [Accessibility Requirement of WIX website](#) to create an accessible website

# 7) Accessibility Statement

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- ✓ It is to:
  - Show your users that you care about accessibility and about them
  - Provide them with information about the accessibility of your content
  - Demonstrate commitment to accessibility, and to social responsibility
  
- ✓ IT Teams and Dean's Office will prepare the statement for "cedars.hku.hk".
  
- ✓ Admin of section/team/programme/event homepage should take reference to the version in "cedars.hku.hk" to include the statement in your homepage.

Ref: [Developing An Accessibility Statement \(W3C\)](#)



# Contact Point

- For requirement / general enquiries, please contact Sally Tam ([tsysally@hku.hk](mailto:tsysally@hku.hk)).
- For technical enquiries, please contact Yeung ([kywongc@hku.hk](mailto:kywongc@hku.hk)).

Thank You!