

## 508 Compliance - Best Practices

To ensure that your Pacific website is as 508 compliant as possible, you must have a text equivalent for every non-text element on your website. Please follow these best practices when creating new content or editing your current content in Pacific.

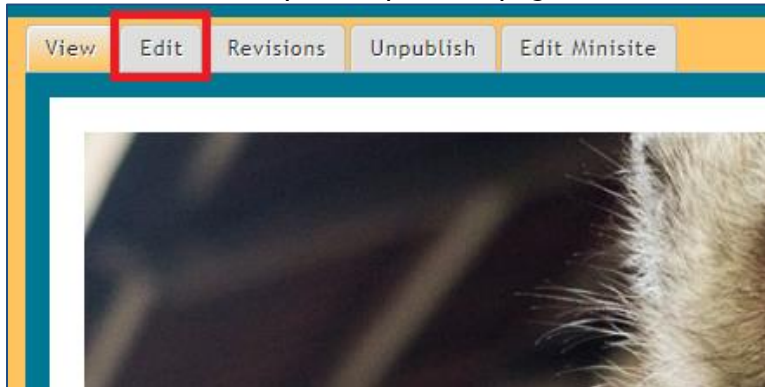
### 1.1. IMAGES

Images are one type of non-text element. Associating your images with descriptive text is one of the most common ways to make your site more accessible to users that depend on screen reading software.

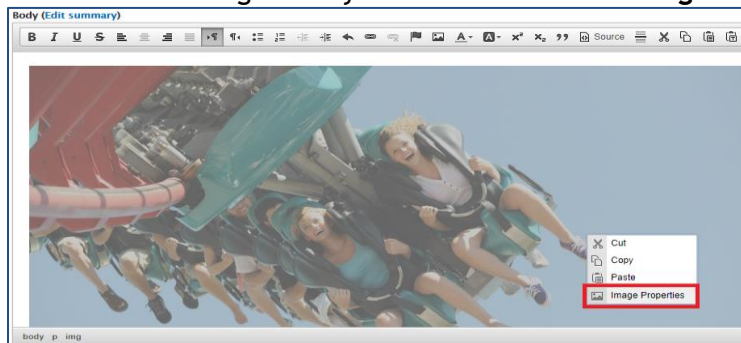
#### 1.1.1. Add Alternative Text to Images in the WYSIWYG

Alternative text can be added to any image within content types that use the WYSIWYG (pages, text areas, blocks, etc). To meet 508 compliance requirements, please follow the instructions below to add alternative text to your images in the WYSIWYG (look below to section 1.1.3 if you are using Image Atoms):

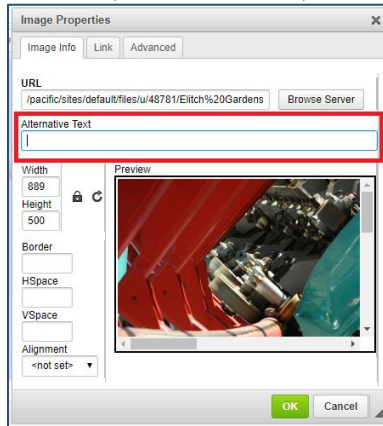
1. Navigate to the edit screen of the page that contains the image by clicking on the **Edit** tab at the top of its preview page:



2. Upload the image into the WYSIWYG. You can reference the [Using the WYSIWYG Editor](#) tutorial on the Going Pacific site to see how to upload an image into the WYSIWYG
3. Right click on the image with your mouse and click **Image Properties**:



4. Type the alternative text that you would like to have for the image in the “Alternative Text” field (as seen below).



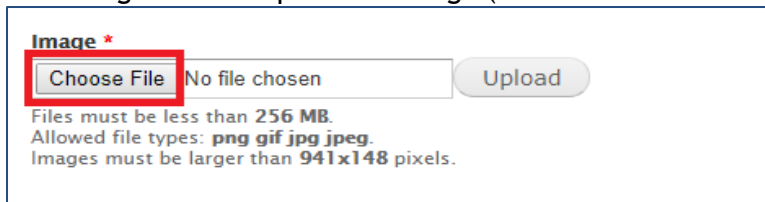
5. Click the green “OK” button
6. **Save** or **Publish** the content

The image will now have corresponding alternative text that can be used by screen readers and search engines, and it will display this text in the event the page does not load the image for a user when they are visiting your site.

### 1.1.2. Add Alternate Text to Slider Images, Footer Logos, and Banners

Adding alternative text to images that are not added to the WYSIWYG is a slightly different process.

1. Navigate to the edit screen of Slider Image, Footer Logo, or Banner. You can do this by clicking **Content > Content (Current Site)** and locate the content type you would like to edit.
2. Use the image field to upload an image (click the **Choose File** button):

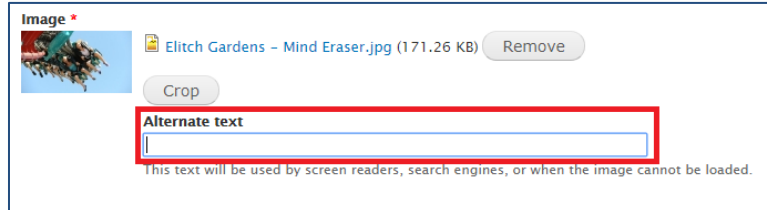


Select the image file that you want to use from your computer. Click the **Upload** button.

3. Once you upload the image, you will have to crop the image to the specified size of that content type by clicking the **Crop** button (please refer to the relevant content type’s tutorial on how to resize your image

properly. All of our tutorials can be found at [Going Pacific Self-Study Training Curriculum](#) page.

4. Below the **Crop** button, there is a new field that has appeared for “**Alternative Text**”. Type the alternative text that you would like to have for this image.



5. **Save** or **Publish** the content

The image will now have corresponding alternate text that can be used by screen readers and search engines, and it will display this text in the event the page does not load the image for a user when they are visiting your site.

### 1.1.3. A Note on Alternate Text with Image Atoms

Alternative text is automatically added to an Image Atom. The Image Atom title and alternative text will be the same. However, if you separate an image from its atom, and you want to change the alternative text for that image, **follow steps 3 through 6 in section 1.1.1. above.**

Please refer to the [Using Scald File Manager - Image Atoms](#) tutorial on the Going Pacific site if you need help using Image Atoms.

## 1.2. IFRAMES

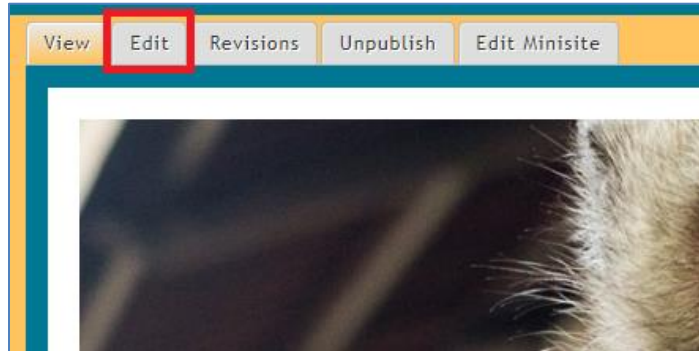
iFrames are another kind of non-text element on your webpage that will need descriptions. Please follow the instructions below to ensure the iFrames on your Pacific minisite are 508 compliant.

### 1.2.1. Add Titles and Descriptions to iFrames

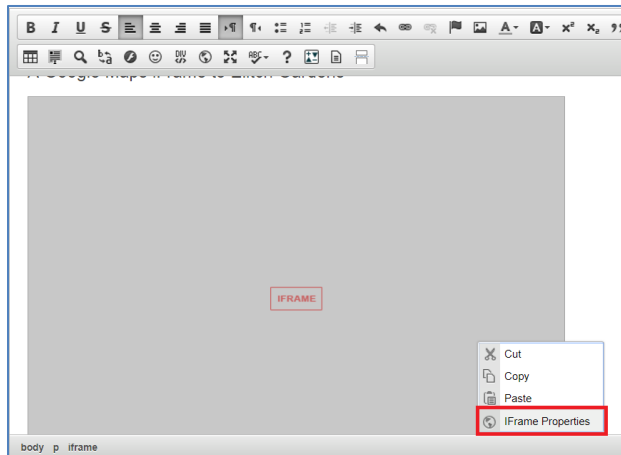
To make an iFrame fully 508 compliant, you must add a name and title. The name field should give a brief description of the iFrame, while the title field should give more information about what the iFrame contains. Different types of assistive technology prefer one field or the other, so it is best to fill both fields completely.

To add a name and title to your iFrame:

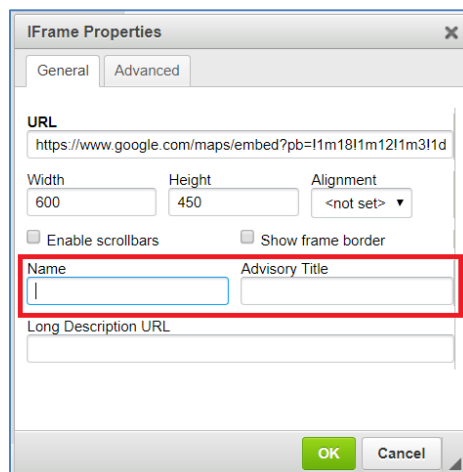
1. Navigate to the edit screen of the page that contains the iFrame by clicking on the **Edit** tab at the top of its preview page (as seen below):



2. Within the edit screen, **right click** the iFrame and select **iFrame Properties**.



3. Fill out the “Name” and “Advisory Title” fields to appropriately describe your iFrame. Click the green **OK** button when you finish filling out these fields.



#### 4. Click **Save** or **Publish**.

The iFrame will now have a name and advisory title that can be used by screen readers and search engines, and it will display this text in the event the page does not load the iFrame for a user when they are visiting your site.

### 1.3. COLOR CONTRAST

Color is an effective way to make your website look great, but it is also valuable for communicating important information.

Color contrast must also be considered when deciding whether or not your website is 508 Compliant. For a more exhaustive explanation on everything described below, visit the [United States Department of Veterans Affairs Section 508 Support Office](#) webpage.

#### 1.3.1. Consider your users

- Users must be able to understand all the information on the screen. This includes users who use assistive technology (like screen readers) and users who have color deficiencies (such as people who are blind, visually impaired, or color blind).

#### 1.3.2. Important Questions to Ask When Choosing Colors for Your Website:

- Is my content (text, headings, links, etc) easily readable?
- Is there enough color contrast between the background and text?
- Where color is used to convey meaning, are text, icons or symbols provided to convey the same meaning?
- Does the page or document avoid using color alone to convey non-textual information?
- Where instructions are given, are actions or controls described in terms other than color? (for example: “Press the green START button” rather than “Press the green button”).

#### 1.3.3. Color Best Practices

1. Provide sufficient color contrast between text and its background. The text should be easily legible. The [Department of Veteran’s Affairs](#) website shows some examples of acceptable and unacceptable text/background color schemes with their color codes (as seen below):

**Acceptable Color Schemes:**

Background: #FFFFFF	Foreground: #333333
Background: #111111	Foreground: #EBEBEB
Background: #ECECEC	Foreground: #222222
Background: #EEEAD9	Foreground: #261C13
Background: #261C13	Foreground: #EEEAD9
Background: #0E1030	Foreground: #EBEBEB

**Unacceptable Color Schemes:**

Background: #FFFFFF	Foreground: #EBEBEB
Background: #111111	Foreground: #336633
Background: #3399FF	Foreground: #FF6633
Background: #EEEAD9	Foreground: #99FF00
Background: #261C13	Foreground: #0000FF
Background: #FF3333	Foreground: #FFFF00

- ❖ We typically advise to **not** adjust the “**Background Content**” color on your Pacific minisite to avoid text/background contrast issues.
2. Consider the types of colors being used. People with red-green colorblindness might not be able to see your content if you configure background and text colors incorrectly.
  3. If you are in doubt with your color selection, color contrast analyzer programs can be used to evaluate whether the contrast ratios on your site are within the minimum degree of color contrast.

**1.4. OVERVIEW**

Overall, adding alternative text and descriptions to any non-text elements on your webpage and choosing appropriate colors and color contrast will help ensure that your Pacific website is compliant with section 508 federal laws.

To learn more about Section 508, please visit <https://section508.gov/>. For more in depth information and instructions on making your site 508 compliant, please visit [https://www.section508.va.gov/support/html/3\\_0.asp](https://www.section508.va.gov/support/html/3_0.asp).