# Accessibility Checklist

## 10 Critical Elements to Evaluate for Website Accessibility

*NOTE: This is neither exhaustive nor technical. It is a plain language outline of broad areas to check for basic accessibility. It is based on [Digital Accessibility And Unlawful Discrimination Checklist: Common Pitfalls That Expose Website Owners To ADA Equal Access Litigation](#), available on our website.*

☐ **Navigation:** Structured for logical tabbing and landmark navigation

    ☐ **Logical, tab-through reading order**. Tabbing proceeds in a logical order to and from different elements, including the address bar, menus, form fields, links, and other content areas.

    ☐ **Landmarks**. Programmatic labels provide landmark indicators for moving around a page. They usually identify the menu, main content, forms, footers, and other primary blocks of content.

☐ **Content Structure:** Conveys context and relationships among content areas

    ☐ **Titles**. Each page has a clear title, and no two pages share the same title.

    ☐ **Headings**. Properly styled headings proceed in a logical order. A single "H1" heading indicates the page topic, followed by "H2" headings for secondary sections, then "H3," etc.

    ☐ **Lists**. Bulleted and numbered lists are identified as such and are formatted using HTML styles.

☐ **Hyperlinks:** Are visually distinct, but also make sense out of context

    ☐ **Readability**. Inline hyperlinked text is written out using common language rather than as web addresses, which aren't always meaningful or pleasant to hear read aloud.

    ☐ **Clarity**. Avoid "click here" or "read more" or other repetitive, non-descriptive link language that fails to explain the link's destination, especially when read in a list of links or otherwise out of context.

    ☐ **Distinctiveness**. Links within a body of text are clearly identifiable visually. Links use some attribute other than color (underline, bold or italics, etc.) to distinguish them from non-linking text.

☐ **Text:** Formatting is flexible, has good contrast, and communicates clearly

    ☐ **Font size**. Users can enlarge or diminish text size. Text size translates well on various devices.

    ☐ **Color contrast**. Formatting complies with internationally recognized Web Content Accessibility Guidelines (WCAG 2.0) color contrast ratios. Applies to text and graphics with text elements.

    ☐ **Color not used exclusively to convey meaning**. If a color is used to convey something meaningful (e.g., "Required information is in red."), another non-color indicator is provided to convey that same information.

☐ **Images:** Non-text elements have appropriate descriptions for screen readers

    ☐ **Alternative text for images**. Descriptions provide non-sighted users with the same relevant information provided to a sighted user.

    ☐ **Decorative images**. Non-informative or redundant images are designated as decorative images so they can be skipped.

    ☐ **Color not used exclusively to convey meaning**. If a color is used to convey something meaningful (e.g., "The green location marker indicates the starting point."), another non-color option conveys that same information.

☐ **Forms:** Incorporates all principles from above

    ☐ **Navigation**. Users can intuitively and logically tab through the form, generally from input field to input field.

    ☐ **Accessible instructions**. All form fields and controls (e.g., checkboxes or drop-down menus) are labeled programmatically (not only through adjacent text), indicating what's required.

    ☐ **Timing**. If forms time-out (e.g., for security purposes), individuals are able to extend their time.

☐ **Documents and Other Files:** Supporting electronic files must also be accessible

While implemented differently, accessible documents, presentations, spreadsheets, and multimedia incorporate similar accessibility principles, including navigability, color contrast, image descriptions, etc. NOTE: Microsoft Office products and Adobe Acrobat Professional have helpful, built-in accessibility checkers. Even there, some elements will require additional manual checking.

    ☐ **Word processing documents (e.g., WordPerfect, Word)**. Pages are logically navigable with properly styled headings, clear hyperlinks, and image descriptions. Form fields are properly labeled. Form instructions are screen readable even when form is protected.

    ☐ **Portable Document Format (PDF)**. Incorporates the characteristics above. All text is readable (not scanned images of text). Files are properly structured and tagged to facilitate document navigation.

    ☐ **Presentations (e.g., PowerPoint, Prezi)**. Each slide has a clear title, no slides share the same title, images have alt tags, etc. Multimedia (audio, video, animations) is accessible (next section).

    ☐ **Spreadsheets (e.g., Excel)**. Table headers and rows and other components are appropriately labeled. Note: Merged cells, calculations, and graphs can make this a bit complex.

☐ **Multimedia:** Content is presented in multiple ways

    ☐ **Software Compatibility.** Media delivery software is compatible with assistive devices.

    ☐ **Video.** Video is captioned or transcribed. Content descriptions include information on sound effects or other relevant audio in addition to speech. For visually impaired or blind individuals, spoken descriptions of on-screen actions are included.

    ☐ **Audio.** A text version of any audio file or alert is available.

    ☐ **Movement.**  Non-animated versions or options for pausing or negating animations, alerts, and other on-screen movement is available.

☐ **Adaptability:** Allows end-user adjustments on various devices

Design allows user personalization, such as changes to color schemes, color contrast, delivery speed, and font sizes. Content translates well across devices (desktops, laptops, tablets, smart phones.

☐ **Policies, Processes, and Maintenance:** Widespread commitment to ongoing accessibility

    ☐ **Culture.** Accessibility practices are in place throughout the organization to maintain accessibility.

    ☐ **Accessibility statement.** Organizational commitment is laid out in an accessibility statement.

## About Microassist

*Since 1988, Microassist has partnered with organizations to better educate employees, constituents, and clients through traditional classroom training, innovative elearning, mission-critical applications, and ever-changing technology, emphasizing online usability and accessibility. Visit us online at microassist.com/accessibility or contact us at accessibility@microassist.com.*