

Digital Accessibility Checklist

This is a checklist for publishing content in accordance with Web Content Accessibility Guidelines (WCAG 2.2 AA).



Page Properties

- ☐ Page title is meaningful and reflects the content on the page.
- ☐ Page description provides a concise summary of content.



Text Content

- ☐ Use clear and simple language. (See explanation of plain language.)
- ☐ Avoid jargon and acronyms. If used, be sure to explain them.
- ☐ Use heading levels (H1-H6).
- ☐ Only use one H1 per webpage.
- ☐ Do not skip levels (e.g., no H4 after H2).
- ☐ Break up long paragraphs into lists.
- ☐ Use bullets for unordered lists (i.e., when order does not matter).
- ☐ Use alphanumeric lists for ordered items (i.e., order matters, sequential steps).
- ☐ Check for spelling and grammatical errors.



Images

- ☐ Provide concise and meaningful alt text. (Best practice is to limit to 140 characters.)
- ☐ Complex images may require the use of a long description method.
- ☐ Decorative images should have an empty alt text field.
- ☐ Avoid using text in images. If an image contains text, it should be summarized as the alt text description.



Links

- ☐ Link text is descriptive and makes sense out of context.
- ☐ Avoid vague link text such as "click here" or "read more."
- ☐ Ensure links go to the proper destination.
- ☐ Avoid opening new windows unless the user is warned.
- ☐ WebAIM Contrast Checker and Colour Contrast Analyser by TPGi are tools that may be used to test color contrast against WCAG standards.
- ☐ Verify that text has enough contrast against the background.
- ☐ Do not rely on color alone to convey meaning.
- ☐ Use bold or icons alongside color to show status (i.e., error).
- ☐ Use tables for data, not layouts. (See Tables Tutorial for proper table formatting.)
- ☐ Include header rows (<th>).
- ☐ Use scope to associate header cells with data cells.

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Forms

- ☐ Fields have clear labels.
- ☐ Provide helpful error messages.
- ☐ Group related fields with fieldsets and legends.



Audio & Video

- ☐ Provide captions for all videos. Do not rely on autocaptioning. 99% accuracy is required. (See captions/subtitles overview.)
- ☐ Provide a text-only transcript for audio content.
- ☐ Avoid auto-play. Provide a pause function.
- ☐ Avoid flashing or blinking content.



Documents & Files

- ☐ Include headings, alt text and readable fonts in all documents.
- ☐ Check for acceptable color contrast.
- ☐ Check all files for accessibility compliance in their native program.
- ☐ Use Microsoft accessibility tools in Word, Excel and Powerpoint.
- ☐ Use the Grackle Docs browser plug-in for Google Docs, Sheets and Slides.
- ☐ Use Adobe accessibility tools in InDesign and Acrobat.
- ☐ Avoid publishing scanned documents unless they are properly formatted by technology using Optical Character Recognition (OCR). A technology that analyzes images of text and converts them into digital text, so that assistive technology can interpret the document.
- ☐ Make sure the tabbed reading order is logical.



Testing & Maintenance

Remember to run an accessibility check every time a new document is created or an existing document is updated, even for the smallest and simplest content update.