

# 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.

If you feel stumped in your SEO efforts, give us a shout!

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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.