Checklist: Accessibility

Text Content

Our websites are mostly made up of text. We need to make sure everyone can access and understand it.

- ☐ Is my language clear and simple?
- ☐ Are my sentences short?
- ☐ Are my paragraphs short?
- ☐ Am I labeling sections with built-in headings?
- ☐ Am I labeling tables with built-in column and row headers?
- ☐ Am I using bullet points and numbered lists when appropriate?
- ☐ Do I explain acronyms the first time they're used?
- ☐ Are my links descriptive (instead of "click here")?
- ☐ Do I avoid duplicate links?
- ☐ Did I use the [WYSIWYG's accessibility checker](#)?

Documents

Typically, it's best to convert documents to site pages. When they need to stay as documents, make sure that they're accessible. Keep in mind the same tips as you do for all web content, with these additions:

- ☐ Is my document structured with styles?
- ☐ Did I use Microsoft's accessibility checker?
- ☐ Is my PDF [exported for accessibility](#)?

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Images

Is the image decorative or does it contain significant information? If it contains information that is important to understanding the content of the page, or if it's used as a link, it needs to be accessible.

- ☐ Does it have alternative text ("alt text")?
- ☐ Is the alt text brief (under 120 characters)?
- ☐ Does the alt text describe the *function* of the image (e.g. "search" instead of "magnifying glass")?
- ☐ Does [color contrast](#) of vital parts (e.g. text, charts, etc.) meet WCAG 2.0 AA standards?
- ☐ Is long-form text in the image (e.g. in an infographic) duplicated in HTML text on the page?
- ☐ Are graphics with text uploaded to the infographic Column type?

Video

By nature, videos are a great way to address accessibility with your content, since they already include both visuals and audio.

- ☐ Does my link include captions?
- ☐ Do the captions match up with the timing of the video?
- ☐ Do the captions include additional descriptions (e.g. laughter, applause)?
- ☐ Does the audio make sense without visuals?

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