Accessibility Website Checklist

Content

- ❑ Use plain language and avoid figures of speech, idioms, and complicated metaphors. Write content at an [8th grade reading level](#).
- ❑ Make sure that button, a, and label element content is unique and descriptive. Terms like "click here" and "read more" do not provide any context. Some people navigate using a list of all buttons or links on a page or view.
- ❑ Use left-aligned text for left-to-right (LTR) languages, and right-aligned text for right-to-left (RTL) languages. Centered-aligned or justified text is difficult to read.
- ❑ Ensure that your text can be made larger without affecting the content or function of the page or site. Don't use images of text for decorative sake.
- ❑ Many standard and widely available fonts score highly for web accessibility. The most accessible fonts are Tahoma, Calibri, Helvetica, Arial, Verdana, and Times New Roman. Slab serif fonts including Arvo, Museo Slab, and Rockwell are also considered to be accessible. These font types are mostly used in headings rather than the body text. You may have heard that sans serif fonts are more accessible for screen reading. However, as the research is not conclusive either way as to whether serif or sans serif typefaces are more readable, the decision is up to you.
- ❑ You can check to see how accessible your webpage is for screen readers by cutting and pasting the url into Textise: https://www.textise.net/. You will be taken to a text only version of the search results.

Images

- ❑ Make sure that all img elements have an alt attribute. Alt attributes (alt text) give a description of an image for people who may not be able to view them. When an alt attribute isn't present on an image, a screen reader may announce the image's file name and path instead. This fails to communicate the image's content.
- ❑ Provide a text alternative for complex images such as charts, graphs, and maps. Is there plain text which lists points on the map or sections of a flowchart? Describe all visible information. This includes graph axes, data points and labels, and the overall point the graphic is communicating.
- ❑ For images containing text, make sure the alt description includes the image's text.
- ❑ If image is purely decorative then leave alt text empty so screen reader doesn't identify it.

Headings

- ❑ Use heading elements to introduce content. Heading elements construct a document outline, and should not be used for purely visual design.
- ❑ Use only one h1 element per page or view.
- ❑ Heading elements should be written in a logical sequence.

- ❑ Don't skip heading levels. For example, if you use an <h3>, make sure it is preceded by an <h2>.
- ❑ Use bulleted lists marked up correctly in HTML as <ul>, <li>. Screen readers will announce "List of 10 items" (and allow the user to jump over them).

Tables

- ❑ If you're using tables on any web pages, they must also have alt-tags — similar to those used with images — to help explain each column via text. The user's screen-reader will then read that text aloud, describing the contents of the table.
- ❑ Shouldn't use a table for formatting layout of the page—only for displaying data.

Forms

- ❑ Web forms should be usable even without a mouse, and each field should be labeled.

Media

- ❑ Make sure that media does not autoplay.
- ❑ Check to see that all media can be paused.

Video

- ❑ Confirm the presence of captions.

Appearance

- ❑ Make sure color isn't the only way information is conveyed.
- ❑ You can check to see if your color contrasts are accessible by pasting the RGB hexadecimal format into this contrast checker: https://webaim.org/resources/contrastchecker/
- ❑ Make sure instructions are not visual or audio-only.
- ❑ Use a simple, straightforward, and consistent layout.

Tips

- If you are working on a pitt.edu website you can use SiteImprove for your accessibility checker and to see your compliance score. Request access to your specific site by emailing accessibility@pitt.edu.
- For a more complete list of Web Content Accessibility Guidelines (WCAG) 2 and the steps you can take to ensure accessibility please visit this page: https://webaim.org/standards/wcag/checklist
- Please see the Accessibility Curriculum Checklist for additional context and information about relevant items
- If you have further questions or require assistance please reach out to Shannon Murphy at shm87@pitt.edu. If you are an employee of the Child Welfare Resource Center please contact the CWRC helpdesk at helpcwtp@pitt.edu.