Digital Accessibility Checklist

Develop Accessibility Readiness

☐ **Accessibility coordinator**
Name or hire an accessibility coordinator who understands ADA, WCAG 2.0 and website accessibility issues.

☐ **Accessibility policy**
Create and adopt an accessibility policy, and share it online and throughout your agency.

☐ **Accessibility awareness training**
Conduct web accessibility awareness training for department heads and key personnel.

☐ **Accessibility content training**
Train web content personnel on how to write accessible information.

Build Accessible Content

☐ **Layouts**
Use responsive design to make sure that your pages automatically resize for mobile and tablet devices.

☐ **Images**
Add "alternative text" to images where appropriate - this will be used by screen readers to describe images to people with visual impairments.

☐ **Content**
Write text that is easy to understand, and use short simple sentences to aid readability.

☐ **Headings**
Use headings to provide a way for users to navigate a page quickly and to understand the structure of a page.

☐ **Contrast**
Create links that stand out from surrounding text, and let users know if a link will go to another page or open a document.

☐ **Color**
Test text and background color combinations for users with color blindness. Note that WCAG 2.0 Level AA requires a 4:5:1 color ratio.

☐ **Multimedia**
Provide captions and transcripts for audio/visual content for users with hearing impairments.

Give Users Control Over Accessibility

☐ **Keyboard access**
All interactions and information that can be accessed with a mouse must be accessible with just a keyboard. The tab order of the page should be logical.

☐ **Focus**
Always let users know where they are and how to get somewhere else on your site. The focus should always be visible.

☐ **Multimedia**
Give users control over media content and make sure that video and audio files do not auto-play.

☐ **Customization**
Allow users to customize their page experience. Give users a way to increase text size - note that many browsers have this capability built in already.

☐ **Time outs**
If time outs are used, allow users to extend their sessions if they wish.

☐ **CAPTCHA alternatives**
Use alternatives to CAPTCHA. Spam protection may shut out some users, so you should use logic-based problems or simple human user confirmations.

Keep Your Website Accessible

☐ **Automated accessibility checker**
Use an automated accessibility checker on your website to regularly check and identify major barriers to accessibility - and correct any issues as they arise.

☐ **Accessibility statement**
Provide a website accessibility statement on your site to acknowledge your commitment to accessibility, outline key standards and identify contact information for reporting issues or providing feedback.

Additional Accessibility Resources

- W3C WCAG   w3.org/WAI/intro/wcag
- Section 508   section508.gov
- 18F   pages.18f.gov/accessibility
- Achecker   achecker.ca
- WebAIM   webaim.org

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