

Accessibility checklist

Use this list to make sure your site is as accessible as possible.

You can [find resources on the Web Accessibility website](#) to guide you with some specific aspects.

Tip: You can use the table of contents below as a quick checklist of some of the most important aspects of accessibility, or dive into each section to learn more and make improvements to your content.

Do images have alt text?

- Is the image decorative? No? Then it needs alt text
- Is the image a graph, chart or other complex informational piece? Remove the alt text and add a caption or description instead.
- Does the alt text describe what is in the image? If no, then change it to describe what is in the picture. And compare with the item below:
- Does the image have a caption? Is the alt text doing what the caption should?

[Learn more about alt text.](#)

Is an image being used as a link?

If so, it's a special case: make sure the alt text describes what will happen if a user clicks on the picture. Example: "View a gallery of images from this event".

You can [read more about using alt text when image linking](#) on our website.

Do all pages have a proper and consistent structure and hierarchy?

Pages with more than a couple of paragraphs should be organized under subheadings. Do all pages meet this criterion? [Read more about page organization.](#)

Are sub-headings being created properly?

Are the subheadings created properly? They have to be created using the headings block, not by simply bolding ordinary paragraph text. [Read more about creating proper subheadings.](#)

Are hyperlinks written in proper language?

a. Are any links on the site using the address as the link text? Links should never appear in this way, for example **andrewriddles@cunet.careleon.ca** or **https://carleton.ca/webservices/wp-content/uploads/sites/3/Screen-Shot-2023-05-28-at-4.10.57-PM.png**.

[Find out why using links as the text for the link is not accessible.](#)

Does the hyperlink language indicate what will happen if the link is clicked?

Linked very closely with the previous point, will a person reading a link (or hearing it from a screen reader) know what will happen when the link is clicked?

Learn more about [ITS](#): does not tell someone using a screen reader what the link is about but

[Learn more about ITS](#) tells us what the anticipated outcome will be if clicked

By the way, all the links in the document have language to demonstrate what will happen if visited, for example, [read more about making link language explicit](#).

Is information on the pages clear, concise, and legible?

- a. Are paragraphs on the pages of this site short and succinct? Do they even have paragraphs?
- b. Do sentences run on, with multiple clauses?
- c. Are the pages broken up visually? Do they make use of features such as bullet points to break out information?

[Read about why clear text and info are important.](#)

Are tables being used correctly?

- a. Are tables being used to layout page content such as paragraphs and images? (hint: they should never be used for this!)
- b. Are tables properly formed? Do they have a table header?
- c. Is the kind of data presented within the table appropriate for being displayed in this way? (for example, tables are a great way to present short amounts of consistent data, such as laboratory results, or a list such as Course name, Course number, Department, Faculty member to present data about a unit's course offerings).

[Learn more about accessible tables.](#)