

Web Accessibility Checklist

General

- You have an accessibility plan that documents:
 - How those on your team who create web content are educated on accessibility best practices
 - How you will ensure all content currently on your website is as accessible as possible
 - How you will ensure all new content added to your website is as accessible as possible
- You are aware of the accessibility needs of your audience and have a means of being notified if those needs change, or if they are not being met
- Your navigation makes sense. Review your menu navigation with [this article on menu best practices](#).
 - There should be multiple ways to access a page on the site (menu, links, buttons, etc.)

Text

- Page and content titles are descriptive and relevant
- You are using proper heading structure
- Long paragraphs are broken up (no longer than 50 words, generally)
 - You can use bullet points to break up long paragraphs
- Sentences are short, simple, and devoid of filler language
- There are no sentences in all caps
- Italics is not overused
- Anchor text is descriptive
- PDFs and external sites open in a new tab

Images

- Alt text is used where needed, and omitted where images are purely decorative
- There are no images that convey important information (ex. instructions), where this information is not replicated in the body or alt text.

Videos

- All videos have subtitles / closed captioning
- Videos can be navigated using keyboard functions
- Transcripts for videos are provided

Tables

- Tables use appropriate headings
- Tables are not being used to format text